U.S. Department of Homeland Security

United States Coast Guard

AUXILIARY MANUAL

COMDTINST M16790.1G

"Proud Traditions – Worthy Missions"

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

Commandant
United States Coast Guard

2100 Second St. SW STOP 7581
Washington, DC 20593-7581
Staff Symbol: CG-542
Phone: (202) 372-1267

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COMMANDANT INSTRUCTION M16790.1G

Subj: AUXILIARY MANUAL

1. PURPOSE. This Manual establishes policies and procedures for all Coast Guard members who are involved with the administration of the Coast Guard Auxiliary, including Auxiliarists, military, and civilian personnel.

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.

3. DIRECTIVES AFFECTED. The Auxiliary Career Counselor Manual, COMDTINST M1100.3, the Coast Guard Auxiliary Manual, COMDTINST M16790.1F, the instruction Auxiliary National C School Programs, COMDTINST 16794.1, and the instruction Guidance and Procedures for Auxiliary National C Schools, COMDTINST 16794.43, are canceled.

4. DISCUSSION. This Manual outlines policies and procedures necessary for effective administration of the Coast Guard Auxiliary. It reflects the continually evolving Auxiliary policy foundation that has supported the passage of the Department of Homeland Security (DHS) Act of 2002 which created (DHS) and established the Coast Guard as both the Department's lead maritime agency and only military component. The Coast Guard Auxiliary has been a critical part of the Coast Guard's historic transition to DHS, and the Auxiliary has assumed the roles and responsibilities as the department's lead organization of dedicated volunteers. This Manual further helps set the course for ready, reliable, and expanding Auxiliary administrative and operational support to the full spectrum of Coast Guard missions in an increasingly complex maritime security environment. Further, this Manual has been extensively revised due to major Auxiliary reorganizational efforts to position it for the provision of efficient and effective support in a modernized Coast Guard

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NON-STANDARD DISTRIBUTION: See Page 6

5. MAJOR CHANGES. This manual represents a major revision to the previous Auxiliary Manual promulgated in May 2004. Due to the extensive changes, units and Auxiliarists are encouraged to conduct a thorough review of it. This edition of the manual contains the following significant policy changes:

   a. Introduction from the Chief Director of Auxiliary and the National Commodore including the Coast Guard Auxiliary Policy Statement (Foreword).
   b. Updated Auxiliary organizational titles, designators, and program labels throughout the manual to reflect national and regional level reorganizations meant to align the Auxiliary with the modernized Coast Guard. This includes establishment of Deputy National Commodores (DNACO) to align with the Deputy Commandant for Operations (CG-DCO), Deputy Commandant for Mission Support (CG-DCMS), and the Atlantic Area and Pacific Area Commanders (Chapter 1).
   c. Updated Coast Guard and Auxiliary organizational titles and designators throughout the manual to reflect recent organizational changes in conjunction with Coast Guard modernization.
   d. Revised functional statements for the Chief Director of Auxiliary (CHDIRAUX), associated Auxiliary Division and Branch Chiefs, and Auxiliary National Executive Committee members including the National Commodore (NACO), the Vice National Commodore (VNACO), and the DNACOs (Chapter 1).
   e. Revised functional statements for the regional Director of Auxiliary (DIRAUX) and the Operations Training Officer (OTO) (Chapter 1).
   f. Redesignation of the Auxiliary Unit Liaison Officer as the Auxiliary Unit Coordinator (AUC) (Chapter 1).
   g. Established functional statement and selection criteria for the Auxiliary Sector Coordinator (ASC) (Chapter 1).
   h. Revised Auxiliary National organization chart (Chapter 1).
   i. Revised Auxiliary District organization chart (Chapter 1).
   j. Updated chain of leadership communication expectations (Chapter 1).
   k. Updated authorized programs and activities for Auxiliarists including new programs for Academy Admissions Partner Program (AAPP), Auxiliary Chef (AUXCHEF) program, State Liaison Officer (SLO) program, Language Interpreter program, and Health Care Services Assistance program (Chapter 2).
   l. Authorization for Auxiliarists to qualify and stand watch as Assistant Inport Officer-of-the-Deck on major cutters, and to qualify and stand watch as Assistant Watchstander on small cutters (Chapter 2).
   m. Updated alignment of eligibility for membership provisions with Coast Guard active duty and Reserve policies (Chapter 3).
   n. Clarification of enrollment eligibility criteria including circumstances for Auxiliary enrollment ineligibility (Chapter 3).
   o. Updated Auxiliary personnel security program guidelines including establishment of the Direct Informational (DI) Personnel Security Investigation (PSI) for purposes of providing Auxiliary Logical Access cards (ALAC) to Auxiliarists who need them (Chapter 3).

p. Explanation of the indefinite duration of suitability for service determinations for Direct Informational (DI) and Direct Operational (DO) unless the need for a security clearance and updated National Agency Check (NAC) exists (Chapter 3).
q. Clarification of the role of the Coast Guard Security Center (SECCEN) in granting interim and final security clearances (Chapter 3).
r. Updated physical fitness requirements and expectations (Chapter 3).
s. Inclusion of detailed privileges, provisions, and authorized activities, including training and qualification, for Auxiliarists in Approval Pending (AP) membership status (i.e., the period between initial enrollment and PSI completion) (Chapter 3).
t. Updated provisions for retired Auxiliary status and recognition of Honorary Auxiliarists and Honorary Commodores (Chapter 3).
u. Updated membership transfer provisions (Chapter 3).
v. Clarification of administrative disciplinary procedures including informal and formal actions, and temporary membership suspensions during investigative periods (Chapter 3).
w. Clarification of appeal procedures for administrative disciplinary actions (Chapter 3).
x. Updated functional definitions for regional elected/appointed offices as well as revised division composition criteria (Chapter 4).
y. Identification and basic functional description of new Assistant National Commodores (ANACO) (Chapter 4).
z. Identification of new national staff Directorate Chiefs (DIR) (Chapter 4).
aa. Updated universal election eligibility criteria (Chapter 4).
bb. Updated flotilla and division staff officer rosters and optional regional staff organization model including allowances for Auxiliary District Planners (D-PL), District Directorate Chiefs (DDC), and District Staff Officers for Diversity (DSO-DV) (Chapter 4).
cc. Updated provisions for designated Lay Leaders (Chapter 4).
dd. Updated U.S. Code excerpts pertinent to the Auxiliary program (Chapter 5).
ee. Updated guidelines for Auxiliarists' communications with other government agencies and industry (Chapter 5).
ff. Updated provisions for Auxiliarists' public appearances for political purposes including handling requests for Auxiliary subject matter experts to testify at State or local hearings (Chapter 5).
gg. Updated marketing and public affairs provisions including the handling of entertainment media ventures (Chapter 5).
hh. Establishment of provisions for treatment and handling of Auxiliary correspondence, Personally Identifiable Information (PII), and network security (Chapter 5).
ii. Updated provisions for handling solicited and unsolicited gifts including expanded ability to review and accept gifts at District level and the handling of bequests (Chapter 5).
jj. Updated provisions for addressing offers of free space, advertising and other services as well as raffles and employer-sponsored recognition programs (Chapter 5).
kk. Established provisions to address Auxiliary websites (Chapter 5).

ll. Clarification of assignment to duty expectations including implicit assignment to duty and guidelines for claiming activity subsequent to an assignment to duty (Chapter 5).
mm. Inclusion of provisions to address immunizations for Auxiliarists pursuant to assignment to duty requirements (Chapter 5).
nn. Clarification of Auxiliary ID card requirements and processing (Chapter 5).
oo. Introduction of the Auxiliary Logical Access Credential (ALAC) (Chapter 5).
pp. Clarification of provisions to address accommodation of individuals with physical and mental disabilities (Chapter 5).
qq. Updated weapons carriage provisions including ceremonial weapons (Chapter 5 and Chapter 10).
rr. Establishment of social media employment and management provisions (Chapter 5).
ss. Establishment of standards of ethical conduct (Chapter 5).
tt. Clarification of Coast Guard personal property and Auxiliary personal and unit-owned property handling provisions (Chapter 6).
uu. Inclusion of provisions for creating and processing Memoranda of Agreement (MOA) and Memoranda of Understanding (MOU) (Chapter 6).
vv. Updated procedures for handling civil rights, discrimination, and harassment complaints (Chapter 7).
ww. Updated Coast Guard Diversity Policy Statement, Equal Opportunity Policy Statement, and Anti-Discrimination and Anti-Harassment Policy Statement (Chapter 7).
xx. Updated training and qualification provisions including PSI considerations and portability of qualification provisions (Chapter 8).
yy. Expansion of recognized qualification programs including the Auxiliary Trident, Public Affairs Specialist, and Interpreter programs (Chapter 8).
zz. Updated Auxiliary C-school management guidelines (Chapter 8).
aaa. Updated advanced level training provisions including the Auxiliary Search Coordination and Execution (AUXSC&E) course (Chapter 8).
bbb. Update of the Operational Auxiliarist (AUXOP) program including new required core, leadership, and elective course elements (Chapter 8).
ccc. Inclusion of Auxiliary Mandated Training (MT) guidelines (Chapter 8).
ddd. Established policy for handling claims associated with the salvage of Auxiliary surface facilities (Chapter 9).
eee. Updated and clarified provisions for the reimbursement of Auxiliarists including types of travel orders, information on travel orders, and passport allowance guidelines (Chapter 9).
fff. Clarification of provisions for claiming additional travel expenses and government travel card usage (Chapter 9).
ggg. Updated travel claim procedures including mandatory use of Direct Deposit/Electronic Fund Transfers (DD/EFT) and methods to prevent errors in reimbursement (Chapter 9).
hhh. Updated uniform provisions that address uniform wear for ceremonial occasions as well as prohibited occasions (Chapter 10).
iii. Establishment of uniform disposal provisions (Chapter 10).
jjj. Updated grooming and appearance provisions including tattoos, body piercings, and religious and ethnic apparel (Chapter 10).

kkk. Updated uniform component provisions including name tags, ball caps, Operations Polo shirt, alternative shirts for women, and wide-ranging specifics for Service Dress Blue, Winter Dress Blue, Undress Blue, Working Blue, Tropical Blue, AUXCHEF, and Operational Dress Uniforms.

lll. Updated insignia qualification criteria and provisions including the Auxiliary Recreational Boating Safety insignia, the Auxiliary Marine Safety insignia, and the Boat Forces Operations insignia (Chapter 10).

mmm. Updated uniform wear provisions including Operational Dress Uniforms (ODU), elimination of Service Dress Blue (Alpha), and forecast elimination of Undress Blue uniforms (Chapter 10).

nnn. Updated Auxiliary award criteria and provisions including the Auxiliary Specialty Ribbon to reflect major changes to the Operational Auxiliarist (AUXOP) program and the Operations Program Ribbon eligibility to reflect inclusion of Telecommunications Operators and interpreters (Chapter 11).

ooo. Establishment of Auxiliarist-of-the-Year, Commodore Greanoff Leadership, and Auxiliary Diversity award criteria and provisions (Chapter 11 and Appendix F).

ppp. Memorialization of the Coast Guard Boating Safety Division's (CG-5422) Recreational Boating Safety Awards of Excellence (aka – Eagle Awards) (Chapter 11).

qqq. Updated customs and courtesies provisions including salutes and Pledge of Allegiance (Chapter 12).

rrr. Updated protocol provisions including seating arrangements and guest speakers (Chapter 12).

sss. Established provisions for spiritual elements of Auxiliary functions (Chapter 12).

ttt. Updated eligibility for elected officer criteria (Appendix C).

uuu. Updated geographic boundary descriptions and diagram for Auxiliary regions (Appendix G).

6. PROCEDURES. Official distribution of this manual will be via the Coast Guard Directives System CD-ROM and Auxiliary directives CD-ROMs available through the Auxiliary National Supply Center (ANSC). An electronic version will be located on the websites located at http://www.uscg.mil/directives and http://www.uscg.mil/auxiliary.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined to be not applicable.

8. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this Manual contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.

9. RECORDS MANAGEMENT. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).

10. RESPONSIBILITY. Commandant (CG-5421) is responsible for the content and upkeep of this Manual. Questions or concerns about the material contained in this Manual should be addressed to Commandant (CG-54211) at (202) 372-1260.

11. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.

12. FORMS/REPORTS. The forms mentioned in this Manual are principally available from various web sites. Most forms are stocked at the Auxiliary National Supply Center (ANSC). They are also available to Auxiliarists through their Flotilla Staff Officer for Communications Services (FSO-CS) or secondarily from the Director of Auxiliary. Many of the forms are also available on the World Wide Web at the following address: http://forms.cgaux.org/. Department of Defense (DD) forms may be found at: http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm. Forms for the Department of Homeland Security (DHS) may be found at: https://dhsonline.dhs.gov/portal/jhtml/dc/sfi.jhtml?doid=13604 and http://www.dhs.gov/xabout/gc_1186413412271.shtm. Forms for the Department of Labor (DOL) may be found at: http://webapps.dol.gov/libraryforms/. Standard Forms (SF) may be found at: http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199. Other forms are available in USCG Electronic Forms on the Standard Workstation or on the Internet: http://www.uscg.mil/forms/; CGPortal at https://cgportal.uscg.mil/delivery/Satellite/uscg/References, and Intranet at http://cgweb.comdt.uscg.mil/CGForms.

Brian M. Salerno /s/
Vice Admiral, U.S. Coast Guard
Deputy Commandant for Operations

NON-STANDARD DISTRIBUTION:

State Boating Law Administrators
Civil Air Patrol Headquarters
U.S. Power Squadron
National Ocean Survey
Auxiliary National Supply Center

Foreword

From the Chief Director and National Commodore

The U.S. Coast Guard is pleased to present the Auxiliary Manual to the 31,000 plus member volunteer force and to the Coast Guard community as a whole. Since this Manual was last revised, the Auxiliary has proven its organizational resiliency and capacity to handle significant challenges. It effectively institutionalized mandatory background check requirements for its membership and all new enrollees, it implemented the most sweeping changes in its history to its organizational structure from national to flotilla levels, and it considerably broadened the spectrum of its support to Coast Guard missions, units, and personnel.

The U.S. Coast Guard's respect and appreciation for its Auxiliary shipmates has also been encapsulated since this Manual's last revision in the U.S. Coast Guard Auxiliary Policy Statement which immediately follows this page. It provides the foundation of recognition and support for the tremendous service, sacrifice, and commitment that Auxiliarists readily provide the Coast Guard every day. The significance and value of Auxiliary support to recreational boating safety, search and rescue, marine safety and environmental protection, maritime domain awareness, waterways and coastal security, and many other Coast Guard missions have never been greater, and they remain essential to our nation's maritime homeland security.

The Auxiliary Manual serves as the primary policy guide for the administration and management of the Auxiliary. It outlines the duties, responsibilities, and expectations of Auxiliarists as they continue to deliver vital services and assist the Coast Guard in shaping, preparing, and applying its mission capability through the 21st century. We extend our deep gratitude to the extraordinary Auxiliarists and Coast Guard service members who assisted in developing this Manual, and we wish you all the best as you carry out your duties and responsibilities in support of the Coast Guard and the Nation. Your continued support and dedication are greatly appreciated. Semper Paratus!

MARK D. RIZZO / s /
Captain, U.S. Coast Guard
Chief, Office of Auxiliary and Boating Safety

JAMES E. VASS, JR. / s /
National Commodore
U.S. Coast Guard Auxiliary

THE COMMANDANT OF THE UNITED STATES COAST GUARD
Washington, DC 20593

U.S. COAST GUARD AUXILIARY POLICY STATEMENT

The U.S. Coast Guard Auxiliary is our steadfast volunteer corps. Our Auxiliary Shipmates assist the Coast Guard with performing our many challenging maritime missions, with boating safety remaining as their core function. Proudly serving alongside our total workforce, Auxiliarists make it possible to more ably accomplish our missions – they are a true force multiplier.

Originally formed as the Coast Guard volunteer Reserve on June 23, 1939, the volunteer Reserve was renamed the Auxiliary two years later. The Auxiliary rapidly expanded as the United States entered WWII, and Auxiliarists assisted in many of the Coast Guard's domestic missions, freeing up active duty Coast Guardsmen for wartime operations.

Today's Auxiliary is defined by this same spirit of patriotism and volunteerism. Auxiliarists continue to lend their unique talents to assist with performing a broad range of Coast Guard missions. Their mission support efforts expand the reach and impact of Coast Guard operations, particularly boating safety initiatives.

The Auxiliary Service priorities include:

- **Promoting and Improving Recreational Boating Safety;**
- Providing trained crews and facilities to augment the Coast Guard and enhance safety and security of our ports, waterways and coastal regions;
- Supporting Coast Guard operational, administrative and logistical requirements.

We must always remember that it is through public spirit, patriotism and an uncommon sense of civic duty that the members of the Auxiliary give their time, facilities and services – they receive no compensation. Commanders, Commanding Officers, Officers-in-Charge and program managers shall continually strive to enhance *Silver and Gold* partnerships to further the work of the Coast Guard.

I am personally committed to ensuring we maintain an Auxiliary that is robust, well-trained, and always ready.

R. J. PAPP, JR.
Admiral, U.S. Coast Guard

RECORD OF CHANGES

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Chapter 1
History, Purpose, and Administration

Introduction

This Manual promulgates the Commandant's policy regarding the administration of the Auxiliary and serves as the primary policy guide for every Auxiliarist. In this capacity, the Auxiliary Manual (AUXMAN) outlines the authority and responsibility for Auxiliary administration, and governs the conduct, duties, and responsibilities of all Auxiliarists. This Manual applies when an Auxiliarist is assigned to duty, under orders, in uniform identified as an Auxiliarist, or performing any duty or function directly related to Auxiliary missions. Details on specific Auxiliary programs can be found in specialized Coast Guard manuals and directives. In case of conflict between this Manual's provisions and the provisions of any other manual pertaining to the Auxiliary, this Manual governs. In the absence of specific Auxiliary policy guidance, questions about the applicability of other Coast Guard policies should be referred to the Director (or Chief Director, as necessary) for resolution.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Creation of the Auxiliary	1-3
B	Coast Guard Leadership and Management	1-7
C	Auxiliary Leadership and Management	1-21
D	Coast Guard Auxiliary Linkage with the Coast Guard	1-29

Section A. Creation of the Auxiliary

Introduction

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

A.1. Purpose

Title 14 United States Code (U.S.C.) contains the laws of a general and permanent nature about the Coast Guard.

A.1.a. 14 U.S.C. § 822

The original 14 U.S.C. § 822 stated:

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

A.1.b. Act of September 30, 1944

The aims above fell into two major categories stated in a memorandum to Congress, accompanying the draft of the proposed bill ultimately enacted as the Act of September 30, 1944, Chapter 453, 58 Stat. 759 (1944) as follows:

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

A.1.c. 14 U.S.C. § 823	The Auxiliary is a valuable resource in securing the interest of boaters in the Coast Guard's boating safety program. 14 U.S.C. § 823 provided that the Auxiliary shall be composed of U.S. citizens who own motorboats, yachts, aircraft, radio stations, or who, because of training or experience, are deemed by the Commandant to be qualified for membership in the Auxiliary. The statement accompanying this legislation indicated the respective roles contemplated for owners of motorboats, yachts, aircraft, or radio stations. The statement reflects the distinction which must exist between the preventive and remedial activities of the Coast Guard as the foremost maritime Federal Government safety agency: *"On the preventive side, the Coast Guard could better promote safety in operation of small boats if it brings into a voluntary civilian organization persons interested in the safe operation of motorboats and yachts."*
A.2. Legislation Affecting the Auxiliary	On 19 October 1996, the Coast Guard Authorization Act of 1996 (Public Law No. 104-324, 110 Stat. 3901) was signed into law. This law was the first major legislation affecting the Auxiliary since its establishment in 1939. These amendments to 14 U.S.C. made the following major changes to the Auxiliary.
A.2.a. 14 U.S.C. § 822	14 U.S.C. § 822 expanded the purpose of the Auxiliary to read, *"The purpose of the Auxiliary is to assist the Coast Guard as authorized by the Commandant in performing any Coast Guard function, power, duty, role, mission or operation authorized by law."* In addition, the legislation expanded the Commandant's authority to use the Auxiliary to assist other Federal agencies, State authorities, and local governments in areas in addition to recreational boating safety.
A.2.b. 14 U.S.C. § 821(a)	14 U.S.C. § 821(a) established an organizational structure for the Auxiliary and authorized the Commandant to grant the organization and its leaders such rights, privileges, powers, and duties consistent with 14 U.S.C. and other applicable provisions of law. The Commandant is also specifically authorized to delegate management of the Auxiliary to Auxiliary elected and appointed leaders to the extent considered necessary or appropriate for the functioning, organization, and internal administration of the Auxiliary.

A.2.c. 14 U.S.C. § 823(a)	14 U.S.C. § 823(a) designated each Auxiliary organizational element and unit, when acting within the scope of assigned responsibilities, as a U.S. instrumentality for certain matters related to non-contractual civil liability. While assigned to duty, Auxiliarists are considered to be Federal employees for certain purposes. For example, an Auxiliarist may be entitled to the same legal protection afforded other Coast Guard personnel in the event a third party sues the Auxiliarist for claims allegedly arising from acts committed by the Auxiliarist acting within the scope of assigned duties.
A.2.d. 14 U.S.C. § 827 and 828	14 U.S.C. § 827 and 828 clarified that Auxiliary vessels and aircraft, while assigned to authorized Coast Guard duty, are deemed to be public vessels and aircraft of the U.S. and of the Coast Guard. In addition, qualified Auxiliary pilots while assigned to duty are deemed to be Coast Guard pilots. All these provisions provide greater liability protection to Auxiliarists while assigned to authorized Coast Guard duty.
A.2.e. 14 U.S.C. § 821(c)	14 U.S.C. § 821(c) authorized the Auxiliary National Board and the Boards of any Coast Guard Auxiliary district or region to form a corporation under State law in accordance with the policies established by the Commandant. These corporations are not deemed to be Federal instrumentalities.
A.3. Role of the Auxiliary	The Coast Guard is a military service and is a component of the U.S. Armed Forces. The Coast Guard Auxiliary is a component of Coast Guard Forces like the active duty, Reserve, and civilian components. Thus, the Auxiliary may be referred to and considered to be included under the general organizational umbrella of the Coast Guard. Auxiliarists are not contractually bound, enlisted, or commissioned officers, but are volunteers pledged to serve in the Coast Guard Auxiliary. The Coast Guard is also charged with many civil responsibilities in addition to its military missions.
A.3.a. Non-Military	In contrast to Coast Guard active duty personnel and Reserve military components, the Auxiliary is specifically declared by statute to be non-military. This definition puts the Auxiliary's role entirely within the Coast Guard's civil function responsibilities. The Auxiliary's role does not extend to any Coast Guard military or direct law enforcement missions assigned to active or Reserve forces.
A.3.b. Administrative Authority	The Auxiliary's role is further defined by the Commandant's administrative authority. The Commandant determines how the Auxiliary may assist in performing Coast Guard civil missions. The Commandant also determines how the Auxiliary may assist the Coast Guard by prescribing training and qualifications necessary to provide this assistance and to perform such activities.

A.3.c. Role and Relationship to Other Coast Guard Elements	The Auxiliary's role and relationship to other Coast Guard elements are defined by statutory law and administrative regulation. Coast Guard active duty personnel and Reserve forces have exclusive responsibility for Coast Guard military missions. Coast Guard active duty personnel, civilian employees, Reserve, and Auxiliarists, as specifically directed by the Commandant, perform the civil missions.
A.4. Appearance	Often the public does not differentiate between Coast Guard active duty and the Auxiliary, especially when the uniform is worn. Coast Guard active duty members are bound by strict military grooming and weight standards. Realizing that the Auxiliary is made up entirely of volunteers, the active duty grooming and appearance standards are relaxed as they apply to Auxiliarists. As a matter of pride, all Auxiliary members should set the goal to strive to attain the same standards as active duty members. Auxiliarists who wear the Auxiliary uniform will be held to higher grooming and appearance standards than those who wear the Auxiliary Blue Blazer outfit. The Auxiliary Blue Blazer outfit is optional apparel and is authorized for activities described in Chapter 10.
A.4.a. Uniforms	Auxiliarists are authorized to wear Coast Guard uniforms with the appropriate Auxiliary insignia, with the exception of full dress (swords, large medals, and white gloves) and dress (large medals and white gloves) uniforms. Uniforms shall be worn as prescribed in Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), except as noted in Chapter 10 of this Manual.
A.4.b. Grooming	Auxiliarists who desire to wear their hair, jewelry, or maintain a general appearance different from that described in Chapter 10 shall wear the Auxiliary Blue Blazer outfit instead of the Auxiliary uniform. Waivers for any deviations from the grooming and appearance standards described in Chapter 10 must be submitted through the chain to the appropriate Director.
A.4.c. Weight Standards	The Auxiliary does not have a weight standards program, but all members should set the goal to strive to meet the same standards as the active duty. Auxiliary members are encouraged to eat a balanced diet and maintain a medically recommended weight level that is conducive to a long and healthy life. Auxiliarists who wear the Auxiliary uniform shall ensure that it fits properly and presents a trim, military appearance. The uniform should be tailored if an Auxiliarist loses or gains weight. Any Auxiliarist who has difficulty maintaining a properly fitted uniform, shall wear the Auxiliary Blue Blazer outfit as appropriate.

Section B. Coast Guard Leadership and Management

Introduction

Title 14 U.S.C. provides for a single organization to be the Coast Guard Auxiliary. The Commandant has provided for units (districts, divisions, flotillas, detachments, etc.) of the Auxiliary for efficient administrative management. These units are not independent organizational entities and, therefore, are required to follow and comply with the policies and procedures established by the Commandant as set forth in this Manual and other Commandant instructions applicable to the Auxiliary. They must also comply with such policies, procedures, and standing rules established by higher-level organizational units in the Auxiliary chain of leadership and management. The organizational units may not change, add, or delete requirements for service or processes for operation and administration of the Auxiliary at any level without the prior authorization of the Auxiliary National Board, National Commodore (NACO), and Chief Director, Auxiliary (Chief Director).

B.1. Authority

The overall authority for Auxiliary administration is vested by 14 U.S.C. § 821 in the Commandant under the direction of the Secretary of the Department of Homeland Security (DHS). To effectively plan, coordinate, and carry out the Auxiliary's missions, an organization of various units and elements, and Auxiliary elected and appointed leaders (as described in this Manual), is authorized. Auxiliary units are required to implement standing rules to facilitate the conduct of business. The standing rules must not conflict with the provisions of this Manual or any other Coast Guard directives.

B.2. Commandant (CCG)

The Commandant (CCG), as the Coast Guard's senior officer, is responsible for administering the service in an economical and efficient manner. The Commandant prescribes broad policies for governing the service, and directs, supervises, and coordinates service endeavors and performance. The Commandant guides the Coast Guard legislative programs and requires compliance with the statutory obligations and requirements imposed. Finally, the Commandant establishes and maintains liaison with other Federal Government agencies and with the public.

B.3. Deputy Commandant for Operations (CG-DCO)	The Deputy Commandant for Operations (CG-DCO) has the responsibility to develop, coordinate, and direct the Coast Guard's operational programs. This includes setting policy, guidance, and providing the resources for the conduct of the defense, law enforcement, navigation, search and rescue, and boating safety missions. Commandant (CG-DCO) is also responsible for the operation and support of Coast Guard facilities on land, at sea, and in the air, and serves as the Coast Guard's overall organizational lead of the Auxiliary program.
B.4. Assistant Commandant for Marine Safety, Security and Stewardship (CG-5)	Under the general direction and supervision of Commandant (CG-DCO), Commandant (CG-5) provides directorate-level administrative and operational oversight of the Auxiliary program.
B.5. Director of Prevention Policy (CG-54)	Under the general direction and supervision of Commandant (CG-5), Commandant (CG-54) provides first-level supervisory, administrative, and operational oversight of the Auxiliary program.
B.6. Chief, Office of Auxiliary and Boating Safety(CG-542)	Commandant (CG-542) shall serve as the Chief Director of Auxiliary and as Executive Director of the National Boating Safety Advisory Council (NBSAC). Specific responsibilities include the following: a. Serve as a Commandant (CG-54) staff officer. b. Direct Auxiliary administration within policies established by the Commandant under authority of 14 U.S.C. § 821, et seq. (Coast Guard Auxiliary). c. Serve as the Commandant's designated representative to the Auxiliary National Executive Committee (NEXCOM) and Auxiliary National Board. d. In consultation with the Auxiliary National Commodore (NACO), NEXCOM, and the National Board, as necessary, develop and implement policies and procedures that define standards for the development and organization of Auxiliary personnel and programs. e. Develop policies and procedures to define standards which apply in accepting Auxiliary facilities for Coast Guard use and in training to qualify Auxiliarists before assignment to duties.

f. Consult and coordinate with Coast Guard program managers to determine requirements for use of Auxiliary resources within the purposes described in 14 U.S.C. § 822. In consultation with the NEXCOM, develop plans and procedures to achieve and maintain Auxiliary strength characteristics consistent with identified Coast Guard requirements.
g. Coordinate requests for and monitor program, facility, and support manager use of Auxiliary personnel and facilities. Provide policy and guidance to operational and support commanders on the use and support of Auxiliary personnel and facilities as applied both domestically and internationally.
h. Foster cooperation between Coast Guard districts and State governmental agencies to facilitate use of Auxiliary facilities and personnel in areas of sole State jurisdiction as authorized in 46 U.S.C. § 13109 and 14 U.S.C. § 141.
i. Delegate to Auxiliary elected and appointed leaders such matters necessary or appropriate for Auxiliary functioning, organization, and internal administration.
j. On behalf of the Commandant, review, approve or disapprove, and implement recommendations of the National Board that affect official publications, the standing rules and bylaws, awards, elements of elected and appointed office, and internal matters of the Auxiliary.
k. Actively promote Auxiliary interests.
l. Serve as National Coordinator for the National Recreational Boating Safety (RBS) Program to fulfill responsibilities defined by the Federal Boat Safety Act of 1971, as amended.
m. Serve as Executive Director of the National Boating Safety Advisory Council (an FACA Committee) and administer all Council activities.
n. Maintain liaison, to support National RBS Program performance goals and objectives, with appropriate international, national, State, and local government agencies; the boating public, boating industry and boating organizations; technical and standards societies; and centers of education, research, and learning.
o. Develop National RBS Program measures of effectiveness and analyze relevant data and alternatives required to support budgetary and policy decisions necessary to achieve program goals.
p. Administer the Sport Fish Restoration and Boating Trust Fund boating safety grant programs, and administer the operating funds from this trust fund that are managed by Chief, Boating Safety Division (CG-5422), including administering the approval of State boating law enforcement, public education, undocumented vessel numbering/titling, marine casualty reporting, and marine event permitting programs.

q. Administer legislative and regulatory efforts relative to the National RBS Program.
r. Administer the National Boating Accident Report Database (BARD) and various data-gathering and analysis efforts related to the National RBS Program.
s. Administer standards development and compliance efforts relative to the manufacturer of recreational boats and associated equipment.
t. Administer the implementation of the Vessel Identification System and State preferred mortgage status relative to State vessel titling systems.

B.6.a. Chief, Auxiliary Division (CG-5421)

Commandant (CG-5421) shall serve as the Deputy Chief Director of Auxiliary and be responsible for the following:

(1) Serve as a Commandant (CG-54) staff officer.
(2) Serve as Acting Chief Director of Auxiliary during absences of Commandant (CG-542).
(3) Direct and supervise the Chief, Auxiliary Administration Branch (CG-54211) and Chief, Auxiliary Operations Branch (CG-54212).
(4) Assist Commandant (CG-542) with duties and responsibilities as assigned.
(5) Establish and monitor appropriate operational proficiency standards for Auxiliary personnel, facilities, and resources.
(6) Maintain liaison with appropriate Coast Guard program managers to assist in development and maintenance of Auxiliary policies and training.
(7) Maintain oversight of and participate in developing and maintaining long range Commandant (CG-5421) strategic plans.
(8) Develop appropriate measures of effectiveness and analyze relevant data and alternatives required to support budgetary and policy decisions necessary to ensure adequate levels of Auxiliary support.
(9) Serve as the planning element for all Auxiliary personnel, facility, and resource related issues. Develop, review, and evaluate all national and service-wide plans, policies, procedures, standards, resource, and training requirements necessary for Auxiliary administration and performance.
(10) Coordinate requests for, and monitor, program, facility, and support manager use of Auxiliary personnel and facilities. Provide policy and guidance to operational and support commanders on the use and support of Auxiliary personnel and facilities as applied both domestically and internationally.
(11) Maintain oversight of Auxiliary international engagement.

(12) Prepare, review, and deliver briefings and replies to queries regarding Auxiliary programs (e.g., briefings and Q&As as requested by Congressional staffs, DHS, and other agencies; Background Book Documents; Questions for the Record; replies to Congressionals, letters to SECDHS, CCG; data calls; talking points; myriad queries from Coast Guard and field units).

(13) Serve as Chair of the AUXDATA/AUXINFO Requirements Review Board (RRB).

(14) Engage in organizational issues and serve as principal POC for Coast Guard strategic transformation matters.

Commandant (CG-5421) may be delegated "acting authority" by the Chief Director in order to ensure continuity of Auxiliary program administration, operation, and the conduct of business in the Chief Director's absence.

B.6.b. Chief, Auxiliary Administration Branch (CG-54211)

Commandant (CG-54211) shall be responsible for the following:

(1) Serve as a Commandant (CG-54) staff officer.

(2) In coordination with the Assistant Commandant for Human Resources (CG-1) and appropriate Auxiliary program staffs, develop training programs and funding resources under AFC-56 and AFC-30T accounts. Develop training criteria for qualifying Auxiliarists for assignment to appropriate duties in coordination with the Assistant National Commodore for FORCECOM (ANACO-FC) and Director of Training (DIR-T). Coordinate the development, review, and approval of all materials used in support of Auxiliarist training, to include electronic and multi-media materials.

(3) In coordination with the Deputy Commandant for Operations, Resource Management (CG-DCO-8) and Headquarters Shore Infrastructure Logistics Center Detachment (SILC DET) staffs, plan, develop, and execute annual spend plans, contracts, and fallout funding requests for the Commandant (CG-5421) AFC-30 budget.

(4) Craft, facilitate, and monitor the implementation of Auxiliary administrative (non-operational) policies.

(5) Maintain oversight of and participate in developing and maintaining Commandant (CG-5421) strategic plans.

(6) Serve as principal program liaison with Judge Advocate General (CG-094) for Auxiliary legal matters.

(7) In coordination with the Judge Advocate General (CG-094), develop policies and procedures for efficient resolution of claims for damages involving Auxiliary facilities or incidents involving death or injury to Auxiliarists.

(8) Develop policies affecting Auxiliary administration that adhere to the Coast Guard's civil rights, sexual harassment prevention, and diversity training programs.

(9) Oversee Auxiliary National Supply Center (ANSC) management and operation, as well as all contracts, budget operations, and financial management affecting Auxiliary and Chief Director activities.

(10) Oversee management and operation of the Auxiliary national "C" schools programs, distance learning programs, and information systems (e.g., AUXDATA). Retain and dispose of information in AUXDATA in accordance with National Archives and Records Administration approved schedule, job number N1-26-05-10.

(11) In coordination with the Auxiliary's Legislative Liaison Committee (LLC), oversee management and coordination of Auxiliary legislative affairs and interaction with Chief, Office of Congressional Affairs (CG-0921) and Commandant (CG-5422).

(12) Initiate, build, and maintain Resource Proposals (RPs) as necessary to support Auxiliary programs.

(13) Initiate, build, and maintain Legislative Change Proposals (LCPs) as necessary to support Auxiliary programs.

(14) Build and maintain the Commandant (CG-542) budget planning and execution strategy.

(15) Maintain liaison with the Auxiliary International Affairs Directorate and Commandant (CG-DCO-I) to provide planning and maintenance of the Auxiliary International Engagement Plan.

(16) In coordination with Headquarters SILC DET staff, Auxiliary National Conference Coordinators, and respective Director of Auxiliary offices, plan, develop, and execute Commandant (CG-542) support of the annual Auxiliary National Training Conference (N-Train) and the Auxiliary National Conference (NACON), both of which are normally attended by hundreds of participants, senior Coast Guard leaders, and VIPs of foreign nations, industry, and other boating safety organizations. This includes arrangement of necessary travel orders and support contracts, and the processing of all awards and recognition made by the Coast Guard.

(17) Review, evaluate, and coordinate implementation of Memoranda of Agreement (MOA) and Memoranda of Understanding (MOU) of an administrative nature that include the Auxiliary as signatory with other federal agencies, States, local governments, organizations, and foreign entities.

(18) Prepare, review, and deliver briefings and replies to queries regarding Auxiliary programs (e.g., briefings and Q&As as requested by Congressional staffs, DHS, and other agencies; Background Book Documents; Questions for the Record; replies to Congressionals, letters to SECDHS, CCG; data calls; talking points; myriad queries from Coast Guard and field units).

(19) Serve as program manager for AUXDATA/AUXINFO information systems and as Chair of designated subsidiary boards of the AUXDATA/AUXINFO Requirements Review Board (RRB).

Commandant (CG-54211) may be delegated "acting authority" by the Chief Director in order to ensure continuity of Auxiliary program administration, operation, and the conduct of business in the absence of the Chief Director and Commandant (CG-5421).

B.6.c. Chief, Auxiliary Operations Branch (CG-54212)

Commandant (CG-54212) shall be responsible for the following:

(1) Serve as a Commandant (CG-54) staff officer.
(2) Assist in the development of policy guidance and procedures that enhance budgetary resources for Auxiliary operational programs, including monitoring and supporting resource levels for Auxiliary fuel, Standard Auxiliary Maintenance Allowance (SAMA), Personal Protective Equipment (PPE), and catastrophic claims.
(3) Develop policies that define the standards for assigning Auxiliary personnel and resources to duty.
(4) Develop policies and procedures that govern operation of Auxiliary resources, including management of related information systems (e.g., Patrol Order Management System (POMS)) and Coast Guard resources (e.g., Auxiliary fuel, SAMA, PPE, catastrophic claims).
(5) In coordination with other Coast Guard programs and Auxiliary staffs, develop training and certification standards for the qualification and certification of Auxiliary personnel and resources.
(6) Maintain liaison and coordinate with appropriate Auxiliary staffs to develop policies and procedures that govern Auxiliary resources used in the functional areas of operations, vessel examination, marine safety, environmental protection, aviation, and recreational boating safety.
(7) Assist in the development, review, and approval of all materials used in member training for Auxiliary operations.
(8) Foster cooperation between Coast Guard districts and State government agencies to facilitate Auxiliary resource use in areas of sole State jurisdiction as authorized by Federal law.
(9) Monitor federal and State boating safety equipment requirements to ensure Auxiliary vessel safety check requirements are compatible.
(10) Provide oversight in the development, review, and approval of Auxiliary directives related to surface operations, air operations, and recreational boating safety programs.
(11) Develop and maintain procedures in conjunction with Commandant (CG-5422) to govern Auxiliary support of the RBS program.

(12) Review, evaluate, and coordinate implementation of MOA and MOU of an operational nature that include the Auxiliary as signatory with other federal agencies, States, local governments, organizations, and foreign entities.
(13) Prepare, review, and deliver briefings and replies to queries regarding Auxiliary programs (e.g., briefings and Q&As as requested by Congressional staffs, DHS, and other agencies; Background Book Documents; Questions for the Record; replies to Congressionals, letters to SECDHS, CCG; data calls; talking points; myriad queries from Coast Guard and field units).
(14) Serve as program manager for POMS and as Chair of designated subsidiary boards of the AUXDATA/AUXINFO Requirements Review Board (RRB).

Commandant (CG-54212) may be delegated "acting authority" by the Chief Director in order to ensure continuity of Auxiliary program administration, operation, and the conduct of business in the absence of the Chief Director and Commandant (CG-5421).

B.7. District Commander (d)

The District Commander (d) is the senior Coast Guard officer in a Coast Guard district. The District Commander is responsible for the efficient, safe, and economical performance of Coast Guard duties and the proper use of assigned personnel and facilities. The District Commander is the Commandant's direct representative in all Coast Guard matters within the district.

B.8. District Chief of Staff (dcs)

The Coast Guard District Chief of Staff (dcs), under the District Commander's general direction, assists in the general administration and accomplishment of all district activities.

B.9. Chief, District Prevention Division (dp)

The Chief, Coast Guard District Prevention Division (dp) functions under the District Commander's general direction via the District Chief of Staff to coordinate and direct district prevention programs.

B.10. Director of Auxiliary (dpa)

The Director of Auxiliary (Director) (dpa), working together with the District Commodore (DCO), the Auxiliary, Coast Guard Area and district staffs, Coast Guard operations and administrative commands, board and staff, is responsible for administering, coordinating, facilitating, supporting, advocating, advancing, and overall execution of the Auxiliary program within the district/region. Organizationally, the Director is normally a branch chief (BC) within the District Prevention Division under the direct supervision of the District Chief of Prevention or the Chief of Search and Rescue. The Director serves as the advisor to the District Commander on all Auxiliary matters and is the District Commander's direct representative on all Auxiliary matters within the District. The Director receives program policy direction from the Chief Director.

B.10.a. General Responsibilities

The Director shall:

(1) Serve as a staff officer within the District Prevention Division.
(2) Ensure/facilitate the overall training, readiness, and safe operations of the Auxiliary.
(3) Provide the right and ready volunteer capability and capacity in support of district missions.
(4) Support, enable, and provide program guidance to the Auxiliary elected and appointed leaders for the accomplishment of their duties, missions, assignments and responsibilities.
(5) In coordination with regional Auxiliary leadership, identify and justify resource needs, generate appropriate resource proposals to address same, and efficiently manage budget model funds.

B.10.b. Specific Responsibilities

The Director shall:

(1) Serve as a voting member of the Auxiliary District Board.
(2) Serve as a member of the District Executive Committee (EXCOM).
(3) Interpret Coast Guard policy and guidance for district Auxiliarists.
(4) Plan and assist in the establishment/disestablishment and expansion of the Auxiliary's basic organizational units in accordance with Chapter 4 of this Manual. Advise the district/region Board on matters of program activities and regulations and encourage uniformity of standards among the various district Auxiliary units.
(5) Review and approve all Auxiliary unit newsletters and publications, as well as all policy and training material published by/for district Auxiliarists. The review and clearance of Auxiliary unit newsletters, publications, web sites, electronic communications, and other materials may be delegated in writing to specified Auxiliary elected and appointed leaders (DSO-PB, ADSO-PB, DSO-IS, DSO-CS, and ADSO-CS).

(6) In coordination with the DCO, establish district Auxiliary awards procedures for nomination, review, and approval of applicable award recommendations submitted by Auxiliarists (see Chapter 11).

(7) Develop and execute a budget and financial plan for Coast Guard funds to support the Auxiliary program and activities. Make budget adjustments based on changing priorities within the Auxiliary or Coast Guard. Coordinate and develop out-year district budget builds using established budgetary guidance. DCO and EXCOM make recommendations and requests to the Director. There should be open discussion/communications between the Director and DCO/EXCOM in the development of the district budget. The Director has the final authority/responsibility/accountability as authorized by the District Commander on the expenditure of Government funds.

(8) Administer the enrollment and disenrollment of members according to the standards prescribed by this Manual and other Coast Guard directives.

(9) Administer the acceptance of facilities in accordance with the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), and other Coast Guard directives.

(10) Coordinate and oversee the regional administration of the Auxiliary personnel security program, to include facilitation of the security clearance process when desired by competent Coast Guard command authority.

(11) Facilitate coordination of Auxiliary training and mission specific training for Auxiliarists with appropriate Coast Guard Headquarters, area, and district staff elements and field units.

(12) Delegate in writing to Auxiliary elected and appointed leaders such Director functions and matters deemed necessary or appropriate for the efficient and effective functioning of the Auxiliary's organization and internal administration, consistent with Auxiliary program policy.

(13) Maintain a system of Auxiliary program records in accordance with section 3.K of this Manual and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). Perform necessary administrative functions including, but not limited to:

(a) Maintain individual Auxiliarist records both in paper form as well as through regional oversight of AUXDATA administration.

(b) Administer Auxiliary testing programs for specialty, program, and mission certifications and qualifications.

(c) Submit reports as required by competent authority.

(d) Maintain lists of those members converting to retired status.

(e) Transfer past members' records to the Federal Records Center two years after disenrollment. Review and concur for disposal after 30 years.

(14) Pursuant to current Coast Guard directives, ensure all Auxiliarists are provided the proper personal protective equipment (PPE) for their assigned duties.
(15) Provide input regarding Auxiliary resources and capabilities for district and area contingency planning.

B.11. Delegations of Authority

Pursuant to provisions of 14 U.S.C. § 821(a), the Commandant has delegated authority for Auxiliary administration to other Coast Guard members. In addition, certain management capability has been delegated to Auxiliary leaders for Auxiliary functioning, organization, and internal administration.

These delegations of authority for Coast Guard members and delegation of management capability for Auxiliary elected and appointed leaders appear throughout this Manual, but may not be further re-delegated, unless expressly authorized herein. The rights, privileges, powers, and duties granted to the Auxiliary organization, its elected and appointed leaders, and members appear in the Code of Federal Regulations (CFR), this Manual, and other specific Coast Guard directives.

In order to fulfill assigned responsibilities as identified in paragraph B.6 above, the Chief Director is authorized to facilitate the timely implementation of Auxiliary program policies and procedures by generating, approving, and issuing modifications to such via the established all-Auxiliary (ALAUX) electronic mail network. ALAUX notices shall also be posted to the Commandant (CG-5421) web site, and they shall be appropriately incorporated into subsequent changes to affected Coast Guard directives. If the Chief Director determines that the subject matter of an Auxiliary program policy or procedure modification necessitates significant Coast Guard command involvement, then an all-Coast Guard (ALCOAST) message shall be used for dissemination.

B.12. Director Reports

As soon as practical after the event, Directors must submit the following reports to the Chief Director:

a. Significant newsworthy local/regional operational cases, rescues, major accomplishments/best practices performed by the Auxiliary or the Director and staff.
b. Results of all district elections. A copy of election results shall also be sent to the Auxiliary National Administrative Staff officer (N-A).
c. All major accident or death incidents involving Auxiliarists.
d. Changes in email addresses, mailing addresses, and phone numbers of key regional Auxiliary leaders to include, but not be limited to, the DCO, DCAPT(s), and DCOS.

e. Directors shall ensure proper composition, review, and submission of all Auxiliary personnel and facility casualties/mishaps in accordance with applicable Coast Guard reporting requirements.

NOTE

The required reports above significantly reduce the Director's workload from previous reporting requirements while still providing sufficient information to Commandant (CG-5421). The following six reports are no longer required by the Chief Director, but still may be required by the District Commander and may therefore be compiled for district, region, or Auxiliary usage:

1. Annual schedule of district board meetings with any appropriate updates and changes.
2. Minutes of district board meetings.
3. Annual district directory (with one additional copy to the ANSC).
4. Reports of newly chartered or disestablished units.
5. Director's newsletters, policy interpretations, or handbooks.
6. Annual report specifying new or non-traditional tasks in which Auxiliarists have been employed or are expected to be employed.

B.13. Regional/ Assistant Directors

In those districts geographically divided into Auxiliary regions, the Regional Director has the same authority, duties, and responsibilities as a Director in other districts not divided into regions.

Assistant Directors, under the direction and supervision of the Director, assist in Auxiliary administration. Assistant Directors are usually co-located with the Director; however, each can be stationed in a community remote from the Director's office. In such cases, they are called Assistant Directors (detached) and may have the same authority, duties, and responsibilities as a Director, if so delegated. Assistant Directors may otherwise be delegated "acting authority" by the Director in order to ensure continuity of regional Auxiliary administration, operations, and the conduct of business in the Director's absence.

B.14. Operations Training Officer (OTO)

The OTO serves under the direction and supervision of the Director. In regions that do not have an assigned Assistant Director, the OTO may perform any or all of those functions in addition to the OTO functions, if so designated by the Director.

The OTO is principally responsible for ensuring regional Auxiliary training programs meet goals and objectives identified by the Director and Auxiliary leadership. The OTO shall identify, pursue, and leverage training resources available through the Coast Guard, Auxiliary, and other agencies as necessary to develop and improve regional Auxiliary readiness and capabilities. The OTO shall serve as the Director's primary representative for assisting with all aspects of coordination, administration, and facilitation of regional Auxiliary operations and training.

Specific regional functions and responsibilities shall be identified by the Director. The OTO may be delegated "acting authority" by the Director in order to ensure continuity of regional Auxiliary administration, operation, and the conduct of business in the Director's absence.

B.15. Auxiliary Liaison Officer (AUXLO)

Coast Guard units may designate an active duty Coast Guard member to serve as the AUXLO between the command and local Auxiliary units in order to facilitate and coordinate mutual support. The AUXLO should serve as the unit's counterpart to, and in close coordination with, the Auxiliary Unit Coordinator (AUC). The AUC is defined in section C of this chapter. AUXLO responsibilities and guidance are further described in the Coast Guard Sector Organization Manual, COMDTINST M5401.6 (series).

Section C. Auxiliary Leadership and Management

Introduction

Under Coast Guard administration, Auxiliarists are organized into the following four unit levels of administrative and supervisory responsibility:

1. Flotilla
2. Division
3. District/Region
4. National

Each level is discussed in later chapters. Auxiliary leaders responsible for unit administration and supervision are elected at each level. These elected Auxiliary leaders in turn appoint appropriate staff officers to carry out Auxiliary missions and programs.

C.1. Chain of Leadership and Management

The four administrative levels are coordinated through an Auxiliary chain of leadership and management. This organizational concept functions where elected officers at one level are responsible to elected officers at the next higher administrative level and to all members they represent by virtue of elected office.

C.1.a. Definition

In the Auxiliary, the phrase "chain of leadership and management" describes a system of organizational communication and responsibility providing for an effective and efficient path for the flow of information through all organizational levels. The system is best described as a chain of leadership and management rather than a chain of command, as no military command authority exists.

C.1.b. Elected Leaders

Auxiliary elected leaders must convey policy frequently, accurately, and consistently to Auxiliary unit members via the chain of leadership and management. Likewise, all Auxiliarists are expected to use the chain of leadership and management for giving and getting information and voicing appropriate concerns. All members should recognize that an elected leader's experience offers a great potential to solve problems.

C.1.c. Leadership

When an Auxiliarist submits correspondence via an Auxiliary elected or appointed officer in the chain of leadership and management, that officer is obligated to rapidly endorse and forward such correspondence. Good leadership and management demand the existence of proper channels for Auxiliarists to follow and respect, except as otherwise provided or directed. This process assures that every activity is well monitored and carried out by the ablest members, prevents confusion and delay of actions, and allows for orderly and courteous flow of information.

C.1.d. Directors

Auxiliarists should keep in mind that the Director is a vital source of Coast Guard information who provides the latest guidance on special projects and routine Auxiliary administration. Auxiliarists must utilize the chain of leadership and management in communicating ideas, information, and requests to the Director. This process is important for the orderly conduct of organizational activities and is proven to actually speed work results, since many solutions are found directly at the flotilla or division leadership level.

C.2. Parallel Staffing

Parallel staffing is a communications process for appointed staff officers and is similar to the Auxiliary chain of leadership and management. For day-to-day operations, staff officers must communicate with their counterpart staff members at the next higher or lower organizational level to assure support is provided. For example, the District Staff Officer - Public Education (DSO-PE) is expected to pass information concerning public education matters to all Division Staff Officers - Public Education (SO-PE) in the district. When there are questions, or a need for additional information, a Flotilla Staff Officer - Public Education (FSO-PE) must communicate with the SO-PE.

C.3. Regions

In Coast Guard districts with large geographical areas or large population concentrations, Auxiliary administrative responsibility is further divided into regions. Generally, these regions are organized, are administered, and function exactly the same as a district. Specific area and district/regional boundaries, together with a map, are found in Appendix G.

C.4. Areas

For National administration, the Auxiliary is divided into the following three geographic areas:

a. Atlantic (East)
b. Atlantic (West)
c. Pacific

Each Auxiliary area is represented on the National Executive Committee (NEXCOM) by a Deputy National Commodore (DNACO) who has been elected in accordance with provisions of Appendix D and appointed to the specific DNACO office by the NACO in accordance with the provisions of section 4.D of this Manual.

C.4.a. Atlantic Area East

The Atlantic Area East includes:

(1) First District (Northern and Southern Regions)
(2) Fifth District (Northern and Southern Regions)
(3) Seventh District

C.4.b. Atlantic Area West

The Atlantic Area West includes:

(1) Eighth District (Eastern, Western Rivers, and Coastal Regions)
(2) Ninth District (Eastern, Central, and Western Regions)

C.4.c. Pacific Area

The Pacific Area includes:

(1) Eleventh District (Southern and Northern Regions)
(2) Thirteenth District
(3) Fourteenth District
(4) Seventeenth District

C.5. Chain of Leadership and Management for Resolution of Concerns

The primary purpose of the Auxiliary chain of leadership and management is to quickly and efficiently communicate information up and down its organizational levels. It does not exist to provide progressively higher and higher levels of redress for routine decisions and determinations made by Auxiliary leaders and program managers.

An Auxiliarist who is not satisfied with a decision or determination regarding Auxiliary administration, operations, or programs rendered by an elected leader or an appointed staff officer in their capacity as an Auxiliary program manager for their respective organizational level does not have an unlimited path of appeal to the Commandant. Rather, an Auxiliarist effectively has two opportunities to resolve their concern through their chain of leadership and management.

a. If not satisfied with a decision or determination, then an Auxiliarist may request that their concern be readdressed by the next higher level in the chain of leadership and management. In order to do so, the Auxiliarist must first notify in writing (e-mail is acceptable) the leader who made the decision of their concern and of their intent to readdress it with the next higher level in the chain. The Auxiliarist may then seek a preliminary review by notifying the leader in the next higher level of the chain of their concern.

b. Any Auxiliary leader who receives a written notification of concern pursuant to the previous provision must reply in writing (e-mail is acceptable) to the Auxiliarist within 15 days of receipt of the notification. If no reply is received within this time or if the Auxiliarist is still not satisfied, then the Auxiliarist may seek a secondary review by notifying the leader in the next higher level of the chain of leadership and management of their concern. Any Auxiliary leader who receives a written notification of concern pursuant to this provision must reply in writing (e-mail is acceptable) to the Auxiliarist within 15 days of receipt of the notification. This decision or determination shall be final. The Auxiliarist's continued pursuit of the concern to higher levels of the chain may be construed as an abuse of the chain of leadership and management and may subject the Auxiliarist to administrative disciplinary action.

Matters involving complaints that stem from inappropriate behavior that may result in administrative disciplinary action shall be handled in accordance with sections 3.F through 3.J of this Manual.

C.6. Auxiliary Leadership and Management

The Auxiliary, as a uniformed organization of civilian volunteers, presents unusual leadership and management challenges. There is no authority to hire or fire an Auxiliarist, nor is there any military command authority.

C.7. Leadership

Leadership and management capability rests on Auxiliarists' consent and on effective leadership skills. No group, including the Auxiliary, can function effectively without direction and goals. Leaders must conduct planning, provide coordination, and employ appropriate motivational techniques to attain desired objectives. Most successful leaders are individuals who practice good human relations skills. Effective Auxiliary leaders convince Auxiliarists to accept personal responsibility for task and mission accomplishment for which they have volunteered. Elected Auxiliary leaders are encouraged to seek help from past leaders and use their experiences whenever possible.

C.8. Established Management Procedures

There are certain established actions that can facilitate effective Auxiliary unit management. First and foremost is proper planning. New Auxiliary unit elected leaders should carefully choose staff, develop schedules of events and meetings, and establish budgets. Newly elected leaders must be thoroughly familiar with Auxiliary and Coast Guard manuals governing Auxiliary missions and programs.

C.8.a. Staff	Staff officers, once selected, should be delegated management responsibility associated with the task assigned. An early consultation by the elected leadership with Staff officers is required in order to coordinate programs, plan public education (PE) and member training (MT) classes, public affairs (PA) campaigns, and other activities.
C.8.b. Auxiliary Unit Coordinator (AUC)	The AUC shall be an experienced Auxiliarist appointed by the DCO in consultation with the Director and the Coast Guard unit commander to which assigned. The primary purpose of an AUC shall be to facilitate the timely provision of high-quality administrative and operational support by the Auxiliary to the associated Coast Guard unit. The AUC shall work closely with the Coast Guard unit to develop and maintain the necessary relationships to deliver such service.
C.8.c. Auxiliary Sector Coordinator (ASC)	The ASC is the most important and pivotal AUC position. An ASC shall be assigned to every Sector. An ASC shall be appointed by and serve under the general direction of the DCO. Such appointment shall be made in consultation with the appropriate District Captain. It shall also be made in consultation with, and have the concurrence of, the Director and the respective Sector Commander. The DCO shall ensure that any gap in ASC appointments shall be absolutely minimized. If a Sector Commander is ever dissatisfied with ASC performance, they shall immediately notify the Director and the DCO who shall take action and effect an appropriate resolution. An ASC is authorized to wear the same appointed position insignia as a Division Chief on National staff.
C.8.c.(1) Minimum Requirements	In order to be appointed as an ASC, a candidate shall meet the following minimum requirements: (a) Possess excellent communication and organizational skills. (b) Hold a current or prior qualification in at least one of the Auxiliary boat crew, personal watercraft, aviation, or telecommunications programs (in lieu of operational program qualification, a candidate may have successfully completed Auxiliary Specialty Courses in communications, patrols, and search and rescue), or; hold a current or prior qualification in at least one of the Auxiliary marine safety programs (in lieu of marine safety program qualification, a candidate may have successfully completed the Introduction to Marine Safety and Environmental Protection and Initial Indoctrination to Marine Safety courses). (c) Have successfully completed ICS 100, ICS 200, ICS 210, IS 700, IS 800, and TCT or CRM. Have a demonstrated and thorough knowledge and understanding of the missions and capabilities of the Auxiliary.

C.8.c.(2) Functional Responsibilities	ASC functional responsibilities include: (a) Establishing, developing, and supporting a constructive and cooperative relationship between the Auxiliary and the Sector. (b) Monitoring and improving Auxiliary performance and readiness in support of Sector needs by using appropriate measures and courses of action. (c) Coordinating the full range of contingency and readiness planning among all Auxiliary components to address operational requirements and needs in support of the Sector. (d) Ensuring timely Sector awareness of Auxiliary readiness and capabilities as well as training and support needs. Performance of other duties as assigned through the chain of leadership.
C.8.d. Meetings	Use of the following guidelines will help ensure meeting success: (1) Decide the purpose of the meeting. (2) Develop a written agenda. (3) Choose the time, place, and date to best accommodate members. (4) Conduct the meeting under the rules of parliamentary procedure (Robert's Rules of Order). (5) At each meeting, assign an Auxiliarist to welcome guests. (6) Ensure senior Auxiliarists and Coast Guard personnel are promptly greeted and introduced, if not generally known. (7) Introduce guests and prospective Auxiliarists to the members, and try to make each person feel welcome. Elected and appointed leaders and staff are expected to wear uniforms at business and official meetings. To enhance esprit de corps, members are encouraged to attend meetings in the prescribed uniform or Auxiliary Blue Blazer outfit.
C.8.e. Flotilla Administration	The Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5 (series), contains many other ideas and suggestions for successful flotilla administration.
C.8.f. Division Administration	The Auxiliary Division Procedures Manual, COMDTPUB P16791.3 (series), contains many other ideas and suggestions for successful division administration.

C.9. Annual Budget	To plan expenditures properly, every Auxiliary unit should have a clearly established annual budget. An example of a flotilla budget is contained in the Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5 (series).
C.10. Auxiliary Information System	The Coast Guard Operations Systems Center (OSC) in Martinsburg, West Virginia operates an Auxiliary Database (AUXDATA) that contains personal and activity data about Auxiliarists and units. The database functions as a management tool that is only effective when Auxiliarists provide accurate and timely input. Complete descriptions of proper Auxiliary forms that provide input data are found on the Auxiliary National web site. (see Appendix I)

Section D. Coast Guard Auxiliary Linkage with the Coast Guard

Introduction The Auxiliary program is organizationally aligned under CG-DCO. (see Figure 1-1)

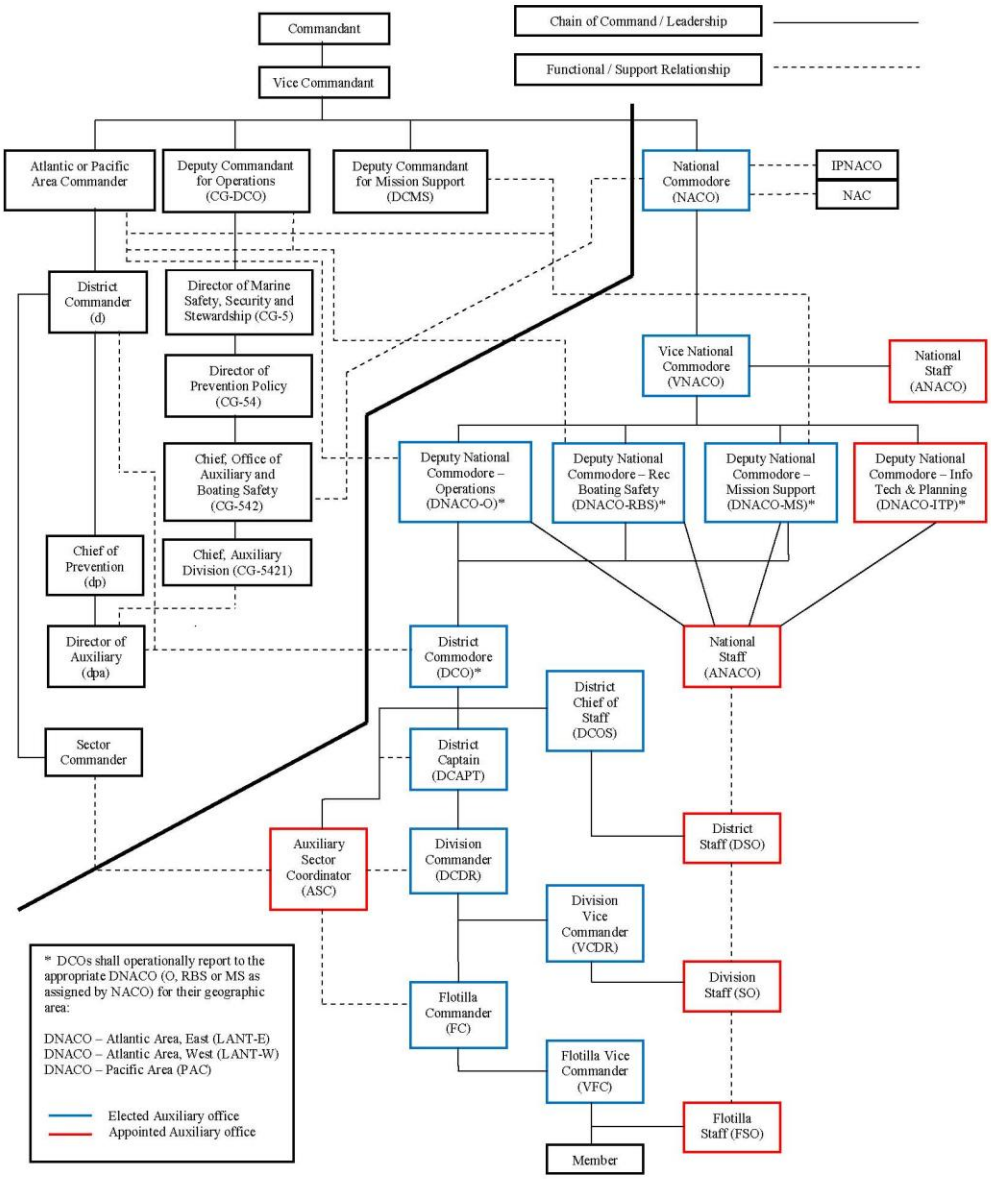

Figure 1-1
Coast Guard Auxiliary Organization – National to Member

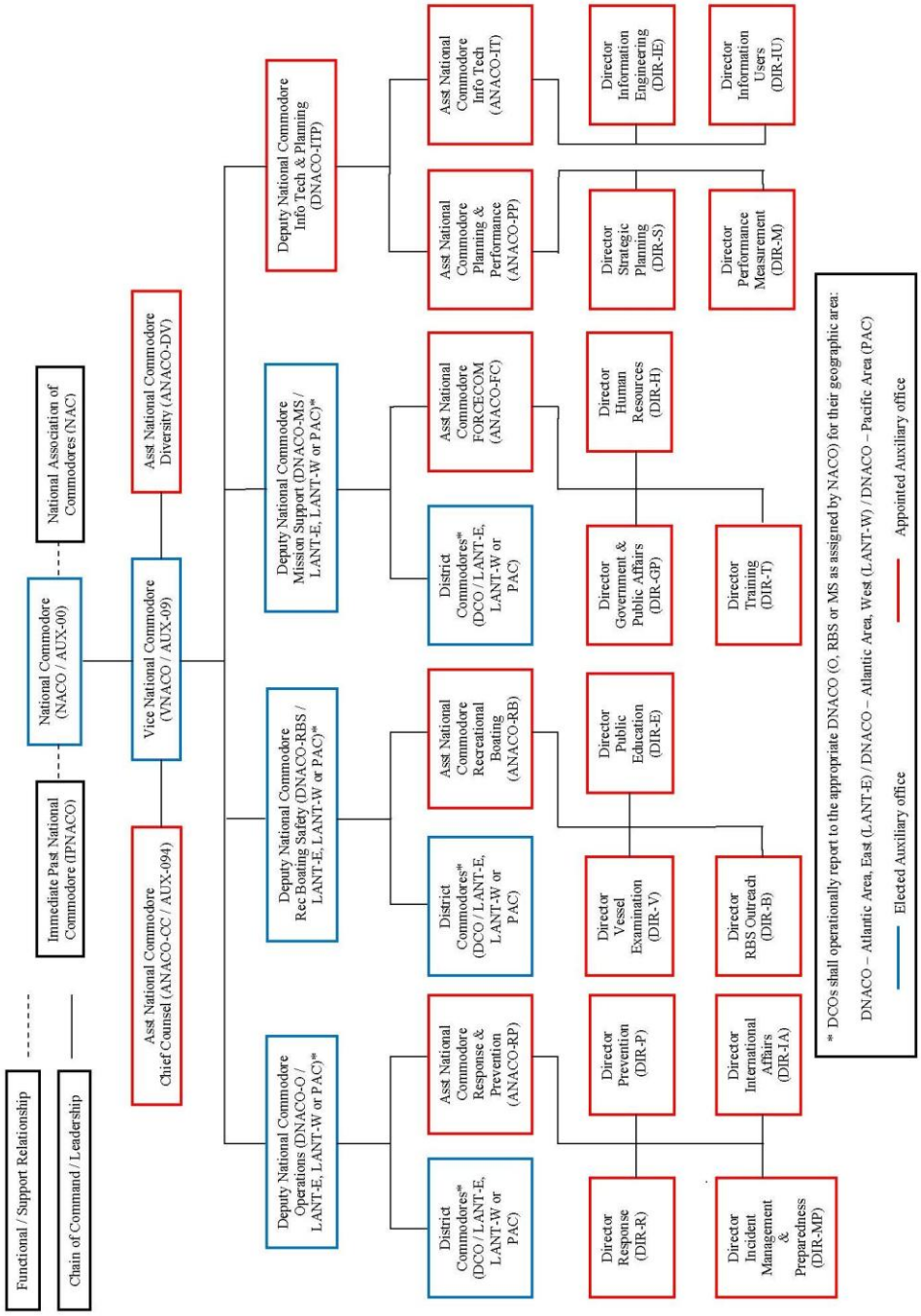

Figure 1-2
Coast Guard Auxiliary National Organization

D.1. Chief Director, Auxiliary

The Chief Director, in consultation with the NACO, provides administrative and management guidance and program resource support.

D.2. National Commodore (NACO)

The NACO is the senior and principal officer of the Auxiliary. The NACO represents the Auxiliary and reports to the Commandant through the Vice Commandant (VCG). Additionally, the NACO represents the Auxiliary with all Coast Guard Flag officers and Flag officer equivalent civilians at Coast Guard Headquarters on Auxiliary matters.

The NACO functions to support the Commandant's strategic goals and objectives and serve Auxiliarists. The NACO, under the general direction and supervision of the Vice Commandant, shall:

a. Be responsible to the VCG for the strategic direction and overall operations of the Auxiliary.
b. Advise VCG of the overall administration of the Auxiliary.
c. Keep VCG informed of progress in planning and executing the policies and programs managed by the Auxiliary.
d. Measure and evaluate the mission performance of the Auxiliary and report on a quarterly basis to VCG via the CG-542 chain.
e. Lead the strategic management of the Auxiliary and ensure corresponding Auxiliary policy and planning support of the Commandant's strategic goals and objectives.
f. Promote an environment that fosters effective and efficient Auxiliary mission performance at all organizational levels.
g. Promote appropriate communications and interfaces between the Auxiliary, the Coast Guard, other customers, and organizations.
h. Promote an environment that makes the Auxiliary the organization of choice for those wishing to volunteer their time to serve the public interest in maritime related fields.
i. Promote diversity throughout the Auxiliary organization.
j. Serve as the Auxiliary champion, key advisor, and primary representative of the organization, both internally and externally.
k. Support all Coast Guard program objectives for authorized missions.
l. Direct and manage Auxiliary leadership to oversee Auxiliary support of Coast Guard programs, and ensure appropriate coordination with program managers.
m. Oversee, guide, and support the District Commodores and manage their performance.
n. Consult with and utilize the National Association of Commodores (NAC), as necessary and appropriate, to achieve organizational goals and objectives.
o. At the direction of the Commandant (CCG), participate on the Coast Guard's Leadership Council.

D.3. Vice National Commodore (VNACO)

The VNACO is the Chief Operating Officer of the Coast Guard Auxiliary and reports to the National Commodore (NACO). Additionally, the VNACO represents the Auxiliary at the direction of the NACO with all Coast Guard Flag officers and Flag officer equivalent civilians at Coast Guard Headquarters on Auxiliary matters.

The VNACO functions to support the Commandant's strategic goals and objectives and serve Auxiliarists. The VNACO, under the general direction and supervision of the NACO, shall:

a. Function as the Chief Operating Officer for the Coast Guard Auxiliary.
b. Perform duties assigned by the National Commodore. When directed, act for and on behalf of the NACO in linkage with the Coast Guard.
c. Manage the overall day-to-day operations of the Auxiliary.
d. Supervise the Deputy National Commodores (DNACO), the Assistant National Commodore for Diversity (ANACO-DV), and the Assistant National Commodore, Chief Counsel (ANACO-CC).
e. Assist the NACO with the strategic management of the Auxiliary and ensure corresponding Auxiliary policy and planning support of the Commandant's strategic goals and objectives.
f. Promote an environment that fosters effective and efficient Auxiliary mission performance at all organizational levels.
g. Promote appropriate communications and interfaces between the Auxiliary, the Coast Guard, other customers, and organizations.
h. Promote an environment that makes the Auxiliary the organization of choice for those wishing to volunteer their time to serve the public interest in maritime related fields.
i. Advise the NACO of the overall administration of the Auxiliary.
j. Keep the NACO informed of progress in planning and executing the policies and programs managed by the Auxiliary.

D.4. Deputy National Commodore – Operations (DNACO-O)

The Auxiliary Deputy National Commodore – Operations (DNACO-O), under the direction and supervision of the National Commodore (NACO) through the Vice National Commodore (VNACO), plans and executes Auxiliary response, prevention, international affairs, and incident management and preparedness doctrine, policy, and programs. The DNACO-O shall:

a. Represent the concerns, plans, strategies, operations, and policies of the corresponding Area Commander to the Coast Guard Auxiliary.
b. Supervise and support corresponding District Commodores and assist them in addressing issues that require resolution above the district/region level.

c. Supervise and support the Assistant National Commodore for Response and Prevention (ANACO-RP) and associated programs.
d. Represent the NACO with the corresponding Area Commander and District Commodores as directed and maintain responsibility for the execution of Auxiliary programs and missions.
e. Promote an environment that fosters effective and efficient Auxiliary mission performance at all organizational levels.
f. Promote appropriate communications and interfaces between the Auxiliary, the Coast Guard, other customers, and organizations.
g. Keep the corresponding Area Commander, the NACO, and the National Executive Committee (NEXCOM) informed of progress in planning and executing the policies and programs of the Auxiliary.
h. Assist the NACO with the strategic management of the Auxiliary and ensure corresponding Auxiliary policy and planning support of the Commandant's and the corresponding Area Commander's strategic goals and objectives.
i. Maintain close liaison with Deputy National Commodores and provide necessary advice, counsel, and support, particularly involving response, prevention, international affairs, and incident management and preparedness doctrine, policy, and programs.
j. Attend Auxiliary district/region conferences when directed by the NACO.
k. Serve as the Auxiliary champion, key advisor, and primary representative of the organization, both internally and externally, for the corresponding Area Commander.
l. Manage and coordinate Auxiliary response, prevention, international affairs, and incident management and preparedness doctrine, policy, and programs to help address geographical variances (e.g., coastal, inland, Western Rivers, etc.).
m. Promote Auxiliary support and execution of the corresponding Area Commander's missions.
n. Oversee and evaluate Auxiliary operational mission performance and support to the Coast Guard in districts/regions.
o. Be accountable for the readiness of all Auxiliary operational units in performance of their assigned missions.
p. Identify and communicate capability/capacity gaps through readiness analysis to match Auxiliary units with the training required to sustain mission execution.
q. Improve operational readiness by standardizing evaluations for unit readiness, standard procedures, and compliance measures to ensure sustainable readiness to accomplish all assigned missions.
r. Work closely with DNACO-ITP to establish readiness measures to identify personnel and platform degradation that may impact Auxiliary sustainability.

s. Work closely with DNACO-MS to coordinate operational doctrine and exercises and develop, in conjunction with FORCECOM, tactics, techniques, and procedures across all Auxiliary operational mission areas and for all Auxiliary operational platforms and assets.
t. Improve coordination and interoperability across all Auxiliary and Coast Guard operational units to enhance unity of effort in planning and operations.
u. Develop and support Auxiliary operational and contingency planning to ensure synchronization with Coast Guard plans and to effectively resource mission requirements pursuant to the needs of the Coast Guard.
v. Support, manage, and coordinate Coast Guard international affairs program objectives and associated training and resource requirements with Auxiliary resources and programs.

D.5. Deputy National Commodore – Recreational Boating Safety (DNACO-RBS)

The Auxiliary Deputy National Commodore – Recreational Boating Safety (DNACO-RBS), under the direction and supervision of the National Commodore (NACO) through the Vice National Commodore (VNACO), plans and executes Auxiliary recreational boating safety doctrine, policy, and programs. The DNACO-RBS shall:

a. Represent the concerns, plans, strategies, operations, and policies of the corresponding Area Commander to the Coast Guard Auxiliary.
b. Represent the concerns, plans, strategies, operations, and policies of the Coast Guard Deputy Commandant for Operations (CG-DCO) to the Coast Guard Auxiliary.
c. Supervise and support corresponding District Commodores, and assist them in addressing issues that require resolution above the district/region level.
d. Supervise and support the Assistant National Commodore for Recreational Boating (ANACO-RB) and associated programs.
e. Represent the NACO with the corresponding Area Commander, the CG-DCO, and District Commodores as directed and maintain responsibility for the execution of Auxiliary programs and missions.
f. Promote an environment that fosters effective and efficient Auxiliary mission performance at all organizational levels.
g. Promote appropriate communications and interfaces between the Auxiliary, the Coast Guard, other customers, and organizations.
h. Keep the corresponding Area Commander, the CG-DCO, the NACO, and the National Executive Committee (NEXCOM) informed of progress in planning and executing the policies and programs of the Auxiliary.

i. Assist the NACO with the strategic management of the Auxiliary and ensure corresponding Auxiliary policy and planning support of the Commandant's, the corresponding Area Commander's, and CG-DCO's strategic goals and objectives.
j. Maintain close liaison with Deputy National Commodores and provide necessary advice, counsel, and support, particularly involving vessel examination, public education, and RBS outreach doctrine, policy, and programs.
k. Attend Auxiliary district/region conferences when directed by the NACO.
l. Serve as the Auxiliary champion, key advisor, and primary representative of the organization, both internally and externally, for the corresponding Area Commander and the CG-DCO.
m. Manage and coordinate Auxiliary vessel examination, public education, and RBS outreach doctrine, policy, and programs to help address geographical variances (e.g., coastal, inland, Western Rivers, etc.).
n. Promote Auxiliary support and execution of the corresponding Area Commander's missions.
o. Oversee and evaluate Auxiliary recreational boating safety mission performance and support to the Coast Guard in districts/regions.
p. Support, manage, and coordinate Coast Guard recreational boating safety policy and resource requirements with Auxiliary units and programs.

D.6. Deputy National Commodore – Mission Support (DNACO-MS)

The Auxiliary Deputy National Commodore – Mission Support (DNACO-MS), under the direction and supervision of the National Commodore (NACO) through the Vice National Commodore (VNACO), plans and executes Auxiliary governmental affairs, public affairs, training, and human resources doctrine, policy, and programs. The DNACO-MS shall:

a. Represent the concerns, plans, strategies, operations, and policies of the corresponding Area Commander to the Coast Guard Auxiliary.
b. Represent the concerns, plans, strategies, operations, and policies of the Coast Guard Deputy Commandant for Mission Support (CG-DCMS) to the Coast Guard Auxiliary.
c. Supervise and support corresponding District Commodores, and assist them in addressing issues that require resolution above the district/region level.
d. Supervise and support the Assistant National Commodore for FORCECOM (ANACO-FC) and associated programs.
e. Represent the NACO with the corresponding Area Commander, the CG-DCMS, and District Commodores as directed and maintain responsibility for the execution of Auxiliary programs and missions.

f. Promote an environment that fosters effective and efficient Auxiliary mission performance at all organizational levels.
g. Promote appropriate communications and interfaces between the Auxiliary, the Coast Guard, other customers, and organizations.
h. Keep the corresponding Area Commander, the CG-DCMS, the NACO, and the National Executive Committee (NEXCOM) informed of progress in planning and executing the policies and programs of the Auxiliary.
i. Assist the NACO with the strategic management of the Auxiliary and ensure corresponding Auxiliary policy and planning support of the Commandant's, the corresponding Area Commander's, and the CG-DCMS' strategic goals and objectives.
j. Maintain close liaison with Deputy National Commodores and provide necessary advice, counsel, and support, particularly involving governmental affairs, public affairs, training, and human resources doctrine, policy, and programs.
k. Attend Auxiliary district/region conferences when directed by the NACO.
l. Serve as the Auxiliary champion, key advisor, and primary representative of the organization, both internally and externally, for the CG-DCMS.
m. Manage and coordinate Auxiliary governmental affairs, public affairs, training, and human resources doctrine, policy, and programs to help address geographical variances (e.g., coastal, inland, Western Rivers, etc.).
n. Promote Auxiliary support and execution of the corresponding Area Commander's missions.
o. Work with FORCECOM to transform Coast Guard Auxiliary readiness management into a centralized and functional construct aimed at optimizing unity of effort.
p. Work closely with DNACO-O to coordinate operational doctrine and exercises, and develop, in conjunction with FORCECOM, tactics, techniques, and procedures across all Auxiliary operational mission areas and for all Auxiliary operational platforms and assets.
q. Oversee and evaluate Auxiliary governmental affairs, public affairs, training, and appropriate human resource program/mission performance and support to the Coast Guard in districts/regions.
r. Support, manage, and coordinate Coast Guard governmental affairs, public affairs, training, and human resource policy and resource requirements with Auxiliary units and programs.

D.7. Deputy National Commodore – Information Technology and Planning (DNACO-ITP)

The Auxiliary Deputy National Commodore – Information Technology and Planning (DNACO-ITP), under the direction and supervision of the National Commodore (NACO) through the Vice National Commodore (VNACO), plans and executes Auxiliary information engineering, information application, strategic planning, and performance measurement doctrine, policy, and programs. The DNACO-ITP shall:

a. Represent the concerns, plans, strategies, operations, and policies of the Assistant Commandant for Command, Control, Communications, Computers, and Information Technology (CG-6) to the Coast Guard Auxiliary.
b. Represent the concerns, plans, strategies, operations, and policies of the Coast Guard Enterprise Strategic Management and Doctrine Directorate (CG-095) to the Coast Guard Auxiliary.
c. Supervise and support the Assistant National Commodore for Planning and Performance (ANACO-PP) and the Assistant National Commodore for Information Technology (ANACO-IT), and their associated programs.
d. Represent the NACO with CG-6 and CG-095 as directed and maintain responsibility for the execution of associated Auxiliary programs and missions.
e. Promote an environment that fosters effective and efficient Auxiliary mission performance at all organizational levels.
f. Promote appropriate communications and interfaces between the Auxiliary, the Coast Guard, other customers, and organizations.
g. Keep CG-6, CG-095, the NACO, and the National Executive Committee (NEXCOM) informed of progress in planning and executing the policies and programs of the Auxiliary.
h. Assist the NACO with the strategic management of the Auxiliary and ensure corresponding Auxiliary policy and planning support of the Commandant's strategic goals and objectives.
i. Maintain close liaison with Deputy National Commodores and provide necessary advice, counsel, and support, particularly involving information engineering, information application, strategic planning, and performance measurement doctrine, policy, and programs.
j. Attend Auxiliary district/region conferences when directed by the NACO.
k. Serve as the Auxiliary champion, key advisor, and primary representative of the organization, both internally and externally, for CG-6 and CG-095.
l. Manage and coordinate Auxiliary information engineering, information application, strategic planning, and performance measurement doctrine, policy, and programs to help address geographical variances (e.g., coastal, inland, Western Rivers, etc.).

m. Work closely with DNACO-O to establish readiness measures to identify personnel and platform degradation that may impact Auxiliary sustainability.
n. Oversee and evaluate Auxiliary information engineering, information application, strategic planning, and performance measurement support to the Coast Guard in districts/regions.
o. Support, manage, and coordinate Coast Guard information engineering, information application, strategic planning, and performance measurement policy and resource requirements with Auxiliary units and programs.

D.8. District Commodore (DCO)

At the Coast Guard district level, the Coast Guard Auxiliary District Commodore (DCO) achieves linkage with the District Commander and staff. The DCO links to the District Commander through coordination with the Director (see Figure 1-3). The DCO reports to and represents the Auxiliary to the District Commander. The Director, in consultation with the DCO, provides administrative management and program resources support. Directors co-located with Atlantic Area and Pacific Area commands shall assist the DNACOs in maximizing the productivity of visits with the Coast Guard Area Commander by helping to ensure the Area Commander is fully pre-briefed on the topic, scope, and desired outcome. These co-located Directors will normally interact at the area level as the host Director, due to their geographic co-location with the command.

D.9. Direct Communication with Coast Guard Leaders

Under normal circumstances, Auxiliarists shall not formally communicate directly with the District Commander unless specifically authorized by the District Commander or Director. The District Commander works on a precise, efficient, and scheduled timeline. Therefore, the Director has been charged with coordinating, preparing, and pre-briefing the District Commander to optimize the use of time while maximizing the productivity of the meeting, phone call, or email to obtain the desired action or results in support of the Auxiliary. This general procedure is not intended to place barriers between Auxiliary leaders and Coast Guard Flag officers, but rather to improve the communication flow between the Coast Guard Flag officers, Auxiliary leaders, Chief Director, and Director.

Routine and short (5- to 15-minute) courtesy calls paid by Auxiliary leaders on Coast Guard Flag officers shall be pre-scheduled, but are unofficial in nature. These courtesy calls are not normally subject to the in-depth pre-briefing guidance above. Courtesy calls are intended to provide maximum Auxiliary-Coast Guard camaraderie, fellowship, and exposure while minimizing administrative barriers and the conduct of formal business.

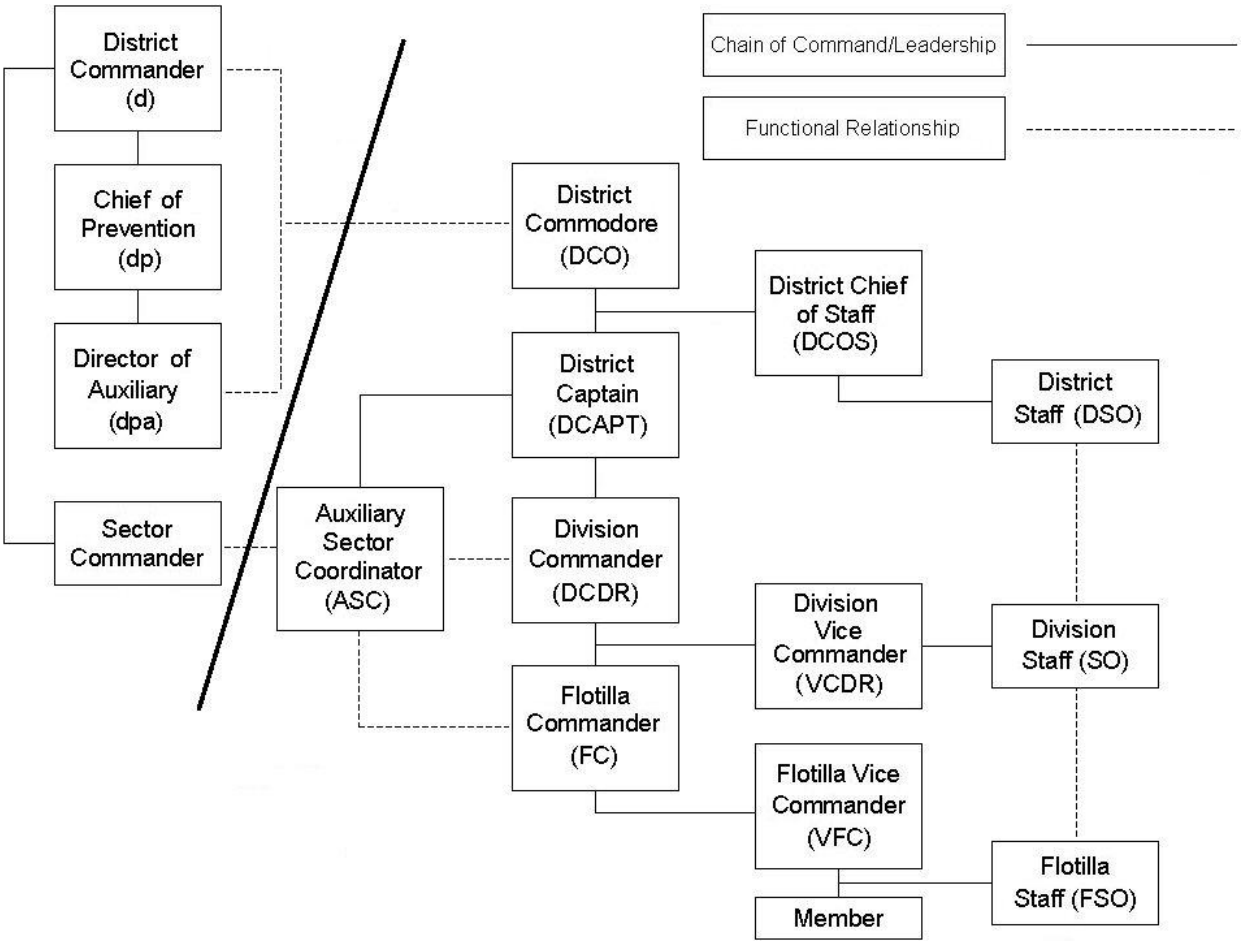

Figure 1-3
Typical Coast Guard Auxiliary Organization – District to Member

D.10. Operational Level

At the operational level, the Auxiliary provides day-to-day support for a wide spectrum of Coast Guard operational and administrative missions. As the volunteer arm of Coast Guard Forces, the Auxiliary serves as a significant force multiplier for stations, sectors, cutters and air stations, and administrative and support commands. Auxiliary forces are incorporated, utilized, and relied upon in major Coast Guard surge and contingency plans and operations. Examples include maritime security operations and responses to natural and marine disasters.

D.11. Strategic Link

The Auxiliary provides a strategic link between the Coast Guard's field operating element and the recreational boating public.

Chapter 2
Missions and Programs

Introduction

The Commandant has assigned primary responsibility for the accomplishment of certain missions to the Auxiliary as an organization. This chapter outlines those mission areas in which the Commandant has authorized Auxiliarists, as individuals, to participate in the mission areas specifically assigned to the Auxiliary. Together, the missions assigned to the Auxiliary and the mission areas authorized for individual Auxiliarist participation are essential and basic to operating the Auxiliary and effectively using Auxiliarists to successfully support and accomplish the missions of the Coast Guard.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Missions and Unit Goals	2-3
B	Programs/Activities Authorized for Auxiliarists	2-5

Section A. Missions and Unit Goals

Introduction

With the passage of the Auxiliary legislation in October 1996, the Auxiliary's role was greatly expanded to enable Auxiliary participation in any Coast Guard mission authorized by the Commandant. In general, this law opens all Coast Guard mission areas to the Auxiliary, with the exception of combat and direct law enforcement.

A.1. Four Cornerstones

Historically, the Auxiliary's primary missions had been vessel safety checks (VSCs), public education (PE), and operations. These three missions, together with fellowship, were known as the four cornerstones. Today, the four cornerstones are defined as follows:

a. Member Services
b. Recreational Boating Safety
c. Operations and Marine Safety
d. Fellowship

A.2. Member Services (MS)

The first and primary mission of the Auxiliary is to attract, recruit, develop, train, nurture, and retain Auxiliarists for assignment to duty. Auxiliarists are trained to accomplish specific missions assigned to the Auxiliary and to support collateral Coast Guard missions on a day-to-day and surge basis. In carrying out the mission of member services, Auxiliarists provide for internal Auxiliary personnel support and assist the Coast Guard in several personnel and recreation missions as follows:

a. Finance Staff (FN)
b. Information Services (IS)
c. Communications Services (CS)
d. Materials (MA)
e. Human Resources (HR)
f. Member Training (MT)
g. Legal/Parliamentarian (LP)
h. Public Affairs (PA)
i. Publications (PB)
j. Secretary/Records (SR)

Related to the recruitment of Auxiliarists is the acquisition of offer-for-use surface, air, and radio facilities. These facilities are used by the Auxiliary/Auxiliarist in accomplishing assigned Coast Guard missions. The Auxiliary is responsible for establishing and maintaining the Auxiliary organization to carry out its other missions.

A.3. Recreational Boating Safety (RBS)

The Auxiliary has mission responsibility to support the Boating Safety Division (CG-5422) with the development and implementation of various RBS programs. This mission includes Auxiliary traditional activities conducted on behalf of Federal, State, and local governments to improve the knowledge, safety skills, and operating environment of recreational boaters. These include, but are not limited to:

a. Public Education (PE)
b. Vessel Examinations (VE)
c. Distribution of RBS literature and information to the boating public, and commercial and governmental organizations RBS Visitation Program (RBSVP).
d. Liaison for the purposes of enhancing RBS and the images of the Coast Guard and the Auxiliary in RBS environs with other organizations, committees, groups, clubs, associations, and enterprises.

The Auxiliary will be included in those Coast Guard recreational boating activities, programs, proposals, committees, and studies that are relevant to the Auxiliary mission and the interests of recreational boaters in the country.

A.4. Operations and Marine Safety (OMS)

The Auxiliary has general mission responsibility for providing resources, personnel, and facilities in support of the operations and marine safety, security, and environmental protection missions, and in support of other Coast Guard missions, when requested. These include, but are not limited to:

a. Operations (OP)
b. Aviation (AV)
c. Communications (CM)
d. Marine Safety (MS)
e. Navigation Systems (NS)

A.5. Fellowship

Fellowship remains an essential ingredient in making any organization of volunteers successful. The Coast Guard recognizes the importance of this aspect of volunteer participation and encourages a close relationship between Auxiliarists and other Coast Guard personnel. Fellowship makes the team work and binds the entire organization together.

A.6. Unit Goals

Accomplishment of any task, project or undertaking requires a statement of what is to be accomplished and a plan for doing it. Goals are a convenient way to express the desired outcome of activity. All Auxiliary units are encouraged to establish goals and plans to achieve them for the activities in which the unit expects to engage. Informal systems for goal and plan development are acceptable; however, a more formal process may be better when a larger organization is involved.

Section B. Programs/Activities Authorized for Auxiliarists

Introduction

This section describes the various programs/activities in which Auxiliarists are currently authorized to participate. For detailed guidance on operational missions, refer to the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). Additionally, Memoranda of Understanding (MOU) are in effect which apply to many of these programs. Coast Guard operational missions may only be authorized by appropriate Coast Guard Operational Commanders.

B.1. Academy Admissions Partner Program (AAPP)

Auxiliarists are authorized assignment to duty to assist the U.S. Coast Guard Academy (USCGA) with recruitment of cadet candidates as part of the Academy Admissions Partner Program (AAPP). Such assignment includes orientation and counseling of high school students, attendance at college fairs, and participation in the Academy Introduction Mission (AIM) each summer at USCGA. Participation in the AAPP is subject to successful completion of required program requirements as defined and recognized by the Coast Guard Academy Director of Admissions, and as established in Coast Guard Academy Admission Partner Program, Superintendent Instruction 1131.5. For the purpose of Auxiliary support, program participation also includes on-site participation as an AIM candidate, and the provision of associated on-site administrative, logistical, and health services. Section 10.F.9 of this Manual addresses badge and insignia authorized for this program.

B.2. Auxiliary Chef (AUXCHEF)

Qualified Auxiliarists are authorized assignment to duty to support and augment food service programs at Coast Guard units. Auxiliarists who perform such duties at Coast Guard units or special events shall complete the AUXCHEF training program to qualify and demonstrate proficiency in Coast Guard food service procedures and practices. Under the general direction and supervision of the unit Food Services Officer (FSO) and the unit Executive Officer/Executive Petty Officer (XO/XPO), and with guidance from the senior AUXCHEF, qualified AUXCHEFs may plan meals and shopping lists (AUXCHEFs may not perform any direct purchasing with any form or type of unit funds). AUXCHEFs may also prepare, serve, and clean-up meals.

B.3. Administrative Support to Units

Auxiliarists are authorized assignment to duty to assist and to augment administrative functions of any Coast Guard unit.

B.4. Navigation Systems	Qualified Auxiliarists and their facilities are authorized assignment to duty to support and augment the Coast Guard's navigation systems (NS) program. This includes verifying position and characteristics of private aids-to-navigation (PATON), after qualifying as an aid verifier (AV). Auxiliarists may assist and support aids-to-navigation (ATON) units in servicing Federal aids after receiving proper Coast Guard training. Auxiliarists may also help the National Oceanic and Atmospheric Administration (NOAA) and the U.S. Army Corps of Engineers (USACOE) in updating nautical and aeronautical charts and publications.
B.5. Bridge Program	Qualified Auxiliarists and their facilities are authorized assignment to duty to support and augment bridge surveys, investigate and provide information regarding waterways safety and navigation situations pertaining to the bridge program, and provide direct assistance and support to bridge program personnel.
B.6. Civil Air Patrol Support	Qualified Auxiliarists and their facilities may be authorized assignment to duty to assist the Civil Air Patrol (CAP)/Air Force Auxiliary (AFA) in conducting authorized joint USCGAUX-CAP missions.
B.7. Contingency Preparedness	Qualified Auxiliarists are authorized assignment to duty to provide facilities for defense and non-defense exercises. Auxiliarists and their facilities may also provide support as unarmed opposition forces (OPFOR) and may gather information and data for the development of Coast Guard, State, and local government contingency plans.
B.8. Licensing of Merchant Mariners	Qualified Auxiliarists are authorized assignment to duty to administer merchant mariner license and document examinations, conduct oversight of approved maritime training, and conduct courses. Auxiliarists are also authorized to provide administrative support for the marine licensing program at the local level, including document verification and fingerprinting services at Regional Examination Centers (REC) as well as at remote locations under REC supervision.
B.9. Marine Safety, Security, and Environmental Protection	Qualified Auxiliarists and their facilities are authorized assignment to duty to assist the marine safety, security, and environmental protection (MSSEP) programs. Auxiliarists may provide facilities and personnel for PE, support of pollution prevention activities, environmental disaster relief operations, and other assistance as needed at Coast Guard Sectors, Marine Safety Units, and Marine Safety Detachments.

B.10. Operational Support

Qualified Auxiliarists and their facilities are authorized assignment to duty to support all Coast Guard operational units. Auxiliarists must be qualified in accordance with current Coast Guard manual and directive provisions, and must serve under the Coast Guard active duty unit commander's direction.

B.11. Port Safety and Security

Qualified Auxiliarists and their facilities are authorized assignment to duty to support the Port Safety and Security (PSS) Program. Auxiliarists may:

a. Provide facilities to perform the Maritime Observation Missions (MOM), a non-law enforcement mission whose primary purpose is to provide increased maritime domain awareness by observing areas of interest and reporting findings to the operational commander while maintaining the safety of Auxiliary personnel.
b. Perform harbor and anchorage patrols.
c. Provide assistance to Coast Guard Forces in safety and security zone enforcement, mostly in the form of boater education/advisement areas.
d. Provide support for low risk armed/unarmed vessel boardings.
e. Perform port facility and vessel verification visits.
f. Perform aircraft overflights.
g. Augment Coast Guard crews.
h. Perform additional administrative support.

B.12. Public Affairs Support

Auxiliarists are authorized assignment to duty to support Coast Guard and Auxiliary Public Affairs programs as described in the Coast Guard Auxiliary Public Affairs Officer's Guide, COMDTINST M5728.3 (series).

B.13. Recreational Boating Safety

Qualified Auxiliarists and their facilities are authorized assignment to duty to support the RBS Program including:

a. Conduct PE.
b. Perform recreational VSCs.
c. Participate in State Liaison Programs (SLO), RBSVP, boat shows, and National Safe Boating Week (NSBW) activities.

B.13.a. Vessel Safety Check Program

The VSC program is a safety check service provided free to owners or operators of recreational boats and certain Federal, State, and local government-owned boats. Uninspected vessels carrying six or fewer passengers for hire may have a VSC. The same is true for boats owned by scouting/youth organizations, which do not come under the provisions for inspection and certification. Additionally, the Commandant may specifically authorize other boats for a VSC.

	Specific VSC program elements are contained in the Vessel Safety Check Program, COMDTINST 16796.7 (series), and the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
B.13.b. Recreational Boating Safety Visitation Program	The RBSVP provides boating safety information to recreational users. Auxiliarists visit dealers regularly to supply them with boating safety information and material. Dealers also help promote boating safety through publicizing local Auxiliary PE courses and VSCs. The Auxiliary Marine Dealer Visitor (MDV) Manual, COMDTINST M16796.3 (series), contains program details.
B.13.c. National Safe Boating Week	The Coast Guard sponsored and National Safe Boating Council produced, year-round National Safe Boating Campaign is produced under a grant from the Sport Fish Restoration and Boating Trust Fund. Recognizing the need to promote safe boating practices, Congress requests the President proclaim (annually) the seven-day period prior to Memorial Day Weekend as National Safe Boating Week (NSBW).
B.13.c.(1) Media Event	NSBW is an annual National media event symbolically launching the recreational boating season. It not only starts the traditional boating season, but also introduces a year-long media campaign to give boaters more safety information about their activity. The NSBW chapter of the Coast Guard Auxiliary Public Affairs Officer's Guide, COMDTINST M5728.3 (series), contains detailed information on this program.
B.13.c.(2) Participation	As local Coast Guard boating experts and representatives, Auxiliarists are asked to provide assistance to groups planning NSBW events and similar activities annually. Participation possibilities have included: (a) Rescue demonstrations (b) Static display of vessels or aircraft (c) Arrangements of signs, billboard locations, and banner towing (d) Press releases, conferences, and interviews (e) Regattas, parades, and blessings of fleets (f) Local media public service director contacts (g) Public access TV opportunities (h) Open houses and special classes (i) Increased requests for VSCs (j) Increased RBSVPs (k) Provision of remote-controlled "Coastie" (l) Publication of important telephone numbers (see Appendix I)
B.13.d. Public Education	Because the Auxiliary's PE program supports Coast Guard missions, direct Coast Guard support is authorized.

B.13.d.(1) Course Materials

The Coast Guard Auxiliary Association, Incorporated (CGAuxA, Inc.) develops and publishes and/or acquires and distributes course materials and examinations. These materials are to be used to conduct all Auxiliary PE courses.

(a) Lesson instructions must conform to outlines published and approved by the NEXCOM. The Boating Skills and Seamanship (BS&S), Sailing Fundamentals (SF), Boating Safety Circular (BSC), and About Boating Safely (ABS) will conform to the National Association of State Boating Law Administrators' (NASBLA) minimum standards. In addition to the course material provided by the CGAuxA, Inc., instructors must teach the appropriate State regulations and conduct a proctored examination.

(b) Shipping costs for courses are authorized for payment by official Government postage. Course materials are only purchased from Coast Guard Auxiliary district material centers or the Auxiliary Center (AUXCEN). The ANSC does not stock PE course materials for issue or sale.

(c) Instructors may use only those supplemental electronic projections (Power Point, slides, videos, transparencies, motion pictures, etc.) that are approved by the Auxiliary Director of Public Education (DIR-E) or the District Staff Officer - Public Education (DSO-PE). The DSO-PE should be aware of any copyright or trademark issues on materials to be approved for use and, in appropriate circumstances, written authorization must be obtained in advance. The use of local scenes and information to augment nationally produced electronic projections is acceptable and encouraged.

(d) Creators of electronic projections for use in PE courses need to be vigilant to the unintended infringement upon another's copyright. Appendix A is the approved policy for electronic projections and related presentations for PE courses. Auxiliarists with questions regarding these policy statements are encouraged to contact their DSO-PE.

B.13.d.(2) Instructors

Auxiliary Instructors (ITs) may create and teach courses made up of lessons or chapters from any approved Auxiliary PE course or courses. These locally produced courses must have a total instruction time of at least two hours times the number of lessons or chapters taught. Instructors must emphasize the practical application of the information contained in the course.

	Auxiliarists seeking to qualify as an IT must meet the requirements specified in Chapter 8 of this Manual. Additionally, ITs must have passed any course that they teach. The lead Auxiliary IT must be qualified by the Director and entered in AUXDATA. Auxiliary personnel may use government purchased equipment for all PE classes. Auxiliary ITs, qualified to perform in this program, shall normally not be given reimbursable travel orders.
B.13.d.(3) Boating Skills and Seamanship	For the Boating Skills and Seamanship (BS&S) course to be NASBLA approved, instructors will teach at least the first eight lessons, with the exception of Lesson Seven, Inland Boating, which may be taught where appropriate. This is referred to as the Core course. The Core course is NASBLA-approved when State and local regulations are taught and the examination is passed. The total time of instruction for the Core course must be at least two hours times the number of lessons taught. When individual lessons or any combination of lessons (other than the Core course) are taught, the course length will be two hours times the number of lessons taught.
B.13.d.(4) Sailing Skills and Seamanship	For this course to be NASBLA-approved, instructors will teach all ten core lessons. The total time of instruction must equal at least two hours times the number of core lessons taught. State and local requirements must be taught and the examination passed. Six elective lessons may be taught to enhance skills.
B.13.d.(5) Weekend Navigator	The Weekend Navigator is a comprehensive course designed for both experienced and new power boat and sailboat operators. The course is divided into two major parts designed to educate in skills required for a safe voyage on a variety of waters and boating conditions. The course can be taught as a whole or in separate modules.
B.13.d.(6) About Boating Safely	For the About Boating Safely (ABS) course to be NASBLA approved, when used in a formal classroom presentation, all seven chapters must be taught. The total time of instruction shall be at least six to eight hours. State and local regulations must be taught and an examination passed. For ABS to be NASBLA approved when taken as a home study course (with textbook and/or CD) or on the Internet, the student must attend an Auxiliary class where State and local regulations are taught and an examination is passed.
B.13.d.(7) Youth Courses	Youth courses, Boating Fun and Waypoints, will each be one session of at least one hour in duration.

B.13.d.(8) On Water Training	On Water Training (OWT) for PE course participants or local first responders who may operate in a maritime environment (e.g., emergency medical service personnel, firefighters) may be conducted as authorized by the Commandant. Only those PE course participants who have successfully completed an Auxiliary PE course presented by an Auxiliary unit are eligible for OWT.
B.13.d.(9) One-Time Courses	Outside organizations sometimes request a one-time course, beyond what is available in the nationally approved lessons, to fulfill a special need. ITs may teach such courses, subject to the Director's approval.
B.13.d.(10) First Aid	The general topic of First Aid may not be taught in PE classes.
B.13.d.(11) Pyrotechnics	Auxiliarists may incorporate training on the proper care, storage, and disposal of commercially available marine pyrotechnics into their PE classes and courses. Only simulated operation of such may be demonstrated. Activation of any pyrotechnic is not authorized as part of any Auxiliary PE class, course, or public outreach program. Acceptance of any pyrotechnic for disposal or disposition, from any individual or entity other than Coast Guard, is also not authorized.
B.13.d.(12) Training Assistance	Any non-Auxiliary Coast Guard member (active duty, Reserve, or civilian), State boating education personnel, fire rescue, EMT, law enforcement personnel, or teachers may help local Auxiliary units with PE programs. Auxiliary units should seek this assistance where possible. A qualified Auxiliary IT must supervise or present all Auxiliary PE courses. Guests with special expertise are always welcome to teach a lesson in a PE course as long as a qualified Auxiliary IT is present to be responsible for the information accuracy and quality provided.
B.13.d.(13) Flotillas	Flotillas establishing dates for PE courses must complete and forward a Notice of Intent to Teach Form (ANSC-702) to the appropriate Auxiliary and outside organizations (such as BoatUS and other corporate entities) so they may publicize the course content and schedule as broadly as possible.

B.13.d.(14) Training Session Scheduling	An Auxiliary unit elected or appointed leader, or the unit's PE or MT staff officer, must schedule all PE and MT sessions. Other staff officers may schedule sessions for training in their respective programs. The schedule must include a specific time and place for the training sessions. Assignment to a session is an assignment to duty according to the provisions of this Manual. In order to avoid any ambiguity or misunderstanding about PE course scheduling, any such course schedule and advertisement plan shall be reviewed by a second party in the Auxiliary unit, other than the scheduler, prior to release and implementation.
B.13.d.(15) Course Completion Certificates	Course completion certificates, and/or cards, should be awarded only to those persons who complete authorized PE courses and pass approved final examinations. Certificates and/or cards will not be awarded to those who just take the exam. Flotillas shall maintain a record of certificates issued and student information in a permanent file or database.
B.13.e. Legislative Liaison Committee	The Auxiliary Legislative Liaison Committee (LLC) was created to track legislative and regulatory changes in the various State and Federal Governments that have an impact on Auxiliary safe boating programs. The Chair will be appointed by the NACO. Such information is reported directly to the NACO and to the NEXCOM for use in reviewing Auxiliary program adequacy and relevancy. Legislative and regulatory changes have an important impact on PE, VSCs, and related safety programs, as well as Auxiliary policy and procedures.
B.13.e.(1) Appointment of District Legislative Liaison Representative	DCOs are responsible for supporting this program by appointing one Auxiliarist for each State in their district/region. Those States within more than one district or region must have a single liaison acceptable to all DCOs. There should not be more than one District Legislative Liaison Representative (DLLR) per State. The DCOs should coordinate this recommendation with the Director within their district/region. Auxiliarists appointed for this position should be: (a) Knowledgeable of State legislative and regulatory procedures and issues, reside in reasonably close proximity to the State capitol, and capable of effective communications with elected and appointed State officials on issues of Auxiliary interest. (b) Able to acquire and compile legislative history on such matters into a comprehensive, quarterly written report which shall be forwarded to the LLC Chairperson and the DCO.

B.13.e.(2) LLC Chairperson	The LLC Chairperson shall communicate to the NACO and NEXCOM members an evaluation of any pending State legislation or regulations, outlining potential impact and recommendations. The LLC Chairperson and DLLRs shall not communicate their support of, or objection to, pending legislation with any State elected or appointed official without the NACO's specific approval.
B.13.f. State Liaison Officer Program	The Auxiliary State Liaison Officer (SLO) program is established by provisions of 14 U.S.C. § 141 and 46 U.S.C. § 13109 which authorize the Coast Guard to help the State in its recreational boating program. The SLO facilitates Auxiliary use to supplement State efforts in search and rescue, safety and regatta patrols, PE, VSCs, verification of State maintained AtoN, and other areas of RBS.
B.13.f.(1) Appointment of SLO	DCOs are responsible for supporting this program by appointing an Auxiliarist from each State in the district/region in close coordination with the Director, the district State Boating Law Administrator (BLA), the District RBS Specialist, and the Auxiliary's Director for RBS Outreach (DIR-B). Those States within more than one district or region must have a single SLO acceptable to all DCOs. There should not be more than one SLO per State unless State requested. DCOs should coordinate this recommendation with Directors within their respective district/region. The Auxiliarist appointed to serve as a SLO should be an individual well versed in the State's boating laws and regulations and who resides in reasonably close proximity to BLA Headquarters. This Auxiliarist must be capable of effective communications with elected and appointed officials regarding State boating law issues.
B.13.f.(2) SLO Duties	The SLO's duty is not to interpret Coast Guard policy. Matters in discussion with BLA, not having specific Coast Guard guidance, must be referred to the Director. Participation of the Director or the District RBS Specialist in policy discussion meetings is expected. The SLO should: (a) Maintain a close relationship with the BLA and staff. The SLO should meet with the BLA at least semi-annually. More frequent contact, as needed, may occur with appropriate BLA staff members. (b) Submit a letter report after each meeting to the Director, DIR-B, DCO, District RBS Specialist, and CG-54222 summarizing the meeting and outlining significant issues or points of concern. Government mail or email use is authorized for the SLO program. (c) Remain current in Federal, State, and local legislation concerning RBS and the Auxiliary. Review pending legislation for significance to the Auxiliary program. The LLC Chairperson should be informed immediately of any issue significantly affecting any Auxiliary program.

(d) Provide input to district and division publications informing the Auxiliary of legislative issues of interest.
(e) Arrange and attend an annual meeting between the BLA, Director, DCO, and District RBS Specialist. This meeting should be arranged early in the year and should focus on reviewing previous year's accomplishments and planning for the upcoming year. Coordination of Auxiliary support to State boating safety programs should be emphasized.

B.14. Recruiting

Qualified Auxiliarists are authorized assignment to duty as military recruiters to support the Coast Guard's recruiting program. This assignment includes qualification as a recruiter for the military, proctoring recruiting examinations, and providing administrative assistance to recruiting offices.

B.15. Search and Rescue

Qualified Auxiliarists and their facilities may be authorized assignment to duty to assist with and conduct search and rescue operations in support of the Coast Guard. These duties include search planning, communications support, and search and rescue operations in navigable and sole State waters.

B.16. Vessel Inspections/ Examinations

Qualified Auxiliarists are authorized assignment to duty to assist the Coast Guard in the marine inspection and examination mission to include:

a. Supporting and assisting Coast Guard marine casualty, suspension, and revocation investigations.
b. Providing platforms for inspectors.
c. Assisting with vessel inspections and examinations.
d. Witnessing life raft servicing with the property owner's consent and using the Auxiliarist's observations and recommendations, reserving all law enforcement activities to the Officer-in-Charge, Marine Inspections (OCMI).
e. Conducting remote area patrols and providing initial response.
f. Conducting examinations of fishing vessels with the property owner's consent and using the Auxiliarist's observations and recommendations, reserving all law enforcement activities to the OCMI.
g. Conducting voluntary examinations of uninspected passenger vessels (UPV) and assisting with uninspected towing vessel (UTV) inspections/examinations.
h. Providing administrative support and participation.
i. Performing outreach for prevention missions.

B.17. Waterways Management	Qualified Auxiliarists are authorized assignment to duty to assist in Coast Guard waterways management mission areas including, but not limited to, providing facilities and unarmed personnel for Coast Guard and other Federal and State agencies to collect information for studies such as a Waterways Analysis and Management System (WAMS) report, providing on-scene presence in support of limited access areas, and by providing other administrative and operational program support.
B.18. Multi-Mission Harbor Safety	Qualified Auxiliarists and their facilities are authorized assignment to duty to assist the Coast Guard in support of multi-mission harbor safety responsibilities. Auxiliarists may perform the following functions: a. Report information about vessel traffic, location, and activities. b. Report and monitor pollution incidents. c. Patrol safety and security zones (no enforcement duties). d. Report AtoN discrepancies. e. Perform other missions as assigned by the Sector Commander. Intelligence activity as defined in Coast Guard Intelligence Activities, COMDTINST M3820.12 (series) is not authorized.
B.19. Language Interpreters	Auxiliarists may provide foreign language interpreter services to Coast Guard units as requested. Similarly, Auxiliarists may provide their language interpreter services to other agencies subject to assignment to do so by a Coast Guard order issuing authority. Provisions to address qualification and assignment to such duty are described in section B.10 of Chapter 8.

B.20. Health Care Services Assistance

As the missions and responsibilities of the Coast Guard have expanded, so has the need for Coast Guard health care personnel to not only perform their usual clinical activities, but to also be available for emergency mobilization and/or deployment. During surge operations, Auxiliarist participation may further augment the health care capabilities of existing Coast Guard clinics and potentially release active duty health care personnel for operational response or deployment. Therefore, in accordance with Coast Guard Auxiliarist Support to Coast Guard Health Care Facilities, COMDTINST 6010.2 (series), Auxiliarists who are health care professionals (i.e., Physicians (MD, DO), Dentists (DDS, DMD), Physician Assistants (PA), and Nurse Practitioners (NP)) are authorized to be utilized in the performance of Coast Guard health care activities for which they are already trained, found qualified, and licensed, registered, or certified as determined by the Director of Health and Safety (CG-11). These primary care medical and dental professionals are eligible to volunteer in Coast Guard clinics or sickbays where the Coast Guard is already providing a similar level of health care and within established guidelines and restrictions. Auxiliarists who possess other allied health care skills (e.g., Registered Nurses (RN), emergency medical services providers like EMTs, Paramedics, and First Responders) may volunteer to work in Coast Guard health care facilities in accordance with provisions of the Coast Guard Medical Manual, COMDTINST M6000.1 (series).

B.21. Coast Guard Unit Support

Auxiliarists may support Coast Guard units by providing a wide variety of administrative and operational support. Such support is meant to help allow unit commanders to redirect Coast Guard duty personnel to perform law enforcement or other missions that require direct application of their skills and resources or that are inappropriate for direct Auxiliary involvement. Assignment to such duty neither infringes upon nor abrogates all other responsibilities expected of Auxiliarists. The following provisions apply in the assignment to duty of Auxiliarists to provide administrative or operational support to a Coast Guard unit:

a. Auxiliarists must inform their respective Flotilla Commanders (FC) before accepting such Coast Guard unit support missions.
b. Auxiliarists must wear a proper uniform in compliance with the Coast Guard unit's direction.
c. While carrying out support missions, no titles of office or position shall be assigned, formally or informally, which imply supervision, direction, or any leadership role over any other Coast Guard member or Coast Guard Auxiliarist, unless directed in rare and urgent instances by the Coast Guard unit commander. This does not include watchstation qualifications. Only the Coast Guard unit commander may assign any unit duty, title, or responsibility (e.g., communications watchstander, boat crew member) to an Auxiliarist.

d. Auxiliarists may not qualify in watchstations that exercise direct command authority, specifically Deck Watch Officer (inport or underway) on floating units and Command Duty Officer at shore units. Auxiliarists are authorized to qualify and stand watch as Assistant Inport Officer-of-the-Deck on major cutters (i.e., cutters larger than 87-foot coastal patrol boats (CPB)). They are also authorized to qualify and stand watch as Assistant Watchstander on 65-foot inland buoy tenders (WLI), 65-foot small harbor tugs (WYTL), and 87-foot CPBs.

e. Auxiliarists shall not be vested with any titles or duties which imply or entail law enforcement responsibilities nor shall they carry, handle, repair, or fire weapons of any sort while assigned to Coast Guard operational missions or Coast Guard Auxiliary activities. Section 5.Q of this Manual provides further weapons guidance. A Coast Guard unit may request a waiver to this policy due to the nature of an operation in which Auxiliarists may be involved (e.g., mission location may warrant weapons carriage for the purpose of personal protection from wildlife) or for the purpose of utilizing qualified Auxiliarists as range coaches. Such waiver requests shall be submitted by the unit's chain of command (including review and endorsement by the Director and appropriate program offices at the district level) to Chief, Office of Requirements and Analysis (CG-771) and then to the Chief Director.

f. No management capability held by Auxiliary elected and appointed leaders, or duties performed by Auxiliary staff members, may be delegated to any other Auxiliarists on support missions assigned by any Coast Guard authority.

g. Auxiliarists must be fully certified under provisions of current Coast Guard manuals and directives. Only those personnel so designated in the various Coast Guard manuals and directives shall be responsible for Auxiliary program qualifications. For example, only Auxiliarists specially trained and designated as Qualification Examiners (QE), or Coast Guard personnel specially trained and designated to perform this role, are responsible for qualifying Auxiliarists in the boat crew program.

h. Complaints concerning an Auxiliarist's misconduct while serving on a Coast Guard unit support mission must be referred, in writing (e-mail is acceptable), to the Auxiliarist's FC (with a copy to the Director) for appropriate action as recommended or required by any pertinent provisions of Coast Guard policy.

i. Auxiliarists must report their Coast Guard unit support activities to appropriate Information Services (IS) staff officers using the Activity Report – Mission Form (ANSC-7030). The Member Activity Report Form (ANSC-7029) shall also be submitted, as necessary.

B.22. Maritime Domain Awareness

Maritime Domain Awareness (MDA) is comprehensive information, intelligence, and knowledge of all relevant entities within the U.S. maritime domain, and their respective activities, that could affect the country's security, safety, economy, or environment. The maritime domain encompasses all of the following:

a. U.S. ports
b. Inland waterways
c. Harbors
d. Navigable rivers
e. Great Lakes
f. Territorial seas
g. Contiguous waters
h. Customs waters
i. Coastal seas
j. Littoral areas
k. U.S. Exclusive Economic Zone (EEZ) maritime approaches
l. High seas surrounding the U.S.
m. U.S. territories
n. U.S. interests
o. Components of the Maritime Transportation System (MTS)
p. Marine infrastructure such as bridges, piers, and marine facilities

The MDA community is composed of military services, Federal, State, and local agencies with responsibilities in the U.S. maritime domain. Because risks and interests are common to government, businesses, and citizens alike, community membership also includes public, private, and commercial stakeholders, as well as foreign Governments and international organizations. Qualified Auxiliarists may participate in MDA, as directed, with the exception of direct law enforcement activities and combat activities. Auxiliarists can serve as a force multiplier in helping achieve MDA. Such effort should be coordinated with the Sector Intelligence staff or Command Intelligence Officer.

B.23. Additional Programs

The Commandant may authorize additional Coast Guard programs for Auxiliarists/Auxiliary participation. When specifically authorized by the Commandant, Auxiliary programs and activities may become international, extending beyond the U.S., its territories, and possessions. The Chief Director must approve new non-traditional Auxiliary programs in advance.

B.24. Programs Not Authorized for Auxiliarists

Auxiliarists and Auxiliary units are not authorized to directly sponsor any youth groups or training programs such as:

a. Jaycee Jr. Yacht Clubs
b. Youth Regatta Programs
c. Sea Exploring
d. Boy/Girl Scouts
e. Jr. ROTC
f. Naval Sea Cadets
g. Similar organizational entities unless specifically approved by the Commandant

PE programs or Coast Guard active duty prototype support initiatives may be offered, but Auxiliary participation in such programs (other than PE and other support activities specifically approved by the Commandant) shall be as a private citizen, not as an Auxiliarist. This sponsorship prohibition does not restrict providing the normal Auxiliary programs available to any other citizen or organization within the scope of available personnel and equipment resources to do so, or in attending such functions as the National Scouting Jamborees or similar events.

B.25. Auxiliary Activities During a Funding Hiatus

The Coast Guard Financial Resources Management Manual, COMDTINST M7100.3 (series), provides policy guidance and instructions for actions to be taken by the Coast Guard when regular appropriations, a continuing resolution (CR), or needed supplements are not enacted and result in a funding hiatus. Under such circumstances, the Coast Guard is required to execute an orderly suspension of some operations and activities in accordance with fiscal law. In general, the Coast Guard will continue operations authorized by law that provide for national security or that protect life and property. These exempt missions and activities are conducted even during a lapse in appropriations. All other missions and activities must normally be suspended or terminated. The term exempt is normally used to refer to personnel to be retained and missions to be continued during a lapse in appropriations. Additional guidance can be found in the Coast Guard Financial Resources Management Manual, COMDTINST M7100.3 (series). Announcement of a funding hiatus and preliminary guidance will normally be issued via an ALCOAST message.

These circumstances will normally impact the conduct of Auxiliary activities. In general, no Auxiliary activities are considered exempt. This is due not only to the lack of appropriations, but also consideration that during a funding hiatus, significantly greater risk is posed for the Coast Guard, Auxiliarists, and third parties in terms of liability if damage or injury were to occur as a result of the conduct of Auxiliary activities. It should, therefore, be expected that all Auxiliary activities will be directed to cease as part of the announcement of a funding hiatus, regardless of whether Coast Guard funds are normally applied for their performance or not. This would also include all activities for which assignment to duty stems from the performance of the duty itself without the issuance of written orders (e.g., performing vessel safety checks, teaching boating safety classes, conducting public outreach services, attending Auxiliary conferences, meetings, or training sessions). Auxiliary activity should only be expected to be performed if it is specifically ordered by a Coast Guard order issuing authority in direct support of an exempt mission as defined in the Coast Guard Financial Resources Management Manual, COMDTINST M7100.3 (series).

Auxiliarists who are traveling pursuant to Coast Guard orders should expect to be directed to immediately terminate such travel and return home upon announcement of a funding hiatus. Further, whether traveling pursuant to Coast Guard orders or not, Auxiliarists who are participating in conferences should expect to be directed to immediately terminate such activity and return home. A possible exception to these expectations may be Auxiliarists who are in receipt of, or are already executing, C-school travel orders issued by the Training Quota Management Center (TQC). They may be directed to complete the training mission as assigned.

Chapter 3
Membership

Introduction

This chapter describes the eligibility requirements, privileges, and conduct requirements for Auxiliarists.

In this Chapter

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Section A. Eligibility

Introduction

The Auxiliary is an organization of uniformed volunteers. Pursuant to provisions of this chapter, membership is open to any citizen of the U.S. and its territories and possessions who is seventeen years of age or older. Membership is predicated on successful completion of the Auxiliary enrollment application (including the passing of the New Member Exam), and receipt of a favorable (FAV) Personnel Security Investigation (PSI) in accordance with the Personnel Security and Suitability Program Manual, COMDTINST M5520.12 (series), and paragraph C.3 of this chapter.

Individuals who hold dual citizenship with the U.S. and another country may become members of the Auxiliary. Such individuals whose other country of citizenship is one of those specifically identified in Table 2.C of the Personnel Security and Suitability Program Manual, COMDTINST M5520.12 (series), will not be authorized to pursue a Direct Informational (DI) or Direct Operational (DO) PSI nor any of its associated activities. Similarly, an Auxiliarist who holds dual citizenship and who pursues a DI or DO PSI must clearly indicate in their DI or DO PSI package the willingness to renounce their other country's citizenship if circumstances dictate. Failure to so indicate will be recognized by the Director as sufficient grounds to immediately terminate the DI or DO PSI process.

Auxiliary membership is open to all U.S. citizens, or those of dual citizenship as described above, who are current military active duty or Reserve personnel, or veterans of these services who were discharged under honorable conditions (see section 3.A.6 of this Manual).

Facility (vessel, aircraft, or radio station) ownership and special skills are desirable, but not mandatory for membership.

A.1. Facility Definition

A facility is a privately owned boat, yacht, personal watercraft, aircraft, fixed land, or land mobile radio station, at least 25 percent of which is owned by the Auxiliarist. Under certain conditions, the Director may grant a waiver for corporate or government owned facilities. All surface facilities, however, must meet the requirements stated for vessels in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series); the Vessel Examiner Manual, COMDTINST M16796.2 (series); and local requirements established by the District Commander. For aircraft or radio facilities, the requirements are in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). To become a facility it must meet applicable requirements, be offered for use, and be accepted by the Director.

Auxiliarists may offer their Personally Operated Vehicles (POV) for use if they anticipate having to tow government property. Such offers for use shall be made to ensure appropriate liability coverage can be provided by the Coast Guard while the POV is operated by an Auxiliarist who requires the vehicle pursuant to their assignment to duty. Such offers and acceptances will not constitute facility status for the POV. Additional guidance can be found in section 5.J of this Manual.

A.2. Special Skills

An Auxiliarist's special skills and experience can rapidly enhance a flotilla's ability to carry out Auxiliary programs. Examples of such include licensed aircraft pilots, those with foreign language skills (Interpreter Corps), health care professionals (Coast Guard Auxiliarists Participation in Coast Guard Health Care Activities, COMDTINST 6010.2 (series)), radio operators, professional mariners, and educators. Other such skills and experience include computer technicians or data processors, desktop publishing, fingerprinting experience, past and current military service, and membership in other safe boating organizations like the U.S. Power Squadrons (USPS).

Flotillas will make all due effort to ensure such information is obtained during enrollment of new Auxiliarists. Additionally, they shall ensure that it is forwarded to appropriate Auxiliary Unit Coordinators (AUC) and Auxiliary Sector Coordinators (ASC) for their awareness and use in support of local Cost Guard units.

A.3. Residence Requirements

An Auxiliarist may join any flotilla of their choice regardless of geographic location and/or boundaries. Appendix C specifies elected office eligibility criteria, including membership in an appropriate Auxiliary unit depending upon the elected office sought by a nominee. Although not required in some cases pursuant to this section, nominees are highly encouraged to live within or near the geographic location and/or boundaries of the Auxiliary unit to which they seek election.

Regardless of geographic location, all assignments to duty will be in accordance with the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).

A.4. Criminal Convictions, Behavior, and Waivers

The following provisions guide the consideration of different types of criminal records and behaviors of individuals who seek enrollment in the Auxiliary.

A.4.a. Felony Convictions	Application for Auxiliary membership should be denied by the Director if the applicant indicates any conviction, particularly those related to drug possession or use (including trafficking, trading, selling), sexual deviation, or aggravated assault, as set forth in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series). Paragraph A.4.e below provides additional details. Such denial shall be regarded as final. However, the Director may forward an application to the Coast Guard Security Center (SECCEN) for normal PSI processing with a recommendation to waive the felony conviction as a reason for an unsuitable for service determination if the Director determines that reasonable circumstances exist for such waiver consistent with provisions of the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).
A.4.b. Major Misdemeanor	Application for Auxiliary membership should be denied by the Director if the applicant indicates any major misdemeanor conviction related to drug possession or use (including trafficking, trading, selling), sexual deviation, aggravated assault, and those other major misdemeanor crimes as set forth in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series). Paragraph A.4.e below provides additional details. Such denial shall be regarded as final. However, the Director may forward an application to the SECCEN for normal PSI processing with a recommendation to waive the major misdemeanor conviction as a reason for an unsuitable for service determination if the Director determines that reasonable circumstances exist for such waiver consistent with provisions of the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).
A.4.c. Minor Misdemeanor	Application for Auxiliary membership should not normally be denied by the Director if the applicant has a record of minor misdemeanor offenses (e.g., traffic and non-traffic conviction(s)). Paragraph A.4.e below provides additional details. However, the Director may deny an application if, based upon all available information presented or after initiating further inquiry to gather additional relevant facts, these convictions provide evidence of personal character inconsistent with Coast Guard core values. Such denial shall be regarded as final.
A.4.d. Other Than Prior Criminal History	Auxiliary membership is a privilege, not an entitlement. Accordingly, suitability for service in the Auxiliary is predicated as much on high standards of personal character as it is on the review of an individual's criminal history and the associated outcome of the PSI process.

If at any time during the enrollment process up to and including submission of the enrollment application, the Director becomes aware, either through first-hand observation(s) and/or verified third-party report(s), of any element(s) of an individual's personal behavior and/or moral character that is inconsistent with Coast Guard core values, the Director may deny the individual's application. The Director shall make this determination, in consultation with the District legal office and the Chief Director, and notify the individual of such denial and its reason. There shall be no avenue of appeal of this denial.

If at any time after acceptance of an individual's enrollment application by the Director up to and including receipt of the PSI determination from SECCEN, the Director becomes aware, either through first-hand observation(s) and/or verified third-party report(s), of any element(s) of an individual's personal behavior and/or moral character that is inconsistent with Coast Guard core values, the Director may disenroll the individual for cause in accordance with section H.5 of this chapter.

Circumstances surrounding civil court action involving an applicant may warrant a determination of lack of suitability for Auxiliary service (e.g., acquittal of egregious criminal charges, but conviction on associated civil charges), whether the circumstances are discovered prior to acceptance of the enrollment application or subsequent to enrollment. The Director shall make this determination, in consultation with the District legal office and Commandant (CG-5421). Anyone denied enrollment based upon this provision may appeal to the Director's supervisor. The Director's supervisor's decision shall be final and not subject to further review or appeal. This provision also applies to an applicant who may be awaiting trial or sentence by a civil court.

A.4.e. Disclosure of Felony, Major Misdemeanor, or Minor Misdemeanor Conviction

The following provisions deal with the requirement to provide notification and information regarding conviction for a felony, major misdemeanor, or record of minor misdemeanors when applying for Auxiliary membership.

A.4.e.(1) Required Conviction Information

Applicants with a conviction for a felony, major misdemeanor, or record of minor misdemeanors shall submit the following with their enrollment package:

(a) Any records regarding the conviction(s).
(b) Letter briefly explaining the background and mitigating circumstances.

Any applicant who fails to provide such notification and information as part of their enrollment package shall be disenrolled by the Director upon confirmation of these missing elements. Such disenrollment shall be regarded as final and will not be subject to appeal.

A.4.e.(2) Waivers

If the conviction is for a waiverable offense, and the Director determines that a waiver is appropriate, then the Director shall submit the applicant's PSI package to the SECCEN with a notice of intent to waive the felony. If not a waiverable offense, the Director shall reject the application in accordance with paragraphs A.4.a thru c above.

A.4.e.(3) Information Retention

Copies of all correspondence associated with these aspects of Auxiliary membership shall be kept in the individual's file in the Director's office.

A.5. Physical Fitness Requirements

There are no specific physical standards that must be met in order to be eligible to enroll in the Auxiliary. There are also no requirements for Auxiliarists to schedule physical examinations solely for the purpose of evaluating their physical fitness to perform missions. However, all Auxiliarists and Coast Guard Order Issuing Authorities (OIA) are expected to take all appropriate action to ensure the safety of assigned crews, facilities, the public, and Auxiliarists themselves.

Any Auxiliarist, regardless of physical limitations, may participate in training to achieve certification in an operational position. However, to become certified in an operational discipline, Auxiliarists must demonstrate their ability, mobility, and endurance to satisfactorily complete performance-based training and qualification tasks that are based on the procedures outlined in associated qualification guide(s) as established by Commandant (i.e., the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series), and associated qualification guides). Once certified, Auxiliarists must meet currency maintenance requirements in order to validate their continued ability, mobility, and endurance to safely perform any qualification task for which they are certified.

Auxiliarists are charged with the responsibility to use good judgment and common sense when evaluating their continuing ability to carry out assignments to duty. Of particular note, if a physician has advised an Auxiliarist that a condition exists which may preclude safe and reliable performance while conducting Auxiliary activities or comparable non-Auxiliary activities, that Auxiliarist must neither seek nor accept orders to perform those duties. The Auxiliarist is required to make these circumstances known to the Flotilla Commander and any appropriate OIA.

If an OIA is made aware of an Auxiliarist's physical condition that may preclude safe and reliable performance while on orders, then orders shall not be issued pending notification and guidance from the Director via the chain of command. In the case of a first-hand observation by anyone of such a circumstance, an OIA may immediately deny or revoke any orders. In either case, the Director shall suspend the Auxiliarist's certification until that Auxiliarist can demonstrate to the Director or the OIA, or their designated representative, the ability, mobility, and endurance to satisfactorily perform the assigned duty.

A.6. Circumstances for Ineligibility

Individuals are not eligible for enrollment in the Auxiliary when any of these circumstances, which shall be addressed by all individuals in the course of application for enrollment, exist:

a. Does not possess a Social Security Number (SSN).
b. Any pending or unresolved criminal court action or judicial proceeding (including pre-trial intervention or diversionary program sanctions).
c. Convicted of a felony, major misdemeanor, or minor misdemeanor(s) given consideration for waiver in accordance with provisions of this section.
d. Current or prior registered sex offender.
e. Convicted of any domestic violence charge.
f. Currently under criminal restraint, serving a sentence, on parole, probation, or other civil restraint.
g. Prior military service with a DD-214 that reflects a reenlistment code of RE-4 (individual's ineligibility for reenlistment is based on unsatisfactory performance due primarily to personal behavior/conduct). Limited circumstances may warrant waiver, in which case the Director shall consult with the Chief Director prior to any such action.

Individuals are also not eligible for enrollment in the Auxiliary when any of these circumstances exist:

a. Raised and trained in institutions having mental or correctional features, including voluntary.
b. A history of psychotic disorders.
c. Repeated drug, including marijuana, or chemical substance abuse/use, where the use of and reliance on these substances are part of the person's behavior pattern (this includes participation in a drug rehabilitation program, but does not include drug experimentation which is defined as a few times for reasons of curiosity, peer pressure, or similar reasons).
d. Intoxicated or under the influence of alcohol or drugs at the time of application or during any stage of processing.

Section B. Enrollment

Introduction

This section describes the criteria for applicants and former Auxiliarists to enroll in the Auxiliary.

B.1. Initial Enrollment

The Director is responsible for approving Auxiliary enrollments.

When an individual meets all enrollment eligibility criteria, the Director shall accept and sign their enrollment application and enter them in AUXDATA in Approval Pending (AP) status.

If this is the first time the individual has ever undergone the PSI process, then the individual shall remain in AP status until receipt of a Favorable (FAV) PSI determination from the SECCEN. If the individual has undergone a previous PSI and can provide a copy of appropriate source documentation as part of their enrollment package, then the individual shall remain in AP status until the SECCEN validates the previous PSI. In either case, the individual shall have the privileges of Auxiliary membership as described in paragraph D.2 of this chapter.

Once the SECCEN has provided either a FAV PSI determination or validation of a previous FAV PSI, the Director may place the individual in an appropriate status in AUXDATA as provided for in paragraph B.1 of Chapter 8. At that time, the individual shall have the additional privileges of Auxiliary membership as described in paragraph D.3 of this chapter. The individual may then be administered the Pledge for New Members (see Figure 3-1) at an appropriate event (e.g., next flotilla meeting).

B.2. Re-Enrollment

Former Auxiliarists who have been separated or retired from the Auxiliary may be considered for re-enrollment provided they were not disenrolled for any disciplinary action or cause. To re-enroll, such individuals must submit regular enrollment packages. The Director shall retrieve their previous AUXDATA records from the archive and place them in AP status until their PSI determinations are received. While in AP status, the individual shall have the privileges of Auxiliary membership as described in paragraph D.2 of this chapter. The Director may re-establish corresponding certifications for such an individual if the individual meets all current requirements where certification requirements exist (e.g., the Director may restore a re-enrolling Auxiliarist's Vessel Examiner certification if they meet appropriate currency maintenance requirements, but the Director may not restore a Coxswain certification until a Favorable PSI determination is received).

If an individual has received a FAV PSI determination in the past, then a copy of the source document from the SECCEN must be provided with the enrollment application to avoid having to undergo the PSI process again. If the individual has not undergone the PSI process or cannot provide a source document, then the individual shall be processed as though for initial enrollment, although all aspects of their historical Auxiliary activity (e.g., Base Enrollment Date, awards) shall still apply to this re-enrollment period.

Once the SECCEN has provided either a FAV PSI determination or validation of a previous FAV PSI, the Director may place the individual in an appropriate status in AUXDATA as provided for in paragraph B.1 of Chapter 8. At that time, the individual shall have the additional privileges of Auxiliary membership as described in paragraph D.3 of this chapter.

B.3. Employee Identification Number

When an individual has been accepted into the Auxiliary by the Director, a unique Employee Identification Number (EMPLID) is assigned. The EMPLID is critical for entering activity data, awards, and other information into AUXDATA.

The EMPLID is composed of seven digits. It replaced the old member identification number that was composed of numerical region, division, flotilla, and member designator. It shall be used as the principal means to distinguish any Auxiliarist from all others.

An Auxiliarist's EMPLID shall be rendered inactive when the Auxiliarist is disenrolled or placed in retired status. Upon return to an active status, the Director shall re-issue the original EMPLID to the Auxiliarist.

When a Flotilla is chartered, no unique EMPLIDs shall be issued.

Prologue and Pledge for New Members

The pledge you are about the take is your commitment to support the United States Coast Guard Auxiliary, an organization dedicated to the promotion of boating safety and providing assistance to the United States Coast Guard in the fulfillment of its civil functions. You accept this membership as a volunteer, and as a member you are charged with certain responsibilities and obligations. These include your willingness to support the Coast Guard Auxiliary and its purposes, to faithfully execute your duties, and to participate in its authorized programs to the best of your ability and to the extent that time and circumstances permit.

As an Auxiliarist, you enjoy certain honors and privileges, among them, wearing the Auxiliary uniform and flying the Auxiliary Ensign. Wear the uniform neatly and correctly and fly the Blue Ensign proudly. Remember that your conduct reflects directly upon the image of both the Coast Guard and the Auxiliary.

The satisfaction you derive from your Auxiliary membership will be in proportion to your level of participation in the organization's activities. The success of the Coast Guard Auxiliary will depend upon the extent of your participation and upon the quality of the Auxiliary leaders that you, the member, select.

(ASK THE AUDIENCE TO RISE)

If you feel that you can be an active and productive member of the United States Coast Guard Auxiliary, please raise your right hand and repeat after me:

"I, (your name)**, solemnly and sincerely pledge myself to support the United States Coast Guard Auxiliary and its purposes, to faithfully execute my duties, and to abide by the governing policies established by the Commandant of the United States Coast Guard."**

Figure 3-1
Prologue and Pledge for New Members

Section C. Auxiliary Personnel Security Program

Introduction

Since establishment of the Coast Guard Auxiliary by law in 1939, it has played an increasingly vital role in support of Coast Guard missions. Following the tragic events of 11 September 2001, the Auxiliary has set the nation's standard for volunteerism and patriotism. As the leading volunteer organization in the Department of Homeland Security, the Auxiliary has significantly expanded its support to the Coast Guard's Maritime Homeland Security (MHLS) and Maritime Domain Awareness (MDA) efforts.

To increase its overall readiness and capability, the Auxiliary initiated Operation Patriot Readiness (OPR). As a direct result of this unprecedented undertaking, the Auxiliary has significantly enhanced its preparedness to support the Coast Guard.

In 2003, the Commandant mandated that all Auxiliarists undergo a Personnel Security Investigation (PSI) as criteria for enrollment in the Auxiliary. The reasons for this mandate centered on:

1. The Coast Guard's new and sensitive post-9/11 missions.
2. The Coast Guard's higher focus on security of all of its workforce elements.
3. Increased Auxiliary augmentation of Coast Guard units and billets.
4. Increased Auxiliary visibility to the public, the Coast Guard, and other DHS agencies.
5. Increased reliance on Auxiliarists to act as trusted agents of the Federal government.

The Auxiliary PSI program was established as a requirement to assess the suitability of individuals for membership in the Auxiliary.

C.1. Base Enrollment Date

The Base Enrollment Date (BED) for individuals who enroll in the Auxiliary for the first time shall be the date that the Director signs their enrollment application understanding that it has been received with all other required paperwork.

The BED for re-enrollment applicants shall recognize all prior documented and validated Auxiliary service regardless of whether such service was performed prior to the implementation of the Auxiliary PSI program or not.

C.2. Types and Durations of Personnel Security Investigations

There are three types of Auxiliary PSIs:

a. Operational Support (OS) – applicable for entry level membership and most activities.
b. Direct Informational (DI) – applicable for Auxiliarists who require access to Coast Guard Standard Work Stations (SWS) and/or networks (i.e., the dot mil domain) due to the nature of the support that they provide to a Coast Guard unit.
c. Direct Operational (DO) – applicable for more advanced and mission-sensitive activities that effectively require an Auxiliarist to be security clearance-ready.

As a minimum, applicants for enrollment shall submit to and undergo an OS PSI. Appropriate paperwork to properly conduct the PSI shall be included as part of any enrollment package submission. With the exception of fingerprint cards, all required OS PSI documents are included with the online version of the Auxiliary enrollment application. A DI or DO PSI package is predicated on the same documents for an OS PSI. It also requires submission of an SF-85 (Questionnaire for Non-Sensitive Positions) package to complete a National Agency Check and Inquiries (NACI) or submission of an SF-86 (Questionnaire for National Security Position) to complete a National Agency Check with Law and Credit (NACLC), respectively.

If an individual has undergone a previous PSI that is still within its effective period and can provide appropriate source documentation, then the individual must include a copy of such documentation for SECCEN validation in lieu of standard PSI documents in order to avoid having to undergo an entirely new PSI process.

Favorable OS, DI, and DO PSI determinations principally reflect an individual's suitability for different types of service in the Auxiliary as defined in sections C.2.a, C.2.b, and C.2.c of this chapter. The suitability for these different types of service, as reflected by corresponding FAV PSI determinations, has no expiration date. Therefore, once an Auxiliarist has achieved a FAV OS, DI, or DO PSI determination, they may remain in that PSI status indefinitely without further review.

Favorable DI and DO PSI determinations also reflect a degree of readiness for the granting of more extensive access within Coast Guard information systems and to classified information, respectively. DI and DO PSIs are predicated on a NAC. NACs have an effective period of 10 years. If an Auxiliarist has a security clearance pursuant to the NAC performed as part of their FAV DI or DO PSI, and there is continued need for them to retain their security clearance, then they must undergo a NAC update by the end of their current NAC's 10-year effective period. It is the responsibility of an Auxiliarist with a FAV DI or DO PSI to monitor the effective period of their NAC, and submit a new NAC package at least one year in advance of its expiration if DI or DO PSI renewal is needed.

C.2.a. Operational Support (OS)

OS is defined as all Auxiliarists who are not designated as DI or DO in terms of a PSI. The centerpiece of an OS PSI is a Special Agreement Check (SAC). The SAC serves to:

(1) Determine if there are convictions that would result in an Unfavorable (UNFAV) PSI determination.
(2) Conduct a wants/warrants check.
(3) Help verify U.S. citizenship.
(4) Validate suitability for basic Auxiliary service.

Essential elements of an OS PSI are: Special Agreement Check (OFI-86C form); Authorization for Release of Information (SF-85 form, page 6 only); 2 fingerprint cards (FD-258 form); acceptable form for proof of U.S. citizenship (original birth certificate or original passport (current or expired) are most common).

C.2.a.(1) Verification of U.S. Citizenship

The verification of U.S. citizenship may only be performed by an Auxiliarist who possesses a FAV OS PSI and who has qualified as an Auxiliary FP Technician. Such verification shall be noted in the appropriate section of the enrollment application.

C.2.a.(2) OS PSI Results

Results of the OS PSI process will be incorporated into the SECCEN personnel security suitability database and entered into AUXDATA by SECCEN personnel. Visibility will normally be limited to DHS, USCG, and the federal Office of Personnel Management (OPM) on a need-to-know basis only. However, all information is eligible for official sharing to other Federal agencies for official purposes if, and as needed, on a need-to-know basis. Auxiliarists shall only know that the results were FAV or UNFAV. No specific or personal data shall be disclosed to other Auxiliarists.

NOTE

Only FPs using black ink will be accepted. Non-black ink prints can occur when FPs are taken using an inkless method, electronic scan, or transfer method, and the FPs are taken through a heating-pad machine, potentially causing the ink to turn red. However, if the final FP ink remains black from an electronic FP process, then the FPs are acceptable.

C.2.b. Direct Informational (DI)

DI is defined as Auxiliarists who require access to Coast Guard Standard Work Stations (SWS) and networks (i.e., the dot mil domain) due to the nature of the support that they provide to a Coast Guard unit. DI is only necessary for the Auxiliarist to obtain the Auxiliary Logical Access Credential (ALAC) in order to perform authorized activities that require the SWS and/or dot mil domain. An ALAC is not a Common Access Card (CAC) in that it does not display a photograph, does not convey benefits, entitlements, or privileges, and shall not be used for physical access. Additional ALAC information can be found in Chapter 5 of this Manual.

C.2.b.(1) National Agency Check and Inquiries (NACI)

The centerpiece of a DI PSI is a NACI. The NACI serves to:

(a) Encompass all that is included in the SAC.
(b) Validate suitability for service in programs and positions that require DI for ALAC issuance purposes. A NACI does not, in and of itself, make an Auxiliarist security clearance-ready as does a NACLC, but it does satisfy requirements for SWS and/or dot mil domain access.

Essential elements of a DI PSI include the Questionnaire for Non-Sensitive Positions (SF-85 form) and other requirements as defined by SECCEN.

C.2.b.(2) DI PSI Results

Results of the DI PSI process will be incorporated into the SECCEN personnel security suitability database and entered into AUXDATA by SECCEN personnel. Visibility will normally be limited to DHS, USCG, and the Federal Office of Personnel Management on a need-to-know basis only. However, all information is eligible for official sharing to other Federal agencies for official purposes if, and as needed, on a need-to-know basis. Auxiliarists shall only know that the results were FAV or UNFAV. No specific or personal data shall be disclosed to other Auxiliarists.

C.2.c. Direct Operational (DO)	DO is defined as Auxiliarists whose qualifications involve the following: (1) Air Operations. (2) Command Center/Operations Center/Communications Center watchstanding. (3) Auxiliary elected and staff officers as determined by active duty Operational Commander, Director of Auxiliary, or the Chief Director. Minimum elected officer DO requirements are contained in Appendix C. (4) As directed by a Coast Guard command authority for any Auxiliarist who, due to the nature of the support they provide, has a clear, articulable, and recurring need for a security clearance (e.g., an Auxiliary watchstander whose duties require access to and handling of classified material along with commensurate need-to-know).
C.2.c.(1) National Agency Check With Law and Credit (NACLC)	The centerpiece of a DO PSI is a NACLC. The NACLC serves to: (a) Encompass all that is included in the SAC. (b) Validate suitability for service in programs and positions that require DO. (c) Help expedite granting of a SECRET clearance, if necessary. It does not provide the complete base for the granting of a SECRET clearance. A SECRET clearance must be requested and justified by cognizant Coast Guard command authority. Essential elements of a DO PSI are: Personnel Security Action (CG-5588 form); Questionnaire for National Security Positions (SF-86 form, submitted thru the Electronic Questionnaire for Investigations Processing (e-QIP) system); DHS Credit Release (DHS-11000-9 form); 3 fingerprint cards (FD-258 form).
C.2.c.(2) DO PSI Results	Results of the DO PSI process will be incorporated into the SECCEN personnel security suitability database and entered into AUXDATA by SECCEN personnel. Visibility will normally be limited to DHS, USCG, and the Federal Office of Personnel Management on a need-to-know basis only. However, all information is eligible for official sharing to other Federal agencies for official purposes if, and as needed, on a need-to-know basis. Auxiliarists shall only know that the results were FAV or UNFAV. No specific or personal data shall be disclosed to other Auxiliarists.

C.2.d. Security Clearances

The purpose of the Auxiliary PSI program is to determine suitability for service, not to grant security clearances. The Personnel Security and Suitability Program Manual, COMDTINST M5520.12 (series), contains appropriate policy and guidance for the request and granting of security clearances. Security clearances are only good for designated periods of time and are normally subject to review by the cognizant command authority to determine if renewal is appropriate.

To receive a SECRET clearance, the cognizant Coast Guard command authority that needs an Auxiliarist to have the security clearance must submit the request for such to the SECCEN and ensure that all appropriate paperwork is submitted, including a Personnel Security Action Request form (CG-5588) and a Classified Information Non-Disclosure Agreement form (SF-312). To receive a security clearance higher than SECRET, the Coast Guard command authority and the Auxiliarist must follow appropriate procedures as defined in the Personnel Security and Suitability Program Manual, COMDTINST M5520.12 (series).

The Coast Guard command authority shall notify the Director whenever it initiates the security clearance process for an Auxiliarist. Only SECCEN can grant an interim security clearance or a final security clearance for an Auxiliarist. SECCEN will notify the Director when it grants an interim security clearance or a final security clearance for an Auxiliarist.

C.3. Security Center Determinations

The SECCEN shall make all determinations regarding suitability for service in the Auxiliary. The SECCEN shall be governed by policy as set forth in the Personnel Security and Suitability Program Manual, COMDTINST M5520.12 (series). The SECCEN, under program management of the Office of Security Policy and Management (DCMS-34), is responsible for adjudicating PSI concerns.

The SECCEN shall make one of two types of determinations for any OS, DI, or DO package:

a. Favorable (FAV)
b. Unfavorable (UNFAV)

C.3.a. Favorable Determinations

The Director shall notify AP Auxiliarists when their FAV PSI determination is received in order to commence the process for issuance of an Auxiliary ID card.

(1) If an AP Auxiliarist receives a FAV PSI determination, then the Director shall change that Auxiliarist's status in AUXDATA to IQ, BQ, or AX, as appropriate.

(2) If an AP Auxiliarist is re-enrolling and receives a FAV PSI determination, then the Director shall restore that Auxiliarist's status of IQ, BQ, or AX, as appropriate.
(3) If an Auxiliarist receives a FAV DI PSI determination, then that Auxiliarist becomes eligible for issuance of an ALAC.
(4) If an Auxiliarist receives a FAV DO PSI determination, then that Auxiliarist becomes eligible to fully qualify and participate in any DO disciplines.

C.3.b. Unfavorable Determinations

If an Auxiliarist in AP status receives an UNFAV OS PSI determination, then that Auxiliarist shall be disenrolled pursuant to the following provisions and paragraph C.4 below:

(1) It is possible for an Auxiliarist who has received a FAV OS PSI determination to receive an UNFAV DI or DO PSI determination upon completion of the latter PSI process. Under such circumstances, the Auxiliarist shall be limited to Auxiliary activities that may only be performed by those with a FAV OS PSI.
(2) The confidentiality of the Auxiliarist during the PSI determination process and the appeal process, if pursued, is paramount. If the SECCEN makes an UNFAV determination, it shall notify the applicant via the Director in letter format (or other medium if a more timely method is warranted).
(3) The Director shall notify the Auxiliarist's FC. The FC is not authorized to notify anyone else until completion of the appeal and adjudication process, if pursued. If, at the completion of the appeal and adjudication process, the applicant is still found UNFAV, the Director shall notify the FC, who may in turn notify the Auxiliarist's mentor, if assigned. The mentor shall not notify anyone else. Only the applicant may notify others, if they so desire.
(4) If the Auxiliarist is an elected officer, then the Director shall also notify the next elected leader in the chain of leadership (e.g., if the Auxiliarist is an FC, then the Director shall also notify the Division Commander (DCDR)). If the Auxiliarist is an appointed staff officer, then the Director shall also notify the elected leader to whom the Auxiliarist reports (e.g., if the Auxiliarist is an SO-MS, then the Director shall also notify the DCDR). If the Auxiliarist is a National Staff officer, then the Director shall notify the NACO and the Chief Director. No person who has knowledge of a suspension is authorized to notify any other person. If any duly notified elected leader needs to inform someone else, they must obtain permission from the Director. This authority cannot be delegated.

C.4. Adjudication, Suspensions, and Appeals

The SECCEN shall notify the Director when it makes an UNFAV PSI determination on an Auxiliarist. The Director shall notify the Auxiliarist of such determination and advise them of their discretion to participate in the adjudicative process with the SECCEN in order to arrive at a final PSI determination. Adjudication of PSIs is coordinated by the SECCEN, and it is designed to settle any questionable matters that pertain to a PSI in process. It is the responsibility of the Auxiliarist to fully comply with the needs and direction of the SECCEN in order to properly and expeditiously complete the adjudicative process. Particularly, this means that the SECCEN has no obligation to unreasonably apply its staff and resources to pursue and garner information from the Auxiliarist, nor shall there be any expectation on behalf of the Auxiliarist of such. The Auxiliarist's failure to fully comply with the needs and direction of the SECCEN will likely result in a final UNFAV PSI determination. Further, the Auxiliarist is responsible for all associated personal expenses during the adjudicative process including the conduct of their own research and copies of any pertinent reference materials.

If an Auxiliarist in AP status receives an UNFAV OS PSI determination, then the Director may suspend any and all aspects of the Auxiliarist's membership including certifications, duties of office (elected and appointed), and/or membership itself and its privileges throughout the adjudicative process until final determination is made. No avenue of appeal of such suspension shall be afforded an Auxiliarist in AP status who is subject to these circumstances. An Auxiliarist who, upon completion of the OS PSI process including adjudication, receives a final UNFAV PSI determination shall be disenrolled. There is no avenue for appeal.

If an Auxiliarist who possesses a FAV OS PSI (and is pursuing a DI or DO PSI) receives an UNFAV DI or DO PSI determination, then the Director shall limit their activities to those within the scope of OS FAV while the DI or DO PSI is adjudicated. If a final UNFAV DI or DO PSI determination is made, then their activities shall be limited to those within the scope of OS FAV. There is no avenue for appeal.

In order to keep appropriate elements of an Auxiliarist's chain of leadership aware of these circumstances, the Director shall make specific notifications. For Auxiliarists in any of the above circumstances, the Director shall, as a minimum, notify the FC. If the Auxiliarist is a division staff officer, then the Director shall notify the FC and the DCDR. If the Auxiliarist is a district staff officer, then the Director shall notify the FC and the DCO. If the Auxiliarist is a national staff officer, then the Director shall notify the FC, the NACO, and the Chief Director. Anyone so notified shall not be authorized to notify anyone else without expressed approval by the Director, or the Chief Director for national staff officers.

C.5. Certifications

To upgrade a certification into DI or any of the DO disciplines in paragraph C.2 above, a DI or DO PSI application package (SF-85 or SF-86, DHS 11000-9, fingerprint cards, etc.) must be submitted to the Director or the appropriate Coast Guard command authority that desires the Auxiliarist's upgraded PSI. The DI or DO PSI application package must be reviewed by the Director or the appropriate Coast Guard command authority that desires the Auxiliarist's upgraded PSI, and be deemed to have no obvious errors, omissions, or glaring issues prior to forwarding to the SECCEN.

C.6. Notifications to SECCEN

Upon becoming aware of the arrest of another Auxiliarist, an Auxiliarist is obligated to immediately notify the Director. The Director shall immediately notify the SECCEN and the appropriate Command Security Officer of same using a Coast Guard Personnel Security Action form (CG-5588).

Among all Coast Guard personnel, including Auxiliarists, marriage to or cohabitation with a non-U.S. citizen may result in the loss of eligibility for a security clearance and suitability for service. Therefore, if an Auxiliarist with a FAV DI or DO PSI marries or cohabitates with a non-U.S. citizen, then the Auxiliarist must immediately inform the Director of the marriage or cohabitation. The Director shall then immediately notify the appropriate Command Security Officer and submit a CG-5588 Form along with an OFI Form 86C to SECCEN within 30 days of the marriage or cohabitation. This must be done regardless of whether or not the Auxiliarist possesses a security clearance.

C.7. AUXDATA

AUXDATA has been designed to assist Auxiliarists, Auxiliary leadership, the Director and the Chief Director, and the SECCEN in tracking, managing, and creating reports for implementation and management of the PSI program. Much of the policy as written in this section has been programmed to automatically generate the required reports, notifications, emails, etc.

C.7.a. Security Access

In accordance with the requirements of 5 U.S.C. 552a, The Privacy Act of 1974, the Government shall not disclose any record contained in AUXDATA, by any means of communication, to any person without the prior consent of the individual to whom the record pertains. Therefore, access to the AUXDATA Security Tab shall be limited to "paid Federal Government employees" only, including Directors of the Auxiliary, their Operations Training Officer (OTO), and permanently assigned office staff. Access shall require special access authorization. This access authorization will not normally be granted to members of the Auxiliary, except under the circumstances discussed below.

SECCEN personnel who are required to enter the results of security checks will be granted special security access. Requests for this access may be made by the Director (in writing) to the Chief Director, with copy to the SECCEN.

C.7.b. Exceptions to Access Requirement

One of the few exceptions to access limitation is for disclosures to members of the agency with a "need to know." Determining who has a "need to know" is a matter of agency discretion. Further, if the Director cannot realign jobs/responsibilities within the Director's office to free up permanently assigned employees to perform the Security AUXDATA work, and there is an absolute and justified agency "need" to grant access to an Auxiliarist, who is a member of the Director's office team, then a waiver procedure based on a "need to know" and agency "need to perform required work" shall be followed.

C.7.c. Waiver Request Procedures

Waiver requests shall not be initiated until the Auxiliarist has submitted all required DI or DO PSI information and after careful personal review by the Director to ensure there are no glaring, potentially derogatory or questionable issues at time of submission/review. If any irresolvable issues arise during the investigation, AUXDATA security access will be reconsidered jointly by the Director and the Chief Director, and may be immediately revoked if deemed appropriate. The following procedures apply for requesting a waiver to the "paid Federal Government employee" requirement:

(1) The Director shall submit a signed, written request for waiver (e-mail is acceptable) to the Chief Director that summarizes the attempts to realign office work to free up permanently assigned employees to perform the AUXDATA work along with justification to clearly establish the agency need. Additionally, the Director shall include any information about the Auxiliarist that may help review and consider the request.

(2) Blanket waivers will not be issued as a matter of controlling or limiting access. However, it is possible for a single Director's office to have more than one Auxiliarist with access, based on the Director's cited justification and need.

(3) The Chief Director shall review and either approve or disapprove all waiver requests and directly respond in writing (e-mail is acceptable) with copy to the SECCEN.

Section D. Membership Accession

Introduction

To become an Auxiliarist, an applicant must meet eligibility requirements for membership, complete the New Member Training Program, and be approved by the Director for enrollment.

D.1. Membership Accession

The following actions must be completed by an applicant in order to enroll in the Auxiliary:

a. The applicant must complete the Enrollment Application Form (ANSC-7001). The FC may designate another flotilla member who is in Initially Qualified (IQ), Basically Qualified (BQ), or Operational Auxiliary (AX) status to conduct the interview. With the exception of requisite fingerprint forms, the Enrollment Application Form captures all information necessary to start the PSI process at the Operational Support (OS) level. An applicant may submit a DI or DO PSI package with their Enrollment Application Form instead of an OS PSI package, but it should be clearly understood that OS PSI packages are normally processed to completion significantly faster than DI or DO PSI packages. When coupled with provisions that allow for interim program certification of Auxiliarists who have Favorable OS PSI determinations but are pursuing qualification in an Auxiliary program that requires a Favorable DI or DO PSI determination, all applicants should be highly encouraged to submit the OS PSI package as part of their enrollment package instead of a DI or DO PSI package.

b. The applicant must complete the New Member Training Program (NMTP) and successfully pass the current open book examination with a score of 80 percent or better. This examination may be self-administered or administered by any elected officer, MT staff officer, HR staff officer, or designated IT. Examination results shall be recorded on the Enrollment Application. The understanding and expectation for self-administration of any Auxiliary exam is that the individual, and only the individual without other personal assistance, shall complete all facets of the exam, unless such exam is specifically authorized to be taken with a team approach among Auxiliarists (e.g., AUXSC&E specialty course). If an Auxiliarist becomes aware that there is any reason to suspect otherwise, then the Auxiliarist shall inform the appropriate chain of leadership (up to and including the Director) so that they are able to assess the circumstances and determine propriety of self-administration.

c. The FC shall forward the Enrollment Application Form, the NMTP examination answer sheet, and all requisite PSI forms as a complete package to the Director.

d. The Director shall review all enrollment packages and determine whether or not to accept an applicant. If accepted, the Director shall sign the Enrollment Application Form, continue the administrative processing of the applicant's PSI, place the applicant in AP status, make appropriate AUXDATA entries, and issue the applicant an Employee Identification number (EMPLID). The Director shall notify the AP Auxiliarist of these actions and their EMPLID by signed memo.

D.2. Privileges and Provisions for Auxiliarists in Approval Pending (AP) Status

Once the Director has reviewed, approved, and signed an enrollment package, that individual may be placed in Approval Pending (AP) status until the result of the PSI process is determined. While Auxiliarists are in AP status, the following privileges and provisions apply (for applicable provisions dealing with training, qualifications, and course and test administration, refer to paragraph B.1 of Chapter 8).

D.2.a. Member Status and AUXDATA Entries

(1) Auxiliarists in AP status shall remain in such status, as reflected by AUXDATA, until receipt of a Favorable PSI determination. At that point, the Director shall make the change to AUXDATA to reflect the Auxiliarist's new, most appropriate member status (i.e., IQ, BQ, or AX).

(2) Auxiliarists in AP status shall be regarded as any other Auxiliarists in IQ, BQ, or AX status in terms of counting on Auxiliary membership rosters at any organizational level. This includes counting toward Flotilla membership requirements and for the purpose of meeting minimum membership thresholds to establish a new Flotilla or Flotilla Detachment.

(3) AUXDATA entries may be made as they are reported for Auxiliarists in AP status just as they may be made as reported for any other Auxiliarists in IQ, BQ, or AX status.

(4) The base enrollment date for an Auxiliarist in AP status shall coincide with the date of issue of their EMPLID.

(5) Auxiliarists in AP status are entitled to be placed on distribution for Auxiliary publications (e.g., flotilla newsletters), electronic Auxiliary mailings, and The Navigator magazine. Placement is voluntary and may be withdrawn by the individual from any or all such distributions at any time subject to appropriate notification of the source of mailing distribution information.

D.2.b. Organizational Assignments and Authorities

The following organizational assignments and authorities apply to Auxiliarists in AP status:

(1) Auxiliarists in AP status shall be recognized as employees of the Coast Guard for the purposes of all liability and worker's compensation coverage provisions afforded through the Coast Guard, provided they meet all of the following criteria:

(a) Are assigned to duty by appropriate order issuing authority.

(b) Act within the scope of employment during such assignment.

(c) Abide by the governing policies established by the Commandant of the Coast Guard.

(2) Auxiliarists in AP status are entitled and strongly encouraged to attend all Auxiliary national, district, division, and flotilla meetings, training sessions, and social events in order to learn about Auxiliary organization, policies, procedures, and programs.

(3) Auxiliarists in AP status may provide direct administrative support to Coast Guard units but must have the concurrence of the command to do so. Auxiliary Unit Coordinators (AUC) are specifically tasked with ensuring that the command and the Director are advised in advance of any Auxiliarists in AP status who desire to do so, and that appropriate arrangements for recurring access are made.

(4) Auxiliarists in AP status are not authorized to run for, accept nomination for, or hold any elected office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.

(5) Auxiliarists in AP status are not authorized to accept or hold any appointed staff office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.

(6) Auxiliarists in AP status must pay dues as part of their enrollment. Initial payment shall be by check which will be immediately processed like any other such dues payment by an Auxiliarist in IQ, BQ, or AX status. In the event of an Unfavorable PSI determination that leads to disenrollment, only the total amount of dues paid up to that time by the individual shall be reimbursed to the individual.

(7) Auxiliarists in AP status may vote in any Flotilla matter.

Auxiliarists in AP status are not authorized access to the Coast Guard's Mutual Assistance (CGMA) program nor direct participation in the Coast Guard Morale, Well-Being, and Recreation (MWR) program.

D.2.c. ID Cards and EMPLIDs

(1) Auxiliarists in AP status shall be issued EMPLIDs as part of the approval of their enrollment packages by the Director.

(2) Auxiliarists in AP status are not authorized to be issued an Auxiliary ID card. They may only receive an Auxiliary ID card upon receipt of a Favorable PSI determination.

(3) Auxiliarists in AP status may not be issued an Auxiliary Logical Access Credential (ALAC). By definition of ALAC authorization terms, an Auxiliarist must have received at least a Favorable OS PSI determination and have submitted either a NACI (if pursuing a DI PSI) or NACLC (if pursuing a DO PSI) package in order to be authorized ALAC issuance.

(4) Auxiliarists in AP status should never be placed in the position of having to attempt to gain access to a Coast Guard facility alone. All due effort shall be made by mentors and Auxiliary leaders to ensure that whenever Auxiliarists in AP status may have need to gain access to a Coast Guard facility, they have an Auxiliarist in IQ, BQ, or AX status to escort them.

D.2.d. Uniforms, Awards, and Ceremonies

(1) Auxiliarists in AP status are authorized to obtain and wear the Auxiliary uniform with proper devices and insignia of the current or highest past office held to the extent that applicable policies allow. Auxiliarists in AP status are authorized to use DoD exchanges only when purchasing articles and accessories of the uniform. Since Auxiliarists in AP status will not have ID cards, they will not be able to make purchases at point-of-sale venues like DoD uniform shops. Auxiliarists in AP status are authorized to shop in Coast Guard exchanges with the same authorization as Auxiliarists in other-than AP status. In order to use this privilege, Auxiliarists in AP status must present a copy of the memo on Coast Guard letterhead from the Director notifying them of their AP status, along with a government-issued photo identification card (e.g., current valid State-issued driver's license).

(2) Auxiliarists in AP status may be administered the Pledge for New Members and presented with the Auxiliary membership certificate at an appropriate time and venue.

(3) Auxiliarists in AP status may fly the Auxiliary Ensign on any currently inspected facility that displays a current facility decal, including vessel, aircraft, or radio facilities, in accordance with Chapter 3 of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). They may also fly the Auxiliary Ensign on their own vessels that are not offered/accepted for use as long as the vessel has successfully completed a Vessel Safety Check (VSC) and displays a current VSC decal. While underway, at least one Auxiliarist must be on board when flying the Auxiliary Ensign. Auxiliarists in AP status may also fly the Auxiliary Ensign on or near buildings or homes in which such facilities are located or in which the Auxiliarist resides. Those Auxiliarists may fly the Auxiliary Ensign day and night. If an Auxiliarist is present, the Auxiliary Ensign may be displayed in appropriate public places in order to promote the purposes of the Auxiliary. The Auxiliary Ensign must be maintained in good condition at all times (true color, no tattered corners, strings, etc.) to bring credit to the organization.

(4) Auxiliarists in AP status may earn and wear appropriate Auxiliary and Coast Guard awards if they meet established award criteria. Appropriate AUXDATA entries shall be made to reflect these awards.

(5) Auxiliarists in AP status may participate on Auxiliary committees (e.g., Flotilla Change of Watch committee).

(6) Auxiliarists in AP status may participate in Auxiliary ceremonial events (e.g., Emcee of a Change of Watch; member of an Auxiliary color guard).

D.2.e. Auxiliary Courses and Test Administration

(1) Auxiliarists in AP status are authorized to take any and all Auxiliary courses. Flotillas may provide essential course materials to Auxiliarists in AP status in order to facilitate learning as they would for any other Auxiliarists in IQ, BQ, or AX status.

(2) Auxiliarists in AP status are authorized to take any and all end-of-course exams associated with these courses.

(3) Auxiliarists in AP status may be presented the corresponding course completion certificates in appropriate ceremonial venues upon successfully completing all course requirements.

(4) Test results may be entered in AUXDATA for Auxiliarists in AP status as test results are similarly entered for any other Auxiliarists in IQ, BQ, or AX status.

D.2.f. Training, Qualifications, and Activities

(1) Auxiliarists in AP status may train in any program like any other Auxiliarists in IQ, BQ, or AX status. This includes mentor assignments, workshop attendance, and enrollment in Coast Guard or Coast Guard Auxiliary "C" schools. However, they may not displace any Auxiliarists in IQ, BQ, or AX status who desire to participate in any training venue.

(2) Auxiliarists in AP status must successfully complete BQ status requirements identified in section 8.B.1.c of this Manual in order to qualify in any Auxiliary program authorized for them.

(3) Auxiliarists in AP status may perform and have signed-off all tasks that must be completed to earn qualification in any program, with the exception of those aviation competency tasks that must be performed in an airborne facility.

(4) Auxiliarists in AP status may be qualified by the Director or appropriate qualifying authority in any program except as Coxswain and Personal Watercraft Operator (PWO) in the boat crew program, as any of the aviation program competencies (i.e., Aircraft Commander, First Pilot, Co-Pilot, Air Crewman, Air Observer), and as a Fingerprint Technician. Pursuant to qualification, Auxiliarists in AP status may engage and participate in Auxiliary programs with the following qualifiers:

(a) Auxiliarists in AP status who qualify as Instructors or as Marine Environmental Education Specialists (AUX-MEES) as part of the Auxiliary Trident program may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while doing so.

(b) Auxiliarists in AP status who participate in Auxiliary public affairs/outreach events (e.g., Coastie demonstration; public affairs booth) may do so in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while doing so.

(5) An Auxiliarist who, for whatever reason, disenrolls or retires from the Auxiliary and then attempts to re-enroll without ever having obtained a Favorable PSI determination shall be processed as any other Auxiliarist in AP status in terms of PSI processing. Although the re-enrollee may effectively resume certification at the corresponding point of currency maintenance, they must also pursue PSI determination like any other Auxiliarist in AP status. If the re-enrollee was certified in a program that requires a Favorable DO PSI determination, then an interim certification may be issued by the Director or operational commander while the DO PSI package is processed to completion.

(6) Auxiliarists in AP status may offer surface and air facilities for use, and have them accepted for use (including designation of authorized operators), with the understanding that they will not be able to operate them as a coxswain or pilot, respectively, until they have completed all applicable training and have received at least a Favorable OS PSI determination.

(7) Auxiliarists in AP status may offer personal vehicles for use, and have them accepted for use (including designation of authorized operators), for the purpose of towing government equipment, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while engaged in such towing. Whenever operating a personal vehicle while assigned to duty, they shall adhere to all prescribed and appropriate government operating requirements and expectations, including the prohibition to read, type, or send text messages or e-mail.

(8) Auxiliarists in AP status may be authorized by proper Coast Guard authority to use government vehicles to perform official business, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while engaged in such use. Whenever operating a government vehicle, they shall adhere to all prescribed and appropriate operating requirements and expectations, including the prohibition to read, type, or send text messages or e-mail.

(9) Allowance for interim certifications remains in place. Specifically, Auxiliarists who have received a Favorable OS PSI determination, have submitted the requisite DO PSI package, and have completed all training requirements for qualification in any of the aviation program competencies may be granted interim certification for such by the Director or appropriate qualifying authority pending receipt of a Favorable DO PSI determination.

D.3. Privileges and Provisions for Auxiliarists in Initially Qualified (IQ), Basically Qualified (BQ), and Operational Auxiliarist (AX) Status

Once a Favorable PSI determination for an Auxiliarist in AP status has been received by the Director and appropriate change has been made to AUXDATA to reflect the revised member status (i.e., IQ, BQ, AX), the following privileges and provisions apply in addition to those detailed in paragraph D.2 above:

a. Authorized to receive an Auxiliary membership photo identification (ID) card.
b. Authorized to hold any elected or appointed office for which eligible.
c. Authorized to use Coast Guard Exchange System (CGES) facilities and services, pursuant to the limited exchange privileges contained in the Coast Guard Non-appropriated Fund Instrumentalities Manual, COMDTINST M7010.5 (series).
d. Authorized to use Department of Defense (DoD) exchanges, pursuant to the limited exchange privileges contained in Armed Services Exchange Regulations, DoD Instruction 1330.21 (series). Specifically, Auxiliarists are limited to purchasing uniform articles and accessories that are authorized by Coast Guard policies.
e. Authorized access to the Coast Guard Mutual Assistance (CGMA) program for its services as described in the Coast Guard Mutual Assistance Operating Manual including no interest loans or grants for emergencies and student loans.
f. Authorized access to the Coast Guard MWR program for its services as described in the Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series). This does not include patronage of Child Development Centers (CDCs). Any eligibility to use Coast Guard CDCs may be found in the Child Development Services Manual, COMDTINST M1754.15 (series). Additional Coast Guard MWR resource, facility, and services information can be found at www.uscg.mil/mwr.
g. Authorized to independently perform any activity without the company of another Auxiliarist or an active duty supervisor as required by paragraph D.2 above.

D.4. Retired Status

Retired status is designed to recognize Auxiliarists who no longer desire or are unable to participate in the authorized activities for their sustained Auxiliary membership, performance, and adherence to the principals of the Auxiliary membership oath and the Coast Guard's core values.

Retired status is not a membership status and it is not intended for all Auxiliarists. It is a conditional status that must be earned subject to prescribed requirements. Retired status, if earned, shall be recognized by certificate that should be presented at an appropriate ceremony.

D.4.a. Requirements

An Auxiliarist must have served in the Auxiliary for at least fifteen (15) cumulative years from base enrollment date to achieve retired status. Under rare and special circumstances, the Director may waive this requirement.

A written request (i.e., Change of Membership Status Form, letter, or e-mail are acceptable) for retired status must be submitted through the Auxiliarist's FC to the Director. Also routing the request through the DCDR is optional. A specific retirement date may be specified (e.g., retirement effective at the end of the calendar year, 31 December). However, if sufficient lead time to properly process such request is not provided, then the Director shall make all due attempt, within reason, to fulfill the retirement request by the soonest date thereafter.

The Director shall validate and approve any request for retired status before making appropriate service record changes. As a conditional status, the Director may deny a retirement status request and simply disenroll an Auxiliarist if, in the course of such validation, it is determined that the Auxiliarist had not adhered to the principals of the Auxiliary membership oath and the Coast Guard's core values (this includes an Auxiliarist who requests retirement status while pending investigation and possible disciplinary action). The Director shall take into account the Auxiliarist's entire record of service, in addition to such determination, before denying a retirement status request. If denial is the final action, then the Director shall communicate the reason in writing to the Auxiliarist with specific mention that the Auxiliarist's entire record of service had been considered. There shall be no appeal of such action.

D.4.b. Restrictions

The following restrictions apply to all retired Auxiliarists:

(1) Cannot vote.
(2) Cannot hold office.
(3) Cannot participate in other than Auxiliary social programs.
(4) Cannot receive Coast Guard orders to perform a specific duty or be assigned to duty.
(5) Cannot use Government exchanges, vehicles, postage, or MWR facilities.
(6) Must return unexpired U.S. Government Auxiliary ID card and other Auxiliary or Government property to appropriate Coast Guard authority no later than the retirement date.

D.4.c. Privileges

The following privileges apply to retired Auxiliarists:

(1) Authorized to wear the Auxiliary uniform with such insignia as the highest past office entitles at appropriate functions.

(2) May fly the Auxiliary Ensign on their own vessels as long as the vessel has successfully completed a Vessel Safety Check (VSC) and displays a current VSC decal. They may also fly the Auxiliary Ensign on or near buildings or homes in which such facility is located or in which the retired Auxiliarist resides. Those Auxiliarists may fly the Auxiliary Ensign day and night. While underway, a retired Auxiliarist must be on board when flying the Auxiliary Ensign. The Auxiliary Ensign must be maintained in good condition at all times (true color, no tattered corners, strings, etc.) to bring credit to the organization.
(3) May attend Auxiliary meetings and participate in fellowship activities.
(4) If circumstances change, a retiree may properly apply to the Director to return to a previous full membership status.
(5) Will no longer pay dues.
(6) May be placed on distribution for Auxiliary publications (e.g., flotilla newsletters) as the resources that support those publications allow electronic Auxiliary mailings and The Navigator magazine. Placement is voluntary and may be withdrawn by the individual from any or all such distributions at any time subject to appropriate notification of the source of mailing distribution information.

D.5. Life Membership

This membership category is awarded to DCOs and all appointed Commodores at the conclusion of their term of office in recognition of service. The minimum service requirement is that for wearing of the past officer device described in section 10.F.9 of this Manual. This does not change the Auxiliarist's status or carry any special privileges except exemption from paying national dues. A certificate shall be presented at the National Conference (NACON) or other appropriate occasion (district/region conference) in the final year of their term of office.

D.6. Honorary Membership

Individuals who are not Auxiliarists, including non-U.S. citizens, may be awarded Honorary Membership. This distinction recognizes individuals who have provided a significant and notable service to the Auxiliary and its programs. Honorary Membership is ceremonial in nature and shall be recognized by the awarding of the corresponding certificate appropriately mounted on a plaque. It does not impose either the authorities, obligations, or expectations identified in section 3.D.2.

Unless otherwise specified, Honorary Membership shall be understood to be of life duration. Honorary Membership may have a specified duration, such as for a yacht club commodore whose term of office is two years. In such cases, the duration shall be indicated on the certificate.

At the regional level, Honorary Membership shall be based upon nomination by the DCO and the Director. The District Commander shall be the approval authority and sign the corresponding certificate. At the national level, it shall be based upon nomination by the NACO and the Chief Director. CG-DCO shall then be the approval authority and sign the corresponding certificate. Any nomination of a non-U.S. citizen shall be forwarded through the NACO and the Chief Director for review by the Coast Guard International Affairs Directorate (CG-DCO-I) prior to forwarding to the appropriate approval authority.

Restrictions applicable for retired Auxiliarists as described in section D.4 of this chapter also apply to Honorary Members.

D.7. Honorary Commodore

In certain limited and selected cases, non-Auxiliarists may be awarded the title of Honorary Commodore. This distinction is intended for prominent individuals who provide notable service or are considered of exceptional value to the Auxiliary and its programs. The honoree must have proven their value and commitment to the Auxiliary on an international, national, or district level.

Only the Commandant can award this honorary title. Recommendations for the award may be made by the NACO with concurrence of the National Board. A DCO may also submit a recommendation after obtaining concurrence of the respective district board. It must then be submitted through the chain of leadership and management to the NACO for concurrence by the National Board before forwarding to the Commandant.

If approved, an appropriate plaque, signed by the Commandant, or designated District Commander, will be presented to the recipient of this honor by the Commandant, District Commander, or designated representative.

Restrictions applicable for retired Auxiliarists as described in section D.4 of this chapter also apply to Honorary Commodores.

Section E. Transfers

Introduction

This section addresses circumstances for transfers of Auxiliarists within and between districts, and for denial of transfers.

E.1. Within a Region

An Auxiliarist may request transfer to another flotilla within the region at any time. The request shall be submitted on the Member Transfer Request Form (ANSC-7056) to the Director, via the Auxiliarist's FC, and endorsed by the FC of the prospective flotilla. Information copies shall be concurrently provided to appropriate DCDRs.

Both FCs shall endorse an Auxiliarist's transfer request and forward it through the chain of leadership and management, according to district policy, to the Director. Either FC may recommend denial of the transfer request particularly if the Auxiliarist is delinquent in financial obligations, has not accounted for all assigned property, has administrative investigatory or disciplinary actions pending, or has a documented history of being a disruptive influence to Auxiliary personnel and/or programs (including having been subject of disciplinary action). A recommendation of denial shall address such considerations, provide details of same, and identify a period of time after which approval of the transfer request should be re-considered. The DCDR of the division from which the Auxiliarist seeks transfer may similarly submit a recommendation of denial to the Director if aware of any of the aforementioned circumstances about the Auxiliarist as well as failure to make such recommendation by the Auxiliarist's FC.

The transfer shall be made effective when approved by the Director.

E.2. Between Regions

An Auxiliarist should, but is not required to, request transfer between regions upon a change in permanent residence from one region to another. Such request shall be submitted on the Member Transfer Request Form (ANSC-7056) to the Auxiliarist's Director, via the Auxiliarist's FC. An information copy shall be concurrently provided to the Auxiliarist's DCDR.

The Auxiliarist's FC shall endorse an Auxiliarist's transfer request and forward it through the chain of leadership and management, according to district policy, to the Director. The Auxiliarist's FC may recommend denial of the transfer request particularly if the Auxiliarist is delinquent in financial obligations, has not accounted for all assigned property, has administrative investigatory or disciplinary actions pending, or has a documented history of being a disruptive influence to Auxiliary personnel and/or programs (including having been subject of disciplinary action). A recommendation of denial shall address such considerations, provide details of same, and identify a period of time after which approval of the transfer request should be re-considered.

The Director of the Auxiliarist's original region may communicate with the Director of the Auxiliarist's destination region about a request for transfer at any time. If the Director of the Auxiliarist's original region approves the request for transfer, then all records shall be sent to the Director of the Auxiliarist's destination region once the transfer has been approved by that Director.

An Auxiliarist is obligated to ensure the original FC and Director have a way of communicating with the Auxiliarist throughout the transfer process. The Auxiliarist may request assistance by the original Director to facilitate identification of an appropriate flotilla in the destination region in which to transfer.

The Director of the Auxiliarist's destination region shall not approve a request for transfer until the gaining FC has been made aware of the transfer and has contacted the Auxiliarist. If the Auxiliarist has already selected and contacted a flotilla, the gaining FC should advise the Director through the usual channels.

Upon transfer, an Auxiliarist is obligated to update their record address and other pertinent information through the new Flotilla Staff Officer-Information Services (FSO-IS).

E.3. Denial of Transfer

The Director may deny an Auxiliarist's request for transfer to another flotilla within the district or to another district based upon the FC's or DCDR's recommendation as described earlier in this section, and whenever the Director determines that the Auxiliarist:

a. Is delinquent in any financial obligation.
b. Neither accounted for nor returned Auxiliary or Coast Guard property.
c. Is the subject of any pending administrative investigatory or disciplinary action.
d. Has a documented history of being a disruptive influence to Auxiliary personnel and/or programs (including having been subject of disciplinary action).

E.3.a. Notification of Transfer Denial	The Director shall notify the Auxiliarist in writing of the reason for denial of a transfer request and identify the time at which approval of the request may be re-considered (e.g., upon fulfillment of financial obligation, upon return of property, upon completion of pending administrative investigatory or disciplinary action). Such notification must be issued within 30 days of receipt of the transfer request.
E.3.b. Appeal of Transfer Denial	If the reason for denial of an Auxiliarist's transfer request is based upon a documented history of being a disruptive influence to Auxiliary personnel and or programs, the Director may identify a period of up to one year from the date of reply to the transfer request at which point approval of the request may be re-considered. Only this latter reason for denial of a transfer request may be appealed to the Director's supervisor. Such appeal must be submitted in writing within 30 days of receipt of notification from the Director, and shall only be subject to technical review to ensure appropriate foundation for denial and timeliness of process. After a final decision, the appeal package shall be retained as part of the Auxiliarist's service record for a period of two years. The technical review of the appeal by the Director's supervisor is considered final.

Section F. Auxiliary Administrative Discipline

Introduction

Auxiliary administrative discipline is meant to:

1. Correct inappropriate behavior.
2. Maintain good order throughout the organization.
3. Be conducted at the lowest Auxiliary organizational level that circumstances allow.
4. Be carried out by the Auxiliary organization itself to the maximum extent possible.

All Auxiliarists should consider that in many situations, particularly those of a first-time and minor nature which might otherwise result in informal disciplinary action pursuant to section G of this chapter, inappropriate or incorrect conduct is most appropriately and effectively dealt with on-the-spot and in non-confrontational fashion. Frank, mature, and respectful discussion of inappropriate or incorrect conduct, coupled with informal instruction on expected behavior and/or correct performance, often prevents any need to expend significant time and effort associated with administrative disciplinary processes. However, this type of action clearly provides cause for further action as described in sections G and H of this chapter if there is recurrence of inappropriate or incorrect conduct.

Normally, only when all other reasonable attempts to correct inappropriate behavior have failed shall disenrollment be considered. Certain offenses are so unacceptable that they may cause serious discredit to the organization's core values and warrant disenrollment as a disciplinary action. The Director (or Chief Director for National Auxiliary leaders/Staff) shall make these determinations following the procedures in sections G and H of this chapter. As members of the Coast Guard's uniformed volunteer organization, Auxiliarists are not subject to the Uniform Code of Military Justice (UCMJ). Auxiliarists may be subject to various administrative actions, however, including disenrollment from the Auxiliary. Such administrative actions may be initiated when Auxiliarists fail to abide by the governing policies established by the Commandant.

Provisions of this chapter address the administration of disciplinary action principally from the perspective of an Auxiliary unit elected leader or appropriate appointed leader (hereinafter referred to as "the leader") in keeping with the authority conveyed to the Auxiliary to effectively administer and manage the conduct of its missions and programs. They do not preclude the Director, Chief Director, Coast Guard officers in their respective chains of command, or a Coast Guard command that exercises order issuing authority over an Auxiliarist from similarly administering Auxiliary disciplinary action if circumstances warrant.

Notwithstanding the above, an Auxiliarist for whom it is subsequently determined had attempted to employ Auxiliary administrative disciplinary policies in a frivolous, disruptive, or deliberately malicious manner may, as a consequence, subject themselves to administrative disciplinary action.

F.1. Right of Membership

Membership in the Coast Guard Auxiliary is not a constitutionally protected liberty or property interest. Nor is it an entitlement due to the meeting of basic membership eligibility criteria, namely citizenship, age, skill, and desire. Further, the scope of membership depends upon the determination of suitability for service stemming from requisite Personnel Security Investigations (PSI).

Auxiliary membership may reasonably be expected to be granted and sustained only as long as an individual meets basic eligibility and suitability for service criteria in addition to demonstrated and consistent adherence to the principles encapsulated in the New Member Pledge (see Figure 3-1). Moreover, membership hinges upon the demonstrated commitment to and practice of the Coast Guard's core values: Honor, Respect, and Devotion to Duty. These considerations are significant in the context and application of administrative discipline.

Membership shall be provided the minimal due process protections as set forth in this chapter, including consideration of an individual's length and quality of Auxiliary service in the event administrative discipline is applied. However, such consideration shall in no way be regarded as an assurance of mitigation given the circumstances concerning the frequency and/or gravity of any inappropriate action or behavior.

F.2. Request for Investigation

Any member of Coast Guard Forces (active duty, Reserve, Auxiliary or civilian employee), who believes an Auxiliarist has violated the governing policies established by the Commandant, may make a request for a preliminary investigation. A request must be clear in its intent and substance in order to be actionable (i.e., a report of just circumstances or opinions without the clear desire of the reporting source for investigation may not warrant action by the individual to whom it is reported). Moreover, a request for investigation does not in and of itself guarantee the conduct of an investigation. If the leader receiving the request needs additional information and/or documentation to determine whether a valid request for an investigation has been made, the leader receiving the request may ask in writing, or orally, for further information from the complainant in order to make the determination.

F.2.a. Guidelines for Investigations

Prior to instituting any Coast Guard or Auxiliary disciplinary action towards an Auxiliarist, the pertinent facts surrounding the circumstances must be determined, including what offenses (if any) occurred, and any matters in defense or explanation. This request may be oral or in writing and shall be made to the leader at the lowest level of the organization capable of handling the complaint. The following guidelines apply to facilitate such determinations:

(1) Matters that involve Flotillas Staff Officers (FSOs) and flotilla members should be directed to the Flotilla Commander (FC).
(2) Matters that involve Division Staff Officers (SOs), committee members, or flotilla elected leaders should be directed to the Division Commander (DCDR).
(3) Matters that involve division elected leaders should be directed to the appropriate District Captain (DCAPT).
(4) Matters that involve district staff officers (including corresponding aides and committee members), Auxiliary Sector Coordinators (ASCs) and Auxiliary Unit Coordinators (AUCs), DCAPTs, the President of the Past Commanders Association, and Immediate Past District Commodores (IPDCOs) should be directed to the DCO.
(5) Matters that involve the District Chief of Staff (DCOS) or the DCO should be directed to the appropriate Deputy National Commodore (DNACO).
(6) Matters that involve National Staff should be directed to the appropriate Directorate Chief (DIR).
(7) Matters that involve Directorate Chiefs should be directed to the appropriate Assistant National Commodore (ANACO).
(8) Matters that involve ANACOs should be directed to the appropriate DNACO or the VNACO.
(9) Matters that involve National aides, NACO staff members, DNACOs, the VNACO, the President of the National Association of Commodores (NAC), or the Immediate Past National Commodore (IPNACO) should be directed to the NACO.

The Director shall assist, as requested, in determining the appropriate level of organization to address complaints against members of their region. The Chief Director shall assist, as requested, in determining the appropriate level of organization to address complaints submitted to DIRs, ANACOs, and National Executive Committee (NEXCOM) members.

F.2.b. Investigation Notification Requirements

It is of utmost importance that the subject of any request for investigation be kept apprised of all aspects of associated proceedings in timely fashion. Accordingly, the leader shall immediately notify, in writing, any Auxiliarist who is subject of a request for investigation of the following:

(1) The basic grounds for the request.
(2) The source of the request.
(3) The right to address, in writing, an investigator or investigating committee prior to any report to the elected leader.
(4) The elected leader's initial plan of action.

The leader shall provide the Auxiliarist with similar timely notifications at appropriate waypoints throughout the process.

F.3. Investigative Options

The leader receiving a request for investigation shall make a determination as to the propriety of an investigation and take action as described in the following provisions. This determination shall be made within seven (7) days of receipt of the request.

Nothing shall preclude any leader, Director, Chief Director, Coast Guard officers in their respective chains of command, or a Coast Guard command that exercises order issuing authority over an Auxiliarist from initiating an investigation of any Auxiliarist's behavior, actions, or inactions based upon first-hand observation.

F.3.a. Investigation Not Warranted

If the determination is that no investigation is warranted, then the leader shall notify the Director of such, including justification for the determination, via the chain of leadership and management. If the leader is a DIR, ANACO, or National Executive Committee (NEXCOM) member for matters as described in paragraph F.2 above, then the leader will notify the Chief Director, including justification for the determination, via the chain of leadership and management.

The Director, or Chief Director as appropriate, shall review the request and the justification for this determination, and shall confer directly with the leader about them to ensure awareness and understanding. If in concurrence, then the Director, or Chief Director as appropriate, shall notify the leader in writing (e-mail is acceptable), and the leader shall include mention of this concurrence in written replies to the Auxiliarist who submitted the request and the Auxiliarist who is the subject of the request. If not in concurrence, then the Director, or Chief Director as appropriate, shall notify the leader in writing (e-mail is acceptable), and the leader shall pursue investigation in accordance with the following section.

F.3.b. Investigation Warranted

If the determination is that investigation is warranted, then the leader shall promptly notify the chain of leadership and management, in writing (e-mail is acceptable), including the Director, or Chief Director as appropriate, and the source of the request for investigation. The leader shall concurrently appoint, in writing, an Auxiliarist or committee to conduct the investigation. The leader may specify a period of time up to 60 days for a report of investigation to be completed and submitted.

Appointees may belong to the same Auxiliary unit as the Auxiliarist who is the subject of the investigation. However, the leader shall ensure that any appointee is clearly detached from any issues around which the investigation centers as well as clearly impartial in terms of the Auxiliarist who is the subject of the investigation.

If the leader appoints a committee, it will consist of two to three people who may be any members of Coast Guard Forces. The leader shall work with the Director, or Chief Director as appropriate, to facilitate the identification and appointment of non-Auxiliary committee members as well as to employ appropriate reference to the Coast Guard Administrative Investigations Manual, COMDTINST M5830.1 (series), for general guidance about investigation elements and format (e.g., findings of fact, opinions, recommended action).

The leader shall also concurrently notify the Auxiliarist who is subject of the investigation that investigative action is being pursued and that the Auxiliarist has the right to address, in writing, the investigator or investigating committee prior to any report to the leader.

F.4. Preliminary Determination

Once the report of investigation has been received, the leader shall make a preliminary determination as to whether or not a violation of Coast Guard or Auxiliary policy was committed by the Auxiliarist who is subject of the investigation. This preliminary determination shall be made within fifteen (15) days of receipt of the report of investigation and shall be made in consultation with the DSO-LP, if the leader serves at or below district level, or with the ANACO-CC, if the leader serves at the ANACO level or above.

F.5. Non-Violation Determination

If the leader determines that no violation of Coast Guard or Auxiliary policy occurred, then the leader shall notify in writing (e-mail is acceptable) all those who were initially notified of the investigation of such determination. This notification shall be made within five (5) days of its determination.

F.6. Violation

If the leader determines that a violation of Coast Guard or Auxiliary policy occurred, then the leader shall notify in writing (e-mail is acceptable) all those who were initially notified of the investigation of such determination and shall proceed in accordance with sections G and H of this chapter, as appropriate. This notification shall be made within five (5) days of its determination.

Section G. Informal Disciplinary Action

Introduction

Informal disciplinary action provides the structured, non-judicial course of action that an Auxiliary unit elected leader or appropriate appointed leader (hereinafter referred to as "the leader") should follow when the determination is made pursuant to provisions of section F of this chapter that a minor violation of Coast Guard or Auxiliary policy has occurred. It is meant to document and address the commission and correction of such violation.

Although the Director, Chief Director, and Coast Guard commands that exercise order issuing authority over Auxiliarists may administer informal disciplinary action as described in this section, it is principally designed and intended for application by the Auxiliary chain of leadership and management.

G.1. Infractions Warranting Informal Disciplinary Action

Infractions that may warrant informal disciplinary action include, but are not limited to:

a. Failure to apply and adhere to Coast Guard core values in the conduct of Auxiliary programs.
b. Exerting a disruptive influence upon the conduct of Auxiliary business.
c. Flagrant and/or repeated uniform or grooming violations.
d. Unintentionally compromising or mishandling Coast Guard or Auxiliary examinations, privacy act information, or sensitive official message traffic or correspondence.
e. Unwarranted violations or abuse of the chain of leadership and management. See paragraph C.1 of Chapter 1 relative to policies regarding the chain of leadership and management.
f. Failure to follow procedures prescribed by Coast Guard or Auxiliary written directives, procedures, standing rules, or policies. In reviewing a complaint of this nature, the facts must show that the Auxiliarist had knowledge or reasonably should have had knowledge of the directives, procedures, standing rules, or policies.
g. Misrepresentation in official correspondence or reports.
h. Misrepresenting Coast Guard authority, rank, Government title, or Auxiliary position or status, either implied or by design.
i. Failure to follow established patrol procedures as prescribed by written directives or policies.
j. Failure to follow published Auxiliary web policies and guidelines.

G.2. Elements and Types of Informal Disciplinary Action	In the administration of any type of informal disciplinary action, the nature of such action shall be documented and communicated by the leader to the Auxiliarist who is subject of the action, in writing (by memo or letter), within 10 days of that leader's determination of the propriety of such disciplinary action. This documentation may be combined with the notification required by paragraph F.6 of this chapter. Copies of such correspondence shall be provided to all those who were initially notified of the investigation, including the appropriate Director even in situations that involve National elected staff officers, aides, and committee members.
G.2.a. Elements of Informal Disciplinary Action	The leader shall ensure that such correspondence describes, as a minimum: (1) The unacceptable conduct. (2) Any specific deficiencies on the part of the Auxiliarist. (3) That any statements submitted by the Auxiliarist were considered. (4) The expected and acceptable behavior. (5) The effective period of the action (which shall not exceed three years from the date of issuance. (6) The right to appeal as described in paragraph G.3 below.
G.2.b. Types of Informal Disciplinary Action	Types of informal disciplinary action that may be administered pursuant to this section include: (1) Counseling session. (2) Suspension of web privileges. (3) Letters of Caution. These types of informal disciplinary action may be administered individually or in combination.
G.2.c. Counseling Session	A counseling session is a documented discussion between the leader, the complainant (if other than the leader), and the subject Auxiliarist. It may be applied for any circumstance that has been determined to warrant informal disciplinary action.
G.2.d. Suspension of Web Privileges	Suspension of Auxiliary web privileges may be applied as an informal disciplinary action for violation of Auxiliary web policies and guidelines.
G.2.e. Letter of Caution	A Letter of Caution shall be specifically titled as such and addressed to the Auxiliarist who is subject of the informal disciplinary action. It may be applied for any circumstance that has been determined to warrant informal disciplinary action. A Letter of Caution meets the requirement for documentation and communication described in paragraph G.2 above.

Auxiliary unit elected leaders, DIRs, ANACOs, and NEXCOM members are authorized to issue Letters of Caution.

In addition to its application as a tool of informal disciplinary action, a duly titled Letter of Caution may be independently issued by the above authorized elected and appointed officers, as well as elected officers in a Vice position at any organizational level, as a tool to address and improve performance of assigned staff duties and responsibilities. When so applied, a Letter of Caution is not subject to the provisions of section G of this chapter.

G.3. Appeal of Informal Disciplinary Action

An Auxiliarist may appeal, in writing (memo or letter), an informal disciplinary action that is not purely counseling in nature (e.g., a Letter of Caution that only counsels an Auxiliarist may not be appealed). Such appeal must be made within thirty (30) days of the written date of the notification described in paragraph G.2 above. The recipient of the appeal shall ensure that a copy is provided to the Director and the Chief Director, as appropriate. Section J of this chapter contains additional appeal guidance.

G.4. Disposition Upon Completion of Informal Disciplinary Action

If no further disciplinary actions are recorded or pending upon completion of the informal disciplinary action's effective period, then the Director shall remove all associated documentation from the Auxiliarist's file. The documentation may also be removed at any time during the specified duration if the leader, upon joint review with the Director (or Chief Director, as appropriate) of present circumstances, determines that such removal is appropriate. Upon removal, a separate permanent record shall be retained by the Director for the sole purpose of documenting prior disciplinary action should the need arise. The leader may also retain such a file.

Section H. Formal Disciplinary Action

Introduction

Formal disciplinary action provides the structured, non-judicial course of action that an Auxiliary unit elected leader or appropriate appointed leader (hereinafter referred to as "the leader") should follow when the determination is made pursuant to provisions of section F of this chapter that a major violation of Coast Guard or Auxiliary policy has occurred. It is meant to document and address the commission and correction of such violation.

Although the Director, Chief Director, and Coast Guard commands that exercise order issuing authority over Auxiliarists may administer formal disciplinary action as described in this section, it is principally designed and intended for application by the Auxiliary chain of leadership and management.

H.1. Infractions Warranting Formal Disciplinary Actions

Infractions that may warrant formal disciplinary actions include, but are not limited to:

a. Failure to apply and adhere to Coast Guard core values in the conduct of Auxiliary programs to a greater degree than that warranting informal disciplinary action.
b. Exerting a disruptive influence upon the conduct of Auxiliary business to a greater degree than that warranting informal disciplinary action.
c. Any action which may or does bring discredit to the Coast Guard or Coast Guard Auxiliary, whether assigned to duty or not. This includes violation of the Commandant's zero tolerance policy on drug/alcohol abuse, as evidenced by driving or boating under the influence or while intoxicated (DUI/DWI) convictions, as well as conviction of a state or federal felony or misdemeanor related to drug possession or use, sexual deviation, or aggravated assault after exhaustion of any appeals.
d. Refusing to follow regulations for the wearing of the Auxiliary uniform or insignia, including misrepresentation as a Coast Guard employee, or flagrant or repeated misuse of rank, titles, or insignia.
e. Misuse of Coast Guard or Auxiliary funds or property, including the use of Coast Guard or other government property without proper authority.
f. Repeated actions prejudicial to the good order of the Auxiliary or any of its programs, as documented in the Auxiliarist's record.
g. Failure to follow appropriate civil rights laws, the Commandant's Equal Opportunity Policy Statement, and/or the Commandant's Anti-Discrimination and Anti-Harassment Policy Statement.

h. Any attempt to deceive or issue false official statement, oral or written, including when involved with an enrollment application, a facility offer of use, a facility inspection or vessel examination, test taking and administration, and performance reporting and recognition. This includes forging signatures on an official document as well as falsification of an official record.

i. Breaches of electronics and communications protocols or any other public communications media, so as to reflect discredit or to publicly embarrass the Coast Guard or Auxiliary.

H.2. Elements and Types of Formal Disciplinary Action

If a violation is deemed to be serious by the leader upon completion of the investigation, then the leader shall notify the DCO and the Director, or the NACO and the Chief Director as appropriate, in writing (by memo or letter) via the chain of leadership and management with the recommendation to commence formal disciplinary action.

H.2.a. Elements of Formal Disciplinary Action

The leader shall ensure that such correspondence includes the complete investigation package and describes, as a minimum:

(1) The unacceptable conduct.
(2) Any specific deficiencies on the part of the Auxiliarist.
(3) That any statements submitted by the Auxiliarist were considered.
(4) The expected and acceptable behavior.
(5) The recommended formal disciplinary action.

The leader shall concurrently send a copy of the written notification, without copy of the investigation package, to the Auxiliarist who is subject of the investigation.

H.2.b. Types of Formal Disciplinary Action

Types of formal disciplinary actions that may be administered pursuant to this section include suspension of any and all aspects of an Auxiliarist's membership, including:

(1) Suspension or revocation of any offer-for-use.
(2) Suspension or revocation of any qualification and/or certification.
(3) Suspension or revocation of any elected and/or appointed office, accompanied by the denial to wear any insignia or past officer pin for such office.
(4) Suspension of eligibility for elected office and/or availability for appointed office.
(5) Suspension of any of the following membership privileges:

(a) Participation in any Coast Guard or Auxiliary training programs, including C-schools.
(b) Use of CGES facilities and services, pursuant to the restrictions contained in the Coast Guard Non-Appropriated Fund Instrumentalities Manual, COMDTINST M7010.5 (series), for all but uniform purchases.

(c) Authorized access to the Coast Guard MWR program for its services as described in the Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series).

(6) Loss of time toward Auxiliary longevity awards and retirement.
(7) Letter of Reprimand.
(8) Disenrollment.

These types of formal disciplinary action may be administered individually or in combination, with the exception of disenrollment which shall be administered separately and immediately.

H.3. Leadership Review, Initial Notification, and Response

Upon receipt of the notification package from the leader, the DCO and the Director shall each review the package, confer with the DSO-LP as necessary (the NACO and the Chief Director shall confer with ANACO-CC, as necessary), and make a determination as to the propriety of formal disciplinary action as well as whether the action shall be taken solely by one of them or jointly together (e.g., a Letter of Reprimand that consists solely of an admonishment without suspension or revocation of any aforementioned privileges or qualifications, may be signed by both the DCO and the Director).

H.3.a. Notification of Disciplinary Action

The DCO and/or the Director shall jointly notify, in writing (by memo or letter), the Auxiliarist who is the subject of an investigation of their determination within 30 days of the receipt of the notification package (if the DCO and the Director received the notification package on different dates, then the 30 days shall be measured from the latter date). Such notification shall include a summary of allegations, the facts and information upon which this determination has been based, and the processing of the investigation up to that point. Copies of this correspondence shall be provided to all those who were initially notified of the investigation, including the appropriate Director in situations that involve National elected staff officers, aides, and committee members.

H.3.a.(1) Informal Disciplinary Action

If the determination is that informal disciplinary action is appropriate, then such notification shall so state and indicate that the package will be sent back to the leader for disposition. The package shall be sent back to the leader within five days of this notification.

H.3.a.(2) Formal Disciplinary Action	If the determination is that formal disciplinary action is appropriate, then such notification shall so state (a description of specific formal disciplinary action is not required to be provided at this time). Additionally, the Auxiliarist who is the subject of the investigation shall be notified of their opportunity to respond again to the allegation(s), including factors for which the Auxiliarist may desire consideration by the DCO and/or the Director before imposition of any formal disciplinary action. The Auxiliarist shall have 30 days from the date of the notification memo (or letter) to submit such response in writing (by memo or letter). Any denials of an allegation(s) not made in good faith may alone provide sufficient basis to warrant additional disciplinary action. This written response shall be in addition to anything submitted during the investigation.
H.4. Letter of Reprimand	A Letter of Reprimand is a form of formal disciplinary action. It shall be specifically titled as such and addressed to the Auxiliarist who is subject of the formal disciplinary action. It may be applied for any circumstance that has been determined to warrant formal disciplinary action with the exception of disenrollment. Only DCOs, Directors, the NACO, and the Chief Director are authorized to issue Letters of Reprimand. Before issuing any Letter of Reprimand, the DCO and Director, or the NACO and Chief Director, should discuss the situation and agree on appropriate wording and content. Letters of Reprimand may be jointly signed by these pairs of leaders if it consists solely of an admonishment without suspension or revocation of any aforementioned privileges or qualifications. Such letters shall be issued on the letterhead of the Director or Chief Director, as appropriate, and a copy shall be sent to the SECCEN. In addition to its application as a form of formal disciplinary action, a duly titled Letter of Reprimand may be independently issued by the NACO or Chief Director to National Board members, National Staff members, ANACOs, or other NEXCOM members as a tool to address and improve performance of assigned duties and responsibilities. When so applied, a Letter of Reprimand is not subject to the provisions of section H of this chapter.
H.4.a. Content	A Letter of Reprimand will discuss the specific improper action(s) and the acceptable standards. It will include consideration of any written statements submitted by the subject Auxiliarist and how such statements influenced the decision. References to any previous disciplinary action(s) may be included.

If the Letter of Reprimand consists solely of an admonishment without suspension or revocation of any aforementioned privileges or qualifications, then the subject Auxiliarist shall be advised that the letter may not be appealed but that a written reply may be made within 30 days of the date of the Letter of Reprimand. Additionally, that such a reply will be retained by the Director, along with the Letter of Reprimand, in the Auxiliarist's service record commensurate with the letter's specified effective period.

If the Letter of Reprimand includes formal disciplinary action beyond admonishment, then the subject Auxiliarist shall be advised that the letter may be appealed in accordance with the provisions of section J of this chapter. Additionally, that such appeal and its outcome shall be retained by the Director, along with the Letter of Reprimand, in the Auxiliarist's service record commensurate with the letter's specified effective period.

H.4.b. Effective Period

The effective period for a Letter of Reprimand shall not exceed three years without the concurrence of both the DCO and the Director. The effective period for ineligibility for elected office and/or non-availability for appointed office, if any, including vacating any elected or appointed office, and the denial to wear any insignia or past officer pin for such office, shall be determined by the DCO and the Director.

For National elected leaders and staff officers, the same provisions apply, but cannot exceed three years without the concurrence of the NACO and the Chief Director.

H.4.c. Removal of Letter

A Letter of Reprimand may be removed from an Auxiliarist's service record at the discretion and agreement of the DCO and the Director, or the NACO and the Chief Director as appropriate, when they feel the situation is corrected.

If, after the effective period, no further adverse action is reported, then the Letter of Reprimand and all associated documentation relating to it shall be removed from the Auxiliarist's service record. A separate permanent file of the Letter of Reprimand and all associated documentation shall be separately retained by the Director for the sole purpose of documenting prior discipline should the need arise.

H.5. Disenrollment

Disenrollment may be exercised as a form of formal disciplinary action. When so exercised, it shall not be applied in conjunction with any other form of disciplinary action.

The authority for disenrolling an Auxiliarist rests with the Commandant, who has delegated this authority to the Director and the Chief Director. No Auxiliarist may disenroll another Auxiliarist.

H.5.a. Basis for Disenrollment

The Director (or the Chief Director, as applicable) may exercise the authority to disenroll a member for any one of the following reasons:

(1) Upon an Auxiliarist's request.
(2) Pursuant to provisions regarding the failure to pay financial obligations (i.e., dues).
(3) Upon an Auxiliarist's ceasing to possess the qualifications for membership, including pursuant to formal disciplinary action.
(4) For cause.
(5) Upon direction of the Commandant.
(6) Upon death.

Subsequent to all disenrollments, the Director shall make appropriate notifications to ensure the individual is appropriately removed from distribution lists (e.g., removal from electronic address lists).

H.5.a.(1) Upon Request

An Auxiliarist may request disenrollment at any time at their prerogative. Such request must be in writing and submitted to the FC. The FC shall promptly forward all such requests to the Director, with a copy to the DCDR and the DSO-HR. Appropriate efforts should be made by the Auxiliarist's chain of leadership to determine the reason for such request before it is forwarded to and processed to completion by the Director, but nothing shall unduly hinder an Auxiliarist's desire to disenroll.

If an Auxiliarist still wishes to resign after consultation with the chain of leadership, then the Director will request return of the Auxiliarist's ID card and the return of any Government or Auxiliary owned property in the Auxiliarist's possession. Upon receipt of the written request, the Director shall remove the Auxiliarist's name from the regional AUXDATA rolls and provide written acknowledgement to the individual of their request, service, and disenrollment.

	If an Auxiliarist's request for disenrollment is received by anyone in the chain of leadership at any time while the Auxiliarist is subject of investigative action that may result in any form of disciplinary action, then the Director shall be immediately notified of such request. The request shall be processed as normal. However, the Director may withhold disenrollment action, given these circumstances, until completion of the investigation and any subsequent disciplinary action. Such action by the Director shall not be subject to appeal.
H.5.a.(2) Failure to Pay Financial Obligations	It is the responsibility of all Auxiliarists to meet their financial obligations (i.e., payment of dues) in accordance with regional and local provisions and timelines. Failure to do so shall result in disenrollment. Upon removal of the Auxiliarist's name from the regional AUXDATA rolls, the Director shall provide written acknowledgement to the individual of their service and disenrollment. This disenrollment action shall not be subject to appeal. The Director may restore the Auxiliarist's time, certifications, and all aspects of membership status if the Auxiliarist applies for re-enrollment, concurrent with full restitution, within three months of disenrollment.
H.5.a.(3) Ceasing to Possess Qualifications for Membership	The Director may disenroll an Auxiliarist whenever it is determined that the Auxiliarist ceases to possess any of the qualifications for membership set forth in this chapter. This includes a determination made pursuant to investigation that results in disenrollment as the appropriate form of disciplinary action.
H.5.a.(4) For Cause	Any infraction outlined in this section and sections F and G of this chapter may lead the Director to disenroll a member. However, if in the Director's opinion, an Auxiliarist's action(s), though not cited in this section and sections F and G of this chapter, has a disruptive impact that adversely affects the normal operations, administration, functions, and/or resource allocations to support them for the Auxiliary, Coast Guard unit, or other entity, then the Director may take appropriate disciplinary action including disenrollment. Appeal of such action may be made pursuant to section J of this chapter. The Director shall take such action based upon all available information presented or after initiating further inquiry to gather additional relevant facts when, in the Director's judgment, it is deemed necessary. Such detrimental conduct may arise from a single incident or be the result of a pattern of conduct which warrants immediate disciplinary action by the Director so as to preserve program integrity and/or the good order of the Auxiliary.

H.5.a.(5) Commandant Direction	When so directed in writing by the Commandant, an Auxiliarist will be disenrolled by the Director.
H.5.a.(6) Death	An Auxiliarist's death should be verified by the best available means before disenrollment action is taken. Upon removal of the Auxiliarist's name from the regional AUXDATA rolls, the Director should provide written acknowledgement to the next-of-kin of their service. If no next-of-kin can be readily identified, then such acknowledgement should be addressed to the Auxiliarist's FC.

Section I. Temporary Suspensions

Introduction

Recognizing that Auxiliary membership is a privilege, not a right, at any point during the processing of an Auxiliarist's PSI or pursuant to sections F thru H of this chapter, an Auxiliarist may be subject to temporary suspension action as described in this section, pending the outcome of the proceeding. This section describes suspension authority, effect on duties, and other related matters.

I.1. Authorization and Scope

The Director is authorized to place temporary suspensions in effect throughout the completion of a PSI or disciplinary proceeding. The Director shall consult with the DCO before imposition of any temporary suspension action. If an involved Coast Guard command or program authority deems temporary suspension of an Auxiliarist as an appropriate course of action during the course of an investigation involving the Auxiliarist, then the Coast Guard command or program authority shall consult and work with the cognizant Director to effect same.

Temporary suspension action should not normally be taken during the course of a matter that would likely result in informal disciplinary action, nor in cases of PSIs that are likely to result in an Unfavorable DO determination but a Favorable OS determination.

Temporary suspension action extends to the suspension of any and all aspects of an Auxiliarist's membership, including those listed in paragraph H.2 of this chapter. This suspension must be in writing (memo or letter) to the Auxiliarist, and it must detail the reason, terms, and length of the suspension. The length of the suspension may be defined by a specific number of days, weeks or months, by a specific date, or simply through the completion of the investigation or proceeding (e.g., completion of a criminal trial and appeal process).

I.2. Effect on Leader Duties, Qualifications, Certifications, and Membership

The following provisions describe actions that may or must be taken regarding elected and appointed offices, qualifications and certifications, and Auxiliary membership time with respect to temporary suspensions and whether or not disciplinary action is awarded.

I.2.a. Leader Duties	If any qualification and/or certification are suspended, and the Auxiliarist is the senior elected leader of an Auxiliary unit, then the suspension shall include elected leader duties. If the Auxiliarist whose qualification and/or certification are suspended is an elected leader or the immediate past Auxiliary unit elected leader, but not the senior elected leader of an Auxiliary unit or an appointed leader, then the suspension may include elected and/or appointed office duties. An Auxiliarist may resume the duties of these offices when full Auxiliary rights and privileges are regained and if the term of office has not expired.
I.2.b. Qualifications and Certifications	If, as a result of the terms and duration of any temporary suspension, an Auxiliarist is unable to maintain a qualification or certification of any type, and if any disciplinary action is awarded, informal or formal, then the Director may formalize the loss of such qualification or certification. The Auxiliarist would then be responsible for all appropriate requalification or recertification action. If, as a result of the terms and duration of any temporary suspension, an Auxiliarist is unable to maintain a qualification or certification of any type, and if no disciplinary action is awarded, then the Director shall fully restore the Auxiliarist's qualification or certification to the status at the commencement of the temporary suspension. The Director may also waive any requalification or recertification requirements in order to sustain the Auxiliarist's currency, if appropriate.
I.2.c. Membership	If any disciplinary action is awarded, informal or formal, then the Director may deduct the duration of any associated temporary suspension from the Auxiliarist's membership as it may apply toward any longevity awards and retirement. If no disciplinary action is awarded, then the Director shall ensure that the duration of any associated temporary suspension is fully credited toward any subsequent longevity awards and retirement.
I.3. Extensions	If an investigation, including PSI under adjudication, requires additional time, then an associated suspension may be extended accordingly if a specific time period or date was initially defined. The extension's circumstances must be explained in writing (memo or letter) to the Auxiliarist, and the Auxiliarist may appeal such extension to the Director's supervisor.

I.4. Appeal	An Auxiliarist who receives notice of temporary suspension of any type may appeal the Director's action directly to the Director's supervisor. Such an appeal must be submitted in writing (memo or letter) within 20 days of the date of the Director's notice of temporary suspension. Temporary suspensions will remain in effect, unless overturned on appeal.
I.5. Notification Regarding National Leadership and Staff	The Director shall immediately notify the NACO and the Chief Director of any temporary suspension action taken against a NEXCOM member, ANACO, National Staff member, or National Board member.
I.6. Temporary Suspension of Director's Services	Notwithstanding temporary suspension action that may be taken by the Director against individual Auxiliarists as previously described in this section, the Director may also temporarily suspend the administrative services of the Director's office to any Flotilla and/or Division that fails to comply with repeated requests for information necessary to facilitate administration and accountability for the smooth conduct of regional Coast Guard and Auxiliary business. For example, repeated requests by the Director for an inventory or viewing of Coast Guard property in the custody of a Flotilla that are not acknowledged or not accommodated may result in the Director's temporary suspension of any or all of the Director's administrative services to the entire Flotilla until such requests are fully accommodated. The Director may only take such action after: a. duly and reasonably working with the Auxiliary unit's chain of leadership; b. consultation with and approval by the NEXCOM; and, c. concurrent with written notification (memo or letter) to the senior elected leader of the specific Auxiliary unit (copy to elected leaders in the Auxiliary unit's chain). Such action is not subject to appeal.

Section J. Appeals of Disciplinary and PSI Actions

Introduction

Appeals may be made for both informal and formal disciplinary actions as well as Unfavorable OS PSI determinations that lead to disenrollment. This section describes the processes and procedures for appeals under these circumstances. Failure of any appeal to meet established submission deadlines may be viewed by the appeal authority to whom it is submitted as sufficient cause for the forfeiture of review. If so viewed, then the disciplinary action shall stand as issued. Therefore, any Auxiliarist who is subject of disciplinary action or an Unfavorable OS PSI determination and who desires to appeal such action is strongly encouraged to promptly submit an appeal.

J.1. Informal Disciplinary Actions

Appeal of informal disciplinary action must be made in writing (memo or letter) within 30 days of the written date of notice of the action. It must be directed in accordance with the following provisions and without endorsements from the chain of leadership and management:

a. Appeal of an informal disciplinary action taken by an Auxiliary elected leader shall be to the senior Auxiliary elected leader at the next higher level in the chain of leadership and management within the district or region.
b. Appeal of an action taken by a DCO shall be to the appropriate DNACO.
c. Appeal of an action taken by a DNACO, ANACO, VNACO, or Directorate Chief shall be made to the NACO.
d. Appeal of an action taken by the NACO shall be made to the Chief Director.
e. Appeal of an action taken by the Director shall be made to the Director's supervisor, unless otherwise noted.

The authority to which an appeal is made shall conduct a complete review of the entire record of the informal disciplinary action, with appropriate Auxiliary or Coast Guard legal counsel, and make a determination that revokes, modifies, or sustains the informal disciplinary action. The standard of review shall be limited to whether prescribed disciplinary procedures were followed. The appeal authority shall notify, in writing (memo or letter), the Auxiliarist who is subject of the action of such determination with copies to the authority who issued the informal disciplinary action, and the Director, or Chief Director, as appropriate.

The determination of the appeal authority shall be final.

J.2. Formal Disciplinary Actions and Disenrollments	Appeal of formal disciplinary action must be made in writing (memo or letter) within 30 days of the written date of notice of the action.
J.2.a. Appeal of DCO's Action	Appeal of a formal disciplinary action taken by a DCO must be made in writing (memo or letter) to the appropriate DNACO within 30 days of the written date of notice of the action. The DNACO shall conduct a complete review of the entire record of the formal disciplinary action, with appropriate Auxiliary legal counsel, and make a determination that revokes, modifies, or sustains the formal disciplinary action. The standard of review shall be limited to whether prescribed disciplinary procedures were followed. The DNACO shall notify, in writing (memo or letter), the Auxiliarist who is subject of the action of such determination with copy to the DCO and the Director. The DNACO's determination shall be final.
J.2.b. Appeal of NACO's Action	Appeals of formal disciplinary action taken by the NACO must be made in writing (memo or letter) to the Chief Director within 30 days of the written date of notice of the action. The Chief Director shall conduct a complete review of the entire record of the formal disciplinary action, with appropriate Coast Guard legal counsel, and make a determination that revokes, modifies, or sustains the formal disciplinary action. The standard of review shall be limited to whether prescribed disciplinary procedures were followed. The Chief Director shall notify, in writing (memo or letter), the Auxiliarist who is subject of the action of such determination with copy to the NACO and the Director. The Chief Director's determination shall be final.
J.2.c. Appeals of Director's Action	Appeal of formal disciplinary action taken by the Director must be made in writing (memo or letter) to the Director's supervisor within 30 days of the written date of notice of the action.

The Director's supervisor shall conduct a complete review of the entire record of the formal disciplinary action, with appropriate Coast Guard legal counsel, and make a determination that revokes, modifies, or sustains the formal disciplinary action. The standard of review shall be limited to whether prescribed disciplinary procedures were followed. The Director's supervisor shall notify, in writing (memo or letter), the Auxiliarist who is subject of the action of such determination with copy to the DCO and the Director.

The Director's supervisor's determination shall be final.

J.2.d. Appeals of Chief Director's Action

As the Commandant's program manager for the Auxiliary, any disciplinary action taken by the Chief Director shall be final and not subject to appeal.

J.2.e. Disenrollment Appeals

Appeal of disenrollment resulting from formal disciplinary action must be made in writing (memo or letter) to the District Commander within 30 days of the written date of notice of the disenrollment.

Appeals of disenrollment to the District Commander shall include a complete review of the entire record of either the formal disciplinary action or the PSI package, with appropriate Coast Guard legal counsel. The standard of review shall be limited to whether prescribed disciplinary procedures were followed. The District Commander shall make a determination that revokes or sustains the disenrollment. In the case of disenrollment stemming from formal disciplinary action, the District Commander may also make independent findings of facts and conclusions that warrant a lesser form of disciplinary action than disenrollment and issue such accordingly. The District Commander shall notify, in writing (memo or letter), the Auxiliarist who is subject of the action of such determination with copy to the DCO and the Director.

If the District Commander's determination includes revocation of disenrollment and a lesser form of disciplinary action, then the Director may deduct the duration of the disenrollment period from the Auxiliarist's membership as it may apply toward any longevity awards and retirement.

If the District Commander's determination includes revocation of disenrollment without any lesser form of disciplinary action, then the Director shall ensure that the duration of any associated temporary suspension is fully credited toward any subsequent longevity awards and retirement. This provision shall apply to the revocation of disenrollment stemming from an Unfavorable OS PSI determination.

The District Commander's determination shall be final.

J.3. Additional Procedural Rules for Appeals	The following additional procedural rules apply for all appeals:
J.3.a. Effect of Appeal	No appeal, once submitted, shall in any way suspend the implementation of any disciplinary action once issued during the processing of the appeal.
J.3.b. Right to Appeal and Right to Object	The right of appeal extends only to an Auxiliarist who is the subject of disciplinary action and to no other person. Notwithstanding this section in terms of disciplinary action, a complainant may communicate in writing (memo or letter) their objection to the degree of disciplinary action taken within 30 days of the written date of notice of the action. Such objection shall be submitted to the appeal authority whether or not any appeal was submitted. The appeal authority is under no obligation to review any part of the record of the disciplinary action in response to such objection.

Section K. Information Retention and Handling

Introduction	This section describes the requirements for retaining information obtained during the course of investigating complaints and of processing appeals to disciplinary actions.
K.1. Records	Copies of any records of any disciplinary action taken with regard to an Auxiliarist shall be retained by the Director for up to three years from the date of the action, in accordance with the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
K.2. Record Removal	As described above, these records shall be removed from an Auxiliarist's service record if no subsequent disciplinary action has been initiated or finalized during the specified period of time. These records shall be placed in a separate permanent file, independent of the Auxiliarist's service record, retained by the Director for the sole purpose of documenting prior disciplinary action should the need arise.

Chapter 4
Auxiliary Organizational Structure

Introduction

The Auxiliary is a single organization with component units structured in four administrative/supervisory unit levels with Auxiliary elected and appointed leaders at each level. This chapter describes the organizational structure of the Auxiliary and contains the general management capabilities and duties of Auxiliary office holders. These duties may be further specified in other documents, provided they do not conflict with the provisions of this manual. Additional information may be found in Commandant instructions and publications, district instructions, procedure guides, and the National Program (a compilation of mail addresses, electronic mail addresses, and telephone numbers for distribution and contacting purposes). The four administrative/supervisory levels are:

1. Flotilla
2. Division
3. District/Region
4. National

In this Chapter

This chapter contains the following sections:

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Section A. Flotillas

Introduction

The flotilla level is the basic Auxiliary organizational unit and the working level that translates programs into action. Each flotilla is led and managed by a Flotilla Commander (FC). All Auxiliarists must be members of a flotilla. The flotilla may have one or more detachments.

A.1. Initial Charter

For initial charter, a flotilla must consist of at least fifteen Auxiliarists. The required number of Auxiliarists may be waived by the Director, and then only when exceptional local conditions dictate a departure from the AUXMAN. The use of flotilla detachments (see paragraph A.7 below) should be considered before waiving the minimum flotilla membership requirements.

A.2. Geographic Boundaries

Geographic limits of flotillas are for administrative purposes only. Limits are assigned by the Director after considering input from the District Board. Usually, indefinite areas of primary responsibility or activity are preferred to rigid geographic boundaries. However, all steps shall be taken to ensure that Auxiliary services are available and provided for every geographic portion of the division. There are no prohibitions that prevent any Auxiliary unit from conducting activities in another's area. Auxiliary units in close proximity are expected to cooperate with each other in the coordination of Auxiliary unit activities. Locations for VSC stations, setting up PE courses, and recruiting Auxiliarists require flexibility and inter-unit coordination.

A.3. Responsibility

Primary responsibility for initiating efforts to start a new flotilla rests with the DCO or other such Auxiliary leaders as appointed by the DCO. Before taking any action, all plans should be submitted to the DCDR who will formulate the proposal. Assistance should be provided by other division officers and flotilla members who may have personal acquaintances or contacts in the proposed new flotilla area. The DCDR should clear the proposal, via the cognizant DCAPT, with the DCO. The DCO will obtain the concurrence of the Director before advertising for, or accepting, any Auxiliarist transfer or enrollment applications. Following this procedure for starting a new flotilla avoids duplication of effort and demonstrates correct procedure to new Auxiliarists.

A.4. Designation

Auxiliary flotillas are designated by Arabic numerals. The first numeral indicates the division, followed by the flotilla number. The name of the city or town in which the flotilla is located completes the designation. For example, Flotilla 32, St. Louis, is Division 3, Flotilla 2, located at St. Louis, Missouri. Different flotillas in the same area must, for record purposes, have different names. New flotillas should use the name of the community, body of water, or other name identified with the locale. When either the number of divisions or the number of flotillas exceeds nine, use a hyphen between the flotilla and division number. For example, 11-4 or 6-10.

A.5. Administration

The purpose of a flotilla is to recruit, train and nurture Auxiliarists, conduct Auxiliary programs, and carry out the business of the flotilla. Flotilla business includes, but is not limited to, the following:

a. Material Supply
b. Recordkeeping
c. Finance
d. Information Services
e. Fellowship
f. Administration
g. Managing Recruiting/Retention
h. Training

The Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5 (series), details guidance for flotilla administration.

A.6. Authority to Establish or Disestablish Flotillas

The authority to establish or disestablish a flotilla is vested in the Director. When established, each Auxiliary unit receives a formal Coast Guard charter signed by the Director authorizing formation and the effective date. Directors shall keep their respective district chains of command advised of any flotilla establishment or disestablishment actions.

A.7. Disestablishment

Disestablishment must be considered if a flotilla falls below the required minimum acceptable membership level of ten Auxiliarists or the flotilla members' activity or inactivity are not deemed to be in the Coast Guard or Auxiliary's best interests. Flotillas may be recommended for disestablishment for a variety of reasons, such as:

a. Failure to meet financial obligations to division, district, or national levels.
b. Continued under-strength membership (the Director may waive the required minimum acceptable membership level of ten Auxiliarists, if requested by the FC and favorably endorsed by the DCDR and DCO, for a period of no more than two consecutive years).

c. Failure to comply with Auxiliary, district, or Commandant policies or directives.

When there is a need to reorganize the division, there also may be a need to disestablish a flotilla. In this situation, the DCO and Director shall review and assess flotilla activity or inactivity, and decide on the need to retain flotillas as part of the division reorganization.

A.7.a. Probation

Disestablishment action should be a last resort. Prior to disestablishment, consideration should be given to placing the flotilla on probation.

When placing a flotilla on probation, the DCDR shall inform each flotilla member of the reasons, probationary period, and conditions for probation removal. The probationary period will not exceed one year and may immediately follow one or both years of the two-year waiver period authorized by the Director for continued under-strength membership. If the problem is not resolved during the probationary period, the DCDR will initiate the disestablishment recommendation at the first Division Board meeting following the end of period. The DCDR shall inform the DCO and the Director of such action.

A.7.b. Division Board Meeting

The DCDR shall enter the disestablishment recommendation as an agenda item at the next regularly scheduled Division Board meeting. The DCDR shall advise the FC and VFC of the flotilla in question of that action and request their attendance at the meeting. The DCDR must advise them of their right to submit a report outlining any matters in mitigation of their circumstance to the Division Board for consideration. Each Division Board member shall review the DCDR's report and those matters in mitigation presented by the flotilla. Upon completion of the review, the Board will vote on the recommendation to disestablish.

The passage of a disestablishment recommendation requires a two-thirds majority Division Board members vote. The DCDR will inform the DCO and Director of the results within thirty calendar days. The report will include all statements from Board members concerning the intent to disestablish the flotilla.

A.7.c. Disestablishment Request	A flotilla may disband voluntarily and request disestablishment after a majority affirmative vote with a quorum present. When deciding on this course of action, the FC shall notify the DCDR, DCO, and Director. The DCDR will coordinate the transfer of all Auxiliarists wanting to remain in the Auxiliary to another flotilla or flotilla detachment. Those Auxiliarists not wanting transfer shall be retired or disenrolled. With DCO input, the Director will review and implement disestablishment action for those flotillas having requested disestablishment. The same action will be taken for flotillas under strength with no waiver in effect nor in a probationary status. In those flotillas recommended to be disestablished for other reasons, and after communication with the DCO, the Director shall take the necessary action to disestablish the flotilla and reassign Auxiliarists to another flotilla.
A.7.d. Property and Assets	A disestablished flotilla's property and assets immediately become division property and will be transferred to the SO-FN who will audit and account for them. Government property held within the flotilla will be returned to the division for assignment to another flotilla or returned to proper Coast Guard authority by the SO-MA. The DCDR shall ensure that the Coast Guard custodian of Government property is advised of such assignments or returns.
A.8. Flotilla Detachment	A detachment is a flotilla sub-unit, not an independent unit. Detachment formation enables a small group of three or more Auxiliarists to carry out some Auxiliary activities. Detachments allow the flotilla to recruit and keep Auxiliarists in remote areas not having enough Auxiliarists to charter or maintain a full unit.
A.8.a. Sponsoring Flotilla	The detachment takes advantage of the sponsoring flotilla's existing staff. Detachment members are subject to all Coast Guard and Auxiliary policies and procedures that govern the sponsoring flotilla. The detachment is not a means of bypassing unpopular regulations by attempting to convert a flotilla to a detachment in order to bypass disestablishment procedures.
A.8.b. Detachment Leader	The detachment has a leader, appointed by the FC, who holds the status of and wears the insignia of an FSO. Although this position is neither recorded nor tracked in AUXDATA, the Auxiliary detachment leader has the responsibility to assign detachment members to duty according to the provisions of this Manual. The detachment leader coordinates the activities of the detachment under the general supervision of the FC.

A.8.c. Sponsoring Flotilla Responsibilities	The sponsoring flotilla has the following responsibilities to the detachment: (1) The flotilla will recognize, accept, and nurture detachment members as full flotilla members. (2) The flotilla will provide full staff support, including member training and qualification. (3) The FC will maintain regular communications with the detachment leader. The FC will meet with the detachment leader and with as many detachment members as can attend at least twice a year at the detachment location. (4) The FC will ensure the detachment's activities and members support Auxiliary purposes and follow all established governing policies.
A.8.d. Detachment Members	Detachment members are full-fledged, voting members who pay dues and are entitled to all benefits of flotilla membership. Each is carried on the flotilla's roster in AUXDATA. Each is encouraged to attend flotilla meetings as often as possible. The detachment leader may desire some identification for communications. For this purpose, a geographic location followed by the flotilla designation is used, i.e., Grafton Detachment, Flotilla 63; or, Grafton DET, FL 63. In no case will more than one detachment be authorized in a single geographic location (e.g., local community).
A.8.e. Detachment Formation	A request to form a detachment may be initiated in writing by the sponsoring flotilla's FC. The request is sent via the chain of leadership and management to the DCDR and will state facts to support the request. The DCDR, with DCO concurrence and upon Director notification, may authorize detachment formation.
A.8.f. Detachment Disestablishment	A request for disestablishment of a detachment must be submitted to the DCDR. The request may be initiated by the detachment leader or by any Auxiliary elected or appointed leader in the chain of leadership and management. After full consultation with all parties, the DCDR may disestablish the detachment with the concurrence of the DCO. The DCO shall then advise the Director of the disestablishment.
A.9. Flotilla Voting Policy	Unless otherwise specified in the flotilla standing rules, a quorum of one quarter of the eligible voting membership must be present to conduct business. Additionally, one of the voting members present must be the FC, VFC, or Immediate Past Flotilla Commander (IPFC). If none of these individuals are present, then Auxiliary unit business cannot be conducted.
A.9.a. Motions	Provided a quorum is present, a majority of the eligible Auxiliarists voting can carry a motion.

A.9.b. Absentee Voting	Absentee voting may be allowed by the Director, after considering input by the DCO, in situations where flotilla members reside too far away to travel to flotilla meetings. For general purposes, travel more than fifty miles one way is considered too far. Ideally, absentee voting shall be conducted via telecommuting (i.e., the absentee voters view the meeting and vote via the Internet if available). If not, Directors may authorize telephonic voting, email voting sent to the Director's directed email address, and/or sealed, mailed-in votes. This may be useful for, but is not limited to, flotilla detachments. In no case will the Director authorize absentee voting by proxy where the absent voter(s) authorize another Auxiliarist(s) to cast their vote(s). If absentee voting is authorized by the Director and DCO, it is also recommended that flotilla standing rules be changed or amended to allow it. Flotillas desiring to allow absentee voting must submit their proposal through the chain of leadership and management to the DCO and Director in writing, stating their reasons why absentee voting is needed for their circumstance.
A.9.c. Voting Matters	A flotilla may vote on any matter of internal flotilla administration or finance. A flotilla may also vote to recommend a change in Coast Guard or Auxiliary policy, but such a recommendation must be forwarded to and adopted by the appropriate Coast Guard or Auxiliary level before becoming effective. A flotilla's vote on any matter inconsistent with Coast Guard policy or procedures, or affecting the duty or responsibility of Auxiliary elected and appointed leaders is not effective unless approved by authorized Coast Guard authority or Auxiliary leadership.
A.9.d. Written Ballots	When the Auxiliary unit's standing rules do not require a written ballot be used to decide an issue, and if an Auxiliarist requests a written ballot be used, then the unit must, without further action, either agree by consensus or vote on the use of a written ballot for the specific question on the floor. A majority vote in favor is needed to require a written ballot.

Section B. Divisions

Introduction	The division is the next higher administrative organizational level above the flotilla. It normally consists of several flotillas in the same geographic area, although there is no minimum number of flotillas required. The division provides administrative training, communication, and supervisory support to flotillas and promotes district policy. Each division is led and managed by a Division Commander (DCDR).
B.1. Chartered Unit	The very nature of a division requires considerable diversity and capacity among its elements in order to sustain its organization and purpose. The Director and DCO shall give due and deliberate consideration to establishment of a division, particularly one with fewer than five flotillas.
B.2. Geographic Boundaries	Geographic limits of divisions are for administrative purposes only. Limits are assigned by the Director after considering input from the District Board. Usually, indefinite areas of primary responsibility or activity are preferred to rigid geographic boundaries. However, all steps shall be taken to ensure that Auxiliary services are available and provided for every geographic portion of the region. There are no prohibitions that prevent any Auxiliary unit from conducting activities in another's area. Auxiliary units in close proximity are expected to cooperate with each other in the coordination of Auxiliary unit activities. Locations for VSC stations, setting up PE courses, and recruiting Auxiliarists require flexibility and inter-unit coordination.
B.3. Responsibility	While authority to charter a division is vested in the District Commander, the primary responsibility for establishing a new division rests with the Director and DCO. The DCO may appoint other Auxiliary leaders to help in recruitment efforts or in formulating the recommended procedure and plans for a new division. All plans must be submitted to the Director for concurrence/approval before any action is taken.
B.4. Designation	Auxiliary divisions use a numeral and geographic location for their designation. For example, Southern Idaho Division 4 indicates the Fourth Division with flotillas located in the southern part of Idaho.
B.5. Administration	The Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series), contains detailed guidance for division administration.

B.6. Disestablishment	Disestablishment must be considered if a division's activity or inactivity are not deemed to be in the Coast Guard or Auxiliary's best interests. Divisions may be recommended for disestablishment for a variety of reasons, such as: a. Failure to meet financial obligations to district or national levels. b. Insufficient organizational mass to sustain effective activity. c. Failure to comply with Auxiliary, district, or Commandant policies or directives. When there is a need to reorganize the district, there also may be a need to disestablish a division. In this situation, the DCO and Director shall adhere to the provisions of this section.
B.6.a. Study Group Assessment	If any of the above circumstances exist, the DCO shall appoint a study group to determine the division's viability and to develop a plan to rebuild the division or to recommend disestablishment.
B.6.a.(1) Study Group Composition	The study group will consist of the DCAPT in whose area the division is located and two Auxiliarists who have appropriate Auxiliary experience and ability to thoroughly assist with the study.
B.6.a.(2) Study Group Findings and Recommendations	Upon completion of their study, the DCAPT shall submit a written report of findings, opinions, and recommendations to the DCO. If sufficient promise in restoring the division to full operation exists, the study group may recommend probation for a period not to exceed one year. Otherwise, a recommendation to disestablish is the most reasonable option. The recommendation will include a plan for reassignment of existing flotillas.
B.6.a.(3) Final Report Submission	A copy of the study group's report shall be furnished to the DCDR and the Director. Email reports are permitted.
B.6.b. District Reorganization or Activities of Negative Impact	Similar action is required when a district pursues reorganization within or across its sub-areas, or when a division's activity, inactivity, or presence is not deemed to be in the Coast Guard/Auxiliary's best interest.
B.6.b.(1) Study Group Assignment	The DCO shall appoint a study group of at least three Auxiliarists with appropriate Auxiliary experience and ability to evaluate the situation. The study group should request statements from division and flotilla elected leaders to consider and include in the report.

B.6.b.(2) Study Group Findings and Recommendations	A written report of group findings and recommendations shall be submitted to the DCO. Copies of the report shall be furnished to the DCDR and the Director. The DCO will request from the DCDR that a written report be sent within thirty calendar days to the District Board, including any matters in mitigation, to help the Board in arriving at an impartial decision.
B.6.b.(3) District Board Meeting	The DCO will enter the study group report as an agenda item at the next District Board meeting after receiving the DCDR's report. A letter will be sent to the DCDR advising of the agenda item and suggesting the DCDR and/or VCDR attend. The District Board will review the study group's report at the scheduled meeting. Attention will be given to the DCDR's letter of mitigation and appeal. The District Board shall vote on final action. Approval of a recommendation to disestablish requires a two-thirds affirmative vote of the voting Auxiliarists present. If the vote to disestablish fails, the DCO shall advise the Director of the District Board recommendation for probation for one year. The Director shall present the study group report and District Board recommendation to the District Commander for consideration/final approval.
B.6.c. Recommendation for Probation	Whenever probation is recommended, the division may be placed on probation for up to one year from 1 January of the year following the probation decision. The District Commander will advise the Division Board of the probationary period. When placing a division on probation, the original study group will remain active, functioning as an advisory group to the DCDR and managing the district's effort to assist. At the end of each calendar quarter during probation, the DCAPT or study group chairman shall submit a written progress report to the DCO. Email reports are permitted.
B.6.d. Recommendation for Disestablishment	If the action is to disestablish, then disestablishment takes place as directed by the District Commander. The Director will transfer the division's flotillas to the nearest division.
B.6.e. Assets of Disestablished Divisions	Disestablished division property and assets will go to the district. The District Board shall determine appropriate allocation of some or all of the assets to divisions receiving flotillas from the disestablished division.
B.7. Authority to Establish or Disestablish Divisions	The authority to establish or to disestablish a division is vested in the District Commander. When established, each Auxiliary unit receives a formal charter signed by the District Commander authorizing formation and the effective date.

Section C. Districts/Regions

Introduction

The district is the next higher administrative organizational level above the division. It may be sub-divided into two or more regions. Each district/region may be sub-divided into two or more geographical sub-areas that are covered by a whole number of divisions. The district level of administration contains the EXCOM, presided over by the DCO in close coordination with the Director. The district provides administrative training, communication, and supervisory support of divisions and promotes National policy. Each district/region is led and managed by a DCO.

C.1. District Chief of Staff (DCOS)

Each district/region shall have one DCOS. The DCOS is second to the DCO, supervises the District Staff Officers (DSOs) and District Directorate Chiefs (DDC), oversees the administration and management of district/regional Auxiliary programs, and, when directed, acts for and on behalf of the DCO in linkage to the district/regional Coast Guard. Duties and responsibilities of the DCOS shall be consistent with provisions of district/regional Standing Rules and this Manual, and shall be in accordance with specific functions as defined by the NACO or designated representative.

C.2. District Captain (DCAPT)

Each district/region must have a minimum of two DCAPTs, except Districts 14 and 17 that may have a minimum of one DCAPT. DCAPTs may be assigned specific geographical areas of responsibility, or they may be assigned specific program areas of responsibility, or some locally devised combination of the two. Area staff officers are not authorized.

DCAPTs report to the DCO and supervise Division Commanders (DCDR) and Auxiliary Sector Coordinators (ASC) within their respective geographic or specific program areas of responsibility. Duties and responsibilities of the DCAPT shall be consistent with provisions of district/regional Standing Rules and this Manual, and shall be in accordance with specific functions as defined by the DCO. The DCAPT shall ensure effective communication and coordination between all Auxiliary and Coast Guard units within their area of responsibility. AUCs, as appointed by the DCO, shall work closely with and assist the DCAPT in achieving this objective.

C.3. District Directorate Chief (DDC)

If determined to be appropriate for the region, the DCO may appoint, with Director concurrence, three DDCs to oversee, coordinate, and support district/regional departments and programs. DDCs report to the DCOS and supervise District Staff Officers (DSO) within their respective program areas of responsibility. Duties and responsibilities of each DDC shall be consistent with provisions of district/regional Standing Rules and this Manual, and shall be in accordance with specific functions as defined by the DCO or designated representative. DDCs are authorized to wear the same insignia as a DVC.

DDCs are identified as follows along with corresponding DSO assignments (as authorized and described in paragraph G.13 of this chapter) to their respective directorates:

a. District Directorate Chief – Logistics (DDC-L): DSO-CS, DSO-IS, DSO-HR, DSO-MA, DSO-PB, and DSO-SR.
b. District Directorate Chief – Prevention (DDC-P): DSO-MT, DSO-NS, DSO-PA, DSO-PE, DSO-PV, DSO-VE, DSO-MS, and DSO-SL.
c. District Directorate Chief – Response (DDC-R): DSO-AV, DSO-CM, and DSO-OP.

The DSO-DV, DSO-FN, DSO-LP, and DFSO may organizationally report to the DCO, DCOS, or a DDC as district/regional needs dictate.

C.4. District Planner (D-PL)

The DCO may appoint, with Director concurrence, a District Planner (D-PL). The D-PL shall report to the DCO and maintain liaison with Coast Guard district planning counterparts and regional Auxiliary program managers to effectively develop and coordinate regional planning as an integral part of regional program execution. Authorized insignia for this appointed position shall be the same as that for a DSO.

C.5. District Staff Officer (DSO)

The DCO appoints, with Director concurrence, DSOs and assistants (ADSOs) to manage district/regional departments and programs.

C.6. Unit Disestablishment

The District Board may be asked to conduct hearings and make recommendations to the Director on requests for a unit's disestablishment.

C.7. Past Division Commanders Association (PDCA)

The District Commander may authorize a PDCA where such an association can be of district/regional benefit. The association's president (PPDCA) may be allowed a vote on the District Board provided the DCO and the Director have approved the association's Standing Rules and attendant bylaws. Further, the district/regional Standing Rules must authorize such a vote.

C.8. Geographical Boundaries	Geographical boundaries are determined as follows:
C.8.a. District	Geographical limits of the districts are for administrative purposes only. Auxiliary districts are aligned with Coast Guard districts. Due to geographical and/or membership issues, districts may be further sub-divided into regions so as to enhance the relationship and oversight between the Coast Guard and Coast Guard Auxiliary. Auxiliary district boundaries are determined by Commandant based on recommendations/requests from the impacted District Commanders.
C.8.b. Region	Geographical limits of a region are for administrative purposes and are assigned by the District Commander.
C.9. Administration	Administration at the district/regional level is in accordance with a combination of the Auxiliary district/regional Standing Rules and applicable district/regional policy as written into district/regional directives. Coast Guard district policy shall always supersede Auxiliary Standing Rules.

Section D. National

Introduction

The national level of administration contains the National Executive Committee (NEXCOM) presided over by the NACO and composed of the Chief Director, the Immediate Past National Commodore (IPNACO), VNACO, and the four DNACOs. The Assistant National Commodores (ANACOs) may attend NEXCOM meetings upon invitation of the NACO, but are not voting Auxiliarists of the NEXCOM. The NEXCOM functions as the Auxiliary's senior leadership and management team. The NEXCOM, National Board, and National Executive Staff comprise the Auxiliary national organization that maintains general Auxiliary leadership and management over all Auxiliary programs and activities.

D.1. Deputy National Commodore (DNACO)

There shall be four DNACOs: DNACO-Operations (O), DNACO-Recreational Boating Safety (RBS), DNACO-Mission Support (MS), and DNACO-Information Technology and Planning (ITP). Three DNACOs shall be elected officers in accordance with the provisions of Appendix C. These three DNACOs shall be elected to represent the three Auxiliary Areas (Atlantic Area – East, Atlantic Area – West, and Pacific) among the DNACO-O, DNACO-RBS, DNACO-MS offices. The NACO, in consultation with the VNACO and IPNACO, shall select these three DNACOs for their specific O, RBS, or MS office.

The NACO, in consultation with the VNACO and IPNACO, shall select the DNACO-ITP. Minimum eligibility criteria for this appointment shall be: completion of a term of office as a DNACO-ITP or ANACO, or completion of a term of office as DCO or above. Completion of any such term must have occurred within the past eight years. As an appointed position, DNACO-ITP shall not be eligible for the office of NACO or VNACO strictly by having served in this office.

All DNACO appointments shall only be made upon concurrence of the Chief Director.

D.2. Assistant National Commodores (ANACO) and National Directors

The NACO shall appoint, with Chief Director concurrence, all ANACOs and national Directors and their deputies in order to define the national staff for administration and management of Auxiliary programs. Associated office functional statements shall be appended to the Auxiliary National Program and the Auxiliary web site, www.cgaux.org.

D.2.a. Organization

The National Staff shall be organized, as displayed in Figure 1-2, with the following titles and staff symbols:

(1) ANACO - Chief Counsel (CC)
(2) ANACO - Diversity (DV)
(3) ANACO - Response and Prevention (RP)
   (a) Director - Response (DIR-R)
   (b) Director - Prevention (DIR-P)
   (c) Director - Incident Management and Preparedness (DIR-MP)
   (d) Director - International Affairs (DIR-IA)
(4) ANACO - Recreational Boating (RB)
   (a) Director - Vessel Examination (DIR-V)
   (b) Director - Public Education (DIR-E)
   (c) Director - RBS Outreach (DIR-B)
(5) ANACO - FORCECOM (FC)
   (a) Director - Government and Public Affairs (DIR-GP)
   (b) Director - Training (DIR-T)
   (c) Director - Human Resources (DIR-H)
(6) ANACO - Planning and Performance (PP)
   (a) Director - Strategic Planning (DIR-S)
   (b) Director - Performance Measurement (DIR-M)
(7) ANACO - Information Technology (IT)
   (a) Director - Information Engineering (DIR-IE)
   (b) Director - Information Users (DIR-IU)

Directorates shall be functionally divided into divisions and the divisions into branches, with division chiefs (DVC), branch chiefs (BC), and branch assistants (BA), respectively, who are able to assist the Directorate Chief. Staff structure and assignments for each Directorate may be seen in the annual Auxiliary National Program.

D.2.b. ANACO Duties

ANACOs shall assist the NACO, the VNACO, and DNACOs in the performance of various duties including:

(1) Plan, organize, and coordinate all activities within their program areas.
(2) Ensure policies established by the Coast Guard, the National Board, and the NACO are effectively implemented.
(3) Keep the NACO, the VNACO, DNACOs, and the Chief Director informed of directorate matters and provide correspondence copies to NEXCOM.

(4) Consult via electronic communications, telephone, or mail with their directorate chiefs to proactively coordinate their activities.
(5) Work continuously toward immediate and long-term Coast Guard and Auxiliary goals that are specific directorate responsibilities.
(6) Submit progress reports to the NEXCOM and appropriate Coast Guard Headquarters offices of their directorate activities.
(7) Effect direct coordination with the NACO, the VNACO, and DNACOs on specific problems or requests for assistance.
(8) Consult and coordinate with appropriate Coast Guard Flag officers and program managers, in coordination with the Chief Director, to determine requirements for Auxiliary resources used within their directorate and to develop and manage Auxiliary programs consistent with Coast Guard needs and objectives.
(9) In consultation with NEXCOM and respective Directorate Chiefs, develop plans, policies, and procedures to achieve and maintain Auxiliary capabilities consistent with identified Coast Guard requirements.
(10) Ensure compliance with Coast Guard and Auxiliary policy using the chain of leadership and management.

The ANACO-CC shall be a licensed attorney who shall serve as legal advisor to the NACO, and provide counsel to the Chief Director, on Auxiliary issues. A Deputy Chief Counsel is authorized (ANACO-CCd) to assist ANACO-CC as assigned. ANACO-CCd shall be a licensed attorney authorized to wear the DIR insignia. Additionally, there shall be Area Assistant Chief Counsels for Atlantic Area – East, Atlantic Area – West, and Pacific Area to assist DNACOs and DSO-LPs in their respective areas. The Area Assistant Chief Counsels shall be licensed attorneys authorized to wear the DVC insignia. Assistant Chief Counsels may also be appointed to address specific legal subject areas (e.g., tax, corporate, copyright, legislative). Such Assistant Chief Counsels shall be licensed attorneys authorized to wear the DVC insignia.

D.3. Deputy Directorate Chief

A Deputy Directorate Chief shall be designated for each Directorate. This position shall wear the insignia of a DVC. The Deputy designation shall be the same as the Directorate Chief's designation with a "d" added (i.e., DIR-Td).

D.4. Special Projects and Liaison Officers	Subject to the Chief Director's concurrence, NACO may appoint one or more Special Project and/or Liaison officers with appropriate insignia to be determined based on the level of responsibility (e.g., liaison to the Presidential Inaugural Committee). NACO, with concurrence of the Chief Director, may nominate Auxiliarists for appointment to Coast Guard committees, boards, etc.
D.5. NACO Staff	NACO may appoint NACO support staff officers to include an Executive Assistant to NACO (N-EA). As determined by NACO, with Chief Director concurrence, support staff officers shall wear insignia that is commensurate with the level of responsibility of the office to which they are appointed.

Section E. Supervisory Administration and Duties of Boards, Committees, and Leaders

Introduction	Boards, committees, and offices are extremely important aspects of the Auxiliary organizational structure. This section describes their overall purpose, administration, and duties in support of the Auxiliary.
E.1. Administrative Boards	The division, district, and national levels each have administrative boards. A majority of the members of any board must be present to transact business. Board meetings are normally open and all Auxiliarists are welcome and invited to attend national or their district, division, and flotilla meetings. In rare situations, a closed meeting may be needed. This action will be taken only when authorized by a Director or the Chief Director for National Board meetings.
E.1.a. Flotilla and Division Board Meeting Attendance	If the FC or DCDR is unable to attend the applicable Board meeting, the Vice should attend and has a vote on the Board. If the Vice is also unable to attend, the immediate past unit leader should attend and will have a vote on the Board unless specified otherwise in writing by that unit's senior elected leader. When none of these leaders can attend, the senior leader of that unit will designate another member of that Auxiliary unit to represent the unit. This representative will not have a vote on the Board.
E.1.b. Ex Officio Status	The DCO, when present at a meeting, is an ex officio voting member of all Division Boards in the district. The NACO, when present at a meeting, is an ex officio voting member of all District Boards. The DCO may delegate in writing the ex officio voting status to the DCOS, DCAPT, or Immediate Past District Commodore (IPDCO). The NACO may delegate in writing the ex officio voting status to the IPNACO, the VNACO, and any DNACO. Additionally, the NACO may delegate in writing the ex officio voting status to any ANACO under certain circumstances such as, but not limited to, numerous district elections held on the same date as well as others typified by scheduling or travel conflicts. A copy of any such written authorization from the DCO or NACO shall be provided in advance to the presiding Auxiliary leader for the associated meeting minutes.
E.1.c. Voting by Boards	A Board vote inconsistent with current Coast Guard or Auxiliary policy or procedure is not effective unless approved by authorized Coast Guard authority or Auxiliary leadership and management.

Except in those instances where a two-thirds majority is required, an affirmative vote of a majority of an administrative board present and actually voting is necessary to carry a motion. A majority of the votes actually cast will determine the outcome of the issue on which the vote was taken. No board member will have more than one vote. Blank votes or abstentions do not count in the total for determining votes cast. A count is necessary for both those in favor of and those opposed to a motion. No absentee or proxy voting is permitted, except as outlined in paragraph A.9.b of this chapter.

Whenever voting by written ballot is not required by the standing rules, voting will be by voice or a show of hands. If a voting member requests a written ballot be used, the Board will follow the procedure in paragraph A.9.d of this chapter.

E.2. Division Board

The Division Board is composed of the following:

a. DCDR
b. VCDR
c. Immediate Past DCDR (IPDCDR)
d. Every FC in the division

The DCO is an ex officio member of this board.

E.2.a. Purpose

The division organization exists to support the flotillas by providing administrative, training support and supervision. The division provides Auxiliary activity support within their area of responsibility (AOR) and, where necessary, assumes responsibilities for conducting programs that a flotilla is unable to support. The Division Board performs these duties to promote Auxiliary policy within the division and helps the Director provide administrative support to foster growth of the Auxiliary, organize and administer division activities, conduct election of division officers, and manage activities within the division AOR. When appropriate, the Division Board guides flotillas within their AOR.

E.2.b. Meetings and Elections

Division Board meetings are held according to division standing rules. The DCDR, DCO or Director may call additional meetings. The DCDR will publish an agenda for each Board meeting. The Division Board should meet at regular intervals determined locally to be most responsive to Auxiliarists' needs. To conduct business, the DCDR, VCDR, or IPDCDR must be present. In instances where attendance is impractical, the Division Board may transact routine business by mail or electronic means. Regular annual elections shall not be held by mail or electronic means unless specifically authorized by the Director. Only in unusual circumstances, and when approved by the Director, may a regular election be held in either of these ways.

E.3. District Board

The District Board is composed of the following:

a. Director of Auxiliary (DIRAUX)
b. DCO
c. IPDCO
d. DCOS
e. DCAPTs
f. All DCDRs in the District

The NACO is an ex officio member of this board.

The President of the Past Division Commander's Association, if authorized by the district's standing rules, is also a member of the Board. The association's president may be allowed a vote on the District Board, provided the DCO and the Director have approved the association's standing rules and attendant bylaws.

E.3.a. Purpose

District Board duties include implementation of established Coast Guard and Auxiliary policy within the district. The Board helps the DCO to develop and carry out district policy. The Board also recommends changes in national policy to the National Board. When appropriate, the District Board guides, directs, and supervises units.

The District Board may also be asked to conduct hearings and to make recommendations on requests for an Auxiliary unit's disestablishment.

E.3.b. Meetings and Elections

District Board meetings are held under district standing rules. The District Commander, Director, or DCO may call additional meetings. To conduct business, the DCO, DCOS, or IPDCO must be present. The DCO will prepare and publish, in advance, an agenda for each District Board meeting. If a meeting is impractical, business may be transacted by mail or electronic means. Only in unusual circumstances, and when approved by the District Commander, may a regular election be conducted in either of these ways.

E.4. District Executive Committee

The District Executive Committee (EXCOM) is comprised of the following:

a. DCO
b. DIRAUX
c. DCOS
d. DCAPTs
e. IPDCO

The EXCOM is charged with managing Coast Guard Auxiliary district day-to-day operations and meeting according to district standing rules.

E.5. National Board

All District/Regional Directors along with Commandant (CG-542) and Commandant (CG-5421) are expected to be present at National Board meetings in an advisory capacity.

The National Board is composed of the following:

a. NACO
b. Chief Director
c. VNACO
d. 4 DNACOs
e. IPNACO
f. All DCOs
g. President NAC

A National Association of Commodores (NAC) president is authorized a National Board seat and is entitled to one vote as long as the NAC standing rules and subsequent board of officers are approved by the Chief Director and NACO.

All members of the National Board are voting members.

E.5.a. Purpose

The National Board's purpose is to lead and oversee the Auxiliary and to develop, approve, and carry out Auxiliary national policies. In this leadership role, the National Board proposes new policies for Commandant approval. Policy proposals should be brought before the National Board for a vote when they involve the following:

(1) Establishment, title change, or elimination of any elected office.
(2) Amendment of the standardized Standing Rules for any organizational level per section H of this chapter.
(3) Establishment, title change, or elimination of any Auxiliary program (e.g., change of title of the Courtesy Marine Exam (CME) program to the Vessel Safety Check (VSC) program).
(4) Establishment or elimination of an Auxiliary unit or uniform item for general wear, display, or accoutrement (i.e., creation of a new ribbon, medal, badge, device, or insignia; authorization to wear the Tilley hat; creation of the 50-year Flotilla streamer).
(5) Change to organizational structure at any organizational level (e.g., changing organizational reporting of DSOs to District Directorate Chiefs (DDC)).
(6) Change to enrollment or retirement eligibility criteria.
(7) As determined upon preliminary review and subsequent direction by the NEXCOM.

All other policy proposals with potential national impact should be pursued through the chain of leadership or, if in existence and having operated within the past 18 months, through the appropriate Auxiliary program committee, board, or team (e.g., air or surface operations Standardization Team; AUXDATA Requirements Review Board).

The VNACO is responsible for the coordination and direction of the National Staff through the DNACOs in carrying out the NACO's policies.

For national administration, the Auxiliary and its regional National Board representatives are divided into three areas:

(1) Atlantic East
(2) Atlantic West
(3) Pacific

See the map in Appendix G for delineation of areas of responsibility.

E.5.b. Meetings

The National Board will meet at least twice each year, normally in February and September. Subject to the Chief Director's concurrence, the NACO is responsible for selecting meeting times and locations. Meetings are open to all Auxiliarists to attend and observe.

E.6. National Executive Committee

The National Executive Committee (NEXCOM) is comprised of the following:

a. NACO (as chairperson).
b. Chief Director (normally accompanied by the Deputy Chief Director in an advisory role).
c. VNACO and the four DNACOs.
d. Immediate Past National Commodore (IPNACO).

E.6.a. Purpose

The NEXCOM is charged with managing the national aspects of day-to-day Auxiliary operations as well as the responsibility for strategic and long-range planning. It is responsible for those items not otherwise assigned in this Manual, the national standing rules, or as part of the national program. The NEXCOM monitors, evaluates, and manages progress toward Coast Guard and Auxiliary objectives and programs. Within the limitations established by this Manual and the national standing rules, the NEXCOM shall set into motion the implementation of programs required by the Commandant and the National Board. The NEXCOM will set policies and provide routine guidance to ensure efficient and timely functioning of the Auxiliary organization.

E.6.b. Meetings	The NEXCOM will meet during National Board meetings. The NEXCOM will also meet on such other occasions as determined by the NACO and the Chief Director.
E.6.c. NACO Duties	The NACO occupies the Auxiliary's senior most elected position and has precedence, by his/her leadership and management position, over all other Auxiliarists. In addition to the functional duties described in section D of Chapter 1, the NACO shall: (1) Represent the Auxiliary to the Commandant and the Coast Guard Headquarters Flag Corps in all matters concerning Auxiliary activities. (2) Represent the Auxiliary on other occasions as directed by the Commandant. (3) Preside over National Board meetings. (4) Maintain close liaison, through the VNACO and DNACOs, with all DCOs. (5) Provide the Chief Director with advice and counsel, and work closely with the Chief Director to ensure authorized policy and programs are followed and promoted by membership. (6) Coordinate with the Chief Director in calling National Board meetings. (7) Prepare and publish an agenda for each National Board meeting. Distribute the agenda to each member of the National Board and each Director at least thirty days before the first date of the meeting. This action is needed to provide sufficient time to review all agenda items. (8) Appoint the ANACOs and DNACO – Information Technology and Planning with the Chief Director's approval. (9) Appoint the Directorate Chiefs and their Deputy Chiefs with the Chief Director's approval. (10) Appoint all other members of the National Staff in coordination with the VNACO who acts for NACO by direction. (11) Develop an annual program stating the goals of the organization for approval by the Chief Director. The program will specify and amplify the staff officers' and committee members' duties in attaining these goals. (12) Serve as an ex officio voting member of each national standing committee and District Board. (13) Supervise Auxiliary activities using the Auxiliary chain of leadership and management. (14) Oversee management and operation of Auxiliary activities using the Auxiliary chain of leadership and management to ensure compliance with all Coast Guard and Auxiliary policies and directives as directed by the Commandant.

E.6.d. VNACO Duties

In addition to the functional duties described in section D of Chapter 1, the VNACO shall assist the NACO in the performance of various duties including:

(1) Assist the NACO in all duties and, when circumstances warrant, shall act as NACO by direction.
(2) In the NACO's absence, preside over National Board meetings.
(3) Coordinate and direct the DCOs through supervision of the DNACOs.
(4) Serve as an ex officio voting member of each national standing committee.
(5) Supervise the Assistant National Commodore – Chief Counsel (ANACO-CC), Assistant National Commodore – Diversity (ANACO-DV), the NACO staff, and all special committees.
(6) Coordinate and direct the national staff through the DNACOs in carrying out Auxiliary policies.
(7) Plan and execute two to three meetings each year of the national Operating Committee (OPCOM), serve as liaison between the OPCOM and NEXCOM, and periodically review and update the OPCOM Procedures Guide.
(8) Coordinate overall plans for department training sessions, the general session, and the National Board meeting at the National Training Conference (N-Train).
(9) Plan and oversee National Staff involvement in training sessions and other venues to promote Auxiliary programs among membership at NACON.

E.6.e. DNACO Duties

In addition to the functional duties described in section D of Chapter 1, DNACOs shall assist the NACO and the VNACO in the performance of various duties including:

(1) Be responsible for Auxiliary program conduct within their AOR.
(2) Become familiar with and support Auxiliary related policies established by the Coast Guard and the National Board.
(3) Represent their area on the NEXCOM and other areas where appropriate. Attend district conferences when directed by the NACO.
(4) Preside over the area meetings at the National Board's semi-annual meetings.
(5) Preside over the National Area Planning Meetings (NAPM) held in their area.
(6) Maintain close liaison with the DCOs and provide needed advice and counsel. Assist DCOs in addressing problems not resolvable at district/regional levels.
(7) Ensure Coast Guard and Auxiliary policy compliance using the chain of leadership and management.

	(8) Represent assigned Auxiliary districts/regions to the respective Coast Guard Area Commanders.
E.6.f. IPNACO Duties	The IPNACO shall assist the NACO, as directed. This leader, because of past service and experience, should provide program continuity to the National Board and NEXCOM and be a valuable asset to the Chief Director and the NACO.
E.6.g. Chief Director Duties	The Chief Director's responsibilities are defined in paragraph D.1 of Chapter 1. This office fulfills the Commandant's duty under law to train, qualify, and examine Auxiliarists before they are assigned to duty. In coordination with other Headquarters program managers, the NACO, and Auxiliary National Board and staff, the Chief Director develops training materials and operating policies for the Auxiliary program.
E.7. Appointing Committees	Auxiliary unit elected leaders are authorized to appoint committees to provide help and advice in the execution of those duties or activities not delegated to staff officers. The elected leader appointing the committee shall be an ex officio member of that committee. They may delegate committee responsibility to the Vice, as needed.
E.8. Aides	Aides are authorized for the NACO, the VNACO, DNACOs, and DCOs.
E.8.a. NACO, VNACO, and DNACO Aides	The NACO may appoint one or more Administrative Assistants (N-As) and NACO aides (N-Ds) as necessary. Because of its unique position demands, NACO is authorized additional aides or assistants as approved by the Chief Director. The NACO may also appoint an aide for the VNACO and each DNACO.
E.8.b. DCO Aides	The DCO may appoint an Administrative Assistant (D-AA) and one or more DCO Aides (D-ADs) as necessary. Because of its unique position demands, the DCO is authorized additional aides as approved by the Director. The aides will be considered district staff members. Aides may also hold simultaneous elected or appointed office.

Section F. Elections

Introduction

Every Auxiliary administrative level holds annual elections, except the national level. Appendix C defines an Auxiliarist's eligibility for election, the terms of office, who votes in the elections, and when elections are held for specific offices.

F.1. Assumption of Office

Newly elected Auxiliary leaders, except at the national level, assume office on 1 January of the year following their election. National elected leaders take office on 1 November of the year of their election and their term runs for two years until 31 October. For those leaders elected in an interim election to fill a vacancy, their term begins upon election and approval (where appropriate) by the Director.

F.2. Eligibility

Appendix C outlines the specific eligibility requirements for elected offices. Except as defined in paragraph F.7 below, all election eligibility criteria shall be verified, certified, and reported by a nominating committee that is designated by the Auxiliary unit for which the election is to be held. The Director may waive any and all prerequisites and eligibility criteria for regional elections, as appropriate and with all due consideration for regional needs, circumstances, and potential impacts, including if eligible Auxiliarists are unavailable or unwilling to seek elected office. The Chief Director may similarly do so for national elections.

The following are general eligibility requirements applicable to all elected offices:

a. To ensure Auxiliarists have sufficient knowledge concerning requirements of the various elected offices, the completion of a one-year regular term of office at one level (flotilla, division, or district) is required before advancement to the next higher level.
b. An individual must serve a minimum of one year as an Auxiliarist prior to the date of election as FC or VFC.
c. Successful completion of the Administrative Procedures Course (APC) or the Flotilla Leadership Course (classroom or online version) is a specific election eligibility requirement for any Auxiliarist who pursues their first elected office (level of office does not matter). The Elected Officer Course (EOC) and Auxiliary Administration Specialty Course (AUXMIN) are no longer offered, but credit for proof of successful completion may be accepted only for Auxiliarists who have held any past elected office in lieu of this election eligibility criteria (i.e., "grandfathering").

d. Auxiliarists who transfer from another district/region and who fulfill all eligibility requirements shall not be denied the opportunity for election to an office within their new district/region, provided such transferee has resided in the geographic area of the office sought for at least 12 months.

e. To ensure familiarity and engagement with Auxiliary programs, an individual must be currently certified and/or currently qualified in accordance with provisions of Appendix C, as of the date of nomination, in at least one of the following Auxiliary programs (further details in section B of Chapter 8):

(1) Surface operations as boat crew member, coxswain, and/or Personal Watercraft Operator (PWO).
(2) Air operations as aircraft commander, first pilot, co-pilot, air crewman, and/or air observer.
(3) Instructor.
(4) Aids to navigation verifier.
(5) Coast Guard watchstander/radio operator, communications watchstander/radio operator, and/or command center watchstander/radio operator.
(6) Any Auxiliary Trident Personal Qualification Standard (PQS) specialty*.
(7) Any Auxiliary public affairs specialty.
(8) Vessel examiner.
(9) Recreational boating safety program visitor.
(10) Interpreter*.

* These programs do not have currency maintenance schemes that are readily tracked or monitored. Individuals who seek elected office on the basis of these programs to meet eligibility criteria must provide the nominating committee with a memorandum from either their principal Coast Guard order issuing authority or Auxiliary program manager in the next highest level of the organization that acknowledges their status as qualified, active, and current in the program.

F.3. Election Guidelines

The following election guidelines apply to all levels of Auxiliary offices as applicable:

a. Immediate past leaders at division, district, and national levels are voting members of the particular board. No Auxiliarist may cast more than one vote in any election irrespective of the number of positions held.
b. No Auxiliarist may hold two elected offices concurrently, except for those Auxiliarists elected to higher national elected office. They may continue in their current district or lower offices following their election to national office and maintain voting rights of that position until 31 December of that year to complete their term.
c. Unit standing rules shall have specific provisions to allow nominations from the floor. Alternatively, the rules must allow set-aside motions to allow such nominations. In nominations from the floor, the nominator is responsible for ascertaining the eligibility of the nominee subject to verification by the Director before the election.
d. Auxiliary leaders conducting elections are responsible for ensuring the eligibility of each candidate.
e. Directors are responsible for approving and certifying all election results.
f. If a flotilla fails to hold a valid annual election by 15 December, the DCDR may appoint an interim FC and VFC. This action is done only after consultation and approval by the DCO and the Director.
g. If a division fails to hold a valid annual election by 15 December, the DCO may appoint an interim DCDR and VCDR. This action is done only after consultation and approval by the Director.
h. All elections shall be by secret ballot unless there is only one candidate for a particular office. Proxy voting is not authorized.
i. The senior elected leader at the next higher level shall be notified in advance of any election.
j. In the event of any challenge or protest regarding the outcome of an election at the flotilla or division level, the matter shall be referred to the DCO, who shall render a final decision after consultation with the Director and the DSO-LP. Any protest or challenge to a district election shall be referred to the appropriate DNACO, who shall render a final decision after consultation with ANACO-CC, the NACO, and the Chief Director.

F.4. Election of National Leaders	In the year when a national leader's regular or interim office term is to expire, the National Board will elect a successor at its meeting held in conjunction with the Fall NACON. Any protest or challenge to a national election outcome shall be referred to the NACO, who shall render a final decision after consultation with the Chief Director and ANACO-CC. (NACO cannot stand for re-election.)
F.5. Elected Office Vacancy	A vacancy in an Auxiliary elected office shall be filled by an interim election. In certain circumstances, the Director or Chief Director, as appropriate, may authorize an interim election to be conducted by mail ballot. A vacancy notice shall be sent to all eligible candidates at least fifteen days in advance of the required date for candidates to place their names in nomination.
F.5.a. Term Status	An Auxiliarist chosen in an interim election will hold office for the remainder of the unexpired term. This interim term does not necessarily establish eligibility for the next higher office. Incumbency of more than half the regular term will be considered a regular term of office. This service establishes eligibility for the next appropriate higher office. An interim term (less than half of the regular term) does not render the incumbent ineligible for a subsequent regular term in that office.
F.5.b. Election Status	In certain situations, Coast Guard and Auxiliary interests are best served for an Auxiliarist's term, when elected in an interim election, to be considered a regular term. In these cases, the Director shall determine whether the election is to be regarded as a regular or interim election. Each determination will be based on the circumstances. For national elections, Commandant (CCG), in consultation with Commandant (CG-DCO) and the Chief Director, will make any necessary decision.
F.5.c. Immediate Past Office Vacancy	In an interim election, there is no change in the immediate past office. The Auxiliarist who held the title of immediate past leader before the interim election will remain the immediate past leader until the next regular election. A vacancy in the immediate past office shall not be filled.
F.5.d. Resignations	An Auxiliarist who desires to resign from an elected position must do so in writing to the next higher level unit elected Auxiliarist at least thirty calendar days before the effective date. The letter shall state the Auxiliarist resigns the position and the effective date of resignation. If the letter fails to state an effective date, the next higher unit elected Auxiliarist may declare the office immediately vacant and fill it.

F.6. Removal From Office

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

The reason for the removal shall be specified in the notice of the meeting which shall be called specifically for that purpose, with notice to all voting members and the person facing removal, at least ten days in advance of the meeting. Copies of the minutes of the removal proceedings shall be provided to the Auxiliarist concerned. Copies shall also be provided to the immediate superior in the Coast Guard chain of command, the appropriate Director, and the Auxiliary leader in the next higher position in the chain of leadership and management.

F.7. Certification of Eligibility for National Election

The NACO shall refer the names of all candidates who submit a letter of intent to seek election to a national office to the Chief Director for verification and certification of eligibility to hold the office sought. Nominations and elections of national officers shall be otherwise conducted in accordance with provisions of the Standing Rules of the National Board.

F.8. Personnel Security Investigations

Upon notification of selection and prior to assuming office, the NACO-elect, VNACO-elect, and DNACO-elects must complete and forward all required forms, documents and information necessary to perform a Coast Guard DO PSI through their respective Directors, if not already held. Failure to file appropriate paperwork or to receive a favorable DO PSI determination makes the Auxiliarist ineligible for the office.

The Director shall submit and process the Coast Guard Personnel Security Action Form (CG-5588) for all Commodores within the district/region if the determination is made that a security clearance is warranted for them. The Chief Director shall submit and process this form for incumbent Commodores at the National level if not previously done by their respective Directors.

	All incumbent elected Commodores and the immediate past officer must maintain SECRET clearance eligibility status at all times. If any elected or appointed leader eligible for or currently maintaining a security clearance experiences a situation (personal, financial, legal, substance abuse, or DUI, etc.) which could affect security clearance eligibility, they must immediately report this information to their Director, the Chief Director, the SECCEN, and the Coast Guard command that granted their clearance. Normally, notification above the Director level shall be accomplished personally by the Director. For additional information pertaining to PSI, refer to paragraph C.3 of Chapter 3.
F.8.a. Higher Level PSI	Coast Guard Flag officers and the Chief Director may require higher level PSIs for specific Auxiliarists to meet mission requirements.
F.8.b. Failure to Complete	Auxiliarists who are unwilling or unable to undergo a requisite PSI as one of the eligibility criteria for election or appointment shall withdraw themselves from consideration, without appeal, for filling such elected or appointed position. This action shall be immediate upon receipt of written notification from the Director, or Chief Director as appropriate. Written notification must be made by certified mail. Auxiliarists who have assumed an elected or appointed office after having submitted a requisite PSI package to meet eligibility requirements, and who ultimately receive a final Unfavorable PSI determination, shall withdraw themselves from such office, without appeal. This action shall be immediate upon receipt of written notification from the Director, or Chief Director as appropriate. Written notification must be made by certified mail. Investigative material stemming from the PSI may be used under the provisions of Chapter 3 of this Manual for further action as deemed appropriate.
F.9. Installation of Leaders	During the Auxiliary unit's Change of Watch, elected and appointed Auxiliarists will be installed by the Auxiliary's senior elected leader or Coast Guard officer present, by administering the Prologue and Pledge for Elected and Appointed Auxiliarists. (see Figure 4-1)

PROLOGUE AND PLEDGE FOR ELECTED AND APPOINTED LEADERS

You have offered your talents and services in the interest of a better Coast Guard Auxiliary. The pledge you are about to take admits you to an office of greater responsibilities and high honor. Along with this honor, you must be prepared to accept certain obligations as well as the administrative and supervisory responsibilities of your office. Your task is to develop the Auxiliary programs to the maximum efficiency that conditions permit. You are expected to promote closer liaison between the Auxiliary and local Coast Guard units, constantly reminding Auxiliarists that their actions reflect not only on the Auxiliary, but also on the Coast Guard. As a leader, you are charged with maintaining high standards in all Auxiliary programs and activities, never compromising honesty and integrity.

Everyone, please rise.

With the full realization of the demands of your office in terms of time, travel, and dedication, if you are willing to accept this honor, please raise your right hand and repeat after me:

I, (state your name), do solemnly and sincerely pledge myself to support the United States Coast Guard Auxiliary and its purposes, to promote its authorized activities, to properly discharge the duties of my office, and to abide by the governing policies established by the Commandant of the United States Coast Guard.

Figure 4-1
Prologue and Pledge for Elected and Appointed Leaders

F.10. Re-Election Privileges

NACO is not eligible to seek a second successive two-year term. The VNACO and the DNACOs are not eligible to succeed themselves in office. NACO may not immediately accept a national elected office lower than NACO. Any Auxiliary leader, however, who has served in an elected office on the NEXCOM may again run for re-election to that office or any lower national office during the sixth year (or more) of NEXCOM absence. This does not preclude any such Auxiliary leaders from immediately serving in an appointed staff or committee capacity.

The outgoing DCO and DCOS are not eligible to succeed themselves in office. DCAPTs may be elected to no more than a second one-year term. The DCO and DCOS are not eligible to immediately accept a district elected office lower than the one just filled. Any Auxiliary leader, however, who has served on the District Executive Committee (EXCOM) may again run for re-election to that office, or any lower district office, during the sixth year (or more) of EXCOM absence. Outgoing DCO, DCOS, and DCAPTs are eligible to run immediately, or any time thereafter, for any division or flotilla elected office provided they meet all the other qualifications for those offices as outlined herein. They may also immediately serve in an appointed staff or committee capacity.

F.11. Duties of Elected Auxiliarists

The duty of senior elected Auxiliarists in all Auxiliary leadership positions (NACO, DCO, DCDR, and FC) is to be thoroughly familiar with all assigned responsibilities. Each leader must maintain close liaison with senior elected Auxiliarists in units immediately higher or lower in the Auxiliary organization. Additionally, each must ensure Auxiliarists are trained and qualified in their assigned duties in the unit. Each should strive to inspire cooperation and encourage fellowship among Auxiliarists. Incumbents should use the experience and expertise of the immediate past leaders. Incumbent elected Auxiliarists are responsible for:

a. Conduct of unit meetings (this may also be appropriately handled by the Vice/Chief of Staff).
b. Supervision and successful execution of unit activities to accomplish Auxiliary missions and goals.
c. Support and compliance with Auxiliary and Coast Guard policies.
d. Prompt submission of required reports and correspondence.
e. Membership recruiting and retention.
f. Leadership, management, supervision, and operation of their unit, and unit member training, qualification, assignment to duty, recognition, and corrective action.
g. Liaison with Coast Guard units in their area of responsibility in coordination with the designated AUCs.

NOTE

The Auxiliary Liaison Officer (AUXLO) is an active duty member assigned by the Coast Guard unit Commander who coordinates with the applicable Auxiliary elected leaders, staff officers, or Auxiliarists.

The Auxiliary Unit Coordinator (AUC) is an experienced Auxiliarist assigned by the District Commodore in consultation with the Director of Auxiliary and the Coast Guard unit commander. The AUC works closely with the Coast Guard command to provide immediate input and response to requirements for Auxiliary support and facilitate Auxiliary service to the unit.

F.11.a. Vice Functions

The principal duty of Auxiliarists in a Vice capacity (VNACO, DCOS, VCDR, and VFC) is to help the unit's senior elected Auxiliarist as follows:

(1) Function as the unit's Chief of Staff.
(2) Carry out authorized programs according to existing policies and with an acceptable quality standard.
(3) Offer advice and help, as needed.
(4) Visit other Auxiliary units to maintain liaison, if applicable.
(5) Supervise Auxiliary unit staff officer activities. Each Auxiliary unit's staff officers report to their Vice/Chief of Staff.
(6) Review and act on reports submitted by unit staff officers.
(7) Vote as the acting senior elected Auxiliarist when substituting for the unit senior elected Auxiliarist at meetings or functions, or where that Auxiliarist is prohibited from voting by virtue of having another position.
(8) Assist with ensuring compliance with Coast Guard and Auxiliary policy by using the Auxiliary chain of leadership and management.
(9) DCOSs will chair one or more District Board standing committees and committees for special events. DCOSs are responsible for district staff coordination and direction.

F.11.b. District Captain

District Captains (DCAPT) perform the following duties:

(1) Assist their respective DCOs and, if requested, attend meetings or act in specific matters for their DCO.

(2) DCAPTs charged with geographic responsibilities shall maintain close liaison with the DCDRs in their AOR. They supervise, help, counsel (as necessary) and visit the divisions. DCAPTs foster Auxiliary growth through development of an active membership recruiting program. They assist division officers in organizing new flotillas and in developing interesting and varied meeting programs. DCAPTs ensure compliance with Coast Guard and Auxiliary policy by all Auxiliary units and members, using the Auxiliary chain of leadership and management.

(3) DCAPTs may also be charged with programmatic responsibilities within their district or region. They shall coordinate the planning of activities in those program areas for the DCO and serve as the DCO's liaison to the applicable national Directorate and/or department.

(4) Whenever a Coast Guard unit is commissioned, a DCAPT must be assigned the primary duty of coordinating between the Coast Guard Auxiliary district/region and the Commanding Officer/Officer-in-charge (CO/OIC). These coordination duties include, but are not limited to, serving as an expert broker for Auxiliary services, training, and support. DCAPT duties may cross division/flotilla boundaries.

F.11.c. Elected Auxiliarists

Elected Auxiliarists have been delegated the leadership and management capability by the Commandant to assign to duty other elected Auxiliarists throughout the chain of leadership and management, their staff officers, and other qualified Auxiliarists.

F.11.d. Immediate Past Leader

Positions of immediate past leader are not elected Auxiliarists. This does not preclude them from adhering to prescribed PSI requirements nor the inherent duty to share their experience and expertise with present elected officers and to actively serve in support of present Auxiliary programs and goals.

Section G. Staff Officers

Introduction

Every unit's senior elected Auxiliary leader appoints staff officers. Staff duties are purely administrative, providing functional supervisory program management over specifically authorized activities. The appointment and delegation of duties should be given to each staff officer in writing.

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

G.1. Appointment

Staff officers are appointed and serve at the elected Auxiliarist's pleasure. A staff officer's appointment starts and expires with the term of the appointing leader unless the appointment is terminated earlier. Staff officers may be removed from a position any time the appointing leader deems it appropriate. District Staff Officer (DSO) appointments are made by the DCO only with Director's concurrence. National staff officer appointments are made only with the NACO approval. ANACOs and national Directors and their Deputies are appointed by the NACO with the Chief Director's concurrence.

G.2. New Auxiliarists

New Auxiliarists are not normally offered staff officer appointments during their first membership year. They should use this initial period to gain qualifications and learn about the Coast Guard and Auxiliary. Time may also be spent working with elected leaders or staff officers in areas of the new Auxiliarist's interest. The Auxiliary unit's elected leader has full discretion to waive the year's service to make appointments, as deemed useful for both the Auxiliarist's and unit's benefit and to encourage Auxiliarist contributions. However, such waiver may not be made until the new Auxiliarist receives a favorable PSI determination.

G.3. Staff Officer Responsibilities

To be successful, elected leaders must make certain that staff officers are well briefed on their duties and responsibilities. To carry out these duties, staff officers are encouraged to appoint committees to help them. Staff officers must report progress monthly to the Vice or appointing elected leader. Staff officers will maintain records and correspondence concerning their office. These documents shall be turned over, with all publications and other pertinent material, to the successor when relinquishing office.

G.4. Elected Leader and Program Responsibilities

An elected leader's delegation of management capability to a staff officer does not relieve the elected leader from any responsibility. Elected leaders must ensure that leadership and management capabilities are properly exercised and instructions are properly carried out. Staff officers may assign qualified Auxiliarists to duties in their responsible area. The Auxiliary Flotilla Procedures Manual, COMDTINST 16791.5 (series), contains sample appointment letters and specific duties for Flotilla Staff officers. The Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series), provides for Division Staff Officers.

G.5. Simultaneous Offices

Staff officers are not barred from holding simultaneous elected offices or another staff office. Before appointment of additional jobs, however, the added burden on the Auxiliarist should be considered by the elected leader and by the unit membership. It is wholly reasonable and prudent for an elected leader to review associated workloads and expectations with staff officer candidates before making appointments in order to ensure clear understanding of how programs shall be managed.

G.6. Flotilla and Division Staff Officers List

To carry out the Auxiliary program, DCDRs and FCs may appoint up to sixteen (16) flotilla and division staff officers only from the group listed below, unless specifically authorized by the NACO and Chief Director. The DCO may appoint up to twenty-one (21) DSOs from the group listed below. An appointed DSO - Legal/Parliamentarian (DSO-LP) shall be a licensed attorney. If a licensed attorney is not available to serve, the ANACO-CC shall designate a national staff attorney to handle that district's legal matters. In such case, an appointed DSO-LP may serve as the District Parliamentarian.

a. Aviation (AV) (district level only)
b. Communications (CM)
c. Communications Services (CS)
d. Diversity (DV) (district level only)
e. Finance (FN)
f. Flight Safety Officer (DFSO) (district level only)*
g. Human Resources (HR)
h. Information and Communication Services (IS)
i. Legal/Parliamentarian (LP) (district level only)
j. Recreational Boating Safety Visitation Program (PV)
k. Marine Safety and Environmental Protection (MS)
l. Marketing and Public Affairs (PA)
m. Materials (MA)
n. Member Training (MT)
o. Navigation Systems (NS)
p. Operations (OP)
q. Public Education (PE)

r. Publications (PB)
s. State Liaison (SL) (district level only)
t. Secretary/Records (SR)
u. Vessel Examination (VE)

* The DFSO has joint reporting responsibilities for safety issues. The DFSO is a member of the District Aviation Board and advises the DSO-AV on safety issues. The DFSO also reports to the DCO on the safety of the aviation program.

G.6.a. Division Staff Positions

The current authorized division staff positions include all Auxiliarists authorized in paragraph G.6 above. A division member may hold more than one appointed staff office concurrently at various Auxiliary unit levels or within the same unit level. Functions and programs may be combined and, if so, do not require separate staff appointments. An example of combined positions is illustrated in Figure 4-2.

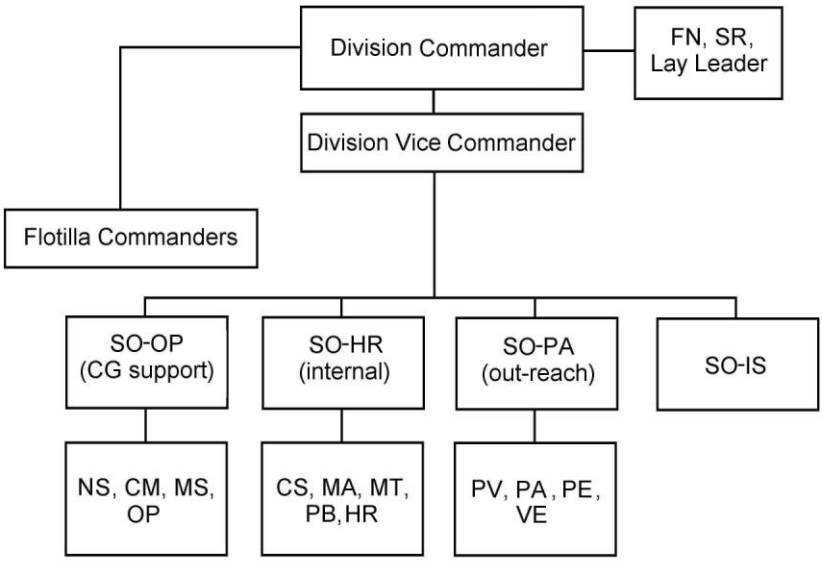

Figure 4-2
Consolidation of Responsibility – Division Model

G.6.b. Flotilla Staff Positions

The FC should appoint appropriate staff to conduct the business of the flotilla including finance, record keeping, information services, and other administrative areas; to manage recruiting/retention and training; and to conduct programs as desired. Moreover, the FC should pay particular attention to ensure that appropriate staff officers are appointed to manage key operational and RBS programs (e.g., operations (FSO-OP), vessel examinations (FSO-VE), marine safety (FSO-MS)). A flotilla member may hold more than one appointed staff office concurrently at various Auxiliary unit levels or within the same unit level. Functions and programs may be combined and do not require separate staff appointments. An example of combined positions is illustrated in Figure 4-3.

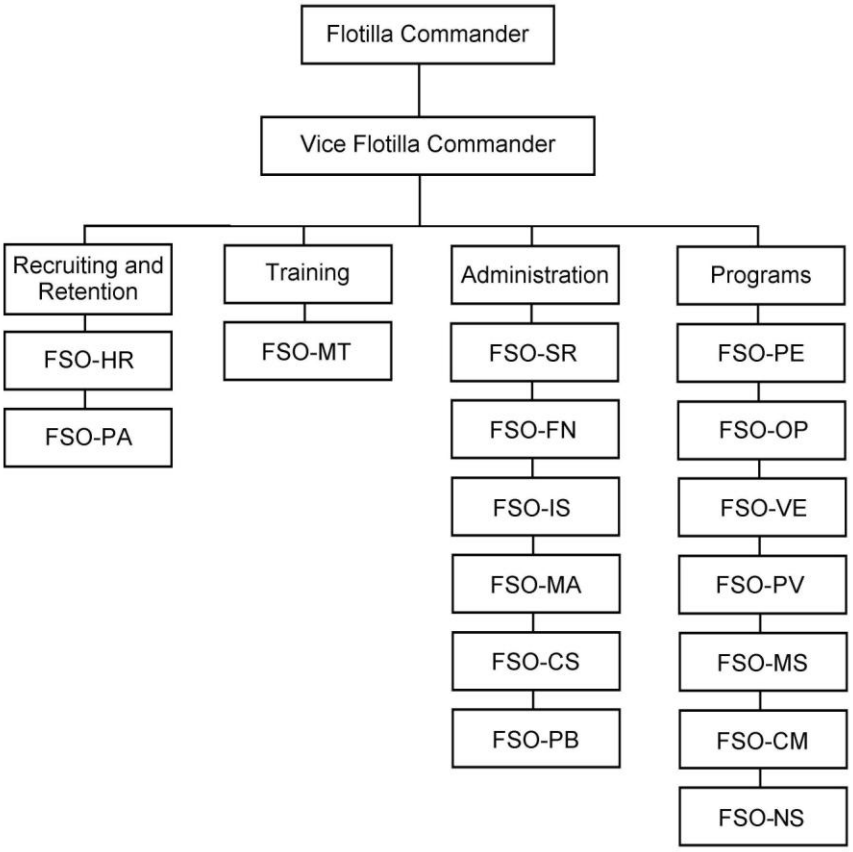

Figure 4-3
Consolidation of Responsibility – Flotilla Staff Model

G.7. Assistant District Staff Officers

DCOs may create assistant District Staff Officer (ADSO) positions for any program area. The DSO, in accordance with district policy, may delegate to an ADSO any authority and responsibility given to the DSO, except in those cases in which the DSO is specifically designated to perform an activity or duty. The DSO's delegation constitutes assignment to duty in accordance with 14 U.S.C. § 831. Appointments may be apportioned according to need in the various functional areas. Examples of appropriate ADSOs are:

a. District Historian – ADSO-PAH
b. Operations – ADSO-OP/QE

For aviation assignments, there shall be one assistant position per air station actively involved in issuing Auxiliary aviation orders within the district. This assistant is normally designated as an ADSO-AAC (Auxiliary Aviation Coordinator). Other aviation ADSO positions may be authorized, and examples of these are:

a. Aviation Training – ADSO-AVT
b. Aviation Management – ADSO-AVM

An assistant to the DFSO may be designated, but it is not an ADSO position. It shall be designated ADFSO.

Divisions and flotillas are not authorized assistant division (SO) or assistant FSOs. Appointment of informal assistants is encouraged, however, wearing of insignia for such informal appointment is not authorized.

G.8. Special Duties

The Director, in consultation with the DCO, may designate qualified Auxiliarists to perform special Coast Guard duties to include Qualification Examiners (QEs), IT trainers, and examination proctors. Other Auxiliarists may be designated to perform duties pertaining to a mission or program, consistent with the provisions of appropriate directives.

G.9. Director's Administrative Assistants

Directors, in consultation with the DCO, may also appoint Auxiliarists to serve as a Director's administrative assistant to perform specific directed duties. Auxiliary office insignia for this staff position shall be the same as that for a DCO's administrative assistant.

G.10. Chief Director's Executive or Special Assistants

The Chief Director, in consultation with the NACO, may also appoint Auxiliarists to serve as the Chief Director's Assistants. Auxiliary office insignia for this staff position shall be the same as that for a DVC.

G.11. Auxiliary Civil Rights Coordinator

Each district/region's CGAUX-CRC should normally be selected from the group of past DCOs. Alternatively, other experienced Auxiliarists who have served as DCDR or higher may be selected. The Auxiliarist's education, training, business, or professional experience must be considered in the selection process. If a candidate who meets the requisite elected officer criteria cannot be identified, then the Director may waive that criteria with due consideration of these elements for any other candidate. The Director, with DCO concurrence, nominates the Auxiliarist to the District Commander for approval. On approval, the District Commander will designate the nominee, in writing, as the district/region CGAUX-CRC. The CGAUX-CRC shall perform their duties according to Chapter 7 of this Manual. No unique office insignia is authorized.

G.12. Lay Leaders

An Auxiliary unit elected leader may designate a Lay Leader for the unit. Upon designation, the elected leader shall forward the name and contact information of the Lay Leader, along with a written endorsement from the individual's Faith Group indicating that the Lay Leader is a member in good standing, to the appropriate Coast Guard District Chaplain (copy to the Director). The District Chaplain will provide regional Lay Leaders with materials that will enable them to perform related functions in the proper manner and consistent with Coast Guard policy. The District Chaplain may directly contact and/or visit regional Lay Leaders. If time and funding allow, the District Chaplain may also conduct training forums for them.

This position is not an authorized Auxiliary staff position and will not be recorded in AUXDATA. The title and any insignia relating to a chaplain will not be used for this position. The duties associated with chaplains are not authorized for designated Lay Leaders. Lay Leaders, in performing invocations, moments of silence, and other activities, must adhere to the provisions of section I of Chapter 12. They must ensure offered content is non-sectarian to avoid offending persons of different beliefs, and to recognize the inherent diversity in a national organization such as the Auxiliary.

G.13. Optional Staff Organization

Auxiliary districts/regions may determine that it is beneficial to organizationally align their staffs with Coast Guard sectors in order to efficiently carry out administrative functions while supporting Coast Guard missions. Such determination must be made and approved by the District Board.

An optional organization to accommodate such a determination is authorized as described in Figure 4-4. This organization entails establishment of any or all four new positions, appointed by the DCO and recognized in AUXDATA, at the district/regional level. These positions are not members of the District Board, though due to the nature of and extent to which Auxiliary programs report to them, they may be included in EXCOM agendas:

a. District Planner (D-PL) who reports directly to the DCO.
b. District Directorate Chief of Response (DDC-R) who reports directly to the DCOS.
c. District Directorate Chief of Prevention (DDC-P) who reports directly to the DCOS.
d. District Directorate Chief of Logistics (DDC-L) who reports directly to the DCOS.

G.13.a. Alignment at District/Regional Level

This organization capitalizes on alignment of specific Auxiliary programs under response, prevention, and logistics elements at the district/regional level. Accordingly, the following DSOs report to their respective District Directorate Chiefs:

(1) DDC-R – DSO-AV, DSO-CM, DSO-OP.
(2) DDC-P – DSO-NS, DSO-MS, DSO-MT, DSO-PA, DSO-PE, DSO-PV, DSO-VE, DSO-SL.
(3) DDC-L – DSO-CS, DSO-IS, DSO-MA, DSO-PB, DSO-HR, DSO-SR.

G.13.b. Alignment at Division Level

Similarly, at the division level, the following SOs report to their respective VCDRs and the associated FSOs and corresponding SOs report to them:

(1) SO-OP – FSO-CM, FSO-OP, and corresponding SOs.
(2) SO-MT – FSO-NS, FSO-MS, FSO-MT, FSO-PA, FSO-PE, FSO-PV, FSO-VE, and corresponding SOs.
(3) SO-IS – FSO-CS, FSO-IS, FSO-MA, FSO-PB, FSO-HR, FSO-SR, and corresponding SOs.

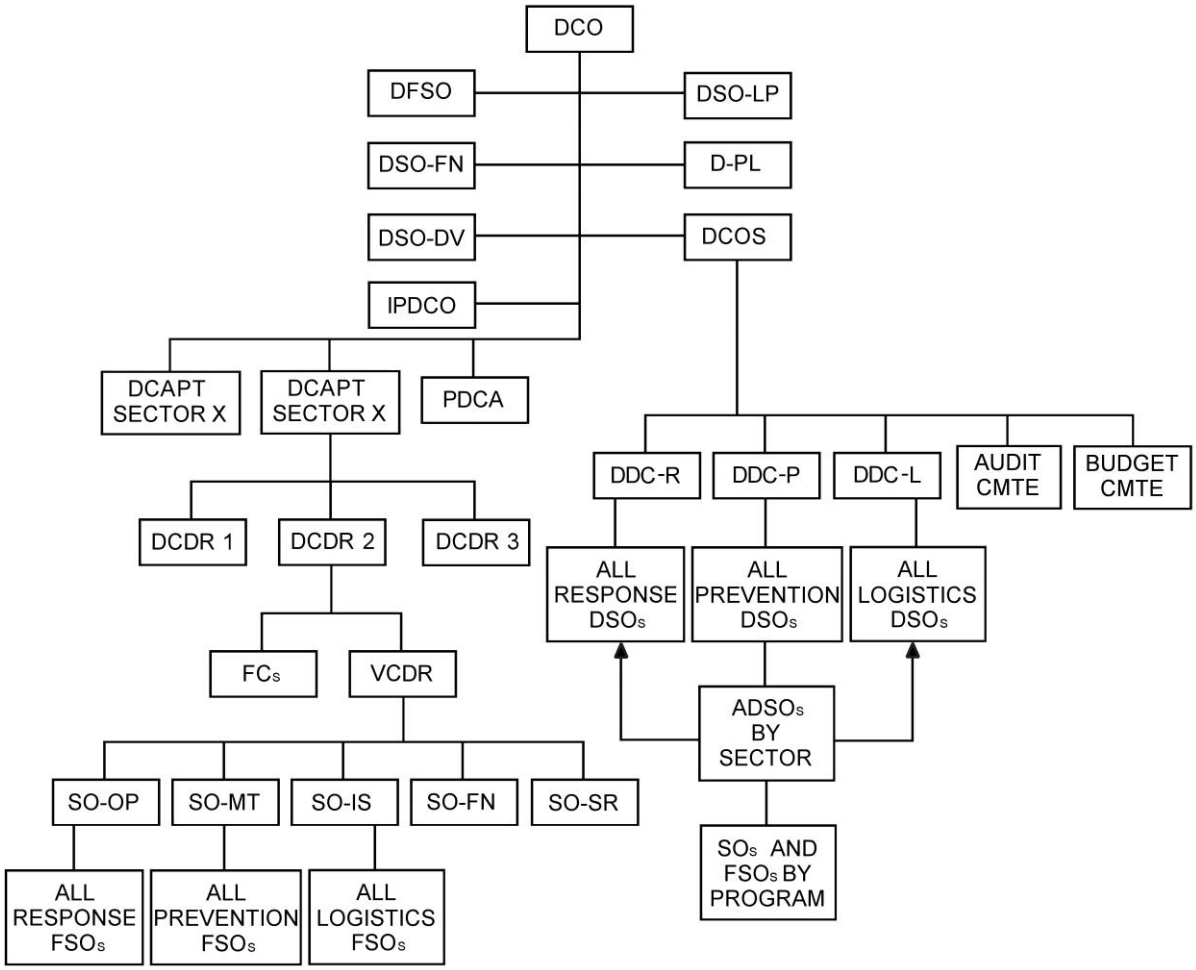

Figure 4-4
Optional District/Region Organization

Section H. Standing Rules

Introduction	Standardized standing rules are required for all Auxiliary units. All Auxiliary unit standing rules have been standardized, developed, and approved by the National Board. All standardized standing rules, with options selected, must be affirmed by a two-thirds majority vote of the Auxiliary unit governing body. The unit governing body at the National level is the National Board; at the District level it is the District Board; at the Division level it is the Division Board; and at the Flotilla level it is all eligible voting members.
H.1. Appendices	Appendices to Auxiliary unit standard standing rules may be adopted by two-thirds majority vote of the governing body and are effective upon signature of the senior Auxiliary unit elected leader. The appendices should include matters local in nature. These items may include dates, times and locations for meetings, amounts and due dates for collection of membership dues, information regarding local awards, number, title, and composition of committees not otherwise specified, etc.
H.2. Routing and Distribution	The FC, DCDR, or DCO must sign an appropriate number of copies of the Auxiliary unit's affirmed standardized standing rules, with options selected, and retain one copy and send the others through the chain of leadership and management to the following leaders for signature approval: a. Flotilla - FC to DCDR to DSO-LP to DCO to Director b. Division - DCDR to DSO-LP to DCO to Director c. District/region - DSO-LP to DCO to Director to ANACO-CC to NACO to Chief Director d. National - ANACO-CC to NACO to Chief Director
H.3. Signature and Submission of National Standing Rules	After review by the ANACO-CC, the NACO dates and signs, in duplicate, National Board standing rules or amendments, and submits them to the Chief Director for approval. One signed copy will be returned to the NACO and ANACO-CC, and one copy will remain on file at Coast Guard Headquarters.
H.4. Amendments	No Auxiliary unit amendments to standardized standing rules are permitted. Any desired amendment to the standardized standing rules must be proposed to the National Board using the national recommendation process.
H.5. Disputes or Interpretation	Disputes or requests pertaining to interpretation of flotilla, division, and district standing rules shall be forwarded to the DCO for determination in consultation with the DSO-LP. Issues regarding national standing rules shall be referred to the NACO for determination in consultation with the ANACO-CC.

Chapter 5
Regulations and Policies

Introduction

This chapter provides regulations and policies related to certain Auxiliary functions.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Public Law Excerpts	5-3
B	Communications With Other Government Agencies and Industry	5-11
C	Public Appearances for Political Affairs	5-15
D	Marketing and Public Affairs	5-19
E	Privacy and Freedom of Information Acts, Personally Identifiable Information, Auxiliary Correspondence, and Network Security	5-23
F	Official Business Mail	5-31
G	Taxes	5-33
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Section A. Public Law Excerpts

Introduction

The Auxiliary is a non-military organization established by Congress and administered by the Coast Guard. Auxiliarists must be aware of the organizational responsibilities and limitations intended by Congress. From these basic laws come the Commandant's authority to promulgate pertinent instructions and regulations to properly administer the Auxiliary within the Coast Guard framework.

A.1. Authority

The following partial excerpts are from 14 U.S.C. – Coast Guard, and provide the basis for the Auxiliary.

A.2. Sec. 639 - Penalty For Unauthorized Use of Words "Coast Guard"

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

Note: Any items of clothing or any other paraphernalia which may be perceived by members of the general public to establish an official relationship with the Coast Guard or the Coast Guard Auxiliary in a commercial context are prohibited. Any member who acts contrary to this provision may be subject to disciplinary action if the actual intent of the wearing or display is to advance falsely an endorsement. Actual intent may be established upon a showing of prior conduct contrary to this provision.

A.3. Sec. 821 - Administration of the Coast Guard Auxiliary

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

(b) *Each organizational element or unit of the Coast Guard Auxiliary organization (but excluding any corporation formed by an organizational element or unit of the Auxiliary under subsection (c) of this section), shall, except when acting outside the scope of section 822, at all times be deemed to be an instrumentality of the United States, for purposes of the following:*

(1) *Chapter 26 of title 28 (popularly known as the Federal Tort Claims Act).*

(2) *Section 2733 of title 10 (popularly known as the Military Claims Act).*

(3) *Section 30101 of title 46 (popularly known as the Admiralty Extension Act).*

(4) *Chapter 309 of title 46 (known as the Suits in Admiralty Act).*

(5) *Chapter 311 of title 46 (known as the Public Vessels Act).*

(6) *Other matters related to non-contractual civil liability.*

(c) *The National Board of the Auxiliary, and any Coast Guard Auxiliary district or region, may form a corporation under State law in accordance with policies established by the Commandant.*

(d)

(1) *Except as provided in paragraph (2), personal property of the Auxiliary shall not be considered property of the United States.*

(2) *The Secretary may treat personal property of the Auxiliary as property of the United States –*

(A) *for the purposes of*

(i) *The statutes and matters referred to in paragraphs (1) through (6) of subsection (b); and*

(ii) *Section 641 of this title; and*

(B) *as otherwise provided in this chapter.*

(3) *The Secretary may reimburse the Auxiliary, and each organizational element and unit of the Auxiliary, for necessary expenses of operation, maintenance, and repair or replacement of personal property of the Auxiliary.*

(4) *In this subsection, the term "personal property of the Auxiliary" means motor boats, yachts, aircraft, radio stations, motorized vehicles, trailers, or other equipment that is under the administrative jurisdiction of the Coast Guard Auxiliary or an organizational element or unit of the Auxiliary and that is used solely for the purpose described in this subsection.*

A.4. Sec. 822 - Purpose of the Coast Guard Auxiliary

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

A.5. Sec. 823 - Eligibility, Enrollments

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

A.6. Sec. 823a - Members of the Auxiliary; Status

(a) *Except as otherwise provided in this chapter, a member of the Coast Guard Auxiliary shall not be considered to be a Federal employee and shall not be subject to the provisions of law relating to Federal employment, including those relating to hours of work, rates of compensation, leave, unemployment compensation, Federal employee benefits, ethics, conflicts of interest, and other similar criminal or civil statutes and regulations governing the conduct of Federal employees. However, nothing in this subsection shall constrain the Commandant from prescribing standards for the conduct and behavior of members of the Auxiliary.*

(b) *A member of the Auxiliary while assigned to duty shall be deemed to be a Federal employee only for the purposes of the following:*

(1) *Chapter 26 of title 28 (popularly known as the Federal Tort Claims Act).*

(2) *Section 2733 of title 10 (popularly known as the Military Claims Act).*

(3) *The Act of March 3, 1925 (46 App. U.S.C. § 781-790; popularly known as the Public Vessels Act).*

(4) *The Act of March 9, 1920 (46 App. U.S.C. § 741-752; popularly known as the Suits in Admiralty Act).*

(5) *The Act of June 19, 1948 (46 App. U.S.C. § 740; popularly known as the Admiralty Extension Act).*

(6) *Other matters related to non-contractual civil liability.*

(7) *Compensation for work injuries under Chapter 81 of title 5.*

(8) *The resolution of claims relating to damage to or loss of personal property of the member incident to service under the Military Personnel and Civilian Employees' Claims Act of 1964 (31 U.S.C. § 3721).*

(9) *On or after January 1, 2001, Section 651 of Public Law 104-208.*

(c) *A member of the Auxiliary, while assigned to duty, shall be deemed to be a person acting under an officer of the United States or an agency thereof for purposes of section 1442(a)(1) of title 28.*

A.7. Sec. 824 - Disenrollment

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

A.8. Sec. 825 - Membership in Other Organizations	*Members of the Auxiliary may be appointed or enlisted in the Reserve, pursuant to applicable regulations, and membership in the Auxiliary shall not be a bar to membership in any other naval or military organization.*
A.9. Sec. 826 - Use of Member's Facilities	*The Coast Guard may utilize for any purpose incident to carrying out its functions and duties as authorized by the Secretary any motorboat, yacht, aircraft, or radio station placed at its disposition for any of such purposes by any member of the Auxiliary, by any corporation, partnership, or association, or by any State or political subdivision thereof.*
A.10. Sec. 827 - Vessel Deemed Public Vessel	*While assigned to authorized Coast Guard duty, any motorboat or yacht shall be deemed to be a public vessel of the United States and a vessel of the Coast Guard within the meaning of sections 646 and 647 of this title and other applicable provisions of law.*
A.11. Sec. 828 - Aircraft Deemed Public Aircraft	*While assigned to authorized Coast Guard duty, any aircraft shall be deemed to be a Coast Guard aircraft, a public vessel of the United States, and a vessel of the Coast Guard within the meaning of sections 646 and 647 of this title and other applicable provisions of law. Subject to the provisions of sections 823a and 831 of this title, while assigned to duty, qualified Auxiliary pilots shall be deemed to be Coast Guard pilots.*
A.12. Sec. 829 - Radio Station Deemed Government Station	*Any radio station, while assigned to authorized Coast Guard duty, shall be deemed to be a radio station of the Coast Guard and a "government station."*

A.13. Sec. 830 - Availability of Appropriations

(a) *Appropriations of the Coast Guard shall be available for the payment of actual necessary traveling expense and subsistence, or commutation of ration allowance in lieu of subsistence, of members of the Auxiliary assigned to authorized duties and for actual necessary expenses of operation of any motorboat, yacht, aircraft, or radio station when assigned to Coast Guard duty, but shall not be available for the payment of compensation for persona1 services, incident to such operation, other than to personnel of the Coast Guard or the Reserve. The term "actual necessary expenses of operation" as used in this section, shall include payment for fuel, oil, power, water, supplies, provisions, replacement or repair of equipment, repair of any damaged motorboat, yacht, aircraft, or radio station and for the constructive or actual loss of any motorboat, yacht, aircraft, or radio station where it is determined, under applicable regulations, that responsibility for the loss or damage necessitating such replacement or repair of equipment, or for the damage or loss, constructive or actual, of such motorboat, yacht, aircraft, or radio station rests with the Coast Guard.*

A.14. Sec. 831 - Assignment and Performance of Duties

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

A.15. Sec. 832 - Injury or Death in Line of Duty

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

A.16. Sec. 892 - Penalty

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

Section B. Communications With Other Government Agencies and Industry

Introduction	This section describes the policies under which Auxiliarists may communicate with other Government agencies and may conduct industry relations.
B.1. Communication With Other Government Agencies	Auxiliarists shall not communicate with officials of other Government agencies or members of Congress in the name of the Auxiliary unless the Chief Director determines the recommendations or requests are consistent with the Coast Guard and Auxiliary policy and grants the Auxiliarist specific permission in advance of the communication.
B.1.a. State Liaison Officers	Auxiliarists appointed as Auxiliary SLOs or as staff officers in the Auxiliary Department of Boating are authorized to communicate with their designated State boating law organization and the State BLA. (see Chapter 2 of this Manual)
B.1.b. Legislative Liaison Officers	Auxiliarists appointed as Legislative Liaison officers and those serving on the National LLC are authorized to communicate with members of the State Legislature and their staff for the purpose of obtaining information of proposed, pending, and passed legislation concerning RBS matters.
B.1.c. National Safe Boating Week Proclamations	Proclamations by State and/or local government officials that recognize National Safe Boating Week help constructively promote the spirit and purpose of this event in support of recreational boating safety. Auxiliarists appointed as Legislative Liaison officers and as National Safe Boating Week coordinators are authorized to communicate with members of State and local governmental leaders and their staff for the purpose of requesting such proclamations and coordinating associated ceremonial participation.

B.2. Private Citizens

The right of Auxiliarists to communicate directly with elected and appointed Government officials and agencies as private citizens is not restricted. Neither official stationery nor Auxiliary titles shall be used in such communications. Although nothing precludes communicating with government officials in one's capacity as a private citizen, the following are factors that should be considered before taking such action:

a. The Chief, Office of Auxiliary and Boating Safety (CG-542) serves as the programmatic focal point for responses to correspondence that was sent to various government officials including the President, members of Congress, Cabinet Secretaries, Governors, and the Commandant. In most cases, the information that an individual seeks can be readily gained from the Auxiliary web site (www.cgaux.org), the Chief Director's web site (www.uscg.mil/hq/cg3/cg3pcx/), or from the Auxiliary chain of leadership without seeking the aid of senior governmental officials. Additionally, by the time such correspondence is routed through official channels and is received in Commandant (CG-542), it has been in the system for some time, and quick response deadlines hinder many other staff efforts for considerable amounts of time in order to generate replies.
b. A letter routed "up" the Auxiliary chain of leadership allows for more flexibility and research time than one that is routed "down" from a government official for immediate action. If a letter routed up the chain to Commandant (CG-542) requires research that will take more than a few days, Commandant (CG-542) will notify the originator of receipt and inform them how soon they should expect a complete reply.
c. A common factor shared by many letters written to government officials answered by Commandant (CG-542) is that they contain incomplete or inaccurate information. As a result, an issue may be distorted enough that if a government official took the contents at face value, they might not get a proper picture of the concern or might think the Coast Guard unworthy of their support. Even well-intentioned letters to government officials can have such inadvertent yet adverse effects.
d. Communicating directly with elected and appointed Government officials as private citizens is not discouraged. Auxiliarists should, however, consider and fully utilize the Auxiliary chain of leadership to get answers to questions and address concerns for any Auxiliary-related matter. When given all due opportunity, the Auxiliary chain of leadership will take appropriate action to meet the needs of its members and support the best interests of the organization. This includes communicating directly with the NACO and/or Chief Director if all other Auxiliary chain of leadership avenues have been exhausted.

B.3. Industry Relations

No undertaking may be made in the name of the Auxiliary for any manufacturer, product, or service by which an endorsement by the Coast Guard or the Auxiliary is stated, implied, or inferred. Organizations, however, may offer to help the safe boating mission by producing pamphlets, films, etc. Organizations providing such help may take a credit line. For example, "Printed Courtesy of XYZ Company." It must be clear that no Auxiliary or Coast Guard endorsement is given.

B.4. Cooperative Programs

To facilitate and support the Coast Guard's RBS mission, cooperative programs with commercial enterprises that involve the distribution of coupons for the purchase of boating safety equipment and/or services or promotions distributed in recognition of the actual observance of safe boating practices are authorized. Commercial enterprises will not be denied an opportunity to participate in a similar program, except that the District Commanders or the Chief Director may deny cooperative programs not consistent with Coast Guard and Coast Guard Auxiliary missions. Such cooperative programs shall be first formalized by a Memorandum of Agreement (MOA) between the commercial enterprise, the Auxiliary, and the Coast Guard. NACO shall sign the MOA for the Auxiliary and the Chief Director shall sign for the Coast Guard.

The Coast Guard and/or Auxiliary may distribute coupons, pamphlets, videos, and other materials provided by corporations to Auxiliary units using official business mail once the cooperative program has been formalized by MOA.

Section C. Public Appearances for Political Affairs

Introduction	Political and legislative activity affecting the Coast Guard may be of interest to Auxiliarists.
C.1. Public Appearances	Auxiliarists may appear and testify as private citizens at legislative hearings or political meetings without Coast Guard approval. If Auxiliarists appear and/or testify as a private citizen on a matter related to the Coast Guard or the Auxiliary, they must provide the Chief Director and the local Director with advance notification. If Auxiliarists appear and/or testify in a private capacity, they may not wear the uniform, use an Auxiliary title, or otherwise indicate that they represent the Coast Guard or the Auxiliary.
C.2. Authority for Official Appearances	As Chief of the Executive Branch of Government, the President, through the Office of Management and Budget (OMB), has prescribed regulations controlling official communications to the Congress. Appearances of DHS witnesses (which includes Coast Guard Auxiliarists) fall within these rules.
C.2.a. Federal Legislative Hearings	For official appearances at Federal legislative hearings, or at other politically sensitive functions, the Chief Director will review requests for Auxiliarists' attendance and uniform wear. Clearance is required by OMB of witness statements, as well as all responses to questions arising at the hearing, and for which the witness is responsible for later submission of written answers. Before transmission to OMB of these draft statements and follow-up responses, clearance by Headquarters and DHS must be obtained. The Chief, Office of Congressional Affairs (CG-0921) closely monitors all process phases and helps in orchestrating Coast Guard participation. All requests received by Auxiliarists for testifying as witnesses should be relayed directly to the Chief Director by the most expeditious means.
C.2.b. State and Legislative Hearings Dealing with RBS	Auxiliarists may appear and testify in an official capacity (i.e., assigned to duty, in uniform and using their Auxiliary title) at State or local legislative hearings on matters relating directly and strictly to RBS when determined to be in the best interest of the Department of Homeland Security and the Coast Guard. Legislative testimony will normally be limited to appearances before legislative bodies with jurisdiction over boating safety matters when official testimony will help educate the legislators on factual matters. Policy and Procedures for Approving the Participation and Testimony of Coast Guard Employees Before Non-Federal Executive or Legislative Proceedings, COMDTINST 5730.4, provides additional information and guidance.

C.2.b.(1) Processing and Approval of Requests for Official Testimony

Immediately upon receipt of such a request, an Auxiliarist shall notify the appropriate District Commodore (DCO) via the Auxiliary State Legislative Liaison Officer (SLLO). The DCO shall expeditiously review, endorse, and forward the request to the Director. A positive endorsement shall include the recommendation of a knowledgeable Auxiliarist to testify. The Auxiliarist identified to testify should be a resident of the state in which the testimony will occur.

The Director shall expeditiously consult with the District RBS Specialist and the District Legal Officer to determine whether the hearing relates directly and strictly to RBS and if Auxiliary participation will be in the best interest of the Department of Homeland Security and the Coast Guard. To assist all parties in making such determinations, due consideration shall be given to paragraph A.3 of Chapter 2 and the Auxiliary cornerstone mission of improving the knowledge, safety skills, and operating environment of recreational boaters. Consideration shall also be given to the potential impacts of such an appearance on other regional matters involving the Coast Guard or department that may be subject of recently completed, ongoing, or anticipated review by the individual or committee that is conducting the hearing.

If time is of the essence due to short advance notice of invitation to testify, then the Director shall contact the District Duty Legal Officer for a timely determination. The Director shall also inform the District Governmental Affairs Officer. The District RBS Specialist shall inform the Boating Safety Division (CG-5422), and shall assist the SLLO and Auxiliary National Legislative Liaison Committee (NLLC) to prepare the Auxiliarist to testify.

In all circumstances, the Director shall obtain prior approval by the District Commander, or their designated representative, after obtaining the concurrence of the District Legal Officer, or duty attorney after normal working hours.

C.2.b.(2) Content of Offical Testimony

If determined to be in the best interest of the Department of Homeland Security and the Coast Guard, then any such testimony shall be strictly limited to the RBS subjects described in the initial request. Appearances to testify at State or local legislative hearings shall not be viewed as partisan opportunities to promote or seek defeat of legislation but rather as opportunities to educate others and identify and articulate the potential impacts of legislative proposals. The offering of opinions, conjecture, or speculation, whether requested or not, shall be strictly avoided. Moreover, Auxiliarists who testify under these circumstances shall specifically refrain from addressing questions or requests for commentary on the following subjects:

(a) Federal legislative change proposals.
(b) Federal homeland security missions and activities.
(c) Budgetary or resource proposals.
(d) Non-RBS missions, activities, or legislative initiatives.

Requests for testimony on these subjects shall be replied to by indicating that queries and comments about them are most appropriately addressed by pertinent Federal offices and authorities.

C.2.b.(3) Reports

Following the hearing, the testifying Auxiliarist shall provide the DCO, Auxiliary State Legislative Liaison Officer (SLLO), and the Director a copy of their complete testimony and all questions and associated responses made during their appearance. The Director shall forward a copy to Commandant (CG-54222).

C.2.c. Additional Limitations

This section is not applicable to litigation or State and local legislative hearings on topics other than recreational boating safety matters. If an Auxiliarist receives a request for an official appearance and testimony at any venue for litigation, or at a State or local legislative hearing that pertains to a matter other than RBS, then the Auxiliarist shall immediately notify the Director who shall notify the District Legal Officer, District Governmental Affairs Officer, and Commandant (CG-5421) for further guidance. Review and approval of any proposed testimony by appropriate Headquarters program managers, and possibly by the Department of Homeland Security, should be anticipated.

Section D. Marketing and Public Affairs

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

D.2.c. Articles Mentioning Auxiliary Leader	When writing articles mentioning Auxiliary leaders, use of an office title before names is proper only for current or past District Commodores (DCOs) and above. Use of a title like Commodore Lucy Jones is proper for a current or past national leader (e.g., National Commodore, National Chief of Staff, Past National Directorate Commodore) or DCO. For DCOSs or DCAPTs and division or flotilla leader, the name is followed by the office title. For example, Mr. Sam Rosenberg, District Captain or Mr. Xing Hueng, Flotilla Commander. These guidelines are also the proper form of address when speaking to or about, writing to or about, or introducing Auxiliary elected and appointed leaders.
D.2.d. Videotapes of Electronic Media	The production of videotapes or other electronic releases to the media are governed by the same review provisions as written material to include web site and Internet operations.
D.2.e. Additional Information Resources	The Coast Guard Auxiliary Public Affairs Officer's Guide, COMDTINST M5728.3 (series), and the Coast Guard Public Affairs web site (see Appendix I) contain additional useful information regarding marketing and public affairs.
D.3. Entertainment Media Ventures	The Coast Guard and the Auxiliary must be depicted in an acceptable, accurate, and dignified manner in the final product and promotional segments of any type of entertainment media venture, including theatrical, motion picture, and television. Accordingly, Auxiliarists shall closely abide by provisions of the Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series). Any Auxiliarist who is contacted by an entertainment media representative soliciting Auxiliary cooperation in an entertainment media venture (e.g., involvement with a scene in a television series, or participating as an Auxiliary contestant on a game show), shall immediately notify the Auxiliary public affairs program chain and also refer the representative to the Director. The Director shall review the detail of any such solicitation with the representative and notify the Chief Director, the District Public Affairs Officer, and the Coast Guard Motion Picture Liaison Office (MOPIC) of such contact (MOPIC is the principal advisor for the handling and conduct of such matters). Even in cases where a production company seeks Auxiliary operational support not involving service on camera (e.g., a safety zone request for scene filming), the Chief Director, District Public Affairs Officer, and MOPIC shall be notified.

Auxiliarists are prohibited from using their membership in the Auxiliary in any way to be selected to participate in a game show, contest, or other entertainment media venture. Additionally, Auxiliarists are prohibited from receiving any compensation for duties rendered incident to officially supported productions (e.g., boat crews, air crews).

These provisions are not meant to alter or hinder Auxiliary activities that are characterized by frequent and routine interaction with local media. For example, an invitation by a local radio or television station for an Auxiliarist to discuss boating safety programs warrants only appropriate regional level notifications (i.e., the Auxiliary public affairs program chain, the Director, and the District Public Affairs Officer).

Section E. Privacy and Freedom of Information Acts, Personally Identifiable Information, Auxiliary Correspondence, and Network Security

Introduction

Records maintained by the Coast Guard and by the Coast Guard Auxiliary may be subject to the provisions of the Freedom of Information Act and the Privacy Act of 1974.

The treatment and handling of Auxiliary Personally Identifiable Information (PII) and Auxiliary correspondence shall be in accordance with these provisions and pertinent Coast Guard directives. Personally Identifiable Information is defined as data that can be used to distinguish or trace a person's identity, or any other personal information that can be linked to a specific individual. Examples of PII include: name, date of birth, home mailing address, telephone number, social security number, mother's maiden name, home e-mail address, ZIP code, account numbers, certificate/license numbers, vehicle identifiers (including license plates), Uniform Resource Locators (URL), internet protocol addresses, biometric identifiers (e.g., fingerprints), photographic facial images, any unique identifying number or characteristic, and other information where it is reasonably foreseeable that the information will be linked with other personal identifiers of the individual.

Auxiliary correspondence encompasses all forms of written communication generated by or bound for Auxiliarists in connection with their authorized activities. It includes letters, memos, forms, manuals, publications, ID cards, associated electronic transmissions, and e-mail. All such correspondence serves as a critical resource for the development, training, and operation of the Auxiliary in support of the Coast Guard.

Coast Guard computer networks are part of the Department of Defense (DoD) Global Information Grid (GIG). The ever-evolving threat environment requires sustained high standards for the Coast Guard's cyber security posture. Accordingly, essential tasks and training as defined by the Assistant Commandant for Command, Control, Communications, Computers, and Information Technology (CG-6) must be performed by all Auxiliarists who are authorized access to Coast Guard information systems.

E.1. Privacy Act of 1974 and the Freedom of Information Act

The Privacy Act of 1974 was created in response to concerns about collection, use, and accuracy of sensitive/personal data pertaining to individuals, such as PII. With certain exceptions, it prohibits disclosure of personal information about an individual, like PII, from Coast Guard or Auxiliary records. Requests for this kind of information from other than the Coast Guard or Auxiliary shall immediately be referred to the Director without taking any action upon the request. Violation of this requirement may result in administrative action as well as civilian criminal action including a fine of up to $5,000.

Initiatives by the Auxiliary to collect and store information as well as respond to requests for information shall be referred to the appropriate Director to ensure compliance with the Coast Guard Freedom of Information Act (FOIA) and Privacy Act Manual, COMDTINST M5260.3 (series). Directors should seek assistance in these matters, as needed, from their District legal staff.

E.2. Treatment and Handling of Auxiliary Correspondence and PII

Virtually all Auxiliary correspondence is unclassified in terms of its relationship to national security. If Auxiliary correspondence ever needs to be classified, it shall be treated and handled in accordance with pertinent Coast Guard directives including the Coast Guard Classified Information Management Program Manual, COMDTINST M5510.23 (series).

Auxiliary correspondence, as an official form of correspondence that often contains elements of PII, must be treated and handled with due attention that time, resources, and nature of the information allow. It, and any associated PII, must also be used solely for the purpose for which it was generated. Auxiliary correspondence and PII are expected to be protected from unauthorized or improper disclosure, alteration, loss, or destruction because of possible damage to personnel or property. Improper treatment and handling of Auxiliary correspondence and PII include but are not limited to posting of incorrect addresses, use of incorrect mailing labels, forwarding such to individuals who do not have a need to know the information, and inappropriately posting such to the internet (e.g., Fred's Place, Military.com, blogs). Auxiliarists should expect to be held accountable for deviation from these provisions within the allowances of Chapter 3 of this Manual.

E.2.a. General Principles

The following principles apply to all Auxiliarists and form the basis for their expected treatment and handling of Auxiliary correspondence and PII as they relate to the performance of their authorized Auxiliary activities and the image of the Coast Guard:

(1) Auxiliarists shall ensure their Auxiliary correspondence supports Coast Guard and Coast Guard Auxiliary mission objectives.

(2) Proper treatment and handling of Auxiliary correspondence is the responsibility of the individual(s) who has access to the information at any and every point along its path of process and retention.

(3) Auxiliary correspondence other than electronic correspondence (e.g., letters, memos, forms) shall normally be transmitted by the United States Postal Service even though it may contain PII (e.g., Auxiliary enrollment forms shall be transmitted by conventional postal systems). Certified, registered, and express mail systems may be used only as circumstances may warrant for the transmission of Auxiliary correspondence other than electronic correspondence (e.g., if time is of the essence for the transmission of such correspondence). If an Auxiliarist or Auxiliary unit desires additional protection and accountability that may be afforded by using other than the United States Postal Service (e.g., commercial express carriers like FedEx, UPS), registered/certified mail), then the time and cost associated with the use of those systems shall be the responsibility of the Auxiliarist or the Auxiliary unit.

(4) Auxiliary correspondence transmitted through the conventional federal postal system shall be treated and handled in accordance with guidelines contained in the Coast Guard Postal Manual, COMDTINST M5110.1 (series). Notably, the following provisions are strongly encouraged:

(a) Ensure the envelope/packing material is adequate for the volume/weight of the item being mailed.

(b) Reinforce seams of envelopes with clear packing tape.

(c) Reinforce packages with additional packing material to avoid the contents from shifting within the container, and use additional packing tape.

(d) Ensure the to/from addresses are clear and can be properly read from a distance of 30 inches.

(e) When possible, place the to/from addresses directly on the mail piece. If using a mailing label, place an identical mailing label inside the item being mailed. Since the original label may become detached, this reduces the likelihood of lost mail and receipt by the appropriate addressees.

(f) Track any shipment using express mail services in a timely manner.

(g) When making a shipment containing PII using a commercial express carrier (e.g., FedEx, UPS), follow procedures outlined in the Coast Guard Express and Ground Services for Non-Freight Shipments Instruction, COMDTINST M5110.9 (series).

(5) Auxiliarists who desire to use, send, or transmit Auxiliary correspondence to any individual, organization, or venue other than for the purpose or for whom it was originally generated shall first seek approval to do so from the originator. For example, a DCO who receives an e-mail transmission of an ALAUX message issued by the Chief Director may relay it directly to all Auxiliarists within the region because that falls within the purpose of the e-mail. However, a DCO may not post an e-mail from the District Commander regarding attendance at an upcoming conference to all Auxiliarists within the region because that does not fall within the purpose of the e-mail.

(6) Auxiliarists shall respect and adhere to any specified disclosure or handling instructions in Auxiliary correspondence. For example, if an e-mail has, "Do not forward." at its opening or closing, then it shall not be forwarded. This does not preclude an Auxiliarist from checking with the originator if further distribution is deemed necessary or appropriate. Nor does it excuse an Auxiliarist from exercising reasonable and appropriate judgment in the treatment and handling of Auxiliary correspondence, particularly e-mail, in the absence of specific disclosure or handling instructions. Additional examples of typical disclosure and handling instructions follow:

(a) "For Your Information (FYI) only; do not distribute unless otherwise specified."

(b) "This is for Auxiliary use only; it is not for public viewing or distribution without consent of the originator."

(c) "This communication and its attachments are restricted to the Coast Guard, the Coast Guard Auxiliary program, and the addressed recipients. If you have therefore received this e-mail in error, please advise the sender immediately and delete the entire message together with its attachments. All recipients are hereby notified that any use, distribution, copying, or other action regarding this e-mail is strictly prohibited unless permission is received from the originator."

(7) Posting of Auxiliary correspondence to the internet or other public forums shall always be considered as unauthorized unless the originator grants advance approval to do so.

(8) Auxiliary correspondence associated with the formulation of policies and procedures, operational and administrative plans and activities, budgets, and resource management shall be treated and handled as pre-decisional information. It should therefore be constrained to the awareness of those individuals who have a bonafide need to know in order to complete such formulation. Under no circumstance shall such Auxiliary correspondence be disclosed to any element external to the Coast Guard or Coast Guard Auxiliary without the express authorization of the appropriate policy, planning, budget, and/or resource management approval authority.

(9) Auxiliarists' addresses, electronic or otherwise, as used in Auxiliary correspondence shall be treated and handled as official information. Auxiliarists should not use such address information for the purpose of transmitting personal or unofficial correspondence without the Auxiliarist's permission. For example, an Auxiliarist's e-mail address that is derived from Auxiliary correspondence should not then be used by another Auxiliarist for the purpose of sending a joke, political satire, advertisement, or any other material that has no relevant relationship to official Auxiliary business without first obtaining the approval of the Auxiliarist for whom it is destined.

(10) Auxiliarists shall immediately report to their chain of leadership and the Director any privacy incident involving the suspected or confirmed loss of control, breach, compromise, unauthorized or unintended disclosure/acquisition/access, or any similar term referring to situations in which unauthorized users have access or potential access to PII in usable form, either physical or electronic, including within Auxiliary correspondence. In these circumstances, the Director shall facilitate their collective implementation of the provisions of the Coast Guard Privacy Incident Response, Notification, and Reporting Procedures for PII Instruction, COMDTINST 5260.5 (series).

E.3. Mailing Lists

As a policy matter, rosters of Auxiliarist names, home addresses, home telephone numbers, and any other PII associated with mailing lists shall not be made available to any external person or organization, nor used for any non-Auxiliary purpose. Privacy of all rosters shall be maintained. The Auxiliary shall maintain its voluntary non-commercial position. Privacy of mailing lists prevents membership from being divulged with advertising literature. Coast Guard Auxiliary Association, Inc. (CGAuxA, Inc.) shall also ensure that its actions and policies make all due provision for the protection of its members' privacy, particularly with respect to membership rosters.

E.4. Telephone Directories

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

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

E.5. Auxiliary Database (AUXDATA)

AUXDATA is a Privacy Act System of Records maintained by the U.S. Coast Guard. Disclosures of any information contained in this database shall not be made outside the Coast Guard or Coast Guard Auxiliary except as permitted under provisions above. Intra-Coast Guard or intra-Auxiliary disclosures of information retrieved from AUXDATA shall be marked with the following statement:

> *"The information contained in this document is subject to the provisions of the Privacy Act of 1974, and may only be used for the official business of the Coast Guard or the Coast Guard Auxiliary."*

E.6. Authorized Disclosure

Auxiliarists may authorize (verbal authorization is acceptable) disclosure of certain PII about themselves for dissemination to the public. Most noteworthy and likely examples include PA, PE, and VE Auxiliarists. Such permission shall be clearly obtained well in advance of disclosure, particularly when disclosure includes the posting of PII on an Auxiliary web site, pamphlet, form, or advertisement.

In addition to the general seeking and authorization of disclosure between Auxiliarists in support of the performance of their authorized activities, elected officers shall advise the leader in the next higher level of their chain of their authorization to disclose such information for dissemination to the public by the day they assume office. Appointed officers shall similarly advise the leader in the next higher level of their program as well as the elected leader at their organizational level (e.g., SO-PE shall advise the DCDR and the DSO-PE). Appointed officers at national level need only advise the leader in the next higher level of their program (e.g., DVC shall advise the DIR).

E.7. Network Security

Network security is the responsibility of all Auxiliary users who are authorized access to Coast Guard information systems that are part of the DoD GIG. This does not include open web-based usage of Coast Guard applications that are available to the general public (e.g., AUXINFO). It is incumbent upon all such users to maintain that security and practice good Operational Security (OPSEC). In cyberspace, a tactical failure can have strategic consequences. Coast Guard policies established to ensure the safe and proper use and handling of Coast Guard information systems, including those pertaining to removable media, must be followed. It is therefore imperative that all users maintain a high level of situational awareness and network security practices to ensure the security of Coast Guard networks and prevent disclosure of operational information.

Coast Guard commands that authorized Auxiliarists' access to Coast Guard information systems are responsible for ensuring such Auxiliarists are properly trained and aware of network security accountability policies and expectations. This includes proper completion and submission of the Automated Information System (AIS) User Acknowledgement Form (CG-5500 series). Correspondingly, Auxiliarists shall abide by these associated principles:

a. Failure to complete this form whenever so required to do so may result in suspension and/or termination of access to Coast Guard information systems.
b. Continued or willful failure to complete the form, or violation of the terms of use contained in the form, may result in administrative disciplinary action and/or termination of access to Coast Guard information systems.

E.8. Record Disposition

The Information and Life Cycle Management Manual, COMDTINST M5212.12 (series) provides policies and procedures for administering the Coast Guard records, forms, and reports program as they relate to the life cycle management of both paper and electronic documents/data. It serves as the principal reference for Auxiliary program record handling, including the provision of descriptions of Auxiliary records (e.g., copies of meeting minutes, personnel service files, training records, unit rosters), corresponding retention schedules, and their associated disposition instructions.

Section F. Official Business Mail

Introduction

This section describes the Congressional authority and Coast Guard guidelines/policy for use of official business mail by the Auxiliary.

F.1. Authority

The U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series), authorizes the Coast Guard the privilege of official business mail for mailing of Federal Government mail. Such mail is defined as official mail relating exclusively to the business of the U.S. Government. The Commandant extends this privilege to the Auxiliary. Regionally, the Director may grant the capability for use of official business mail to the Auxiliary leadership. Further, the Director's authority may be delegated by Auxiliary leadership to individual Auxiliarists. Auxiliary unit leaders are responsible for controlling the use of all official business mail materials. The U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series), provides detailed guidance for official business mailing procedures.

F.2. Official Versus Unofficial

In determining official mail versus unofficial mail, Auxiliarists shall use the following criteria for guidance. These are not exhaustive listings, but provide illustrative examples.

F.2.a. Official Mail

Auxiliarists may send the following as official mail:

(1) Auxiliary information and forms.
(2) Notices of Auxiliary meetings, including changes of watch.
(3) Official Auxiliary program statistics.
(4) Correspondence to the Director and any Coast Guard unit, including invitations to Auxiliary meetings and changes of watch.
(5) Auxiliary texts and workbooks.
(6) Auxiliary unit publications, if Director approved.
(7) Requests and payments for lodging reservations and conference registration for official Auxiliary meetings.
(8) Official travel patrol, damage, and inquiry claim correspondence.
(9) Dues, solicitations, and payments.

F.2.b. Unofficial Mail

Unofficial mail, not authorized for the official business mail privilege, includes:

(1) Mail to State Government officials or agencies unless approved by the District Commander, or from Auxiliary SLO, Legislative Liaison officers, or members of the Auxiliary Department of Boating.
(2) Orders for, and shipment of, Auxiliary uniforms and insignia from any commercial source.
(3) Requests for information concerning uniforms and insignia from any source other than Coast Guard or Coast Guard Auxiliary sources.
(4) Personal information between Auxiliarists.
(5) Any Auxiliary newspaper, magazine, newsletter, or other publication containing advertising.
(6) Brochures, pamphlets, or other related materials that bear corporate logos and lack Coast Guard or Coast Guard Auxiliary emblems or program logos.

F.3. Charges and Penalties

Official business mail is not free. The Coast Guard pays for every mailing by Coast Guard and Auxiliary personnel. The ANSC uses Government funds to purchase envelopes, postal cards, mailing labels, and official Government-paid mail stamps for use by Auxiliarists. Cost consciousness is essential for Auxiliarists who may also be personally liable and assessed a wide range of penalties for private or unauthorized use of official business mail materials. In addition, any such unauthorized use could result in loss of this privilege.

F.4. Postage Due Fees

Although official mail is marked "Forwarding and Return Postage Guaranteed," there have been occasions when postal employees have required the Auxiliarist recipient to pay postage due fees on official Government mail. If such fees are requested, the recipient has three choices:

a. Refuse the mail delivery.
b. Use Government postage for due fees, as use of Government stamps is authorized for this purpose.
c. Use personal funds at one's own expense with no reimbursement.

F.5. Use of the Bulk Mail Permit

The Coast Guard Auxiliary Mailing Guide, COMDTPUB P16794.49 (series), describes the use of the bulk mail permit. This permit should be used for any major mailing, as it saves considerable money over the use of Government stamps. Authority to use this permit is obtained from the U.S. Coast Guard Postal Mail Manager via the Director. Permit fees to the Postal Service are borne by the Coast Guard.

Section G. Taxes

Introduction	This section presents information on taxes purely for guidance and is not authority for any tax actions. The IRS has determined the Auxiliary and all of its units (not including any corporations) are an integral part of the Federal Government. Auxiliary units are not required to file State or Federal income tax returns.
G.1. Tax Liability for Auxiliary Units	In addition to the exemption from filing Federal and State income tax returns and paying Federal and State income taxes, Auxiliary units may also be exempt from payment of State sales and use taxes on items the Auxiliary unit purchases. The granting of State sales and use tax exemptions varies from State-to-State, and generally requires the issuance of a State Sales Tax Exemption number. The exemption, if granted, may only be used for the purchase of Auxiliary unit property, which is paid for with unit funds, and is not available for individual purchases by Auxiliarists. In some cases, the exemption is only available if the purchase is made with a Government purchase order and paid for by Government check or credit card. Generally, the sales tax exemption for each state has been applied for by the Auxiliary National Legal Directorate or appropriate DSO-LP, who maintains records of the sales tax exemption status for each state. In addition, the appropriate DSO-LP will be able to provide information and guidance to Auxiliary unit leaders.
G.2. Sale of Items to Others	Auxiliary units that sell items to others may be required to collect, report, and remit State sales tax on such sales. Requirements vary from State-to-State. Specific guidance must be sought from the DSO-LP.
G.3. General Tax Information	Federal income tax regulations allow deductions for certain unreimbursed expenses. No deduction is allowable for a contribution of services or for expenses to the extent reimbursed by the Coast Guard or Auxiliary. To help determine if the expense is deductible, Auxiliarists should keep accurate records of unreimbursed expenditures. Remember, the IRS will not allow deductions for unreasonable expenditures.
G.3.a. Authorized Coast Guard or Auxiliary Activities	Out-of-pocket expenses incurred in the performance of authorized Coast Guard or Auxiliary activities to the extent not reimbursed, may be deductible as a charitable contribution for Federal income tax purposes.
G.3.b. Dues and Donations	The payment of dues and donations of money or property to the Auxiliary are also deductible.

G.3.c. Meals and Lodging	Reasonable expenditures for meals and lodging incurred, while away from home on Coast Guard or Auxiliary business, may also be deductible in accordance with current IRS regulations.
G.3.d. Automobile Gas, Parking, and Tolls	Unreimbursed expenditures for gas, oil, etc. and for operating an automobile may be deductible. A pro rata portion of general repair, maintenance, depreciation, and insurance expenses is not. If you do not deduct your actual expenses, you may use the current cent-per-mile rate to determine your contribution. Parking fees and tolls may be deductible in addition to the mileage computation.
G.3.e. Uniform Costs	Auxiliarists may also deduct uniform costs and upkeep which have no general utility and which they are required to purchase in order to perform authorized activities. The dress uniform would qualify for such a deduction. In addition, since Auxiliarists are prohibited by Coast Guard regulations from wearing portions of their uniforms as civilian clothing, the cost and upkeep of these uniforms, including insignia, should also qualify for a deduction.
G.3.f. Use of Facilities	Unreimbursed out-of-pocket transportation expenses incurred in the use of facilities in the performance of Coast Guard and Auxiliary missions may be deductible. Such operation, maintenance, and repair costs may be deductible only when they are directly attributable to Auxiliary services. A pro rata share of general maintenance and repairs of a facility is not deductible. The rental value of a facility while engaged in Auxiliary services is not deductible.
G.3.g. Transfer of Property	If any Auxiliarist transfers property, either real or personal, to the Auxiliary, the IRS may allow a deduction for the fair market value of the property at the time of the contribution.
G.3.h. Disclaimer	The above information is provided for general guidance and is subject to the specific provisions of the Internal Revenue Code, as amended, and IRS regulations published there under.
G.4. Qualified Tax Advisor	Auxiliarists must not rely upon the information contained in this Manual when making tax decisions. Because information set forth in this section may conflict with subsequent IRS regulations or tax rulings, Auxiliarists must consult a qualified tax advisor before making any specific decisions regarding the potential deductibility of Auxiliary related expenses.

Section H. Solicitations, Gifts, and Donations

Introduction

The Coast Guard Auxiliary, in accordance with The Coast Guard Authorization Act of 1996, will operate and do business in accordance with policies and procedures that reflect a high sense of propriety and ethics. The Auxiliary exists to enhance the safety and environmental quality of America's waterways and to support the Coast Guard as authorized by the Commandant. The Coast Guard provides some of the support needed to fulfill these purposes. Operation and administration of the Auxiliary requires additional resources in order to support expanding Auxiliary missions and activities. 14 U.S.C. § 821(c) permits the Auxiliary National Board, and any Coast Guard Auxiliary District or Region, to form a corporation under State law in accordance with policies established by the Commandant. Under this authority, the Commandant, by issuance of this Manual, recognizes Coast Guard Auxiliary Association, Inc. (CGAuxA, Inc.) as the entity established by the National Board and hereby authorized to manage all fiscal matters and fundraising efforts in support of Auxiliary activities not funded by the Coast Guard. Coast Guard Auxiliary Association Inc. resources may be augmented through revenues, grants, gifts, and donations received from outside sources, both public and private. Further guidance regarding the formation of District and regional corporations is set forth in section M of this chapter.

H.1. Policy

CGAuxA, Inc. is the vehicle for all national, regional, or broad fundraising initiatives that may benefit the Auxiliary, its units, and its programs. This private, not for profit, domestic corporation, chartered under the laws of the District of Columbia, shall be limited in its efforts only to the extent that 501(c)3 corporations are limited under applicable law. No fundraising or solicitation of monetary (or in-kind) support by any Auxiliary unit or Auxiliarist, from any outside organization or persons, is permitted except as specifically defined and authorized below. This includes prohibition for any Auxiliarist, in their capacity as an Auxiliarist, to perform a solicitation or fundraising activity in support of any other charity, organization, or program unless specifically approved by the Chief Director.

H.1.a. CGAuxA, Inc. Officers and Agents

CGAuxA, Inc. has appointed certain officers and agents who will be responsible for the coordination of all CGAuxA, Inc. based fundraising programs on behalf of the Auxiliary. Auxiliary DCOs who are ex officio directors of CGAuxA, Inc. shall be appointed agents for CGAuxA, Inc. for some fundraising programs. CGAuxA, Inc. directors shall always seek written approval and coordinate efforts with the President and Director of Development of CGAuxA, Inc. in advance of any active solicitation or implementation of fundraising initiatives or acceptance of gifts of money (or in-kind) in the name of CGAuxA, Inc.

H.1.b. CGAuxA, Inc. Representation	CGAuxA, Inc., as a private non-profit 501(c)3 corporation, shall conduct its fundraising affairs with the utmost sense of propriety and ethics. Representatives of CGAuxA, Inc. shall not present themselves as representing any organization other than CGAuxA, Inc. and shall not conduct any activities on behalf of CGAuxA, Inc. in the uniform authorized for wear by Auxiliarists. Gifts offered to CGAuxA, Inc. (rather than directly to the Coast Guard) for support of Auxiliary programs may be accepted by the corporation without prior Coast Guard review and approval.
H.1.c. Solicited Gifts	All Auxiliarists, including all district corporation members, when acting in their capacity as Auxiliarists, are prohibited from soliciting any gift of any type from any federal or non-federal source for themselves, any family member, any private organization, any commercial entity, or any other federal or non-federal entity except as described below. Approved District corporations shall be permitted for those limited purposes described in section M of this chapter. Non-federal source means any person, and any entity of any kind, that is not part of the U.S. federal government. All Auxiliarists, including all district corporation members when acting in that capacity, are prohibited from soliciting any gift of any type from any federal or non-federal source for any Auxiliary unit or district corporation, except in accordance with the following circumstances: (1) Any solicitation must be for the support of an authorized Auxiliary program(s) and from which an Auxiliary unit will receive benefit. (2) Any solicited gift source must be within the soliciting unit's area of responsibility. (3) The market value of each solicited and accepted gift (e.g., funds, personal property – real property is specifically excluded) cannot exceed $2,500. The aggregate market value of all gifts solicited and accepted from any particular gift source cannot exceed $5,000 per calendar year. Solicitation may be exercised at the district, division, or flotilla organizational level. However, neither solicitation nor subsequent acceptance may occur unless and until the DCO and the Director both give advance written permission (e-mail is acceptable). Such permission shall not be given without first obtaining written advice and guidance (e-mail is acceptable) from the DSO-LP, who shall also perform a prohibited source determination with respect to the proposed solicitation in accordance with Appendix E. Just because a gift source may be determined to be a prohibited source, that does not, by itself, mean that soliciting and accepting from that source is precluded. However, the DSO-LP, the DCO, and the Director must thoroughly review all Appendix E factors and considerations before permitting solicitation in such circumstances.

The DCO shall serve as the Auxiliary gift acceptance authority, accepting gifts on behalf of the Auxiliary, for solicited gifts. The source of any solicited and accepted gift shall be acknowledged (with thanks) by the appropriate Auxiliary elected leader (see paragraph H.1.j of this chapter).

Participation by divisions and flotillas in the annual local United Way Campaign is authorized.

H.1.d. Unsolicited Gifts

An unsolicited gift offer is a gift offer from a non-federal source that was not requested by any Auxiliarist or Coast Guard member acting in their capacity as such. Non-federal source means any person, and any entity of any kind, that is not part of the U.S. federal government.

No Auxiliarist, and no one in the Coast Guard except the Commandant, the Vice Commandant, and CG-8, has any authority to accept any unsolicited offer of real property.

In order to be considered for approval, all unsolicited gift offers to any member or organizational unit of the Auxiliary must be in writing from the gift source (e-mail is acceptable) and include:

(1) A description of the offered gift.
(2) The estimated market value of the gift.
(3) Any conditions the gift source places on the gift (e.g., that the gift must be used for a specific purpose or by a specific Auxiliary element).

An Auxiliarist who receives an unsolicited gift offer must obtain the required information in writing and forward the offer, with an acceptance recommendation, through their respective chain of leadership to the appropriate gift acceptance authority.

The NACO shall act as the Auxiliary gift acceptance authority, accepting gifts on behalf of the Auxiliary, for unsolicited gift offers made at the national Auxiliary level. The NACO may refer such offers to a DCO if deemed more appropriate to be processed at the district level. Acceptance of such offers shall not be made without first notifying the Chief Director, and obtaining written advice and guidance (e-mail is acceptable) from the ANACO-CC, who shall also perform a prohibited source determination in accordance with Appendix E. Just because a gift source may be determined to be a prohibited source, that does not, by itself, mean that accepting from that source is precluded. However, the ANACO-CC, the NACO, and the Chief Director must thoroughly review all Appendix E factors and considerations before acceptance in such circumstances.

The DCO shall act as the Auxiliary gift acceptance authority, accepting gifts on behalf of the Auxiliary, for unsolicited gift offers at the district, division, or flotilla level, and if the market value of the offered gift does not exceed $5,000. Acceptance of such offers shall not be made without first notifying the Director, and obtaining written advice and guidance (e-mail is acceptable) from the DSO-LP, who shall also perform a prohibited source determination in accordance with Appendix E. Just because a gift source may be determined to be a prohibited source, that does not, by itself, mean that accepting from that source is precluded. However, the DSO-LP, the DCO, and the Director must thoroughly review all Appendix E factors and considerations before acceptance in such circumstances.

For unsolicited gift offers having a market value in excess of $5,000 but no greater than $50,000, the DCO shall forward the gift offer (e-mail is acceptable), with an acceptance recommendation, the advice and guidance of the DSO-LP, and the prohibited source analysis, to the Director. The Director shall determine whether or not to authorize the DCO to accept this type of gift offer, and will so notify the DCO. If the Director determines that the DCO is not the appropriate Auxiliary gift acceptance authority, then the Director shall forward the package to the Chief Director for processing by the NACO as the Auxiliary gift acceptance authority as described above. Unsolicited gift offers whose market value is in excess of $50,000 shall be forwarded to the NACO for processing as the Auxiliary gift acceptance authority.

Neither the NACO nor the DCO may accept any gift offer if the intended Auxiliary unit cannot safely operate the gift or if it cannot properly maintain and store the gift (this includes insurance considerations) over time. Further, neither the NACO nor the DCO may accept a gift offer if it comes with unacceptable conditions.

Exception to the above provisions may be exercised in the event an Auxiliary unit is approached by a non-federal entity with an unsolicited gift of funds (cash or check) not exceeding $100. In such circumstances and if the DCO is not present, the Auxiliary unit leader may represent the DCO for the purpose of acknowledging and accepting the gift. In the event the Auxiliary unit leader is not present, then any Auxiliarist belonging to the unit may further accept the gift on the unit leader’s behalf.

The Coast Guard's statutory gift acceptance authority includes the authority to accept testamentary gifts. The Coast Guard has accepted testamentary gifts, and the Auxiliary may accept them (e.g., a boat that an individual plans to bequeath to a flotilla) pursuant to the above provisions. If time allows, a conditional acceptance decision must be made in advance. All pertinent considerations, facts, and circumstances must be presented so that the determination can be made if the intended Auxiliary unit cannot safely operate the gift or if it cannot properly maintain and store the gift (this includes insurance considerations) over time. Further, the Auxiliary gift acceptance authority may not accept such a testamentary gift offer if it comes with unacceptable conditions.

The source of any unsolicited gift shall be acknowledged (with thanks), whether accepted or not, by the appropriate Auxiliary elected leader (see paragraph H.1.j of this chapter).

H.1.e. Free Space, Advertising, and Other Services

These provisions pertain to Auxiliary units that solicit and/or accept free space, free advertising, or any other free service, all within the accepting unit's area of responsibility, in order to conduct or support authorized Auxiliary activities. They fall outside the gift solicitation and/or acceptance provisions described in paragraphs H.1.c and H.1.d of this chapter that apply to gifts of funds, personal property, and real property. Contract renewals for free space, advertising, and other services are not considered solicitations.

Auxiliary units are permitted to solicit and/or accept free space for Auxiliary needs (e.g., flotilla meetings, storage space, a permanent unit office), free advertising, and other free services regardless of the market value of the space, advertising, or other services, from any public or governmental organization (e.g., schools, military bases, Federal/State/local governmental agencies), without the need for a prohibited source analysis or determination, nor the need to obtain advance written permission from the DCO or the Director.

Auxiliary units are permitted to solicit and/or accept free space for Auxiliary events, free advertising, and other free services regardless of the market value of the space, advertising, or other services, from any semi-public organizations (e.g., homeowners associations, volunteer organizations, churches), commercial firms (e.g., restaurants, retail stores, businesses), private individuals/organizations, or prohibited source, only after the DCO and the Director both give advance written permission (e-mail is acceptable). Such permission shall not be given without first obtaining written advice and guidance (e-mail is acceptable) from the DSO-LP, who shall also perform a prohibited source determination in accordance with Appendix E.

The source of any accepted free space, advertising, or other services shall be acknowledged (with thanks) by the appropriate Auxiliary elected leader (see paragraph H.1.j of this chapter).

H.1.f. Raffles, Lotteries, and Door Prizes

All raffles and lotteries are forms of gambling activity because those activities require a participant to pay money, or other valuable consideration, to obtain a chance to win a cash or non-cash prize.

No Auxiliary unit is permitted to conduct any raffle, lottery, or any other form of gambling activity on any Coast Guard owned or leased property.

Auxiliary units may be permitted to conduct raffles, lotteries, or any other form of gambling activity in other locations subject to advance review and written approval (e-mail is acceptable) by the Director. An Auxiliary unit leader shall first consult with the DSO-LP (e-mail is acceptable) to determine whether a desired raffle, lottery, or other gambling activity is prohibited or regulated by State and/or local law. This determination shall be included with the request to the Director.

Auxiliary units are permitted to provide door prizes at Auxiliary events or activities without any need to obtain the Director's consent.

Provisions of this section may be satisfied by blanket authorization in regional Auxiliary policy manuals or annual blanket authorization by the Director. If ever in doubt or in question about any circumstances regarding the conduct of such activities or the clarity of any associated blanket authorization, the Auxiliary unit leader (e.g., FC or DCDR) shall advise and seek guidance from the DSO-LP.

H.1.g. Employer – Sponsored Gifts

Individual Auxiliarists whose employers sponsor gift or matching gift benefit programs to which the Coast Guard Auxiliary may be an eligible recipient, are permitted to make application for these benefits in their name for the benefit of the Auxiliary. An Auxiliarist who receives such gifts shall tender the gift to the unit elected leader on behalf of the Auxiliary. The senior elected leader of the receiving unit shall appropriately acknowledge (with thanks) receipt all gifts thus received and accepted.

H.1.h. Unit Ownership Consideration Factors

Before permitting any Auxiliary unit to solicit and/or accept a gift other than funds, the Auxiliary gift acceptance authority in concert with the Director and/or the Chief Director, as appropriate, shall consider the following factors in making such determination:

(1) The gift supports an authorized Auxiliary program(s) and from which the Auxiliary unit will receive timely benefit.

(2) The Auxiliary unit can safely operate the gift over time.
(3) The Auxiliary unit can properly maintain and store the gift (this includes insurance considerations) over time.
(4) The gift is appropriate in terms of the Coast Guard's core values. Inappropriate gifts shall be refused.

H.1.i. Written Gift Acknowledgement

As required by applicable IRS regulations regarding gifts, every Auxiliary unit that receives any gift of market value of $250 or more must, after consultation with the DCO and DSO-LP, provide written acknowledgement (with thanks) of the gift to the source. Such written acknowledgement shall include mention of the gift's description, its value, and the receiving Auxiliary unit. Notwithstanding this requirement, such written acknowledgement (with thanks) should be provided the source of any gift, regardless of value.

H.2. Return of Donation

Funds, property, or services solicited or received without compliance with established procedures must be returned. They may, however, be retained if an Auxiliary unit pays the donor the fair market value (FMV).

H.3. Sale of Items

No Auxiliarist has any authority to sell any Coast Guard property.

Auxiliarists are permitted to sell certain items, including Auxiliary property, to raise funds to support authorized Auxiliary programs. Funds raised by the sale of such items are not limited, and shall be in addition to funds raised through the gift processes described in paragraphs H.1.c and H.1.d of this chapter. These provisions do not include student course materials for public education courses.

Auxiliary sale of items cannot occur unless and until the DCO and the Director both give advance written permission (e-mail is acceptable). Such permission shall not be given without first obtaining written advice and guidance (e-mail is acceptable) from the DSO-LP. The DSO-LP, the DCO, and the Director must consider, among other factors, the propriety of the items and any applicable local laws and ordinances.

Purchase of items for resale shall be from the AUXCEN operated by the CGAuxA, Inc. unless the items are not reasonably available from the AUXCEN. The DSO-LP, the DCO, and the Director shall develop appropriate guidelines regarding the purchase of property by Auxiliary elements for the purpose of subsequent sale.

Auxiliary units that conduct the sale of items are responsible for compliance with all applicable laws and ordinances, including those pertaining to the collection and payment of sales tax.

	After a donation is accepted by the Auxiliary, the Auxiliary unit may, at some point, desire to dispose of the property by selling the item and retaining the proceeds with the Auxiliary unit. The following sections must be adhered to in preparation for such sale. The practice of Auxiliarists purchasing previously donated property for sale can raise serious questions of impropriety. If Auxiliarists desire to participate in such sales, they must do so in a manner which will not create doubt as to their integrity or that of the Auxiliary.
H.3.a. Fair Market Value	Auxiliary units desiring to sell donated property shall determine the fair market value (FMV) of the property through reasonable, unbiased means (e.g., marine surveyor for vessels). They shall advertise the property for sale with the FMV in a local newspaper or trade journal for a period of no less than one week. If the Auxiliary unit chooses to sell the property by auction, the auction must be advertised in the same manner. The highest legitimate offer to purchase will be accepted.
H.3.b. Closed Sale	A closed sale (within the Auxiliary unit or corporation, or only for Auxiliarists or Coast Guard personnel) is strictly prohibited.
H.3.c. Documentation	Documentation of the method used to determine FMV, the advertisement, and the bids received and accepted shall be maintained at the Auxiliary unit for a period of three years. A copy of these documents shall be forwarded to the Director for inclusion in the unit files.
H.3.d. IRS Provisions	Auxiliary units and corporations controlled by Auxiliarists should be familiar with IRS Code provisions pertaining to the disposition of gifts within two years after receipt and the requirement for filing IRS Form-8282 in certain circumstances.
H.3.e. Conditional Gifts	Conditional gifts to the Auxiliary may not be resold without the express prior written approval of the donor. Prior to any sale of such items, the Auxiliary unit proposing sale must obtain the written approval of the Coast Guard gift acceptance authority.
H.4. Contract Review	The DSO-LP shall review and counsel on any and all regional Auxiliary contracts. If ever in doubt or in question about contract provisions or a prohibited source determination analysis, the DSO-LP shall advise and seek guidance from the DCO and the Director to achieve resolution. Auxiliary contract approval authority shall reside with the DCO or appropriate elected leader or staff officer.

Section I. Publications

Introduction	An individual serving as an Auxiliarist is prohibited from receiving any compensation for articles related to the Coast Guard or the Auxiliary which are produced as a result of such service. Any article written for Auxiliary publications becomes the sole property of such entity that publishes such work unless intellectual property rights are reserved in writing.
I.1. National Publications	Feature articles on Auxiliary topics prepared by Auxiliarists for commercial periodicals, articles for organization's publications, or Coast Guard internal publications are encouraged.
I.1.a. Approval	The DIR-GP, or a DVC specifically appointed for that purpose, must approve the article before publication. Before printing any national Auxiliary publication, all articles and photographs shall be submitted to the Chief Director and NACO for approval.
I.1.b. Distribution	The Chief Director may authorize official business mail privilege, for mailing a national Auxiliary publication when the contents of the publication meet the criteria discussed in section F of this chapter.
I.2. District, Division, and Flotilla Publications	Each district, division, and flotilla should develop some means of keeping Auxiliarists informed of activities and changes in programs and policy. An Auxiliary unit newsletter or other publication is an effective instrument for this purpose.
I.2.a. Approval	Before printing and distributing any district, division, or flotilla Auxiliary publication to Auxiliarists, the Director shall approve all articles and photographs. The Director may delegate this approval authority to the DSO-PB, ADSO-PB, or any other Auxiliarist.
I.2.b. Distribution	The Director may authorize official business mail privilege for district, division, or flotilla publications, unless these publications contain commercial advertising. A copy of each district publication shall be sent to the Chief Director, NEXCOM members, national department chiefs, DCOs, and Directors of other districts for their information.

I.3. Web Sites	Where practical, Auxiliary units are encouraged to create and maintain web sites to promote Auxiliary missions and services to the public, and provide program information to Auxiliarists. Likewise, Directors are encouraged to create sites that assist their Auxiliarists and provide program information to Coast Guard units on how to use and obtain Auxiliary resources within the AOR. Auxiliarists are encouraged to visit the Auxiliary Internet Resources Site (AIRS), via the Auxiliary National web site, and seek formal training at a "C" school which is intended to provide Auxiliary webmasters and site maintenance personnel with the information to register and create sites. Directors should refer to the policy on Coast Guard Use of Internet/World Wide Web for Guidance, COMDTINST 5230.56 (series).
I.3.a. Training	The Auxiliary has class "C" schools that provide instruction in web site development and training in preparing course materials for on-line instruction. The courses are open to Auxiliarists and personnel assigned to the Directors' staffs. Course descriptions and schedules are posted on the Training Quota Center (TQC) web site. (see Appendix I) New schedules are posted each fall for the fiscal year's courses.
I.3.b. Posting Official Statements	Statements of policy or procedure provided by members of the Chief Director's office, National elected leaders or Directorate Chiefs that are posted on the "What's New" web page, National Departments' web pages, News from the Bridge web page, Forms and Manuals web site, or other portions identified as containing official statements on the Auxiliary's national web site, should be regarded as official statements and guidance. Only specified leaders may have their announcements posted on these pages. The purpose of these announcements on the web site is to speed up the dissemination of information to the membership. They are not meant to replace the communication that flows down the chain of leadership and management (elected leaders) and the chain of communications (appointed leaders) via written and electronic means.
I.4. Commercial Advertising	Any Auxiliary newspaper, magazine, newsletter, or other publication containing advertising cannot be accorded official business mail privileges. The publishing Auxiliary unit must pay the postage.

I.4.a. Approval for Accepting Advertising	Any Auxiliary unit publishing a newspaper, magazine, newsletter, or other media, and is willing to relinquish its approved official business mail privilege to accept paid commercial advertising, shall submit all proposed advertising, in copy form, to the Director for approval before accepting the advertising. Similarly, the Director must approve any proposal to publish an Auxiliary unit advertisement or notification in a commercial newspaper, where such advertisement or notification is to be paid, either partially or in full, by persons or concerns other than the Auxiliary unit. Any proposed advertising must include an explicit statement to the effect that no endorsement of the product or service is made or implied by the Auxiliary, the Coast Guard, or DHS.
I.4.b. Approval for Publishing	Before publishing, the Director shall approve all Coast Guard Auxiliary district, division, and flotilla newspapers, magazines, newsletters, and other media which contain commercial advertising. The Director may delegate this approval authority to any Auxiliarist, normally the DSO-PB or ADSO-PB.
I.5. Coast Guard Auxiliary Emblem and Official Seal	The Auxiliary emblem and official seal are separate in design and purpose.
I.5.a. Auxiliary Emblem	The Coast Guard Auxiliary emblem (see Figure 5-1) may be used on publications or in association with authorized articles regarding the Auxiliary. Use of the Auxiliary official seal is strictly prohibited. The Coast Guard Auxiliary emblem is derived from the Coast Guard emblem, and has multiple uses. Besides use in print, the emblem is used on Auxiliary insignia such as the member collar device, cap device, Auxiliary aviator insignia, coxswain insignia, AUXOP device, and many other items. The emblem is designed for wide use within the Auxiliary for official and quasi-official purposes. Before the emblem can be used by CGAuxA, Inc. or any other commercial concerns for jewelry, stationery, clothing, pennants, flags, burgees, ensigns, or similar articles, such use must be approved by the Chief Director, via the NACO or the NACO's designated representative.

Figure 5-1
Coast Guard Auxiliary Emblem (color and black-and-white)

I.5.b. Auxiliary Seal

The Coast Guard Auxiliary official seal (see Figure 5-2), either lever-type or wax impression type, is authorized for use on official Coast Guard Auxiliary documents requiring signature under seal. It is authorized for official invitations, Auxiliary official stationery, programs, certificates, diplomas, and for display on Coast Guard Auxiliary exhibits. It may not be used on Auxiliary web sites or in any other electronic venues that may facilitate its unauthorized duplication.

The official seal may not be reproduced for any other purposes without approval by the Chief Director via the NACO or the NACO's designated representative. If approval for use is granted and an electronic version is needed, then such version shall be obtained from the Director of the Government and Public Affairs Department (DIR-GP). The official seal shall not be included within the design of any other seal, emblem, coat-of-arms, or escutcheon.

Figure 5-2
Coast Guard Auxiliary Official Seal (color and black-and-white)

Section J. Assignment to Duty

Introduction

The Commandant employs the services of qualified Auxiliarists in support of various Coast Guard programs. To this end, specific Auxiliary activities are authorized in support of Auxiliary programs or Coast Guard units. An Auxiliarist performing such duties is considered to have been assigned to duty within the meaning of 14 U.S.C. § 831 and 823a, when these activities have been authorized and clearly communicated verbally and/or in writing by appropriate authority. The Commandant has specifically delegated the authority to assign qualified Auxiliarists to duty for authorized activities as outlined below. Additionally, in many circumstances, an Auxiliarist's assignment to duty may be constituted by the Auxiliarist's actual performance of an authorized activity or mission, understanding that the Auxiliarist was properly qualified for such duty and acted within the scope of employment as described further in the provisions of this chapter. This policy promotes valued volunteer support and provides Auxiliarists the benefits and protections allowed by law.

J.1. Injury or Death

An Auxiliarist who is physically injured or dies while performing assigned duties may be entitled to statutorily prescribed medical treatment and/or death or disability compensation. The Department of Labor (DOL) will make a final determination as to whether an Auxiliarist was acting as an employee within the scope of employment when performing assigned Coast Guard duties as a Federal employee for purposes of 14 U.S.C. § 823 and 14 U.S.C. § 832.

DOL policy and criteria for determining injury/death compensation for Federal employees are described in publication CA-810. It defines the criteria used by DOL and the Coast Guard to determine the conditions of coverage, including considerations such as time of injury or death, employee status, nature and circumstance of injury or death, and performance of duty.

A member of the Auxiliary may be entitled to benefits when he/she is injured or dies while performing duties assigned by competent Coast Guard authority. An Auxiliarist's performance of duty is defined in 14 U.S.C. § 832 to include time engaged in traveling back and forth between the place of assigned duty and the Auxiliarist's permanent residence. The question is whether the Auxiliarist is traveling to an assigned duty location to, "perform duties assigned by competent Coast Guard authority."

Other than certain specific exceptions defined in CA-810, Federal employees do not have the protection of the Federal Employee Compensation Act (FECA) when injured en route between the home and place of work. Auxiliarists do not gain the protection of FECA when traveling from their home to their regular flotilla meeting, or vice versa. Attendance at a regular flotilla meeting is not the performance of duty assigned by competent Coast Guard authority at an assigned place of duty.

J.2. Third Party Claims

The Auxiliarist may be exonerated from liability to injured parties or damage to property, but this action depends on facts and circumstances surrounding the Auxiliarist's involvement in the incident. Third party claims against Auxiliarists will be treated in the same manner as claims against other Coast Guard personnel under similar circumstances. The Department of Justice (DOJ) will make a final determination in certifying the Auxiliarist as an employee within the scope of their employment conducting authorized Coast Guard duties as a Federal employee in accordance with 14 U.S.C. § 823a(b). This determination will be based on the recommendation from the Office of Claims and Litigation (CG-0945).

J.3. Determining Assignment to Duty

The protections discussed above are contingent upon a favorable determination that the Auxiliarist was acting within the scope of employment as a Federal employee. Two outside agencies, the DOL and DOJ, make that determination under Federal law. The Auxiliarist's assignment to duty is a requirement before any statutory protections are available. If the Auxiliarist is not assigned to duty, then the Auxiliarist cannot be characterized as a Federal employee and therefore cannot be acting within the scope of employment.

To have the best possible chance of a favorable determination, the Auxiliarist should be prepared to document assignment to duty. The greater the quality and quantity of evidence that the Auxiliarist is able to produce to demonstrate assignment to duty, the greater the likelihood that the DOL or DOJ will make a favorable determination. The strongest possible evidence is that which demonstrates assignment to duty made prior to the incident in question. Examples may include verbal orders issued by an appropriate Coast Guard Order Issuing Authority (OIA) and documented by e-mail or unit logs prior to mission execution, or written orders issued by an appropriate Coast Guard OIA and received and acknowledged by an Auxiliarist prior to mission execution. Similarly, verbal authorizations from appropriate Auxiliary elected and/or appointed officers that are documented via telephone log, e-mail, or other means, as well as written Auxiliary orders or duty rosters for authorized activities (see Table 5-1) that are received and acknowledged by an Auxiliarist prior to mission execution, help constitute the strongest possible evidence of assignment to duty prior to an incident in question. Post-incident evidence is less persuasive, but may include affidavits and orders or duty rosters reduced to writing after the incident. The Auxiliarist ultimately bears the burden of producing evidence sufficient to support the claim that the Auxiliarist has the status of a Federal employee.

Incumbent Auxiliary officers, elected and appointed, are authorized to perform such activities required for the proper supervision and administration of their respective offices. These duties include, but are not limited to, the responsibilities of Auxiliary staff officers and elected and appointed leaders as described in Chapter 4 of this Manual and in any associated letter of appointment. Auxiliarists performing such duties and activities shall be considered to be assigned to duty within the definition of 14 U.S.C. § 832.

Operators of Auxiliary vessels, aircraft, and radio facilities are authorized to schedule Auxiliarists to duty as crew, air observers, watchstanders, or trainees aboard their facilities. The scheduling shall constitute assignment to duty under the provisions of 14 U.S.C. § 832a(b).

Table 5-1
Authorized Activities (Not All-Inclusive)

ACTIVITY TYPES	APPROPRIATE STAFF OFFICER ASSIGNMENT
• AtoN Verification and Discrepancy Reporting • Chart Updating Activities • Federal Aids Program	Navigation Systems (NS)
• Aircraft Patrols • Aircraft Facility Inspection	Aviation (AV)
• Communications Watchstanding	Communications (CM)
• Communications Facility Inspection • Webmaster/Webwatcher	Communications Services (CS)
• Auditing, Bill Paying, Authorized Solicitation, and Procurement Activities	Finance (FN)
• Collecting, Collating, Input, and Dissemination of Auxiliary Activity Data and Internet	Information Services (IS)
• Obtaining, Storing, and Transporting Materials	Materials (MA)
• Government Supply Agent Contact • Recreational Boating Safety Visitation Program	Program Visitor (PV)
• Member Recruiting and Retention Activities • Academy Admissions Partner Program • AUXCHEF Program • Heath Care Services • Diversity Programs	Human Resources (HR)/ Diversity (DV)
• Member Training Activities	Member Training (MT)
• Marine Safety Activities • Commercial Fishing Vessel Examiner • Uninspected Passenger Vessel and Towing Vessel Examiner • Regional Examination Center Support	Marine Safety (MS)
• Vessel and Aircraft Patrols • Coast Guard and State Operational Support • Interpreter and Watchstation Support • Maritime Observation Mission (MOM)	Operations (OP)
• Establishing and Serving in Boating Safety Booths • General Activities Publicizing the Auxiliary • Coastie Program Outreach	Public Affairs (PA)
• Producing and Delivering Unit Publications	Publications (PB)

Table 5-1
Authorized Activities (Not All-Inclusive) - Continued

ACTIVITY TYPES	APPROPRIATE STAFF OFFICER ASSIGNMENT
• Public Education Activities	Public Education (PE)
• Vessel Safety Checks • Recreational Boating Safety Visits • Vessel Facility Inspections	Vessel Examiner (VE)
• Obtaining and Providing Legal Opinions and Advice • Conducting Investigations or Hearings	Legal/Parliamentarian (LP)
• Participating, Observing, and Contributing	Auxiliarist

J.4. Order Issuing Authority (OIA)

An OIA is a Coast Guard command authority that oversees or directs Auxiliary operations and activities (see section A.1 of Chapter 2 of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)). An OIA issues Coast Guard orders in accordance with the provisions of section 2.A of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), to Auxiliarists who agree to assignment to duty in order to perform activities in support of Coast Guard missions. For example, a Coast Guard Sector, as a Coast Guard OIA, will issue patrol orders to Auxiliary boat crews that perform missions to support the Sector; the Coast Guard Training Quota Management Center (TQC), as a Coast Guard OIA, will issue travel orders to Auxiliarists who attend Coast Guard C-schools; and the Director, as a Coast Guard OIA, will issue travel orders to designated elected and appointed staff officers who attend regional conferences.

J.4.a. Issuance of Orders

Coast Guard orders shall be issued to an Auxiliarist as far in advance of a mission or activity as practicable. If circumstances do not allow issuance of written orders prior to a mission or activity as prescribed, then the Auxiliarist may perform the mission or activity upon receipt of advance verbal tasking or if specifically identified and tasked to do so by the OIA as part of a written contingency plan. In either case, the provision of written orders as soon thereafter as possible shall be understood and expected by both the Auxiliarist and the OIA.

J.4.b. Blanket Orders	To promote administrative efficiency, an OIA may issue an Auxiliarist orders designed to authorize and address the recurring conduct of specific missions or activities in support of it. Such orders normally cover specified periods of time that should not be longer than three months duration within a fiscal year unless circumstances warrant. Under no circumstance shall the period exceed one year. For example, an Auxiliarist who provides administrative support two days each week at a Coast Guard unit may be issued blanket orders by the unit for a three month period to facilitate the Auxiliarist's reimbursement for travel expenses to and from the unit. Similarly, a Director may issue blanket orders for a three month period to the DCO to facilitate reimbursement of authorized travel expenses during a period of frequent travel rather than issue individual orders for each trip.
J.4.c. Contingency Orders	Contingency orders are a form of blanket orders in that they are effective for a specific time period. An OIA may issue contingency orders in accordance with criteria established in section 2.A.8 of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
J.4.d. Non-receipt of Orders	Inasmuch as it is the responsibility of the OIA to provide written orders to an Auxiliarist in advance of an assignment to duty, it is equally incumbent upon the Auxiliarist to contact the OIA if such orders have not been received in advance of the mission. Failure to do so will jeopardize the Auxiliarist's ability to properly prepare for the assignment, make necessary travel arrangements, and/or receive appropriate reimbursements upon completion of the assignment.

J.5. Requests for Assistance by Other Agencies

On some occasions, the cognizant Coast Guard command for a region or a local Auxiliary unit may receive a request for assistance from another agency (e.g., another Federal agency or a State government). If the Coast Guard agrees to respond and assist to such request, and Auxiliarists are part of the response and assistance plan, then they shall be recognized as Auxiliarists and their efforts may be captured accordingly in AUXDATA. For example, if a state formally requests recreational boating safety public education support from the Coast Guard for a remote region, and the cognizant Coast Guard command for the region agrees to provide such service by identifying local Auxiliary resources as the most appropriate service delivery mechanism, then those Auxiliarists who provide the support shall be recognized as Auxiliarists assigned to duty for purposes of the Coast Guard's response and assistance. Whenever such requests for assistance are directed to an Auxiliarist instead of the cognizant Coast Guard command, the Auxiliarist must forward the request along with their plan to address it to the cognizant Coast Guard command or the Director, as appropriate, in order to ensure Coast Guard awareness. In all cases except those covered by provisions of a standing MOA/MOU between the other agency and the Coast Guard or Coast Guard Auxiliary, a written request must be received even in follow-up to a verbal request for assistance. Written requests must be signed or e-mailed by an appropriate agency authority.

If an Auxiliarist independently acts upon the request of or accepts orders for an assignment directly from an agency other than the Coast Guard, then performance of such an assignment shall not be recognized as being in support of the Coast Guard. Neither the Auxiliarist nor the assignment shall be subject to provisions of this or any other Coast Guard directive or policy. Further, the individual shall not be afforded protections as an Auxiliarist who has been assigned to duty by an appropriate Coast Guard OIA and who has acted within the appropriate scope of employment. For example, an Auxiliarist who requests, receives, and/or agrees to execute orders issued by the Federal Emergency Management Agency (FEMA) to perform FEMA-specific tasking shall be recognized as a volunteer or employee for FEMA only, not as an Auxiliarist. Performance data and information associated with such FEMA assignment shall not be captured within AUXDATA nor credited to the Auxiliary or the individual in their capacity as an Auxiliarist.

J.6. Implicit Assignment to Duty

Due to the diverse range and volunteer nature of authorized Auxiliary activities, the significant volume of Auxiliary participation in these activities, and the broad geographic distribution of Auxiliarists, it is neither administratively practical nor pragmatic to expect Coast Guard orders to be issued for the performance of every Auxiliary activity. Auxiliarists must therefore be considered implicitly assigned to duty when they perform many authorized activities for which they may claim Auxiliary activity hours without Coast Guard orders. Such activities include, but are not limited to:

a. Attending Auxiliary meetings.
b. Performing training ashore.
c. Performing administrative functions at home or in a residence.
d. Performing Vessel Safety Checks (VSCs).
e. Teaching an Auxiliary boating safety course.
f. Manning a public affairs booth at a boat show.
g. Meeting with other agency counterparts to coordinate boating safety efforts.

It must be equally understood that implicit assignment to duty does not constitute a guarantee of any liability coverage by the Coast Guard if the circumstances of a claim, as determined by appropriate investigation, do not warrant such coverage.

J.6.a. Unit-level Awareness

For the performance of many kinds of authorized Auxiliary activities, Auxiliary unit-level awareness is appropriate to properly satisfy assignment to duty concerns as well as provide for the safety and security of the Auxiliarists who perform them. In general, authorized Auxiliary activities that do not require actual programmatic engagement or travel outside an Auxiliarist's home or residence (e.g., making telephone calls, computer work, other administrative functions) do not warrant Auxiliary unit-level awareness.

Although formal verbal or written orders do not have to be issued by a Coast Guard OIA to authorize the conduct of many authorized Auxiliary activities, Auxiliarists who perform them should keep their Auxiliary unit leader informed of their plans and should, as a minimum, attempt to advise their immediate Auxiliary program manager, in advance, of their intent to do so (an advance verbal or e-mail notice of intent, even if not acknowledged, is sufficient). For example, a PV who intends to visit several marine stores the following weekend should attempt to advise the FSO-PV in advance (it would be best to advise both FSO-PV and FC). Advance publication and distribution, either on paper or electronically, of a schedule of Auxiliary program activity to members of an Auxiliary unit or program network that identifies individual Auxiliarists for scheduled activities constitutes Auxiliary unit level awareness for this purpose.

J.6.b. Short Notice	A last-minute decision to participate in a mission, or participation in response to a short-notice request for assistance, does not relieve an Auxiliarist from attempting to make advance notification. For example, a VE who plans to respond to a web-based request for a VSC the following day should still, as a minimum, attempt to advise the FSO-VE in advance. Advance verbal or e-mail notice of intent, even if not acknowledged, constitutes Auxiliary unit level awareness for this purpose.
J.6.c. Failure to Notify	Failure to attempt to appropriately attain unit-level awareness in accordance with these provisions may jeopardize an Auxiliarist's recognition as having been properly assigned to duty, implicitly or otherwise, and may place an Auxiliarist at considerable risk in terms of subsequent reimbursements, scope of employment determinations, and liability coverage.
J.7. Use of Private Motor Vehicles	Auxiliarists are authorized to use private motor vehicles for authorized Auxiliary activities without Coast Guard orders unless they plan to seek reimbursement for expenses. In addition to routine travel to and from authorized activities, private motor vehicles may be used in the performance of other authorized activities such as participation in parades (i.e., towing a boat or a float), performing a chart updating mission, or conducting environmental activities. Coast Guard orders are required if a motor vehicle is being used as a land mobile radio or radio direction finding facility or in the performance of AtoN or shoreside harbor patrol missions. Appropriate orders and contingency (pocket) orders may be issued to operators of fixed land and land mobile radio and radio direction finding facilities.
J.8. Trailering Government Property	Trailering of government property by Auxiliary unit-owned vehicles and/or trailers which are personal property of the Auxiliary or owned by members of the Auxiliary, which have been offered and accepted for use, and which are under orders is authorized. The Auxiliary may continue to tow Coast Guard owned vessels using government owned vehicles and trailers.

The Auxiliary Vehicle Offer-for-Use form (ANSC-7065) shall be submitted by Auxiliarists to ensure the Coast Guard is aware of the suitability of their vehicles for expected use described above. It should not be submitted if there is no expectation of such use. The form provides the means by which Auxiliarists acknowledge the offer of their vehicles for such purposes and that their vehicles are properly insured, licensed, registered, inspected, and rated to tow anticipated loads. The form must be signed by each owner of the vehicle. If titled in the name of both spouses, then both spouses must sign. In cases in which the vehicle may be titled in the name of a bank due to its holding of a lien, the Coast Guard recognizes that circumstance as a "security interest" on the part of the bank, not an "ownership interest." Therefore, the Auxiliarist may sign and submit the form as the owner. If the Auxiliarist's vehicle contract has specific provisions that do not authorize towing, then the Auxiliarist should consult with the lien holder if they desire to offer the vehicle for use. The form must be submitted on an annual basis (the offer is valid for one year from the date of acceptance for use as reflected by the Director's signature approval). If any of the information provided on the form changes during the course of the year, then the offer-for-use becomes invalid, and a new form with updated information must be submitted.

J.9. Claiming Assignment to Duty

The quantified compilation of each Auxiliarist's activity is vital to the Coast Guard's ability to measure program effectiveness, articulate value, and assess return on investment. Moreover, the volunteer nature of Auxiliary service places a premium on recognition of activity. It is, therefore, critical that Auxiliarists ensure the timely and accurate reporting of any Auxiliary activity.

When an Auxiliarist is assigned to duty, whether implicitly or under orders, and is engaged in an authorized activity that supports Coast Guard missions, including member training, administrative, travel, and preparatory activities, the Auxiliarist may claim such effort to the nearest whole hour using appropriate forms and mechanisms designed to capture such information in AUXDATA.

With respect to Temporary Additional Duty (TAD) assignments (e.g., travel under orders to Auxiliary meetings, conferences, schools), the assignment to duty period effectively begins upon departure from the Auxiliarist's home and ends upon return presuming no diversions for leave or personal business. As a simplified example, an Auxiliarist who lives in Orlando, Florida and travels to Petaluma, California to attend an Auxiliary C-school, may claim all activity hours from the time they depart their home in Orlando, travel directly to the airport for their flight, fly directly to Petaluma, attend school, fly directly back to the airport, and travel directly back to their home. Hours spent sleeping and neither in class nor studying may still be claimed because the nature of their activity requires their presence away from home and is part of their defined TAD period.

Unless in uniform and in the presence of their facility, Auxiliary unit, or Coast Guard unit, Auxiliarists who make themselves available to recall by an OIA may not claim the time they are awaiting a potential call. For example, an Auxiliarist who has informed an OIA that they will respond to a call-out during a heightened period of readiness (e.g., a period of hurricane preparedness) but who may otherwise go about their personal business, may not claim the hours awaiting call-out. If called to respond, Auxiliarists may claim the hours from the time they proceed to respond, are engaged in the mission, and until they resume their personal business.

Section K. Claims, Injury, or Death While Assigned to Duty

Introduction

This section provides general policies and procedures for claims, injury, or death while assigned to duty. All accidents involving Auxiliarists who are assigned to duty must be evaluated in accordance with provisions of the Coast Guard Safety and Environmental Health Manual, COMDTINST M5100.47 (series) to determine if a mishap report regarding the accident is required.

K.1. Injury

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

This section provides amplifying guidance for Auxiliarists who are injured while assigned to duty. Persons who are not Auxiliarists who are killed or injured on board an Auxiliary facility are not covered by these provisions.

K.2. Preventive Care - Immunizations

Due to the nature of some Coast Guard missions for which Auxiliarists may be assigned to duty (e.g., disaster response in regions characterized by considerable health risk, temporary overseas assignments, etc.), Auxiliarists may receive requisite immunizations through the Coast Guard in advance of the execution of such missions. Recommendations for immunizations must be made by Coast Guard preventive medical authority as coordinated with the cognizant Coast Guard Order Issuing Authority (OIA). Such immunizations shall be provided at no cost to the Auxiliarist.

K.3. Emergency Care

Auxiliarists who are injured while assigned to duty and who require immediate attention should obtain emergency care from the nearest medical treatment facility. Due consideration must be made that Auxiliarists are generally not direct members of military services and are, therefore, not included in the Defense Enrollment Eligibility Reporting System (DEERS) nor authorized medical coverage under the military's Tricare medical services. Such consideration may, therefore, warrant an Auxiliarist to obtain care from the nearest civilian medical treatment facility of their choosing in lieu of proceeding to the local Coast Guard unit's contract provider, military hospital, or U.S. Public Health Service facility.

K.3.a. Payment of Bills

A civilian contract provider will bill the Auxiliarist directly for treatment of any injury. The Auxiliarist may pay the bill and seek reimbursement or submit the bill directly to the Government for payment. Any delays in processing payment could impact the Auxiliarist's credit rating, so Auxiliarists are encouraged to pay the bill and then apply for reimbursement, or give the medical provider their private insurance information which subsequently may seek reimbursement from the Government.

The Auxiliarist should forward emergency medical bills to the DOL, via their Director, for payment. Once eligibility is determined, the DOL will pay for the Auxiliarist's medical care. The DOL will also reimburse an Auxiliarist for medical care obtained from a non-contract provider if immediate care was provided.

K.3.b. Information Required for Reimbursements

Auxiliarists who are filing for reimbursement for emergency care must provide a Report of Traumatic Injury Form (DOL form CA-1) as soon as possible to the Director. The Director will verify the claim and electronically submit the completed Report of Traumatic Injury Form (CA-1) to the DOL. Once the DOL receives the electronic submission, it will provide an electronic receipt and case file number. The Director shall ensure the Auxiliarist's and Chief Director's awareness of the DOL case number. DOL claim forms are available on the DOL web site (www.dol.gov) and Coast Guard forms are available on the Coast Guard web site (www.uscg.mil/forms).

The Auxiliarist must also provide the following information to the Director within thirty days of the injury:

(1) An original itemized bill, together with the Health Insurance Claim Form (normally the OWCP/HFCA-1500). The Auxiliarist must inform the health care provider to send this bill directly to him/her, not to the Coast Guard.
(2) Section A of the Report of Non-Federal Health Care Certification Form (CG-5534).
(3) Report of Potential Third Party Liability Form (CG-4899).
(4) Claim for Reimbursement for Expenditures on Official Business (SF-1164).
(5) A copy of the orders from the day of the injury. If the Auxiliarist was assigned to duty without orders, a letter certifying the Auxiliarist was assigned to duty at the time of the injury must be provided from the competent Coast Guard authority or Auxiliary leadership.
(6) All paid receipts for care received.
(7) For every invoice (bill) received, a medical report should be included (ambulance, EMT/paramedic, emergency room, follow-up care, etc.).

The Director will mail all additional documentation, including subsequent claim and billing information, to the DOL office in Cleveland, OH (attention to the case number) at the following address:

DOL Department of Labor
Office of Workers' Compensation Program
ATTN: Case Number XXXXXXX
1240 East 9th Street, Room 851
Cleveland, OH 44199-2001

All doctor reports and findings should be submitted to the DOL office in London, KY (attention to the case number) at the following address:

DOL Department of Labor
DFEC Central Mailroom
ATTN: Case Number XXXXXXX
P.O. Box 8300
London, KY 40742-8300

K.4. Follow-Up (Non-Emergency) Care

Follow-up care for an injury or illness that occurred while assigned to duty is referred to the DOL Office of Workers' Compensation via the Director. The DOL must have approved this claim before payment can be made to treating physicians for follow-up care.

K.4.a. Physician Acceptance Rates

Prior to seeking follow-up care from a physician, the Auxiliarist must ensure the treating physician is willing to accept the prescribed DOL rates for medical services rendered. This issue must be specifically addressed with the physician to prevent misunderstandings. Auxiliarists may also use their personal medical insurance coverage for payment of medical services, in which case, the insurance provider will probably seek reimbursement from the Government.

K.4.b. Report of Traumatic Injury

The Auxiliarist must obtain a Report of Traumatic Injury Form (CA-1), complete the first part of the form, and attach a copy of the applicable orders and a narrative medical report. The Director will then complete the second part of Form CA-1. A case file will be established and kept in the Director's office in case of future need.

K.4.c. Payment of Bills

Payment of bills for follow-up care to the DOL shall be submitted via the Director in the following manner:

(1) The Auxiliarist must obtain and complete the DOL's Attending Physician's Report Form (CA-20). This form along with other related worker's compensation forms are available through the Director or the local Coast Guard Civilian Personnel Office.

(2) The Auxiliarist must take a copy of Form CA-20 to the attending physician. The attending physician can complete Part B of Form CA-20 or provide sufficient medical documentation in a narrative report and send to the Director. For payment, the attending physician must submit an OWCP/HFCA-1500 to the Director. The Director will review the forms for completeness and make copies for the case file. Originals of Forms CA-1, CA-20, or the narrative medical report, and the OWCP/HFCA-1500 Form will be forwarded to the DOL by the Director.

(3) If further treatment is required, the physician should complete a narrative medical report or Form CA-20, (reverse side of Form CA-16). Forms should be submitted by the attending physician to the Director who will review for completeness, make copies, and send to the DOL.

(4) The completed forms should be mailed to: Department of Labor Special Claims Examiner, 800 North Capital Street, Room 800, Washington, DC 20211.

The DOL and Coast Guard forms are available from the Director or the local Coast Guard Civilian Personnel Office.

K.5. Dental Care

Emergency dental care is only authorized due to direct trauma or injury while performing Coast Guard authorized duties.

K.6. Claims for Disability

Auxiliarists may be entitled to Federal Employee's Compensation Act benefits for a disability incurred while assigned to duty.

K.6.a. Basis

Compensation is based upon a percentage of the base pay for grade GS-9 (Step 1) of the General Schedule in effect on the date of the injury. Specific entitlement depends on the nature of the disability (total or partial) and the familial status of the member (single, married, married with dependents [14 U.S.C. § 832]).

K.6.b. Required Forms

The Auxiliarist must complete the DOL Report of Traumatic Injury Form (CA-1) and Claim for Compensation of Account of Traumatic Injury Form (CA-7). The attending physician must complete the DOL Attending Physician's Report (CA-20). All completed forms shall be sent to the Director, who will verify the claim, make a case file copy, and forward to DOL.

K.7. Death of an Auxiliarist While Assigned to Duty

The Federal Employee's Compensation Act (FECA) provides benefits to an Auxiliarist's spouse and dependent children if the Auxiliarist dies while assigned to duty or from physical injuries incurred while assigned to duty (14 U.S.C. § 832).

K.7.a. Determining Compensation	For purposes of determining compensation entitlement, an Auxiliarist is considered to have Federal General Schedule GS-9 (Step 1) monthly basic pay on the incurred injury date. Depending on the deceased Auxiliarist's marital status, the surviving spouse and dependent children may each receive a monthly percentage of that GS rate (14 U.S.C. § 707).
K.7.b. Notification Responsibilities	Upon the death of an Auxiliarist, notification must be made to the Coast Guard Command Center in Washington, DC as soon as possible. The 24-hour phone number is (202) 372-2100. Coast Guard field units shall report via the chain of command. Auxiliarists should report via their Coast Guard OIA or a local Coast Guard command.
K.7.c. Death Related Expenses	Surviving spouse and children are also entitled to limited payment for the deceased's funeral and burial expenses and a death gratuity. The maximum burial and funeral expense allotment is $800 (5 U.S.C. § 8134). A death gratuity of up to $10,000 for line of duty death is permitted in accordance with Section 651 of P.L. 104-208.
K.8. Investigations	When any Auxiliarist is physically injured or dies as a result of physical injury incurred while performing any authorized duty assigned by competent Coast Guard authority or Auxiliary leadership in accordance with provisions of this Manual, an investigation will be conducted as set forth in Chapter 5 of the Administrative Investigations Manual, COMDTINST M5830.1 (series). The Director should ensure the investigating Coast Guard active duty personnel or Auxiliarist performing the line of duty investigation, is aware of the requirement to determine the causal connection between the Auxiliarist's injury or death and the duty being performed by the Auxiliarist. This action is particularly important in situations involving pre-existing medical conditions, such as heart problems. When any such investigation has also had a corresponding DOL case established, it shall be forwarded to the Chief Director via the Coast Guard Legal Services Command (LSC). The Chief Director shall review the investigation with the Coast Guard Office of Claims and Litigation (CG-0945). The Chief Director shall then forward the investigation to DOL under cover of a final action memo that summarizes the Coast Guard's findings and recommendations. An investigation must be conducted by the Coast Guard OIA to determine if the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), requires a Coast Guard Mishap Report. Mishap thresholds are established in that manual.

K.9. Reporting of Accident or Incidents	For any accident or incident that occurs while assigned to duty, notification of the facts and circumstances must be made to the Director, the Coast Guard OIA, the DSO-LP and the Auxiliarist's personal insurance company as soon as possible.
K.9.a. Personally Owned Vehicle (POV) Third Party Liability	The Auxiliarist must submit a completed report of potential Third Party Liability Form (CG-4899), with appropriate attachments, as soon as possible to the Director. Copies must also be sent to the Coast Guard OIA, the DSO-LP, the Coast Guard Human Resources Financial Management Division (CG-1012), and the Auxiliarist's personal insurance company. The Director will further distribute the report to other Coast Guard addressees as appropriate.
K.9.b. Report of Accident	An Auxiliarist who drove a GOV (including a rental vehicle or a POV being used in the performance of official duties) involved in an accident shall complete an Operator's Report of Motor Vehicle Accident (SF-91). This form is necessary for the Director, in the capacity as the Auxiliarist's supervisor, to validate proper assignment to duty and scope of employment. A copy of this form shall be filed with the Director, and the original forwarded to the Coast Guard OIA within 48 hours of the accident.
K.10. Investigation of Accidents or Incidents	Auxiliarists shall refer to the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series), and the following points regarding investigations of accidents or incidents: a. Each incident which results in, or is likely to result in, a third party claim shall be promptly investigated. Any evidence necessary to prosecute an affirmative claim by the U.S. or defend a claim against the U.S. must be preserved. b. A prompt investigation is the most important phase of the claims process. The investigation provides the basis for every step in the administrative settlement of a claim and the preparation for the defense or prosecution of a lawsuit. Without timely and thorough investigation, a Coast Guard settlement authority cannot decide who is liable and to what extent. c. Promptness is the key. With the passage of time, physical appearances change and witnesses may become forgetful. People may develop a biased view of the facts, or become reluctant to give statements or may even become unavailable because they can no longer be located. d. The sole purpose of a claims investigation is to find out the facts needed to properly settle a claim or defend or prosecute a lawsuit. Evidence should be gathered and recorded without regard to whether it may prove adverse or favorable to the U.S.

e. Copies of the State Boating Accident Report, Coast Guard Boating Accident Report Form (CG-3865), police report, and motor vehicle or other Government accident reports should be included.

K.11. Public Release of Names of Auxiliary Personnel Casualties

Casualty status exists when an Auxiliarist is lost to the Coast Guard because the individual is ill, injured, wounded, captured, missing, or dead. Names of Auxiliary personnel casualties will not be confirmed or released to the media or public until 24 hours after official notification of next-of-kin is completed. For a personnel casualty that was missing and then confirmed dead, or after identification of repatriated remains, or for any return of partial remains, the latest notification shall begin a new 24-hour period. These provisions apply at all times and for any personnel casualty status to Auxiliarists when assigned to duty. Additional detailed guidance is contained in the Coast Guard Personnel Manual, COMDTINST M1000.6 (series), and the Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series).

Section L. Public Education Course Fees

Introduction	The conduct of the Auxiliary's PE program allows for the collection of certain fees to provide funding for certain Auxiliary programs. Fee types and their uses may include but are not limited to those listed in this section.
L.1. Custodial Fees	Some PE courses are conducted in buildings whose management charges the Auxiliary custodial or rental fees. If the building owners do not provide anyone to collect fees, Auxiliarists may do it for them. In collecting these fees, Auxiliarists must inform students that the Auxiliary is not charging for instructing the course. Such fees should be properly labeled as, "custodial fees." The fees must be kept separate, both for accounting purposes and physically, from any collections for texts and other materials. When custodial fees become too costly, flotillas should make every effort to re-locate to a classroom site with little or no cost.
L.2. Course Material Fees	When conduct of a PE course involves texts or training aids that become student property, the purchase of these materials must not be mandatory. The purchase of course materials must not be a condition of class attendance. Attending class without purchasing materials must not be termed auditing, nor will course completion certificates earned by students through satisfactory class attendance, homework preparation, and passing of an exam, as may be required of the class, be withheld for not purchasing materials, but an examination and certificate fee may be charged. Course texts, aids, and related items may be sold to students at fair market driven prices.
L.3. Administrative Fees	Administrative fees are used to support various authorized Auxiliary programs and may be added to textbook costs. These fees support purchase of teaching aids such as pencils, paper, projectors, bulbs, screens, and miscellaneous audio-visual or operational equipment. The collected fees shall not be used for any flotilla social function.
L.4. Registration Fees	Some classes are conducted as part of organized adult education programs which require the collection of registration fees. This fact must be amply advertised in the advance course publicity. The Flotilla Staff Officer - Finance (FSO-FN) shall collect and deposit these fees to the flotilla treasury for furtherance of Auxiliary programs. Such funds shall not be used for flotilla social activities. Some programs are established where payment must be given to course sponsors or instructors as wages. In this case, the Auxiliary will arrange for the institution to keep the payment as an Auxiliary donation.

L.5. Remuneration	Auxiliary instructors serve as volunteers, therefore, they and their units are prohibited from collecting or receiving any compensation for their services performed as Auxiliarists.
L.6. Course Surcharges	In some instances, units are adding surcharges to the costs of PE materials in addition to the administrative fee to support other Auxiliary programs. Such surcharges should be added to the administrative fee and not separately advertised. A small, general increase to the course materials costs is the preferred method of supporting other programs.
L.7. Prohibited Use of Fees	Funds collected from the sale of public education materials may not be used for social activities. Funds may be used to support all other authorized activities conducted independent of the course.

Section M. Incorporation

Introduction	This section describes the need for, purpose of, and provisions for having incorporated groups support Auxiliary activities.
M.1. National	The Commandant has approved the organization of only one corporation to support Auxiliary activities, the CGAuxA, Inc. The National Board requires a legal entity to conduct certain fiscal affairs peculiar to the National Board. CGAuxA, Inc. is the authorized entity to conduct the fiscal and business management responsibilities for the National Board.
M.1.a. Organization	The CGAuxA, Inc. organization shall be as prescribed by its Articles of Incorporation and By-laws. The organization and operations of the CGAuxA, Inc. are set out in its Articles of Incorporation and By-laws, as amended from time to time. CGAuxA, Inc. has multiple classes of membership including all members of the Auxiliary except honorary and retired members. Membership in CGAuxA, Inc. is directly linked to Auxiliary membership. As long as an individual is a member of the Auxiliary, they must be a member of CGAuxA, Inc. An individual cannot retain their Auxiliary membership if they desire to terminate their CGAuxA, Inc. membership. Individuals and/or groups/corporations desiring to support the civil missions of the U.S. Coast Guard Auxiliary may become Associate Members of CGAuxA, Inc. based on their level of financial contributions. Auxiliary members who desire may also become Associate members under the same terms, conditions, and categories of Associate memberships as non-Auxiliarists.
M.1.b. Support	CGAuxA, Inc. is the only corporation authorized to conduct fundraising activities to support Auxiliary programs. It shall serve as the conduit for receiving donations to the Auxiliary as a 501(c)3 non-profit corporation as well as for receiving boating safety or other grants and funds, and accepting other items for appropriate purposes. CGAuxA, Inc. may transfer title of property (e.g., boats, trailers, administrative support equipment, etc.) to Auxiliary units that seek ownership of such property without having to undergo a prohibited source determination process nor having to gain District Commander or Commandant approval. CGAuxA, Inc. is authorized to receive excess to Coast Guard property in accordance with the provisions of 14 U.S.C. § 641. In addition, the Coast Guard may contract with CGAuxA, Inc. to procure required goods and services.

M.2. District/Regional

The Commandant recognizes that Coast Guard Auxiliary districts or regions may have a need to hold title to property through a corporation. The authority to approve the formation of a district/region corporation has been delegated by the Commandant to the Chief Director upon the recommendation of the DCO and the Director. In general, corporations are not encouraged and are to be approved only when necessary. Reasons for approving requests for incorporation are:

a. To hold title to real and personal property appropriate for use by the Auxiliary in the performance of its missions, which cannot be owned directly by Auxiliary units.
b. To accept State grants and funding which cannot be given directly to Auxiliary units.
c. To obtain and hold copyrights, patents, trademarks, and service marks.
d. To provide for the ownership of motor vehicles, aircraft, vessels, motors, and trailers (vessel, storage, communications, etc).

M.2.a. District Board

The district/region corporation shall be the mirror image of the Coast Guard Auxiliary district in which the district leaders shall be the officers of the corporation and the members of the District Board. The Director shall serve as an ex officio member. All other members of the district shall be non-voting members of the corporation and the corporation shall be entitled to use the name, "Coast Guard Auxiliary (Number) District Board, Inc."

M.2.b. Donations/ Property

The district/region corporation shall be permitted to accept donations of money on behalf of specific divisions and flotillas and to turn over those funds designated for use by a particular division or flotilla. The district corporation shall be authorized to hold title to property and, pursuant to the terms of a written exclusive use agreement, permit the exclusive use by the intended division or flotilla (see paragraph H.1 of this chapter).

M.2.c. Prohibitions

No divisions or flotillas shall be permitted to incorporate. Any other corporations or entities other than those expressly authorized herein, whether formed in whole or in part by Auxiliarists, are not affiliated or a part of the Coast Guard or Auxiliary. The members of those corporations are acting solely in a private or individual capacity and not as Auxiliarists or as leaders, agents, or employees of the U.S. There must be a clear distinction between the official statutory activities of the Coast Guard and the Auxiliary, as opposed to the private and separate activities of such an entity. Those organizations may receive no financial or other support from the Coast Guard or the Auxiliary.

Neither the Coast Guard nor the Auxiliary will assume any responsibility for the administration of the activities of such corporations before third parties or tribunals. Auxiliary flotillas, divisions, and districts may be permitted by the Director to use any real or personal property offered to them by such corporations for the purpose of supporting Auxiliary activities and programs.

M.2.d. Legal Services

Before initiating any effort to create a district/region corporation, the DCO should seek the advice of the DSO-LP to determine whether forming such a corporation is necessary. If it is determined that a valid reason exists to form a district corporation, approval shall be sought from the Chief Director via the Director. The DSO-LP, when directed, is authorized to incorporate approved district corporations, to seek tax-exempt status, and to provide other necessary legal services, on behalf of such corporation as an Auxiliarist. A copy of the corporate charter and by-laws shall be forwarded to the Director's office for approval, filing, and record purposes.

M.2.e. Requirements

Specific details with respect to the formation, organization, and operation of district corporations shall be issued from time to time. These guidelines will contain specific requirements for the carrying of liability and other insurance, legal and fiscal policy, and Coast Guard oversight. DCOs, as presidents of their district corporations, are responsible for ensuring the corporation adheres to these specific details (see Appendix E).

M.3. Title

No corporation or other organization other than the CGAuxA, Inc. and authorized and approved district corporations may use the words, "Coast Guard Auxiliary." No other organization may contain any name that contains any reference to the Coast Guard or the Auxiliary or any words, contractions, or acronyms tending to imply any association with the Coast Guard or the Auxiliary.

Section N. Finances

Introduction

The Commandant considers financial management to be necessary to establish certain guidelines to avoid the chance of embarrassment to either the Auxiliary or the Coast Guard. The Coast Guard has a responsibility to ensure proper financial procedures and accountability are observed at each level for all monies received. This accounting includes monies received from such sources as dues, PE courses, and gifts. Expenditure of such funds shall only be in support of authorized Auxiliary activities.

N.1. Financial Reporting

DCDRs and FCs of every unit receiving and disbursing funds in the unit's name must submit to the Director an annual financial report on the form entitled Financial Reporting of an Auxiliary Unit (ANSC-7025). No other form is authorized for this purpose. Funds are defined as monies received or disbursed as dues, course registration fees, sale of publications, etc. FCs are responsible for forwarding copies of the report to the DCDR on or before 31 January. The DCDR will review the reports and forward them, together with the division report, to the DCO on or before 20 February. The DCO, or their designates (such as DSO-FN), will review the reports and forward them to the Director on or before 1 March. Any irregularities revealed by the financial report shall be reported to the DCO and Director. If an Auxiliary unit fails to comply with these procedures, the DCO may authorize an audit. The DCO, after an audit review, may recommend other action deemed appropriate. In addition, corporate entities must follow all other State or Federal financial reporting requirements.

N.2. Deposits

All Auxiliary unit funds shall be promptly deposited to accounts containing the appropriate unit designation and the words, "U.S. Coast Guard Auxiliary." The proper Federal taxpayer identification number issued by the IRS for all units of the Auxiliary is 52-1500576, which should be used on all unit accounts.

N.3. Disbursements and Expenses

Disbursement of funds must always be used to further the general purpose of the Auxiliary. In general, funds should not be accumulated without some definite goal in mind for future disbursement intended to promote authorized activities.

Auxiliary unit funds may only be spent or committed with the concurrence of an appropriate majority of the voting members of that unit unless specific provisions authorizing the expenditure or commitment are in the Auxiliary unit's Standing Rules. Auxiliary unit funds may be disbursed with the signature of the unit finance officer and/or a unit elected officer, as authorized in the unit's Standing Rules.

N.4. Bonding

If funds more than $5,000 are involved, bonding of the custodian may be advisable. Bonding is optional at all Auxiliary levels.

N.5. District Corporations

DCOs, as the Presidents of their respective district corporations, shall ensure their respective corporations function in a manner discussed in section M of this chapter. The treasurer of each respective district corporation shall ensure an annual accounting or financial report of its activities is submitted to the Director for review. The annual accounting will not be prepared by a Coast Guard employee or Auxiliarist, but must be prepared by an independent certified public accountant, as specified in the by-laws of the district corporation. Guidelines for district corporations are contained in Appendix E.

Section O. Auxiliary Identification Means

Introduction

This section provides information and guidance regarding the issuance of identification (ID) cards and vehicle decals to Auxiliarists.

O.1. Auxiliary Identification Card

When an Auxiliarist in Approval Pending (AP) status receives a Favorable PSI determination, the Director shall issue the Auxiliary ID card. Only the Auxiliary ID card displayed in Figure 5-3 shall be issued for this purpose. Auxiliary ID cards shall conform to the following guidelines:

a. Be of a hard-backed, plastic nature, similar to Common Access Cards vice laminated retiree ID cards.
b. Be fabricated using only authorized Coast Guard equipment and software.
c. Be issued and signed by the Director, or the Director's designated representative, in accordance with established regional policy.
d. Utilize a full facial photograph of the Auxiliarist (image of the recipient should occupy 80 percent of the photo field). The photo field should extend from slightly above the top of the head to no lower than collar tabs, uncovered (i.e., no hat or other head gear of any type), in uniform (i.e., Tropical Blue, Service Dress Blue, Working Blue, Operational Dress Uniform, or Auxiliary Blazer outfit) in front of a solid red background.
e. Display the Auxiliarist's full first name, middle initial, last name, and any name-related qualifiers (Jr., II, III, etc.), without any precursory or subsequent titles (e.g., Mr., COL, Dr., PhD) immediately below the Auxiliarist's photograph.
f. Display only one of two possible entries in the "Status" block - "Member" or "Commodore", the latter of which shall only apply to those duly elected or appointed as District Commodore, Assistant National Commodore, Deputy National Commodore, Vice National Commodore, or National Commodore or sustaining any of those titles in a Past capacity.
g. Display only one of three possible entries in the "Qualification" block - "IQ," "BQ," or "AUXOP," as appropriate.
h. Display only the Auxiliarist's 7-digit Employee ID number in the "EMPLID #" block.
i. Display the Auxiliarist's date of birth (full year, 3-letter month abbreviation, 2-digit date) in the "Date of Birth" block.
j. Display the Auxiliarist's weight, in pounds, in the "Weight" block.
k. Display the Auxiliarist's height, in inches, in the "Height" block.
l. Display the Auxiliarist's hair color (black, white, grey, brown, blonde, red) in the "Hair Color" block.

m. Display the Auxiliarist's eye color in the "Eye Color" block;
n. Display the date of the ID card's signature in the "Date of Issue" block.
o. Display the date that is five years from the last day of the month in which the ID card is issued (if projected to fall on the last day of February in a leap year, then the date shall be Mar 01 of that year) in the "Exp. Date" block.
p. Display the Auxiliarist's blood type, RH factor inclusive (e.g., A+, O-), in the "Blood Type" block. This block may be left blank or be filled with "UNK" if the recipient does not know their blood type.
q. Display Geneva Convention Category IV (which is equivalent to an O-4 to O-6 military officer, GS-12 to GS-15 civilian, or USO staff officer position for the purposes of treatment of Prisoners of War) in the "Geneva Conv. Category" block.

Auxiliary ID cards carry substantial resource costs to process and fabricate. It is the sole responsibility of each and every Auxiliarist to ensure their Auxiliary ID card is kept secure, and that it reflects accurate information. Generally, a new ID card should only be issued when:

a. The Auxiliarist changes names.
b. The Auxiliarist attains the title of "Commodore".
c. The Auxiliarist's status changes (e.g., from IQ to BQ or AUXOP).
d. The Auxiliarist's physical appearance changes significantly and permanently.

Each Auxiliarist is also responsible for ensuring that application is properly submitted for a new ID card well in advance of the current card's expiration date. Directors are authorized to prescribe new ID card request procedures and timelines. Further, the Director is authorized to deny or delay, subject to investigation of circumstances, an Auxiliarist's request for a new ID card under questionable circumstances (e.g., multiple losses of ID cards in a short period of time).

With the exception of death, all Auxiliarists shall return their ID card to the Director upon separation, disenrollment, or retirement from the Auxiliary.

Figure 5-3
Auxiliary Identification Card

O.2. Retired Status Card

When an Auxiliarist submits a request for retired status, a permanent, plastic Retired Status card (see Figure 5-4) with the retired Auxiliarist's name on it will be provided to the Auxiliarist. Directors will, upon receipt of the Auxiliarist's Auxiliary Identification Card, provide the Auxiliarist with the Retired Status Certificate. They will also send the full name and mailing address of the Auxiliarist to the commercial vendor holding the current Coast Guard contract for preparing the card. The Coast Guard will mail the Retired Status card to the Auxiliarist. The retired status longevity pin (see Figure 5-5) is available for purchase from the AUXCEN.

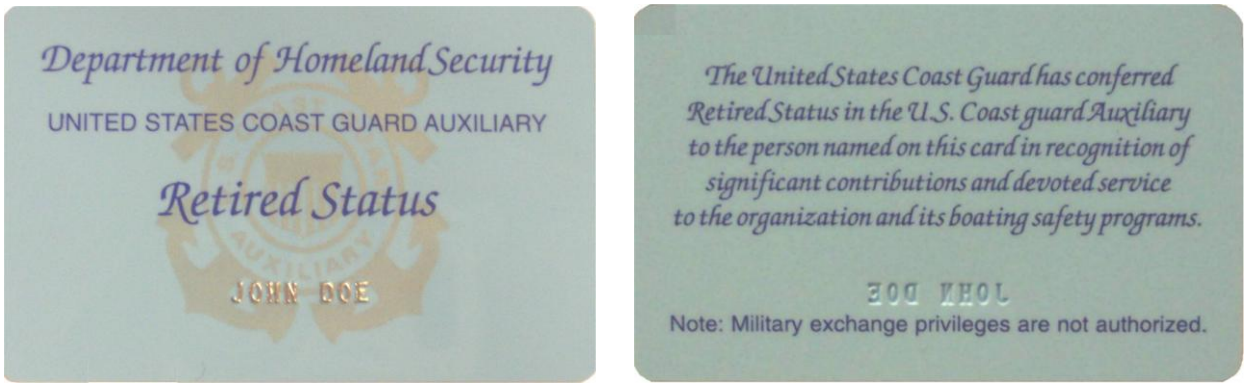

Figure 5-4
Retired Status Card

Figure 5-5
Retired Status Pin

O.3. Coast Guard Decals – Personally Owned Vehicle for Auxiliarists

Auxiliarists are issued Coast Guard vehicle decals (see Figure 5-6) on a limited basis only. Access to a Coast Guard facility is at the discretion of the Commanding officer exercising Coast Guard command authority over that facility. Therefore, Commanding officers of such facilities are the final authority for determining whether or not an individual has a frequent, demonstrated need to have on-base driving privileges. The POV decal will consist of a DHS/Coast Guard decal with a silver Auxiliary expiration tab. For additional information, refer to the Physical Security and Force Protection Manual, COMDTINST M5530.1 (series).

Figure 5-6
Coast Guard Decal – Personally Owned Vehicle

O.3.a. Terms of Use	Under no circumstances will the POV Decal be expected to constitute the sole means to determine a POV or POV operator's authorization to enter a Coast Guard facility. Additionally, the requirements listed are mandated for vehicular access to Coast Guard facilities utilizing the POV Registration Program. Auxiliary personnel require a valid Auxiliary identification card or locally authorized photo identification facility pass. POV access to, and operation on, Government facilities is a privilege and not the inherent right of any individual. The POV Decal shall be used to identify vehicles eligible for operation aboard a Coast Guard facility. The POV Decal is not a pass. The decal, which is the property of the U.S. Government, shall be permanently affixed to the vehicle to which it is issued in accordance with applicable directives at all times. It shall be surrendered when required by appropriate authority. Mail order registration of the POV Decal is not authorized. The unauthorized removal, sale, transfer to another vehicle, or mutilation of a Coast Guard decal or temporary pass is prohibited. The following may subject a user to disciplinary action or criminal prosecution under 18 U.S.C. § 499, 506, 701, or 1002: (1) Alteration of decal or the date tab. (2) Possession of more than one decal or date tab for the same vehicle. (3) Possession of unauthorized decal or date tab. (4) Possession of fraudulently obtained decal or date tab. (5) Possession of decal or date tab when not currently an Auxiliarist authorized under the provisions of this instruction.
O.3.b. Registration Objectives	POV registration objectives are as follows: (1) Provide safeguards against financially irresponsible or careless drivers. (2) Follow local and State requirements for motor vehicle operation (e.g., vehicle safety inspections, insurance, and other forms of financial responsibility and licensing of motor vehicle operators). (3) Define conditions under which vehicle access may be granted and revoked.
O.3.c. Eligibility	Auxiliarists are eligible for POV registration provided there is a frequent demonstrated need, as determined by Coast Guard command authority, for access to a Coast Guard unit that requires the POV Decal for vehicular access. Auxiliarists will be eligible for POV registration to provide staff-like access to Coast Guard facilities for duty in support of Coast Guard missions.
O.3.c.(1) Vehicle Eligibility	Privately owned, motorized, wheeled vehicles that may legally operate on public roads or highways may be registered, provided that all other eligibility requirements are met. Auxiliary unit owned, motorized, wheeled vehicles that are personal property of the Auxiliary that may legally operate on public roads or highways may also be so registered.

O.3.c.(2) Vehicle Ineligibility

The following vehicles shall not be registered:

(a) Official local, State, and Federal vehicles.
(b) Commercial use vehicles owned by eligible personnel if the vehicle is registered in the name of a company, corporation, or partnership.
(c) Vehicles designed exclusively for construction and material handling.
(d) Vehicles used solely off the road.
(e) Bicycles with fractional horsepower engines.
(f) POVs registered with another armed force displaying a DoD decal.
(g) POVs operated by a visitor requiring a temporary visitor vehicle pass.

O.3.d. Requirements

Individuals who request POV registration (including recertification), must demonstrate a need to the cognizant Coast Guard command authority for vehicular access to the facility and shall provide the following documents:

(1) Valid Federal Government identification card.
(2) Valid State motor vehicle drivers license for the type of vehicle being registered.
(3) Valid State certificate of vehicle registration in the name of the individual registering the vehicle. POVs with a temporary registration (e.g., cardboard, plastic, paper, etc.) are not eligible for POV registration until a permanent State registration is presented to the unit. In such cases, temporary visitor vehicle passes are authorized.
(4) Proof of compliance with minimum requirements of the financial responsibility, compulsory insurance, or no fault insurance laws of the state in which the vehicle is registered, or of the state in which the unit is located if no financial responsibility is required by the state of registry.
(5) Proof of satisfactory completion of a safety and mechanical vehicle inspection by the state or jurisdiction in which the vehicle is registered. This requirement is waived for units in areas not requiring a vehicle safety inspection or where out-of-state vehicles are not required to be inspected; however, states can require that all vehicles, regardless of state of registry, be inspected and meet safety and pollution control standards. Furthermore, Commanding officers may establish minimum vehicle safety standards as a condition of registration. The intent is to ensure that the Coast Guard complies with all State and local requirements.

All persons issued Coast Guard decals or passes shall continuously comply with the requirements for driver's license, State registration, safety inspections, and insurance upon which the decal or pass was initially issued. If there is a change in status on the part of the registrant regarding the compliance with those requirements (e.g., loss of insurance, revocation of driver's license), the registrant will immediately notify the unit registering the vehicle, and the vehicle is no longer authorized to operate on Coast Guard facilities.

O.3.e. Decal Display

The POV Decal and expiration tabs must be readily visible to security forces in accordance with the following:

(1) Unless prohibited by State or local law, the decal shall be permanently affixed, on the outside, top center of the windshield, above the rear-view mirror, so as not to obstruct the driver's view. Motorcyclists may mount the decal lengthwise on the vehicle where it may be easily seen from the front of the vehicle.
(2) Mounting the POV Decal and date tab on removable placards is prohibited. Decals not permanently affixed to the vehicle for which they are issued are subject to confiscation. Additionally, POV registration may be terminated, and the Auxiliarist may be subject to disciplinary action or criminal prosecution.
(3) The expiration tab shall be affixed parallel with, and adjacent to, the left edge of the decal. The tabs are available for January and July only.
(4) Optional rank tabs shall not be permanently affixed to the POV, and must be mounted on a removable placard. For the purpose of operational security (OPSEC), these placards must be stored in a secure location when not in use (e.g., locked glove compartment).

O.3.f. Termination of Access

Commanding officers may revoke access privileges at any time, or under any of the following conditions:

(1) The owner fails to comply with or maintain State or Coast Guard registration and/or licensing requirements.
(2) The registrant's service with the Coast Guard or Coast Guard Auxiliary is terminated.
(3) The owner uses or permits the use of the POV in connection with illegal activities.
(4) The owner's driving privilege is revoked on any Coast Guard facility.
(5) The owner's eligibility or registration is terminated.
(6) The owner has been barred from a Coast Guard or any other Federal facility.

(7) The owner has sold or otherwise disposed of a registered vehicle without providing adequate proof of the decal being removed. Normally, adequate proof shall consist of the remains of the decal, or having the Commanding officer or a designated representative witness the destruction of the decal. It is not the intent of this provision to limit the number of vehicles that may be registered to a person, but simply to ensure that all decals are accounted for.
(8) The current decal becomes effaced, illegible, or incomplete (just cause for re-issuing the decal).
(9) The owner is no longer entitled access to Coast Guard units.
(10) Decals may be seized for just cause by any Commanding officer, designated representative, or by any security organization of the Armed Forces.

O.4. Auxiliary Logical Access Credential (ALAC)

Based upon the nature of the support that they provide to Coast Guard units, some Auxiliarists may require access to Coast Guard Standard Work Stations (SWS) and/or networks (i.e., the dot mil domain). The Auxiliary Logical Access Credential (ALAC) may be provided such Auxiliarists for the sole purpose of gaining such access. An ALAC is not a Common Access Card (CAC). It shall not display a photograph, shall not convey benefits, entitlements, or privileges, and shall not be used for physical access. Physical access of Auxiliarists to Coast Guard and DoD facilities shall remain predicated upon presentation of the Auxiliary ID card.

The ALAC has Coast Guard Public Key Infrastructure (PKI) certificates to allow access to government computers and networks. These credentials will be verified through the Contactor Verification System (CVS), processed through the Defense Enrollment Eligibility Reporting System (DEERS), and issued by a Real-time Automated Personnel Identification System (RAPIDS) ID card issuance facility. Logical access is defined as that access which necessitates a Coast Guard SWS account to input, review, manipulate, and extract data. It includes the need to access web sites, information systems, and software applications within the dot-mil domain.

ALAC issuance shall only occur pursuant to procedural guidelines established by the Chief Director.

Section P. Accommodation of Individuals with Physical and Mental Disabilities

Introduction

This section describes the provisions for accommodating individuals, whether they are enrolled in the Auxiliary or they are members of the public enrolled in boating safety classes offered by the Auxiliary, who have physical or mental disabilities.

Auxiliary units may receive requests to accommodate physically or mentally challenged individuals. The Auxiliary is not subject to requirements of covered entities as defined in the Rehabilitation Act of 1973 nor the Americans with Disabilities Act (ADA). However, the Auxiliary may take reasonable steps to accommodate individuals with physical or mental disabilities who desire to participate in Auxiliary events, programs, activities, and PE classes.

P.1. Accommodation for PE Classes

To accommodate individuals with physical or mental disabilities who desire to take an Auxiliary PE class, Auxiliary units may, when available, try to obtain suitable services through non-profit agencies or through local/State governments. Contacts with these agencies should be initiated and nurtured by all units who conduct PE classes. To the greatest extent possible, units should also attempt to identify Auxiliarists who can also provide such services.

The actions to accommodate individuals with physical or mental disabilities should be taken in a reasonable period of time, which does not necessarily mean immediately. The individual should provide reasonable notice of their disability(ies) so that the Auxiliary unit can attempt to arrange suitable accommodations. If suitable accommodations cannot be arranged for a pending class, the individual's participation may be delayed to a future class when/if accommodations are available. Once accommodations have been arranged for a course, units should notify the Director and aggressively advertise the availability of the course with its accommodations in order to attract the maximum number of individuals who would benefit from such.

P.2. Accommodation for Auxiliarists

As indicated in Chapter 7 of this Manual, the Auxiliary is guided by diversity policies of the Commandant of the Coast Guard, and no person shall be subject to discrimination in the Auxiliary or its programs because of disability. An individual's physical or mental disability(ies) shall therefore not be sufficient grounds in and of itself for denial of enrollment in the Auxiliary. However, it should be communicated with the individual well in advance of the submission of an enrollment package that the Auxiliary is not subject to requirements of covered entities as defined in the Rehabilitation Act of 1973 nor the Americans with Disabilities Act (ADA). Moreover, that the Auxiliary may take reasonable steps to accommodate individuals with physical or mental disabilities who desire to participate in its events, programs, activities. In effect, an individual's degree of involvement in the Auxiliary would be limited by the individual's disability(ies) and the constraints of the Auxiliary. Clear understanding of these provisions are necessary for the individual to make an informed decision as to whether or not Auxiliary membership is appropriate for them, and it should also be incorporated into any membership acceptance correspondence from the Director to the individual.

Contacts with non-profit agencies or local/State governments for the purpose of addressing the needs of Auxiliarists with physical or mental disabilities should be initiated and nurtured by Auxiliary elected leaders. To the greatest extent possible, units should also attempt to identify Auxiliarists who can also provide such services.

As a minimum, Auxiliarist with physical or mental disabilities should communicate any special needs or concerns as far in advance as possible to appropriate individuals as follows:

a. Directly to the Auxiliary event coordinator if an event or program is slated to occur at an Auxiliary function or venue.
b. Directly to the Coast Guard unit's event coordinator if an event or program is slated to occur at a Coast Guard unit.
c. Directly to the designated lead instructor or course coordinator if dealing with a formal training event (e.g., C-school attendance).

Section Q. Weapons

Introduction

Weapons are defined as any type of sword, bayonet, firearm, or any related law enforcement equipment (e.g., pepper spray, handcuffs, taser).

Q.1. Weapons Carriage

Weapons, except those worn by certified law enforcement officers in accordance with Federal, State, and local laws and regulations and required by their agency policy, may not be worn, carried, or held by any Auxiliarist or guest of the Auxiliary while attending an approved Auxiliary function or participating in an authorized Auxiliary activity, including regularly scheduled detachment, flotilla, or division meetings. This prohibition extends to those who have concealed weapons permits and those who may otherwise be authorized, but not required to wear weapons when not performing law enforcement duties (i.e., off-duty law enforcement officers). This prohibition also extends to periods immediately preceding and following Auxiliary functions (e.g., during fellowship periods).

Weapons are excluded at all times from Government facilities, buildings, property, and military installations. This means certified law enforcement officers who are required by their agency policy to carry a weapon(s) shall be subject to the policy of the facility they are entering and may be required to check the weapon(s) or be denied entry.

Weapons, except those worn by certified law enforcement officers in accordance with Federal, State, and local laws and regulations and required by their agency policy, may not be worn, carried, or held by any Auxiliarist or guest of the Auxiliary while aboard any Auxiliary surface, air, or mobile radio facility while under orders. This includes the exclusion of weapons even though they may be able to be locked up or secured on the facility. If a surface facility is an Auxiliarist's primary residence upon which a personal weapon(s) is normally secured and stored, then a request for waiver of this exclusion may be submitted to the Director.

Q.2. Ceremonial Weapons

The above prohibitions do not apply to de-militarized ceremonial weapons that have been deliberately and completely rendered incapable of loading and firing and that are specifically intended just for ceremonial purposes. Auxiliarists may handle such weapons for their ceremonial purposes. However, Auxiliarists are specifically prohibited from handling and discharging any ceremonial firearms that are capable of being discharged.

Bayonets may not be fixed upon ceremonial weapons nor carried upon individuals handling such. Auxiliarists may not carry swords.

Section R. Social Media

Introduction

This section describes provisions for the use of social media by individuals in their capacity as Auxiliarists. Social media is the evolution and integration of information technology and social interaction through various media including blogs (web logs), Wikis, social networks, Really Simple Syndication (RSS) feeds, social bookmarking, and podcasts. Sustaining a flexible and change-centric organization requires basic understanding of and interaction with social media. Unfortunately, it is impossible to ensure that information passed via social media is complete and accurate, thus its readers have to assume responsibility for judging the validity of the information. Moreover, it is incumbent upon Auxiliarists who seek to post information through social media to ensure all due accuracy and propriety of such information, particularly when their capacity as an Auxiliarist may be linked to the information they post within that social media.

Auxiliarists in a personal capacity, while not assigned to duty, are authorized to make internet posts on Coast Guard-related topics as outlined in these provisions. The Auxiliary performs valuable services throughout the Coast Guard every day, and nobody is in a better position to tell the story than Auxiliarists. Accordingly, Auxiliarists are expected to responsibly engage in internet postings in accordance with the following provisions. They are designed to protect the Coast Guard and its members from any harm associated with a potential unauthorized release of protected or non-public information, and concurrently ensure the Auxiliary image is in keeping with the Coast Guard's core values and ethos. These objectives cannot be overstated. Auxiliarists are therefore expected to ensure that their use of social media neither inadvertently nor deliberately connects or associates, or projects an image of connection or association with, inappropriate material that is not consistent with the Coast Guard's core values and ethos.

Auxiliarists, whether assigned to duty or while acting in a personal capacity, shall not use social media as a mechanism for change or the advancement of positions or policies related to Coast Guard matters. Use of the chain of leadership is most appropriate and expected in such cases. Failure to abide by this tenet may subject an Auxiliarist to the provisions of Chapter 3 of this Manual, up to and including disenrollment.

Auxiliarists must also be aware that some individuals and groups use public networking forums to gain information that will advance their causes. Auxiliarists can help protect the Coast Guard from this threat through due compliance with these provisions.

For the purposes of this section, Coast Guard includes all aspects of the Auxiliary.

R.1. Official Internet Posts

Official internet posts on blogs, forums, comments to news articles, social networking sites, etc. provide new opportunities to inform and collaborate with the public in many ways. The Coast Guard's approach to online content is similar to its general public affairs policy: to be aware of posts relevant to service missions, policies, and people, and to provide information at the right level and the right time to ensure informed discussions to the extent that resources allow. Accordingly, a measured approach to Auxiliary engagement in official internet posts shall be taken as time, circumstances, and resources allow.

R.1.a. Guidelines

Auxiliary national leadership and staff, districts, regions, divisions, and flotillas are authorized to provide information and respond to internet discussion on matters that are within their purview as outlined in the Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series) to ensure the virtual public record has accurate and properly characterized information. Auxiliary units are therefore encouraged to contribute to online content through official internet posts to further public information, discussion, and understanding of Coast Guard Auxiliary roles and missions up to and including their organizational levels (e.g., a flotilla's contributions should stay within the context of its own geographical area and scope of its own activities). Auxiliary public affairs staff officers will facilitate and support Auxiliary units in these endeavors. If required, Coast Guard district and area public affairs staffs will consult on Coast Guard issues that go beyond the Auxiliary district level. The Coast Guard's Office of Public Affairs (CG-0922) will provide the same support at the Auxiliary national level.

Any such official internet post content must first be reviewed and approved by the appropriate Auxiliary unit elected leader (e.g., the contribution of a division staff officer shall be reviewed and approved by the DCDR (e-mail is acceptable)). If there is any question or apprehension about the content, then it shall be forwarded to the Auxiliary leader at the next higher organizational level. Coast Guard issues that go beyond the Auxiliary shall be forwarded to the Director who shall submit them to the appropriate Coast Guard public affairs office (i.e., district for regional matters and Commandant (CG-0922) for national matters) for comment and approval, with a copy to the Chief Director for national matters.

The guidelines for release of information outlined in the Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series) apply equally to all modes of public engagement, including official posts to internet sites. Further, the requirements for protecting information outlined in the Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series) must also be followed where they apply.

Formats for responses shall be informal, plain language as outlined in the Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series), and may reflect a first person tone if deemed appropriate. These responses shall focus on factual information and not include defensive or argumentative wording, nor conjecture or speculation. Official responses should include the Auxiliary title and unit of the Auxiliarist making the post.

A disclaimer to ensure neither Coast Guard nor Coast Guard Auxiliary endorsement of the web site is not implied shall be used in all cases when posting content on non-Coast Guard sites. The disclaimer to use is as follows:

> *"This is an official United States Coast Guard and United States Coast Guard Auxiliary posting for the public's information. Our posting does not endorse this site or anything on it, including links to other sites, and we disclaim responsibility and liability for the site and its content."*

R.2. Unofficial Internet Posts

Unofficial internet posts refer to Auxiliarists who express their Coast Guard-related thoughts, ideas, knowledge, experience, and opinions by posting any Coast Guard-related information to any Coast Guard or other internet site. An unofficial internet post is a personal expression developed and released by an Auxiliarist in a personal capacity, while not assigned to duty, and that is not initiated by any part of the Coast Guard organization nor reviewed within any official Coast Guard approval process.

Auxiliarists who post content on the internet about the Coast Guard bear a responsibility for ensuring information disclosed, including personal comments, is accurate and appropriate. Moreover, Auxiliarists are expected to remember the Coast Guard's core values and Guardian Ethos, and keep in mind how their posts will reflect upon themselves and the Coast Guard. Unauthorized disclosure of protected information or deviation from the following guidelines may result in disciplinary action, including disenrollment.

R.2.a. Guidelines

Identifying oneself by Auxiliary title, position, authority, skill set, or status is authorized. Auxiliarists engaged in unofficial internet posting, however, shall take steps to avoid giving the perception of posting in an official capacity.

Release of Coast Guard e-mail addresses, telephone numbers, or fax numbers not already publicly released, including the poster's work contact information, is not authorized.

The posting or disclosure of internal Coast Guard documents or information, including personalized recaps of such information, that the Coast Guard has not officially released to the public is not authorized. This applies no matter how a poster comes into possession of a document. Examples include but are not limited to memos, e-mails, meeting notes, message traffic, articles for Coast Guard publications, white papers, Peloruses, public affairs guidance, and all pre-decisional materials. Additionally, For Official Use Only (FOUO) and Personal Identifiable Information (PII) shall not be released in unofficial internet posts. If there is any question, the poster shall contact the source of the information for guidance and discuss the concern.

Auxiliarists are responsible for adhering to Coast Guard regulations and policies regarding Operations Security (OPSEC), Information Security (INFOSEC), and the Privacy Act as in all other forums of communication. The Coast Guard Operations Security Program, COMDTINST 5510.24 (series), covers the specifics of the OPSEC program.

The release of Coast Guard information that is prohibited from release by the Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series) and the Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series) is not authorized. As a general rule, releasing your personal or medical information, although not recommended, is authorized. However, releasing another Coast Guard member's information, as well as classified, operational, proprietary, or investigatory information, is not authorized.

A photo, video, or sound recording taken at a Coast Guard unit by Coast Guard personnel in any duty status is considered official Coast Guard media, as well as media taken by personnel engaged in a mission away from the home unit. All media that is releasable per the Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series) may be posted unofficially by Auxiliarists. Newsworthy media should be released officially to news organizations in conjunction with or copied to a unit's servicing Public Affairs Office before posting unofficially. All Auxiliary public affairs program personnel are reminded to prohibit the unofficial posting of official Coast Guard media that is not releasable per the Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series), such as law enforcement sensitive, investigation-related, and media that is in poor taste and/or not in keeping with security, accuracy, policy, and propriety. Coast Guard-related media taken while Auxiliary personnel are in a personal capacity, not assigned to duty, from public areas (e.g., a photo of a cutter taken from a public pier) is considered private imagery and is not subject to these provisions.

Use of protected Coast Guard words, emblems, or seals must be approved by appropriate Coast Guard authority, including the Chief Director and/or Commandant (CG-0922) where required to prevent the impression of official or implied endorsements.

Use of Coast Guard office equipment which includes, but is not limited to, government computers, fax machines, copiers, telephones, e-mail systems, and internet access to make unofficial internet posts is authorized as allowed by the instruction Limited Personal Use of Government Office Equipment, COMDTINST 5375.1 (series).

As with other forums of personal public engagement, Auxiliarists shall avoid behavior while acting in a personal capacity, not assigned to duty, that negatively impacts or conflicts with their ability to perform their functions when assigned to duty such as the prohibited personal conduct described in the instruction Standards of Conduct, Lobbying Activities, COMDTINST 5370.7 (series). Auxiliarists should consult their servicing Coast Guard legal office for an ethics determination prior to engaging in internet activity that could violate these standards of conduct.

Section S. Standards of Ethical Conduct

Introduction

As is true for all other members of the Coast Guard, Auxiliarists are expected to uniformly and consistently uphold and practice the highest standards of ethical conduct in the course of their Auxiliary activities and in the course of their personal lives so as to never discredit the United States Coast Guard nor the United States Coast Guard Auxiliary. Accordingly, all Auxiliarists are expected to adhere to the Coast Guard's standards of ethical conduct, and, moreover, should expect to be held accountable for deviation from such within the allowances of Chapter 3 of this Manual. Additional information about ethics in the Coast Guard is available through the Auxiliary Mandated Training (MT) discussed in section 8.E of this Manual.

S.1. General Principles

The following principles apply to all Auxiliarists and form the basis for their expected ethical conduct as it may relate to the image of the Coast Guard and the performance of their authorized Auxiliary activities. They shall be applied in any and all circumstances to determine whether or not an Auxiliarist's conduct is proper.

a. Public service is a public trust, requiring Auxiliarists to place loyalty to the Constitution, ethical principles, the laws, the governing policies established by the Commandant of the Coast Guard above private gain.
b. Auxiliarists should not hold financial interests that conflict with the conscientious performance of their authorized Auxiliary activities.
c. Auxiliarists shall not engage in financial transactions using non-public Government information or allow the improper use of such information to further any private interest.
d. Auxiliarists shall not, except as allowed by the provisions of section H of Chapter 5, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the Coast Guard, or whose interests may be substantially affected by the performance or non-performance of Auxiliarist's authorized activities. This provision is applicable only when serving in the role of an Auxiliarist.
e. Auxiliarists shall put forth effort in the performance of their authorized activities without attempt to deceive.
f. Auxiliarists shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
g. Auxiliarists shall not use elected or appointed office, nor any other aspect of their association with the Coast Guard, for private gain.
h. Auxiliarists shall act impartially and not give preferential treatment to any Governmental entity, private organization, or individual.

i. Auxiliarists shall protect and conserve Federal property and shall not use it for other than authorized activities.
j. Auxiliarists should not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Auxiliary activities.
k. Auxiliarists shall disclose waste, fraud, abuse, and corruption pursuant to their Auxiliary activities to appropriate Coast Guard authorities.
l. Auxiliarists shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes, that are imposed by law.
m. Auxiliarists shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
n. Auxiliarists shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth herein. Whether particular circumstances create an appearance that the law or those standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.
o. Auxiliarists shall refrain from comments among service members and media that unreasonably criticize, attack, or disparage the service.

Chapter 6
Support and Basic Materials

Introduction

This chapter provides a description of facilities and support programs available for use by the Auxiliary.

In this Chapter

This chapter contains the following sections:

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D	Auxiliary License Signature Authority	6-13
E	Other Agencies and Partnerships	6-15
F	Work-Life Program and Mutual Assistance Program	6-17

Section A. General Services and Supplies

Introduction

This section describes the general services and supplies that the Coast Guard provides for Auxiliary use.

A.1. Services

The basic law that authorizes the Auxiliary also provides that Coast Guard resources and facilities may be employed in Auxiliary administration and operation, and certain appropriations may be made available for such purposes. The Coast Guard may provide the Auxiliary with use of:

a. Available Coast Guard shore facilities for Auxiliary meetings and for conducting authorized educational and training programs.
b. Appropriate Coast Guard training aids and operational equipment such as (but not limited to) dewatering pumps, computers, fax machines, radios and pagers.
c. Services of Coast Guard personnel assigned to administrative, training, and educational activities.
d. Coast Guard Exchanges for the purchase of goods and services, except alcohol and tobacco products.

A.2. Auxiliary National Supply Center – Granite City, IL (ANSC)

The Coast Guard maintains the ANSC, which is operated at Government expense by a commercial contractor. Commandant (CG-5421) is the Contracting Officer's Technical Representative (COTR).

ANSC supplies Auxiliary units with a wide variety of training, recognition, administration, and program support materials. These materials include publications, forms, manuals, pamphlets, posters, CDs, and the initial issue of Auxiliary medals and awards.

Only materials approved by Commandant (CG-5421) may be stocked and distributed by ANSC. The ANSC shall notify Commandant (CG-5421) for approval before the initial distribution of any new item. Only Auxiliary unit elected leaders, National staff members, unit Materials Officers (MA), and Directors may place orders with the ANSC.

A.3. Auxiliary Center – St. Louis, MO (AUXCEN)

The AUXCEN stocks Auxiliary flags, pennants, burgees, certain uniform accessories, and PE materials. These items are available for sale though district materials centers at conferences and by direct mail. Auxiliarists should not confuse the ANSC with the AUXCEN. The CGAuxA, Inc. operates the AUXCEN.

A.4. Course Materials

The Chief Director reviews and approves all official Coast Guard Auxiliary PE course materials. CGAuxA, Inc. develops, prepares, prints, and supplies these items for Auxiliary use to conduct the PE program. These items are distributed through flotilla MA staff officers. CGAuxA, Inc. has copyrighted this material, with all rights reserved. CGAuxA, Inc., or its designated representative, must grant permission for use of this material on requests prior to its use outside the Auxiliary.

Section B. Government Property

Introduction	This section describes the Auxiliary's responsibilities for obtaining permission to use Government property and maintenance, once permission is granted.
B.1. Federal Real Property	An Auxiliary unit may be granted written permission for long-term use and occupancy of Federal real property (buildings and land). Use and occupancy must be for authorized Auxiliary activities. A District Commander must consider such use as necessary and desirable. The Auxiliary unit must follow all legal provisions for property use. Property in which the Coast Guard or another Federal agency has the title or right, or which is excess or surplus, may be requested for Auxiliary use. Such a request is subject to the necessary operational, engineering, and budgetary approval stated in the Real Property Management Manual, COMDTINST M11011.13 (series).
B.1.a. Requesting Permission	Any such use/occupancy is subject to immediate repeal if such use/occupancy does not conform to Coast Guard policy. Written permission to use and to occupy Coast Guard property shall contain the conditions under which the Auxiliary may make new construction or remove existing structures. Directors shall coordinate requests with their Coast Guard District Property officer.
B.1.b. Transfer of Title	The Coast Guard cannot authorize transfer of title to Federal real property to an Auxiliary element. Any permanent improvement, alterations, additions, fixtures, or maintenance placed on the property shall become and remain U.S. Government property.
B.1.c. Granting Permission	When granting an Auxiliary unit permission to use and to occupy Federal real property, predominant support shall come from the Auxiliary unit itself. In granting permission to an Auxiliary unit for use and for occupancy of Federal property, such permission in no way binds the Coast Guard to provide any support. Limited support may be given by the Coast Guard for improvements on the property and for maintenance or removal of existing structures. This support can be from appropriated funds and is limited to architectural and engineering services and loan of Coast Guard equipment incident to construction, maintenance, or removal.

B.1.d. Assignment of Duties	Coast Guard personnel will not normally be assigned to duties involving actual construction, maintenance, or removal. The Coast Guard will perform necessary intermediary functions, when specifically requested, for getting permission for removals, improvements, or new construction from Federal, State, and local governments. The Coast Guard shall lend the full strength of its good will to Auxiliary support for installations on Federal property with specific Coast Guard approval.
B.2. Maintenance or Improvements	Any property, to which permission for use and occupancy has been granted, must be prominently identified by a sign naming the Auxiliary unit. The sign must state the unit is a part of the Coast Guard Auxiliary. The Auxiliary is expected to carry out any new construction and improvements. All such actions must follow local zoning codes. This work includes codes dealing with plumbing, environmental protection, sewage disposal, and electrical wiring. Waterfront improvements can be made only after approval of the Federal, State, or local government agency holding jurisdiction over the property. Any construction and improvement must conform to sound civil engineering practices, together with current Coast Guard standards and directives. When the Auxiliary is located on an active Coast Guard shore facility, any proposed new construction and improvements shall be consistent with existing facilities and compatible with any long-range Auxiliary Unit Development Plan. When granting use and occupancy to the Auxiliary, maintenance of land, buildings, or structures shall follow existing Coast Guard standards and directives. The Auxiliary must keep buildings, piers, and grounds in a good and safe state of repair and appearance of the premises in a neat and orderly condition. The Commanding Officer must provide basic services for safe use and habitability.

Section C. Coast Guard Personal Property

Introduction

Auxiliarists, loaned or given custody of Coast Guard or Auxiliary owned personal property, may use said property for authorized activities only. The property, loaned or obtained under 14 U.S.C. § 641, shall be accounted for in the appropriate Coast Guard authority's property inventory records and returned to the Government upon request. The appropriate Coast Guard authority shall normally be the Director. Auxiliarists shall return property upon ending Auxiliary membership, transferring to retired status, or to another unit, or if the property is no longer needed. Auxiliarists shall immediately report the loss, damage, or theft of Coast Guard property to the appropriate Coast Guard authority.

C.1. Auxiliary Leaders

All elected and appointed leaders shall develop and maintain property records, data, and documents appropriate for their office. Leaders shall account for these items and transfer them to their successors. The same procedure is followed for any Coast Guard, Auxiliary, or other accountable property, money, manuals, and equipment. Leaders shall annually account for all such property and funds on Auxiliary unit inventories, whether replaced in office or not.

C.2. Appropriated Funds

Auxiliary activity support entails the budgeting of appropriated funds. Appropriated funds may be budgeted to support the purchase of property, equipment, and materials for an Auxiliary unit's internal administration and operation. Such materials include, but are not limited to:

a. Office labor-savings devices (e.g., adding machines, computers, monitors, printers, memory sticks, copiers, fax machines).
b. Office furnishings and rugs.
c. Audio-visual equipment (e.g., projectors, slide kits, disks, disk players, televisions).
d. Training devices, equipment, and texts.
e. Classroom equipment and furnishings.
f. Public relations equipment (e.g., cameras).
g. Communications equipment (e.g., radios, power supplies).
h. Household and galley appliances.
i. Portable generators and pumps.
j. Tools for building and grounds improvement and maintenance.
k. Boats and other operational equipment.
l. Any other equipment or material considered appropriate by the District Commander to support mission needs.

C.3. Coast Guard Issued Property

The Coast Guard may purchase, loan, or issue property to Auxiliary units. Types of appropriate property include, but are not limited to, the same property listed in paragraph C.2 above.

Such equipment loaned or issued by appropriate Coast Guard authorities will be documented by custody receipts. The Auxiliary unit must show a definite need for the equipment for Auxiliary purposes. Under no circumstances will such property be transferred to an Auxiliary unit for the full or part-time private use of any Auxiliarist.

The equipment will be treated as Coast Guard property in accordance with provisions of the Property Management Manual, COMDTINST M4500.5 (series), while in custody of the Auxiliary unit. Appropriate Coast Guard authorities will report and account for all items in their property inventory records. Each Auxiliary unit will conduct, as a minimum, an annual physical inventory count of all items on loan to them from the Coast Guard and provide a written report of such to the appropriate Coast Guard authority. Government furnished equipment is authorized for use to support Auxiliary PE efforts.

C.4. Excess Government Property

Excess Government property includes those items no longer required for Federal purposes, however, other Federal agencies may still need the property. Under Federal Property Management Regulations, excess personal property must be referred to the General Services Administration (GSA) for screening by other Federal agencies. Such action must be done before GSA can make a surplus declaration. Once the property has been determined to be excess, the steps required for property disposal are complex and lengthy.

C.4.a. Screening

The Director may work directly with Defense Reutilization and Marketing Offices (DRMO) to screen and obtain available excess Government property. If there are proximate DRMOs within the district, the Director may work directly with the cognizant Coast Guard Property officer to gain authorization for specifically identified Auxiliarists to physically review excess property at the DRMO on the Director's behalf. Auxiliarists may not be authorized to tag or reserve any specific DRMO items.

C.4.b. Processing and Accounting

Excess Government property acquired for Auxiliarists shall be processed and accounted for by Directors in accordance with the Property Management Manual, COMDTINST M4500.5 (series). Release of excess property to an Auxiliary unit will only result from a written request from the unit to the Coast Guard's Personal Property Program Manager Commandant (CG-842). Such request must be submitted by the Auxiliary unit through its chain of leadership and management to the Director. The Director shall endorse such a request and forward it directly to Commandant (CG-842).

C.5. Non-Excess Coast Guard Property

The availability of Federal non-excess property provides the Auxiliary many opportunities to obtain materials to help various Auxiliary programs. Directors are encouraged to set up liaison with Coast Guard property officers to:

a. Let them know of items required by the Auxiliary to avoid inadvertent labeling of Coast Guard property as either surplus or excess.
b. Screen required items, and obtain for use by the Auxiliary in support of Coast Guard missions.

C.6. Coast Guard Surplus Property

Surplus property are those Coast Guard items determined by GSA to be no longer required by the Federal Government. GSA assigns the surplus designation if no Federal agency has requested and effected transfer of the property by the surplus release date.

C.6.a. Screening

Federal Property Management Regulations require screening of surplus property by authorized personnel. Screening through GSA donation channels must be accomplished before outright donation of surplus property to the Auxiliary.

Under 14 U.S.C. § 641 (a), the Coast Guard may donate Coast Guard surplus property to the Auxiliary (including any authorized incorporated units) after GSA screening. Directors shall maintain a file of property or material requests received from Auxiliary units. Directors should set up liaison with Coast Guard property officers to establish procedures for local screening of excess property outlined in the Property Management Manual, COMDTINST M4500.5 (series).

C.6.b. Property Donations

Coast Guard surplus property may be donated to an Auxiliary unit under the provisions of 14 U.S.C. § 641. This authority is limited to material to be used for Auxiliary unit administration, Auxiliary MT, operations and other authorized activities, or PE. Under no circumstances will such property be transferred to an Auxiliary unit for the full or part-time private use of any Auxiliarist. Types of Coast Guard surplus property considered appropriate for donation or Coast Guard property for loan include, but are not limited to, the same property listed in paragraph C.2 above.

C.6.c. Procedures

The following procedures shall be used in acquiring Coast Guard surplus property for the Auxiliary:

(1) An Auxiliary unit must identify their need for surplus property in writing to the Director.
(2) The Director must verify the need for this property and ensure the unit can support the equipment if acquired.
(3) Upon approval of the Director, the request is forwarded to the Chief Director, who is responsible for determining the relative need if the property is desired by more than one Auxiliary unit.
(4) Once verified by the Chief Director, the request is forwarded to Commandant (CG-842) for action.
(5) If the property is available, Commandant (CG-842) will approve the request and prepare the required transfer documents for signature.
(6) The property is then donated to the Auxiliary unit.

C.6.d. Survey of Loaned Property

District Commanders may direct the survey of Coast Guard property loaned to the Auxiliary to:

(1) Verify and report the loss of, or abnormal damage to, property. To also attest to the probability or lack of negligence for such loss or damage.
(2) Report the condition of property recommended for replacement or disposal.
(3) Authorize adjustment of accountable supply records.

C.7. Auxiliary Unit-Owned Property

This section applies in order to implement statutory changes to 14 U.S.C. 821 which permit the treatment of Auxiliary unit-owned personal property dedicated solely for Auxiliary use to be construed as property of the United States for liability purposes.

Auxiliary units may own boats, mobile trailers, trailers, motor vehicles, personal watercraft, and administrative support equipment so long as they are owned and operated in conformity with established directives. Such Auxiliary unit-owned property must be used for Auxiliary unit administration, Auxiliary member training, operations, public education, and any other authorized activities or missions of the Auxiliary. Under no circumstances shall Auxiliary owned property be used for the private use of Auxiliarists.

Motorboats, yachts, aircraft, radio stations, motorized vehicles, trailers, and other equipment that is under the administrative jurisdiction of the Auxiliary, or an organizational element or unit of the Auxiliary (except when used outside the scope of 14 U.S.C. 822 or not used solely for Auxiliary purposes) will at all times be treated as property of the United States for the purposes of the Federal Torts Claims Act, the Public Vessels Act, the Suits in Admiralty Act, the Admiralty Extension Act, and other matters related to non-contractual civil liability.

Auxiliary unit-owned property is not normally covered by the above provisions for property damage to the property itself due to funding and fiscal constraints. Accordingly, all Auxiliary unit-owned property, except administrative support equipment, should be covered by a private property damage policy, as approved by the DSO-LP, unless the Auxiliary unit desires to self-insure for the replacement cost due to damage or complete loss of the property itself.

C.8. Auxiliary Personal Property

The Auxiliary is authorized to own, use, and dispose of personal property owned by any unit of the Auxiliary pursuant to the following provisions.

Pursuant to the provisions of 14 U.S.C. § 821(d), Auxiliary units may own boats, mobile trailers, trailers, motor vehicles, personal water craft, radio stations, electronic equipment, and operational and administrative equipment so long as they are owned and operated in conformity with the provisions of this Manual, the Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), and other Coast Guard published directives. Such Auxiliary unit owned property must be used for Auxiliary unit administration, member training, operations, public education, and any other authorized activities or missions of the Auxiliary. Under no circumstances shall Auxiliary owned property be used for the private use of Auxiliarists.

Auxiliary units are authorized to acquire such personal property to assist the authorized purposes of the Auxiliary by purchase, gift, grant, legacy, or bequest, and to hold and to use the same. Auxiliary units may also acquire, hold, and use personal property loaned to them or to which they have been given custody by the Coast Guard or other federal or state or municipal agencies.

Any personal property owned by an Auxiliary unit may be sold, transferred, or disposed of by it upon a majority vote of the members of that unit unless the unit Standing Rules specify a greater vote. The signature of the Flotilla Commander, Division Commander, District Commodore, or the National Commodore, as the case may be, shall be sufficient authority on behalf of that unit to sell, dispose of, or transfer title to such personal property. For personal property obtained from the Coast Guard, the Auxiliary unit commander will inform the command of the Coast Guard unit from which it was obtained of planned disposition and obtain acknowledgement of such prior to actual final disposition.

Any check, financial document, or payment order which purports to be signed by the unit Finance Officer at any organizational level of the Auxiliary is sufficient authority on behalf of that unit to open, handle, manage, disburse, or otherwise dispose of funds, bank accounts, monies, stocks, bonds, and other items of intangible personal property.

C.9. Government-Owned Facility

Any Government-owned vessel, aircraft, or radio station may be offered for use as a facility in accordance with regulations promulgated by Commandant.

C.10. Other Property

Forfeited property, voluntarily abandoned property, abandoned, and unclaimed property are not considered appropriate for transfer, donation, lease, or loan to Auxiliarists.

Section D. Auxiliary License Signature Authority

Introduction

Under the authority of 14 U.S.C. § 92(f), 821, 822 and 49 CFR 1.46(b), all Auxiliary FCs, DCDRs, DCOs and NEXCOM are delegated the authority to negotiate, execute, renew, modify, and end licenses and similar use agreements for the Auxiliary's use of real property from Federal and non-Federal entities. This authority shall not be exercised unless the ANACO-CC and/or appropriate DSO-LP has reviewed and approved, or negotiated if necessary, the license or similar agreement. This authority is not to be construed as authority to activate, deactivate, move facilities, or spend appropriated funds. Delegation or re-delegation of this authority is permitted only as follows:

VFCs in the absence of the FC, and in an emergency, may request a DCDR or DCO execute a license, contract, or other agreement for a flotilla. Such action shall be reported to the Flotilla or Division Board at the earliest opportunity.

VCDRs in the absence of the DCDR, and in an emergency, may request the DCO execute a license, contract, or other agreement for the Division. Such action shall be reported to the Division Board at the earliest opportunity.

D.1. Sample

A sample license agreement is available from the DSO-LP. Auxiliarists shall use this agreement when practical. If licensors insist on using their own license agreement form, the Coast Guard District Legal Officer shall ensure, as a minimum, the Federal Tort Claims Act Liability provision in the sample license agreement is substituted for any liability, indemnification, or hold harmless provisions specified in the licensor's agreement.

D.2. Auxiliary Licensee/Party

The licensor's agreement, if used, must specify the Auxiliary unit, not the Coast Guard, is the licensee or party to the agreement.

D.3. Monetary Payment

An agreement by itself, which requires monetary payment, is not outside the scope of this delegation. This scope includes such payments as reimbursement for expenses of the licensor, purchase of plaques or other items, and payment for meals or hotel accommodations. This fact is true when clearly no appropriated funds are being spent or committed. The point must be clear that the Auxiliary is solely responsible for payment using Auxiliary funds.

D.4. Additional Guidance

Additional guidance on this matter may be obtained from the ANACO-CC, in conjunction with the Chief, Office of General Law (CG-0944).

Section E. Other Agencies and Partnerships

Introduction

This section describes some of the Auxiliary's cooperative efforts with other Government agencies and new partnerships. It also describes basic procedures and expectations for the formalization of cooperative efforts and partnerships.

E.1. Agencies

Various agencies help the Auxiliary promote VSCs and PE activities on water resource projects under their control. These agencies include:

a. U.S. Army Corps of Engineers
b. National Park Service
c. Bureau of Land Management Tennessee Valley Authority

Reservoirs, impoundments, and other recreational water resource projects are popular among thousands of boaters who trailer boats from inland areas. Many boaters have had little or no boating safety indoctrination. To help with such instruction, liaisons have been established with applicable agencies. General approval has been received for providing the Auxiliary with available facilities, where practical. Before Auxiliary units use any of these facilities for operations, PE, or VSC programs, the Director must contact the appropriate agency manager to establish liaison. The Director will provide information to and receive guidance from the manager relative to expected Auxiliary activity. Their full cooperation, as a courtesy and as a practicality, must be obtained.

E.2. General Services Administration

The Coast Guard has a cooperative policy agreement with the Public Building Service of the GSA concerning Coast Guard Auxiliary use of available space in GSA-controlled buildings to conduct PE courses. Due to expanding Auxiliary education programs, the need for classroom space is increasing. Often, a problem of suitable classroom space availability presents scheduling difficulties for sponsoring Auxiliary units. Conveniently located GSA-controlled building spaces, largely in metropolitan areas, should, if made available to the Auxiliary, provide valuable additional classroom resources. When potential classroom spaces are under its control, GSA has agreed to help the Coast Guard. Such actions are subject to the Federal Property Management Regulations. Directors are authorized and encouraged to help Auxiliary units get these classroom spaces.

E.3. New Partnerships

The Coast Guard Auxiliary also participates in partnership agreements with outside agencies. If a partnership program is desired, the cognizant District Commander's legal staff, DCO's legal staff, the Chief Director, and Commandant (CG-0944) will review and develop an appropriate course of action consistent with policy and long-range goals of the Auxiliary program. Final approval of any course of action shall be made by the Chief Director.

E.4. MOU/MOA

A Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) may be used to ensure that all parties involved in a cooperative effort or partnership are aware of the associated objectives, plans, and expectations. An MOU is a document that describes very broad concepts of mutual understanding shared by the parties. An MOA is a document that describes in detail the specific responsibilities of, and actions to be taken by, each of the parties so that their mutual objectives can be achieved. MOUs/MOAs shall be composed, formatted, and processed in accordance with provisions of this section and Memoranda of Understanding/Agreement, COMDTINST 5216.18 (series). Subsidiary documents (e.g., Memoranda or Statements of Intent) shall not be employed.

Early communication and coordination with interested offices and the use of e-mail for reviewing and editing a draft MOU/MOA is encouraged. Prior to submitting an MOU/MOA for approval and signature, the originator shall ensure that the MOU/MOA does not conflict with any preexisting agreements.

The Director shall ensure than an MOU/MOA to which the Auxiliary is a signatory is reviewed and approved by the appropriate DSOs, DSO-LP, district program offices, and the district legal office. The DCO, DCAPT, DCDR, or FC, as appropriate, may serve as signature authority for such MOUs/MOAs. This authority may be delegated to the DCOS, VCDR, or VFC if the corresponding elected leader is unable to sign. The Chief Director shall ensure similar review at the Coast Guard Headquarters level for an MOU/MOA with service-wide implications. The NACO may serve as signature authority for such MOUs/MOAs. This authority may be delegated to the VNACO or an elected DNACO if the NACO is unable to sign.

Section F. Work-Life Program and Mutual Assistance Program

Introduction

This section describes the Auxiliary's programs designed to help Auxiliarists and their families.

F.1. Work-Life Program

Auxiliarists may take full advantage of various benefits from the Coast Guard Work-Life Program. Auxiliarists are entitled to participate in any program benefit, other than those for which the Coast Guard pays a per capita basis fee. Auxiliarists may contact their Director to learn about available benefits and application details.

F.1.a. Available Representatives

The Coast Guard's Work-Life delivery system identifies and responds to Auxiliarists' individual and family member needs. Information and referral services are provided through District Work-Life staff members. Representatives currently available to assist Auxiliarists are:

(1) Career Development Advisor
(2) Family Advocacy Specialist
(3) Health Promotion Manager
(4) Employee Assistance Program Coordinator
(5) Relocation Assistance Manager

F.1.b. Specialization

The representatives specialize in placing needed information and points of contact in the hands of those requesting assistance. The Work-Life Program is intended to provide people with services that can be utilized at different stages of their personal and professional lives.

F.1.c. Contact Information

All Work-Life staff functions can be contacted by a toll free national Coast Guard telephone number (see Appendix I).

F.2. Coast Guard Mutual Assistance Program

Coast Guard Mutual Assistance (CGMA) is a program set up to give aid in time of certain emergency or educational needs. The Mutual Assistance Program is available to assist all members of the Coast Guard family. Portions of the program are available to Auxiliarists. Auxiliarists may write for applications and supplemental information forms to the following address: Coast Guard Mutual Assistance, 4200 Wilson Boulevard, Suite 610, Arlington, VA 22203-1804 or go to their web site (see Appendix I).

Chapter 7
Human Resources

Introduction

This chapter describes the Auxiliary's provisions for several human resource areas, including diversity management, sexual harassment prevention, and civil rights.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Diversity Management	7-3
B	Anti-Discrimination and Anti-Harassment	7-9
C	Rape and Sexual Assault	7-13
D	Civil Rights Program	7-15

Section A. Diversity Management

Introduction	The Auxiliary is guided by diversity policies of the Commandant of the Coast Guard. No person shall be subject to discrimination in the Auxiliary or its programs because of race, color, religion, sex, age, national origin, or disability.
A.1. Responsibilities	The Commandant is responsible for providing overall leadership and direction to ensure all policies and procedures contained in this section are in effect throughout the Coast Guard and the Auxiliary.
A.1.a. Chief Director	The Chief Director is responsible for implementation of the Coast Guard's Diversity Policy Statement within and throughout the Auxiliary.
A.1.b. Diversity Workforce Staff (CG-12B)	The Chief, Diversity Workforce Staff (CG-12B) is responsible for establishing and maintaining an effective liaison between Coast Guard officials and Auxiliary leaders to ensure knowledge of and compliance with the intent and spirit of the Coast Guard's Diversity Policy Statement.
A.1.c. NACO and NEXCOM	The NACO, NEXCOM, and ANACO-DV are responsible for supporting the Commandant's Diversity Policy Statement and promoting diversity and diversity management principles throughout the organization.
A.2. Policy	All Auxiliary leaders are responsible for implementing diversity enhancing activities and working towards diversity goals and objectives. See Figure 7-1 for the Coast Guard's Diversity Policy Statement.

THE COMMANDANT OF THE UNITED STATES COAST GUARD
Washington, DC 20593

DIVERSITY POLICY STATEMENT

Diversity, though not easily captured in a single definition, allows the Coast Guard to benefit from the talents, abilities, ideas and viewpoints of a workforce drawn from the richness of American society, including men, women, minority groups, people with disabilities and veterans. It is achieved by using two key enablers: providing unfettered enlistment, appointment or employment opportunities to all qualified citizens equally, and creating and sustaining an organizational climate in which people of diverse backgrounds, cultures, races, religions, ethnicities and experience are fully included, valued and respected.

Diversity is vital to mission readiness and excellence. Diversity sparks innovation by incorporating new approaches and fresh perspectives to problem solving. Attracting and employing a diverse and talented team of active duty, reserve, civilian and Auxiliary members ultimately enables us to better perform our challenging maritime missions.

We must strive to create a climate of equity that fosters an environment where all individuals have the opportunity to prosper, advance in their careers and contribute their utmost to Coast Guard missions. We must strive to ensure that our Coast Guard recruits, retains and sustains a diverse, talented and highly skilled workforce. Our Diversity Strategic Action Plan will guide our efforts to achieve these goals. I encourage all members of our workforce to become familiar with the plan located on our diversity website http://www.uscg.mil/diversity/.

I am personally committed to making the Coast Guard the Service of choice for all Americans who seek to serve our Nation and its people. Achievement of this goal is an all-hands evolution.

R. J. PAPP, JR.
Admiral, U. S. Coast Guard

Figure 7-1
Diversity Policy Statement

A.3. Coast Guard Auxiliary Diversity Vision Statement

Auxiliarists serve in communities throughout the country, come from different social, religious, ethnic, and economic backgrounds, and join together to contribute their time and talents toward the common cause of supporting Coast Guard missions. They recognize diversity and strive to remove all barriers, real or perceived, so that current and potential Auxiliarists feel an increased pride and honor in their membership.

The Coast Guard Auxiliary will:

a. HONOR Auxiliarists' desire for training and meaningful involvement, so that it can enhance the Coast Guard's capability and promote safety in the boating community.
b. RESPECT the volunteer nature of its organization and its unique attributes, which enable it to fulfill its role as an integral part of Coast Guard Forces.
c. Recognize and encourage DEVOTION TO DUTY, while understanding the diversity of Auxiliarists and their varying abilities to give of their time.
d. PROVIDE current and potential Auxiliarists with a positive environment that will promote membership across the Nation, enhance opportunities to serve, and increase desire to remain as long-term contributing Auxiliarists.
e. FULFILL its missions, provide adequate resources to its membership, and inspire pride in the Auxiliary. This will enable it to expand its membership diversity and strengthen its ability to be "Semper Paratus".

A.4. Auxiliary Diversity Goals and Objectives

The Coast Guard Auxiliary has established three goals and several related objectives to support and promote diversity:

a. Positive environment.
b. Value all Auxiliarists.
c. Promote individual success.

A.4.a. Goal 1 – Positive Environment	Create a positive volunteer environment for managing membership diversity. Objectives to meet this goal are: (1) Enlighten leaders to manage diversity as a membership retention issue. (2) Achieve a diverse volunteer membership that represents all segments of the nation's population. (3) Gain an understanding of current Auxiliary culture to enable the identification and removal of barriers to a positive environment for Auxiliarists. (4) Ensure plans, resources, and policies fully support managing diversity.
A.4.b. Goal 2 – Value All Auxiliarists	Be an organization that highly values its volunteers and respects their differences. Objectives to meet this goal are: (1) Ensure leaders and Auxiliarists acknowledge, understand, and value differences. (2) Recognize and reward individual and group contributions to managing diversity. (3) Provide fair, equal, and rapid conflict resolution. (4) Communicate effectively with all Auxiliarists.
A.4.c. Goal 3 – Promote Individual Success	Ensure all Auxiliarists have the opportunity to reach their full potential in the organization. Objectives to meet this goal are: (1) Ensure every Auxiliarist understands task requirements and responsibilities and is coached and encouraged to achieve success. (2) Remove or reasonably attempt to remove physical barriers to participation consistent with law, mission requirements, and safety.
A.5. National Diversity Team	In order to effectively implement the Auxiliary's diversity goals and objectives, the NACO shall appoint an Assistant National Commodore, Diversity (ANACO-DV) who shall lead the National Diversity Team.
A.5.a. Team Composition	The team shall be composed of: (1) District Staff Officers for Diversity (DSO-DV) from each of the 16 districts/regions. (2) Representatives from the Training and Human Resources Directorates. (3) The Auxiliarist representative to the Commandant's Diversity Advisory Council (DAC).

A.5.b. Team Duties

The National Diversity Team will:

(1) Maintain a knowledge base of current diversity and diversity management initiatives through reading and research.
(2) Conduct district and national seminars, workshops, forums, and panel discussions to educate the membership on diversity and its effect on the organization.
(3) Work closely with the NEXCOM and the EXCOMs to encourage implementation of tasks relative to the Auxiliary's diversity goals and objectives.
(4) Share practical experiences in managing diversity through Auxiliary publications.
(5) Utilize the results of surveys and exit interviews to determine diversity issues and intervention strategies that promote membership diversity and member satisfaction.

Section B. Anti-Discrimination and Anti-Harassment

Introduction	The Coast Guard is committed to a workplace where no member of the workforce will be subject to physical or verbal harassment, abuse, violence, or discrimination based on an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, or any other basis protected by law. Simply, it is committed to an environment free of harassing and discriminatory behavior. Harassment is generally defined as unwelcomed advances, requests for favors, and other physical and verbal conduct when such conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's service performance, or creates an intimidating, hostile, or offensive environment. This also encompasses unwelcome display or communication of sexually offensive materials.
B.1. Responsibilities	The Coast Guard and Auxiliary must have people who serve together effectively to accomplish missions and are responsible for enabling and ensuring this for each of its members.
B.1.a. Fair Treatment	All persons are entitled to be treated fairly and with dignity and respect. All must be allowed to serve and to enjoy an environment free of unlawful discrimination and harassment.
B.1.b. Adverse Effects of Harassment	The economic costs of harassment are significant. Even more harmful are the negative effects of harassment on productivity and readiness. These areas include increased absenteeism, greater personnel turnover, lower morale, and decreased effectiveness. Adverse actions also result in a loss of personal, organizational, and public trust. While not easy to quantify, these costs are real and seriously affect the Coast Guard and Auxiliary's ability to accomplish missions.
B.1.c. Prevention Through Leadership and Commitment	The key to preventing harassment is personal leadership and commitment. Those who serve in Auxiliary leadership and staff positions must commit themselves to constantly and consistently promoting equitable treatment. Auxiliary leaders must convey this commitment clearly and unequivocally to all Auxiliarists by holding themselves and their Auxiliarists accountable. There must be firm determination to use these tools judiciously and in timely fashion in meeting the Commandant's goals as stated in this chapter.

B.1.d. Prevention of Gender Discrimination

Sexual harassment is a form of prohibited discrimination based upon sex or sexual orientation. Discrimination against people based upon their gender is also a significant problem. Gender or sexual discrimination exists when a person is treated differently because of gender. Prevention of gender discrimination must be pursued with the same vigor as that for preventing sexual harassment.

B.2. Policy

The Coast Guard is committed to maintaining an environment free from unlawful discriminatory practices and inappropriate behavior. In support of this commitment, the Coast Guard's policy is:

a. All Auxiliarists will receive training in the areas of identification, prevention, resolution, and elimination of harassment.
b. Individuals who believe they have been harassed shall be afforded the opportunity and venues to seek resolutions and remedy. All leaders within the chain of leadership and management will ensure that Auxiliarists are aware of the processes described in this chapter through which to file reports of allegations of harassment. The climate shall not tolerate acts of reprisal, intimidation, or further acts of harassment. All Auxiliarists must be aware of available avenues of resolution and redress.
c. All reported incidents of harassment should be resolved at the lowest possible level. All incidents should be resolved promptly and with sensitivity. Confidentiality will be maintained to the greatest extent possible.
d. Counseling support or referral services will be made available for all persons involved in incidents of sexual harassment.

See Figure 7-2 for the Coast Guard's Anti-Discrimination and Anti-Harassment Policy Statement.

THE COMMANDANT OF THE UNITED STATES COAST GUARD
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ANTI-DISCRIMINATION and ANTI-HARASSMENT POLICY STATEMENT

I am committed to providing a work environment free from discrimination and harassment. Our mission success depends upon it. Our core values of Honor, Respect and Devotion to Duty demand it. Federal law and policy require it. Coast Guard men and women deserve nothing less.

We will do this by creating command climates and work environments that promote inclusion, equity and respect. Every member of the workforce should be familiar with Coast Guard Equal Employment Opportunity (EEO) policies and should take proactive measures to prevent all forms of discrimination and harassment. We must eliminate conduct that unreasonably interferes with an individual's work performance or creates an intimidating, offensive, or hostile work environment on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, engagement in any protected EEO activity, or any other basis protected by law.

Behavior that constitutes harassment should be reported to leaders and managers; leaders and managers must take prompt and appropriate corrective action. Reports and responses should be in accordance with Coast Guard Anti-harassment and Hate Incident Procedures. Reports of harassment can also be made to local Civil Rights or Human Resources Offices. Reprisal or threats of reprisal against individuals who report unlawful discrimination or harassment will not be tolerated.

Performing our duty to act responsibly and respect our shipmates will create work environments in which every member of the workforce has an equal opportunity to achieve their full potential, contribute to Coast Guard missions and thrive.

R. J. PAPP, JR.
Admiral, U.S. Coast Guard

Figure 7-2
Anti-Discrimination and Anti-Harassment Policy Statement

B.3. Procedures The following procedures apply when addressing harassment issues:

a. Those in leadership or supervisory positions shall not condone or ignore harassment of which they have knowledge, or should have reason to have knowledge.
b. Reprisal action shall not be taken against any person who, in good faith, raises an allegation of, or provides information about, an incident of harassment.
c. Auxiliarists who believe they have been harassed are encouraged to address their concerns or objections about the incident directly with the person demonstrating the harassing behavior. If this approach fails to bring satisfactory results, or places the Auxiliarist at greater risk, the Auxiliarist may file a complaint using the procedures for a civil rights complaint as listed in section D of this chapter.
d. Auxiliarists found to have engaged in harassment, whether in an isolated incident or of a recurring mature that is finally discovered, may be administratively disenrolled from the Auxiliary, or receive an oral or written caution or disciplinary action, depending on the magnitude of the violation.

B.4. Training The following forms of training are provided for Auxiliarists:

a. All Auxiliarists, when joining the Auxiliary, will receive training in the prevention of harassment as part of initial orientation and then once every five years.
b. The Coast Guard Director of Civil Rights (CG-00H) has developed and implemented a training program that includes communications and marketing features. It also contains guides for resolving harassment actions and addressing policies and applicable laws.
c. National and district elected and appointed leaders and District Staff Officers may receive instruction about Coast Guard Anti-Discrimination and Anti-Harassment policy at either the annual National Training Conference (N-TRAIN) or NACON.

B.5. Assistance Assistance on the subject of harassment prevention is available through the Coast Guard Auxiliary Civil Rights Coordinator (CGAUX-CRC).

Section C. Rape and Sexual Assault

Introduction

Rape and sexual assault will not be tolerated in the Coast Guard. These criminal acts violate the Coast Guard's core values.

C.1. Responsibilities

All Auxiliarists shall foster and maintain an environment of mutual respect and trust to ensure the safety and security of others. All personnel shall become familiar with and follow the contents of Reporting and Responding to Rape and Sexual Assault Allegations, COMDTINST 1754.10 (series), when reporting rape and sexual assault and responding to rape and sexual assault allegations. It is available through the Director's office. Key elements include:

a. Mandatory annual training.
b. Requirements to report allegations of rape or sexual assault to CGIS for investigation in accordance with Mandatory Reporting of Incidents to the Coast Guard Investigative Service and Requesting Investigative Assistance, COMDTINST 5520.5 (series).
c. Steps to ensure victims are not further traumatized by any investigation.
d. Clarification of roles and responsibilities.

C.2. Policy

All allegations of rape or sexual assault by any member of the Coast Guard Auxiliary shall be immediately reported to the servicing Coast Guard Investigative Service (CGIS) office and the servicing Coast Guard legal office in accordance with Mandatory Reporting of Incidents to the Coast Guard Investigative Service and Requesting Investigative Assistance, COMDTINST 5520.5 (series). All allegations will be promptly investigated by CGIS. Directors or cognizant Coast Guard commands shall take appropriate disciplinary action, where evidence dictates, and report the action taken to the servicing CGIS and Coast Guard legal offices.

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EQUAL OPPORTUNITY POLICY STATEMENT

Everyone should expect and demand the opportunity to work, develop and achieve his or her full potential, whether serving as a member on active duty, drilling Reservist, civilian employee or Auxiliary volunteer. Adherence to Equal Opportunity principles and our core values of Honor, Respect and Devotion to Duty, will promote positive command climates and enhance mission readiness and execution.

Everyone in the Coast Guard must work together to eliminate all forms of discrimination that violate law or policy and eliminate any actions that discriminatorily impact our workforce, those seeking Coast Guard employment and those receiving benefits from Coast Guard-sponsored programs.

All Coast Guard personnel shall:

- Reach out widely and in previously untapped markets to identify highly qualified applicants for enlistment, officer accession, civilian employment and Auxiliary enrollment;
- Recruit, retain, train, develop, promote, reward and deploy a highly capable, diverse workforce in a fair and consistent manner on the basis of merit;
- Provide reasonable accommodations for qualified applicants and employees with disabilities;
- Maintain a work environment free from unlawful discrimination, reprisal and harassment;
- Ensure all men and women of the Coast Guard are educated about their rights and responsibilities under federal civil rights laws; and
- Act promptly, appropriately and effectively to endorse this policy and to ensure personal accountability by members of the Coast Guard.

I expect every member of our workforce at all levels to respect their shipmates, treat them fairly and equally and hold those that do not demonstrate these values accountable.

R. J. PAPP, JR
Admiral, U.S. Coast Guard

Figure 7-3
Equal Opportunity Policy Statement

Section D. Civil Rights Program

Introduction	The Coast Guard Auxiliary is committed to ensuring protection of all Auxiliarists' civil rights. This section describes the provisions for the Auxiliary's Civil Rights Program. Figure 7-3 provides the Coast Guard's Equal Opportunity Policy Statement.
D.1. Responsibilities	The Commandant is responsible for providing overall leadership and direction to ensure all policies and procedures contained in this section are in effect throughout the Coast Guard and Auxiliary.
D.1.a. Chief Director	The Chief Director is responsible for Coast Guard civil rights and equal opportunity program administration within the Auxiliary.
D.1.b. Director of Civil Rights (CG-00H)	The Director of Civil Rights (CG-00H) is responsible for establishing and maintaining effective liaison between Coast Guard officials and elected and appointed Auxiliary leaders to ensure knowledge of, and compliance with, the intent and spirit of the Coast Guard's civil rights and equal opportunity program. Auxiliarists are otherwise excluded from all equal employment opportunity processes and procedures administered by CG-00H including program compliance evaluation, counseling, and complaint processes.
D.1.c. District Commanders	District Commanders are responsible for carrying out the spirit and intent of the Coast Guard's civil rights and equal opportunity programs.
D.2. Coast Guard Auxiliary Civil Rights Coordinator (CGAUX-CRC)	Each District or region's CGAUX-CRC will be selected from experienced Auxiliarists (preferably past Division Commanders or higher) who possess the skills and desire to serve in such capacity. The CGAUX-CRC is a Director's nomination with concurrence of the DCO. The nominee's name and qualifications will be submitted to the District Commander for approval. Upon approval, the District Commander will designate the nominee, in writing, as the CGAUX-CRC for that district or region. The Director may support CGAUX-CRC duty-related travel as resources may allow.
D.3. Procedures	The following procedures apply when addressing civil rights issues:
D.3.a. Right to File	Auxiliarists who believe they have been victims of, or subjected to, discrimination or discriminatory treatment within the Auxiliary because of recognized constitutionally protected status such as race, color, religion, sex, age, national origin, or disability have the right to file a complaint.

D.3.b. Resolution

Complaints of discrimination shall first be filed informally in writing with the Auxiliarist's FC or other higher Auxiliary elected leader, if appropriate (e.g., a DCAPT may file with a DCOS). If the complaint is unresolved at this level, an inquiry shall be conducted by the appropriate CGAUX-CRC in an effort to resolve the complaint at the lowest possible level within the Auxiliary.

D.4. Filing Complaint

Complaints by Auxiliarists shall be processed according to the following procedures:

D.4.a. Written Request to File Complaint

The complainant shall submit a dated, written request to the FC or other higher Auxiliary elected leader, if appropriate (e.g., a DCAPT may file with a DCOS). The complaint must contain, as a minimum, the following elements:

(1) The complainant's full name.
(2) Complainant's EMPLID.
(3) Date of incident.
(4) Statement indicating the Auxiliarist's wishes to file an informal complaint of discrimination in accordance with this chapter.
(5) A brief summary of the nature of the complaint.

Written complaints must be submitted to the FC or other higher Auxiliary elected leader, if appropriate, within forty-five days of the alleged incident or from the date that one is made aware of such incident having occurred. Electronic mail submission that clearly includes the above elements satisfies the requirement for a written submission.

D.4.b. Meeting with FC or Other Higher Elected Leader

Most problems can, and should, be resolved between the involved parties themselves and at the lowest organizational level. Upon acknowledged receipt of an Auxiliarist's complaint, the FC or other higher elected leader has fifteen days to determine whether or not the complaint can be resolved at that level. Accordingly, within that time period, the FC or other higher elected leader shall meet with the complainant. If a meeting is impractical for either individual, then, as a minimum, the FC or other higher elected leader shall verbally contact the complainant to discuss the complaint. Additionally, the FC or other higher elected leader shall then meet separately with the alleged offender. If a meeting is impractical for either individual, then, as a minimum, the FC or other higher elected leader shall verbally contact the alleged offender to discuss the complaint. The FC or other higher elected leader shall then facilitate communication between the complainant and the alleged offender as necessary in order to determine whether or not the complaint can be resolved at that level.

If the complaint is resolved at this level, then the FC or other higher elected leader shall keep the written complaint and a written record of the agreed upon resolution in the flotilla file for one year.

D.4.c. Meeting with CGAUX-CRC

If the complaint cannot be resolved by the FC or other higher elected leader within fifteen days of acknowledged receipt of the written submission by the FC or other higher elected leader, then the FC or other higher elected leader will verbally notify the CGAUX-CRC of the complaint, forward all associated correspondence and materials, and arrange for the complainant to meet with the CGAUX-CRC. If a meeting is impractical for either individual, then, as a minimum, the CGAUX-CRC shall verbally contact the complainant to discuss the complaint.

All Auxiliarists are entitled to communicate informally and directly with the CGAUX-CRC instead of the FC or other higher elected leader if so desired.

D.4.d. Time Requirements

The CGAUX-CRC will only consider written complaints filed within forty-five days of an alleged incident or from the date that one is made aware of such incident having occurred. If the forty-five-day time limit is exceeded, the CGAUX-CRC must advise the complainant that, if a formal complaint is filed, it may be dismissed as untimely.

Upon acknowledged receipt of notification, the CGAUX-CRC has thirty days to investigate and determine whether or not the complaint can be resolved at that level.

D.4.e. CGAUX-CRC Report to Complainant's FC

If submitted directly to the CGAUX-CRC, the CGAUX-CRC shall advise the complainant's FC and other appropriate higher elected leader of the following:

(1) That a complaint has been filed and the nature of the complaint, without identifying the complainant or discriminator.
(2) Whether or not the complaint may have merit.
(3) An internal inquiry is being conducted in an effort to informally resolve the complaint at the lowest level.
(4) Date the complaint was received.

D.4.f. Alleged Offender's Rights

The alleged offender is a witness and is entitled to no more rights than any other witness. This does not imply that the alleged offender has the right to be provided a copy of the complaint or be notified of the names of the witnesses without the complainant's written permission. He or she has the right to have a representative of his or her choosing at his or her own expense at any stage in the complaint process.

D.4.g. Safeguarding of Confidential Information	Any oral or written information provided to the CGAUX-CRC by the complainant during the complaint process, as well as the complainant's identity, is considered confidential and may not be shared with others not directly involved unless the complainant gives permission. Exceptions to the rule include situations where it is believed bodily harm or destruction of property is imminent.
D.4.h. Resolution	When resolution of a complaint has been reached within the thirty-day period from acknowledged receipt of notification of the CGAUX-CRC, and administrative discipline is not a recommended course of action, then a complaint summary report shall be completed by the CGAUX-CRC. The Auxiliarist making the complaint will prepare and sign a written acceptance of the resolution. The acceptance note will state, "I hereby certify, upon execution of the terms agreed herein, that I consider my complaint resolved and hereby withdraw my complaint of (subject), dated _____." The CGAUX-CRC will attach it to the accepted resolution document and forward the entire report to the Director (copy to the FC and other appropriate elected officers) who shall retain the report on file for three years.
D.4.i. Non-Resolution	If the complaint cannot be resolved within the prescribed thirty days from acknowledged receipt of notification of the CGAUX-CRC, there are four courses of action. (1) The complainant may withdraw the complaint from further process. If this is pursued, then the complainant will prepare and sign a written acknowledgement of the withdrawal. The withdrawal note will state, "I hereby certify and consider my complaint of (subject) withdrawn, dated _____." Such a withdrawal statement may actually be filed by a complainant at any stage of the complaint process. (2) If a resolution appears probable within a reasonable period of time, the complainant may voluntarily make a time extension agreement. The written extension agreement cannot exceed an additional sixty days. (3) The complaint may be referred to the Alternative Dispute Resolution (ADR) process. Coast Guard and Auxiliary mediators will be made available during this entire process upon request. (4) If the CGAUX-CRC determines that administrative disciplinary action is appropriate for any involved party, then such determination shall be noted in the summary report submitted to the Director (copy to the FC and other appropriate elected officers) who shall retain the report on file for three years.

D.4.j. Notifications	Upon reaching or failing to reach an informal solution to the complaint, the CGAUX-CRC shall notify the complainant's FC and other appropriate higher elected leader, the Coast Guard District Civil Rights Officer, and appropriate Director of the details and results of the efforts made.
D.5. Discipline	Auxiliarists who have been found to have violated Coast Guard policy at the conclusion of the procedures outlined in this chapter may be subject to administrative discipline in accordance with provisions of Chapter 3. Payment of damages and/or attorney fees is not authorized through the processes described in this section as this is not a civil action.

Chapter 8
Member Training and Qualifications

Introduction

Auxiliary applicants must complete the New Member (NM) Course and pass its exam in order to enroll in the Auxiliary (this is not required for re-enrollment). Following this orientation, new Auxiliarists have a wide range of opportunities to gain additional knowledge, skills and qualifications by participating in training programs. Participation in training enhances competence and enables increased professionalism in the performance of Auxiliary service. Auxiliary programs requiring additional qualifications along with related training opportunities are defined in this chapter.

Coast Guard programs may also require special training as identified by the responsible Coast Guard organization overseeing the service opportunity. The opportunity to increase knowledge and skills through training and experience with the Coast Guard and Auxiliary is a primary reason many people join the Auxiliary. Auxiliary training programs range from simple in-flotilla lessons through advanced specialty courses and programs. Most Auxiliary member training (MT) is accomplished at the flotilla level. Although responsibility for ensuring member opportunity and participation in MT rests with the FC, all qualified Auxiliarists are expected to participate in accomplishing MT by sharing their knowledge, experience, expertise, and time in helping other Auxiliarists learn and advance. Auxiliarists entering the operations program should possess a basic knowledge of boating or aviation skills obtained through prior experience or participation in Auxiliary courses.

In this Chapter

This chapter contains the following sections:

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Section A. Authority and Privilege

Introduction

Auxiliary training by the Coast Guard is a statutory requirement of 14 U.S.C. § 831. The following paragraphs in 33 CFR Part 5, charge the Commandant with responsibility for Auxiliary training. The Commandant has delegated the duty and responsibility for all Auxiliary training to the Chief Director, under general advisement of FORCECOM.

A.1. Advancement

33 CFR 23 states:

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

A.2. Training, Qualification, Examination, and Assignment

33 CFR 5.33 states:

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

Auxiliary training, qualification, and examination materials shall strive to maximize development and application of electronic means, including web-based and disk-based tools, for distribution and delivery.

A.3. Privilege of Training and Qualification

As indicated in section D of Chapter 3, a privilege of Auxiliary membership is entitlement to Coast Guard and Auxiliary advanced training and any qualification associated with successful completion of all corresponding training requirements. Such privilege and entitlement, though, may be suspended or revoked for any individual by the Director or the Chief Director pursuant to administrative proceedings, investigations, or disciplinary determinations. This includes any circumstance in which the Director or the Chief Director has appropriate cause to suspend or revoke a qualification based on the physical, mental, or behavioral limitations of an individual to properly and safely perform any or all duties associated with a qualification.

All Auxiliarists are expected to maintain particularly strict adherence to Coast Guard core values whenever involved in Coast Guard or Auxiliary training programs. Specific attention shall be paid to governing policies and procedures for Coast Guard or other service/agency facilities whenever Auxiliarists train at such locations. Auxiliarists are expected to work with lead instructors and training program coordinators to familiarize themselves with common facility policies prior to arrival at the facility for the training (e.g., facility access procedures, parking plans, uniform requirements).

Section B. Training and Qualification Opportunities

Introduction

Auxiliarists can pursue training in MT programs to increase knowledge and skills, and to attain qualifications for participation in various Coast Guard and Auxiliary programs. Special qualifications are available as ITs, VEs, AtoN verifiers, RBS-PVs, boat crew, coxswains, pilots, air crew, and air observers. Auxiliary specialty courses offer advanced training in several fields. Auxiliarists may also enroll in Coast Guard Institute (CGI) correspondence courses and receive continuing education units (CEUs) from self-study paced course completions. Regular in-flotilla training sessions are fundamental to keeping Auxiliarists informed, interested, qualified, and ready to participate fully in Auxiliary activities.

B.1. Status, Training, and Qualifications

The following provides the criteria for administrative status, training, and qualification as an Auxiliarist.

B.1.a. Approval Pending (AP) Status

AP status is the administrative status for all Auxiliarists during the time between acceptance of their enrollment package and receipt of a Favorable PSI determination. In accordance with the provisions of paragraph D.2 of Chapter 3, Auxiliarists in AP status have the privilege of participating in virtually the entire range of Auxiliary training and qualification programs.

B.1.b. Initially Qualified (IQ) Status

When an Auxiliarist in AP status receives a Favorable PSI determination, the Director shall change their administrative status to IQ unless they meet the criteria in paragraphs B.1.c or B.1.d of this chapter, in which case their administrative status shall change accordingly to either Basically Qualified (BQ) or Operational Auxiliarist (AX). Once in IQ status, or BQ or AX status as appropriate, the Director shall issue the Auxiliarist an identification card. Auxiliarists in IQ status are authorized to:

(1) Participate in all training for which AP Auxiliarists are authorized.
(2) Attend Coast Guard or Coast Guard Auxiliary C-schools.
(3) Be qualified by the Director in Auxiliary programs that only require IQ status.

Auxiliarists in IQ status are not authorized to be qualified by the Director in Auxiliary programs that require BQ status until they meet the criteria in paragraph B.1.c below.

B.1.c. Basically Qualified (BQ) Status

To achieve BQ status, an Auxiliarist must have completed all of the requirements for IQ status and must have successfully completed one of the following courses which must be approved by the National Association of State Boating Law Administrators (NASBLA):

(1) Boating Skills and Seamanship (BS&S)
(2) America's Boating Course (ABC)
(3) About Boating Safely (ABS)
(4) Sailing Fundamentals (SF)
(5) Sailing Skills and Seamanship (SS&S)
(6) Boating Safely Circular (BSC)
(7) U.S. Power Squadrons (USPS) Boating or Boat Smart Course
(8) A State boating safety course (minimum eight-hour duration and other than child-specific)

If any of these courses expire subsequent to promulgation of this Manual, the Chief Director may designate an NASBLA-approved replacement course as an acceptable alternative for meeting BQ requirements. Any Auxiliarist who has successfully completed any of these courses prior to their expiration shall receive credit for achieving BQ status.

Auxiliarists in BQ status are authorized to:

(1) Participate in all training for which IQ Auxiliarists are authorized.
(2) Be qualified, or certified on an interim basis, by the Director in Auxiliary programs that require BQ status. Therefore, achieving BQ status is a pre-requisite for qualification or interim certification in such programs. For example, an Auxiliarist must be in BQ status in order to receive an interim certification as a First Pilot in the aviation program while awaiting the results of their requisite DO PSI for qualification.

Successful completion of BQ requirements is necessary in order to fully qualify and participate in the programs listed in this section. This also holds particularly true for Auxiliarists in AP status in accordance with the provisions of section 3.D.2.f of this Manual.

B.1.d. Operational Auxiliarist (AX)

The requirements for becoming an Operational Auxiliarist (AX) are provided in paragraph C.1 of this chapter.

B.1.e. Other PSI Considerations	Once an AP Auxiliarist has received a favorable OS PSI determination and their administrative status has been changed to IQ (or BQ or AX, as appropriate), the Auxiliarist may submit a DO PSI package and proceed on to qualification in a program that requires a favorable DO PSI determination. By doing so, the Auxiliarist may perform and successfully complete all training tasks and prerequisites and receive an interim certification by the Director or operational commander while the DO PSI package is processed to completion. Granting interim certification shall be made at the discretion of the Director upon favorable review of the member's DO PSI package with no adverse material issues identified.
B.1.f. Re-enrollment Considerations	In accordance with paragraph B.2 of Chapter 3 of this Manual, the Director may re-establish at the previous status an Auxiliarist who has been re-enrolled. However, regarding such an Auxiliarist's qualification and currency in any Auxiliary program, the amount of time that has passed between the Auxiliarist's disenrollment and re-enrollment shall count as though the Auxiliarist had been enrolled throughout that period. This shall be used to determine the actions the Auxiliarist must take in order to re-gain currency or, in the most restrictive case, to re-qualify in any Auxiliary program. The Auxiliarist will also have to meet all current requirements, including new or additional requirements, which may have been implemented during their period of disenrollment.
B.1.g. Workshops, REWK, and REYR Status	Auxiliary National leadership shall identify mandatory program workshops for currency maintenance purposes each year. Regions may strongly encourage workshop attendance among membership whenever a workshop is not identified as mandatory, but they may not mandate workshops in terms of AUXDATA entry, currency maintenance, or as prerequisites for assignment to duty. Conversely, regions may not remove or otherwise negate the program requirement of any workshop that has been duly identified by National leadership as mandatory for any given year. Workshops that are identified as mandatory must be attended by 30 June of that year. If not attended by that date, then program participants shall be regarded as not current and shall therefore not be authorized to be assigned to duty to perform program activities. The Director shall ensure their placement in Required Workshop Not Met (REWK) status in AUXDATA. Program participants placed in REWK status will have until 31 December to attend the mandatory workshop without further consequence to their currency maintenance. Only the Director has the authority to remove Auxiliarists from REWK status and restore them to current program status if all other currency maintenance requirements are met. Subsequent to such restoration, Auxiliarists may be assigned to duty to perform program activities.

The Director shall ensure that Auxiliarists who do not complete all annual currency maintenance requirements by 31 December, including mandatory workshops, are placed in Required Yearly Not Met (REYR) status in AUXDATA. Auxiliarists in REYR status must complete all program-specific requirements in order to re-gain program currency and authorization to perform program activities. Only the Director has the authority to remove Auxiliarists from REYR status and restore them to current program status if all other currency maintenance requirements are met.

Unless otherwise specified for a given qualification's currency maintenance scheme, five consecutive years of REYR status shall result in complete loss of the qualification and shall be appropriately reflected in AUXDATA. The only way for an individual in such circumstance to again perform any Auxiliary activity requiring that competency will be to completely requalify. Despite loss of qualification as a result of such circumstance, an Auxiliarist shall remain authorized to wear or display an award or ribbon/medal that was earned for that program while qualified and certified.

B.1.h. Portability of Qualifications

Once an Auxiliarist is qualified in a program, the Auxiliarist may exercise the qualification in any Auxiliary region, subject to proper assignment to duty. Additionally, the Director of a receiving region may specify appropriate tasks that must be completed by a qualified Auxiliarist who has recently transferred from a different region or who periodically visits the receiving region. Completion of such tasks must occur prior to that Auxiliarist's conduct of program activity in their new region in order to ensure familiarity with regional geography, demographics, policies and/or program expectations. It shall be documented by memo from the Director of the receiving region to the Auxiliarist with copy to the Director of the Auxiliarist's home region, if appropriate. The scope of such tasks shall be kept to a minimum with all due regard for the skills, experience, and desire already reflected by the Auxiliarist's qualification.

For example, the Director of one region may require Auxiliary instructors who transfer in or visit from different regions to complete a review with a qualified instructor in that region to ensure familiarity with specific State requirements prior to their conduct of public education. The same may be required of vessel examiners prior to their conduct of vessel safety checks in a new region.

Provisions for inter-regional transfers of qualified Auxiliary boat crew program participants can be found in the section 4.A of the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series). For Auxiliary aviation program participants, the Director of a receiving region, in coordination with the cognizant Air Station command, may specify appropriate tasks that must be completed by them before they are authorized to perform missions for different Air Stations under the squadron concept.

B.2. Auxiliary Instructor

The Auxiliary program qualifies Auxiliarists as ITs for PE and member training (MT) courses. The qualification program is as follows:

B.2.a. Levels of Qualification

There is one level of qualification - IT.

B.2.b. IT Duties

ITs can teach either or both Auxiliary PE and/or MT courses. Additionally, experienced ITs shall serve as prime mentors in qualifying new ITs, improving the skills of current instructors, and assisting in the NM program.

B.2.c. Qualification Requirements

All new ITs will be qualified using the current IT Development Course (IDC) as follows:

(1) For IT qualification, the candidate completes the IDC, passes the open book examination with a three-hour time limit and passing grade of 90 percent, and teaches a minimum of two classes of satisfactory instruction under a certified IT's supervision. The certified IT determines whether or not the instruction was satisfactory and provides specific, instructional feedback to the qualifying Auxiliarist to assist them in gaining qualification. The IT may be in the same flotilla as the candidate. The first presentation should be of ten to thirty minutes in length, and the second presentation should be one to two hours in length.

(2) The supervising IT or an elected leader signs and dates the completed examination form stating IT qualifications have been met.

B.2.d. Waiver Requirements

In some cases, the Director may waive requirements for IT. The Director may delegate this duty to the DSO-MT. The decision to waive requirements will be based on sufficient documentation, but at a minimum, the waiver will include the following criteria:

(1) Submit documentation of two or more years of recent work experience as an instructor such as a certified schoolteacher or as a full time or adjunct instructor in the military, business, academic or professional communities. The number of years' service and recent experience will weigh in the Director's decisions. The FC will review and approve the application before forwarding to the Director.

	(2) USPS members, who have completed the USPS Instructor Qualification course and are graduates of the Coast Guard's Instructor Development Course (IDC), will be certified as ITs upon application.
B.2.e. Ribbons and Medals	An Auxiliarist qualified as an IT is entitled to wear the IT program ribbon and miniature medal.
B.2.f. Maintaining Certification	To remain certified, an IT must teach two hours or serve as an assistant IT for four hours each year or by teaching one hour and assisting for two hours. ITs must also attend approved workshops when required.
B.2.g. Recertification	Failure to satisfy annual requirements will require the Auxiliarist to recertify as an IT. When the hours for teaching/serving as an assistant IT have not been met, the IT must perform the annual certification task(s), as a trainee, under the supervision of a certified IT. The certified IT receives the training (PE or MT) credit for the two or four hours performed during this recertification process. The candidate must then complete the annual certification requirements to retain certification for the following year.
B.3. Boat Crew Program	There are three qualifications in the boat crew program. They are: a. Crew Member b. Coxswain c. Personal Watercraft Operator Auxiliarists who wish to participate in authorized Auxiliary surface operations must be BQ. The specific requirements (minimum standards) for qualification, currency maintenance, certification, and recertification can be found in the Auxiliary Boat Crew Training Manual (COMDTINST M16794.51 (series); Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member, COMDTINST M16794.52 (series); Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53 (series); Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 (series).
B.4. Air Operations Program	Aircraft facility owners and Auxiliarists wishing to participate in Auxiliary air operations must be BQ and complete an air operations training course. The Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), provides the specific requirements and is the principal document for the Auxiliary Aviation program. There are five levels of qualification in air operations program: Aircraft Commander, First Pilot, Second Pilot, Air Crew Member, and Air Observer.

B.5. Other Operational Programs

Training programs are available for those Auxiliarists wishing to take part in other Auxiliary operational programs like the Auxiliary Trident program. Additional details may be found in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). Some of these additional programs include:

a. Qualified watchstanding at Coast Guard active duty units or Auxiliary radio facilities, including Telecommunications Operators.
b. Aids to Navigation verification and AtoN repair.
c. Commercial fishing vessel safety examinations (CFVSE).
d. Augmentation of Coast Guard boats and cutters as qualified in any authorized watchstation.
e. Augmentation of Coast Guard aircraft as qualified air observers.
f. Auxiliary Dive Program (as may be authorized by specific directive).
g. Assistant Barge Inspector (AUX-BI).
h. Assistant Container Inspector (AUX-CI).
i. Assistant Pollution Investigator (AUX-ED).
j. Assistant Maritime Enforcement Investigator (AUX-EO).
k. Assistant Facility Inspector (AUX-EU).
l. Assistant Foreign Freight Vessel Examiner (AUX-FFVE).
m. Assistant Foreign Passenger Vessel Examiner (FPVE).
n. Assistant Suspension and Revocation Investigator (AUX-FN).
o. Assistant Marine Casualty Investigator (AUX-FO).
p. Assistant Hull Inspector (AUX-HI).
q. Assistant K-Boat Inspector (AUX-KI).
r. Assistant Life Raft Inspector (AUX-LR).
s. Assistant Machinery Inspector (AUX-MI).
t. Auxiliary Machinery Inspector (Steam) (AUX-MS).
u. Assistant Port State Control Examiner (AUX-PSCE).
v. Assistant T-Boat Inspector (AUX-TI).
w. Uninspected Passenger Vessel Examiner (AUX-UPV).
x. Uninspected Towing Vessel Examiner (AUX-UTV).

Additional opportunities for training and duty in the operations program may become available from time-to-time depending upon specific Coast Guard needs. Details will be announced in Commandant Notices and Instructions for these programs, and unit opportunities will be monitored and advertised by the AUC.

At Sectors, the AUXLO, in consultation with the ASC, will endeavor to match Auxiliarists' interest with Sector needs. The Auxiliary Trident program is designed foremost to support Sector needs. Thus, some Auxiliary Trident program qualifications may not be available within any given Sector due to lack of need. Additionally, some qualifications at a Sector require significant amounts of dedicated time and effort, and may require a Favorable Direct Operational (DO) Personnel Security Investigation (PSI) at the discretion of the unit commander in order to qualify and remain current. Auxiliarists interested in pursuing such qualifications should have the concurrence of both their Auxiliary chain of leadership and the unit chain of command prior to commencing such qualification.

Cancellation of any such operational program qualifications does not remove their applicability toward Auxiliary election eligibility criteria for Auxiliarists who had earned them prior to cancellation.

B.6. Other Non-Operational and Administrative Programs

Training programs that lead to specific qualifications are available for those Auxiliarists wishing to take part in other Auxiliary non-operations and administrative programs. Some of these additional programs include:

a. Dockwalker
b. Assistant Contingency Planner (AUX-ACP)
c. Assistant Federal On-Scene Coordinator Representative (AUX-ET)
d. Assistant License and Document Evaluator (AUX-LDEV)
e. Assistant License and Document Examiner (AUX-LDEX)
f. Prevention Outreach Specialist (AUX-MEES)
g. Marine Safety Administrative and Management Specialist (AUX-MSAM)
h. Port State Control Dispatcher (AUX-PSC)
i. Assistant Waterways Management Representative (AUX-WM)

B.7. Recreational Boating Safety Visitation Program (RBS-VP)

Auxiliarists may seek qualification as a Program Visitor (PV). To do so, the Auxiliarist must be BQ and be familiar with the contents of the Vessel Safety Check Program, COMDTINST M16796.7 (series), and the Recreational Boating Safety Visitation Program Manual, COMDTINST M16796.3 (series).

B.7.a. Initial Qualification and Currency Maintenance

For initial qualification as a PV, the Auxiliarist must take and pass the current RBS-VP qualification examination. This examination is open book with a three-hour time limit and a passing score of 90 percent. In addition, two practice visits must be conducted with a currently certified PV. To remain certified, PVs must conduct at least four recreation boating safety visits each year.

B.7.b. Regaining Certification	In order to regain certification, a PV must perform and report two practice visits as a trainee under self-supervision. After completing both recertifying visits, the PV must then complete the annual certification procedures to retain certification for the following year.
B.8. Vessel Examiner (VE)	Auxiliary VEs are trained and qualified to perform safety examinations of different types of vessels. There are two distinct VE programs. VEs for recreational boats conduct Vessel Safety Checks (VSCs). VEs for commercial vessels conduct vessel safety examinations. Nothing precludes an Auxiliarist from qualifying and performing activity in both programs. The training, qualification, and programmatic oversight for RBS VEs are managed within the Auxiliary's VE Directorate. These VEs are trained and qualified to perform VSCs and Auxiliary surface facility inspections. They must be BQ and become familiar with the Vessel Safety Check Manual, COMDTINST M16796.8 (series) and those portions of the Auxiliary Vessel Examiner Manual, COMDTINST M16796.2 (series) that deal with inspection and acceptance of Auxiliary facilities. The training, qualification, and programmatic oversight for commercial VEs are managed within the Auxiliary's national Prevention Directorate. Commercial VEs are trained and qualified to perform vessel safety examinations on commercial fishing boats and uninspected passenger vessels (UPV). They may also assist on uninspected towing vessel (UTV) exams/inspections. They must be BQ and become familiar with appropriate Auxiliary Trident program Personal Qualification Standards (PQS). Because this program entails significant interaction with local Coast Guard Sectors, commercial VEs must also work closely with those commands to properly qualify and be assigned to mission activities.
B.8.a. RBS VE Qualification	For initial qualification as a VE in the RBS program, Auxiliarists must take and pass the current VE qualification examination. Additionally, they must satisfactorily conduct five VSCs and/or Auxiliary surface facility inspections under the observation of a qualified RBS VE. The VE qualification exam is an open-book exam with a three-hour time limit and the passing score is 90 percent.
B.8.a.(1) Maintaining Certification	To remain certified, RBS VEs must perform at least five VSCs (passing or failing) and/or Auxiliary surface facility inspections each year following initial qualification, including the year in which qualified.

B.8.a.(2) Regaining Certification	In order to regain certification if a qualified RBS VE is unable to meet the annual certification requirements in a program calendar year, the VE must complete two satisfactory VSCs, as a trainee, under the lead of a certified RBS VE. Only the certified RBS VE shall receive the credit for the two recertification VSCs. After completing the two recertifying VSCs, the Auxiliarist must then complete the annual certification procedures to retain certification for the following year.
B.8.b. Commercial VE Qualification	For initial qualification as a commercial VE, Auxiliarists must complete any appropriate Auxiliary Trident program PQS (e.g., to qualify to perform UPV examinations, an Auxiliarist must complete the AUX-UPV PQS). Any other qualification requirements established by the cognizant Coast Guard command must be completed (e.g., if the cognizant Sector requires completion of the Coast Guard commercial fishing vessel safety examination "C" school for qualification, then Auxiliarists must attend and complete that "C" school to gain qualification). General program guidance is provided in the Commandant (CG-543) Policy Letter 06-04 of 19 July 2006.
B.8.b.(1) Maintaining Certification	To remain certified, commercial VEs must perform all currency maintenance requirements as identified by the cognizant Coast Guard command.
B.8.b.(2) Regaining Certification	In order to regain certification if a qualified commercial VE does not meet all currency maintenance requirements, the VE must work closely with the cognizant Coast Guard command to satisfactorily complete them and regain authorization to perform program activities.
B.9. Auxiliary Public Affairs Training Program	A robust public affairs program is essential to the promotion and success of Auxiliary programs and activities. Effective recreational boating safety campaigns, and the educational and outreach efforts upon which they are founded, are instrumental to improved boating safety awareness and the achievement of the Coast Guard's boating safety goals. The Auxiliary Public Affairs training program combines formal and on-the-job training with structured mentoring into a three-tiered professional development program. It is designed to develop Auxiliarists into skilled public affairs specialists, support specialists, and program managers (i.e., an Auxiliarist does not have to serve as a public affairs program staff officer in order to train, complete, and qualify in this program).

B.9.a. Auxiliary Public Affairs Specialist I

This is the basic competency level for any Auxiliary Public Affairs Specialist. At this level, an Auxiliarist shall have enough experience in a wide variety of public affairs skills to readily carry out Auxiliary public affairs program tasks. This experience level is commensurate with that expected of a Flotilla Staff Officer for Public Affairs (FSO-PA). Required elements for successful achievement of this competency are as described on the national Auxiliary Public Affairs web site (www.auxpa.org) and include:

(1) Introduction to Auxiliary Public Affairs
(2) Coast Guard Public Affairs Specialist 2nd Class
(3) Journalism Basic
(4) Introduction to Digital Photography
(5) ICS-100, Introduction to Incident Command System
(6) Oral board review

Successful completion of the Auxiliary Public Affairs and Marketing (AUX-12) C-school (including homework assignments) satisfies all requirements identified above with the exception of Introduction to Auxiliary Public Affairs and ICS-100.

Successful completion of all qualification requirements shall be recognized by award of the Auxiliary Public Affairs Specialty Program ribbon.

B.9.b. Auxiliary Public Affairs Specialist II

This competency level requires a higher level of public affairs program expertise, and it cannot be earned without successfully completing the Auxiliary Public Affairs Specialist I program. At this level, an Auxiliarist shall have additional ability to assist others in developing and utilizing basic public affairs program skills. This experience level is commensurate with that expected of a Division or District Staff Officer for Public Affairs (SO-PA or DSO-PA). Required elements for successful achievement of this competency are as described on the national Auxiliary Public Affairs web site (www.auxpa.org) and include:

(1) Coast Guard Public Affairs Policy
(2) Journalism Advanced
(3) ICS-200, ICS for Single Resources and Initial Action Incidents
(4) Oral board review

Successful completion of all qualification requirements shall be recognized by award of a $^{3}/_{16}$-inch bronze star for placement on the Auxiliary Public Affairs Specialty Program ribbon.

B.9.c. Auxiliary Public Affairs Specialist III	This is an advanced competency level for an Auxiliarist to assist a Coast Guard unit with its public affairs program, and it cannot be earned without successfully completing the Auxiliary Public Affairs Specialist II program. At this level, an Auxiliarist shall be able to practically apply Coast Guard public affairs practices and procedures, internal organizational communications, media and community relations, Joint Information Center (JIC) operation, and related matters. Required elements for successful achievement of this competency are as described on the national Auxiliary Public Affairs web site (www.auxpa.org) and include: (1) IS-250, Emergency Support Function 15 (ESF-15), External Affairs (2) IS-702, National Incident Management System Public Information (3) IS-800, Introduction to National Response Plan (4) Oral board review Successful completion of all qualification requirements shall be recognized by award of a $^{3}/_{16}$-inch bronze star for placement on the Auxiliary Public Affairs Specialty Program ribbon.
B.9.d. Maintaining Certification	To remain certified, an Auxiliary Public Affairs Specialist at any level must perform at least 16 hours of public affairs mission activity each year following initial qualification.
B.9.e. Regaining Certification	In order to regain certification if a qualified Auxiliary Public Affairs Specialist at any level does not meet currency maintenance requirements, the Auxiliary Public Affairs Specialist must perform 32 total hours of prescribed public affairs activity the following year. If an Auxiliary Public Affairs Specialist goes five consecutive years without maintaining or regaining currency, then that individual must re-qualify in order to perform Public Affairs Specialist activities.
B.10. Auxiliary Interpreter Corps Program	The Auxiliary interpreter corps program is a component of the Auxiliary International Affairs Directorate. The Auxiliary Interpreter Corps was established in 1997 to provide interpreter support to Coast Guard operational, administrative, and public affairs missions. Members of the Coast Guard Auxiliary, whether or not they are also Coast Guard active duty, reserve, or civilian employees, may join the Auxiliary Interpreter Corps based on their linguistic skills.
B.10.a. Interpreter Levels of Proficiency	(1) Level “A” is applied to a person who fluently reads, writes, speaks, and understands a foreign language in addition to English. (2) Level “B” is applied to a person who speaks and understands a foreign language in addition to English, but does not necessarily read or write fluently in any language.

B.10.b. Applications and Requirements

Auxiliarists may submit an Interpreter Application Form directly on line or via mail to the Division Chief for Interpreter Qualifications (DVC-ICI). Applications will be reviewed for completeness, linguistic competency level(s), verification of EMPLID number, PSI completion, verification of security clearance (if claimed), applicable ICS course completion requirements, and other useful qualifications.

(1) Auxiliary interpreters are required to have a Favorable OS PSI on file. They are not required to have a Favorable DO level PSI nor a security clearance in order to be accepted into the program. However, having such may be advantageous depending upon the nature of a request for interpreter service by a Coast Guard order issuing authority. As with Auxiliary support to many other programs, the responsibility for processing an Auxiliary interpreter for a DO PSI and/or a security clearance rests with the order issuing authority that desires the support.

(2) Only applications with Level "A" competency will be accepted.

(3) Applications with Level "B" competency will not be accepted unless Level "A" in another language is claimed as a primary competency.

(4) Only Level "A" applicants are subject to extensive verbal and written linguistic assessment. Applicants' contact information will be sent by DVC-ICI to one or more designated Language Qualification Examiners (LQE) for each Level "A" language stated in the application form. Considering the potential deployment capabilities, it may be necessary to assign two or more LQE's to assess each Level "A" language stated in the application form. In the event that one LQE determines Level "A" and the other LQE determines Level "B", a third LQE shall be engaged to assist in making a majority determination. Any and all linguistic professional credentials, including academic proficiency tests or proficiency tests from the DoD Foreign Language Institute will be considered. The LQE(s) and DVC-ICI shall discuss and make the final determination on an applicant's linguistic competency. The following factors shall also be considered in making such determination:

(a) Native speakers with knowledge of their country's culture and traditions may have a favorable consideration, provided that their English competency level meets assessment criteria.

(b) Knowledge of Coast Guard operations procedures and practices.

(c) Knowledge of Coast Guard radio communication skills and/or Coast Guard communications watchstander qualification.

(d) Knowledge of nautical terms in English and foreign language.

(5) If a Level "A" applicant is determined to be Level "B", then the applicant shall be given an opportunity to improve and be re-assessed after a six month period. Interpreter assessment records shall be maintained by DVC-ICI.

B.10.c. AUXDATA Entry

After successful completion of LQE assessment, DVC-ICI shall notify Commandant (CG-54211) AUXDATA Executive Assistant to make appropriate AUXDATA entries for the Auxiliary interpreter, including entry of the "INT" designation.

B.10.d. Auxiliary Interpreter Corps Database and Web Site

The Auxiliary interpreter corps database shall be maintained by the Auxiliary International Affairs and Interpreter Support Directorate. DVC-ICI shall enter pertinent profile information for Auxiliary interpreters into the database and shall make appropriate updates when necessary. Only the Deputy Director of Auxiliary International Affairs and DVC-ICI shall be authorized to make such entries.

(1) Coast Guard units may directly access and search the database any time from a Coast Guard Standard Work Station (SWS) without the need of a password. However, access from any other computer (e.g., home computer) shall require issuance of a user name and password to get in. Requests for such may be submitted online at the Auxiliary Interpreter Corps website (http://cgwebs.net/interpreter/). Requests shall be subject to screening by the Deputy Director of Auxiliary International Affairs and/or DVC-ICI.
(2) Members of the Auxiliary Interpreter Corps may request a password to access the database to review their own profile as well as the profiles of fellow interpreters along with contact information for the purpose of exchanging experience, knowledge, and expertise.
(3) Members of the National Executive Committee (NEXCOM) may request a password to access the database for any reason.
(4) Federal and State government agencies may request and be issued a username and password in order to access the database. Username and password issuance shall be coordinated by the Deputy Director of Auxiliary International Affairs. Federal and State government agency requests for Auxiliary interpreter support shall be processed like any other requests for Coast Guard assistance by other agencies.
(5) The Auxiliary Interpreter Corps website (http://cgwebs.net/interpreter/) shall be maintained by the Auxiliary International Affairs and Interpreter Support Directorate to keep members of the Coast Guard informed about interpreter availabilities, capabilities, and services.

B.10.e. Auxiliary Interpreter Assignments to Duty

Auxiliary interpreters are most commonly used to support Coast Guard operations ranging from translations of simple documents to long shipboard deployments, and including:

(1) Cutter deployments.
(2) Navy ship deployments.
(3) Foreign visitor escort specialist program.
(4) Foreign VIP tours.
(5) Foreign SAR Subject Matter Expert Exchange (SMEE) events.
(6) Foreign border guard events.
(7) Foreign conferences.
(8) Foreign marine safety and prevention training events.
(9) Foreign language instruction at Coast Guard training centers.
(10) Communications watch standing.
(11) Translations of incident investigating documents.
(12) Translations of maritime safety, port security, and prevention guidelines, correspondence, and other related documents.
(13) Other missions, as authorized by the Commandant.

Coast Guard units may search the Auxiliary Interpreter Corps website (http://cgwebs.net/interpreter/) at any time. Except as described below for shipboard deployments, units may interview one or more Auxiliary interpreters for suitability in meeting mission requirements and work directly with them to arrange such support.

All Auxiliary interpreter travel requires issuance of Coast Guard orders, reimbursable or non-reimbursable, by the appropriate Coast Guard order issuing authority. This includes Auxiliary interpreter deployments in support of other federal or State agencies in order to ensure the Auxiliary interpreter is properly covered in terms of insurance and liability.

B.10.f. Shipboard Deployments

Only a Level "A" rated interpreter may be nominated/selected for shipboard deployment, provided that the interpreters meets the following criteria:

(1) Be in good health with no major medical conditions, and be physically/mentally fit for deployments that typically last from 5-15 days up to 90-120 days in duration.
(2) Demonstrated willingness and preparedness.
    (a) To volunteer for the planned duration of deployment, understanding there may be unplanned extensions.
    (b) To take paid or unpaid vacation time from regular employment, as may be required.
    (c) To ensure complete preparedness including all uniforms (e.g., two sets of Tropical Blue and two sets of ODUs).
    (d) To take additional training courses, as may be required.

(e) To adapt to new challenges.

(3) Review and assignment.

(a) DVC-ICI shall nominate Auxiliary interpreters to meet mission requests, provide appropriate background, and answer any questions about the nominee. The Director must be informed of and approve the interpreter as part of this process.

(b) The requesting Coast Guard unit shall determine acceptability based upon information obtained from the database, program leadership, and past interpreter experience.

(c) The appropriate Coast Guard Area Office of External/International Affairs shall serve as the final approval authority for cutter and overseas interpreter deployments in their respective areas of responsibility.

(4) Qualification requirements.

(a) Successfully complete Anti-Terrorism (AT) Level 1 and Survival, Evasion, Resistance, Escape (SERE) 100 courses.

(b) Successfully complete all ICS courses, as required for operational missions.

(c) Hold a valid U.S. official or tourist passport.

(d) Complete all vaccinations and immunizations as required by the requesting unit.

(e) Complete all prescribed pre-deployment requirements.

(f) Read and understand the Auxiliary Interpreter Corps Shipboard Deployment Guidelines.

(g) Hold required Visas for countries listed on orders.

(h) Hold NATO orders or other country clearance, as applicable.

B.10.g. Regional Interpreter Coordinator

The District Commodore (DCO) may appoint an Interpreter Coordinator as an Assistant District Staff Officer under the operations program (ADSO-OP-I) to effectively promote awareness of the interpreter program, its resources, and recruitment of Auxiliary interpreters in the District.

B.10.h. After-action reporting

All units that use Auxiliary interpreters shall submit to the Deputy Director of Auxiliary International Affairs a brief evaluation of the interpreter(s) within two weeks of mission completion.

Auxiliary interpreters shall submit to the Deputy Director of Auxiliary International Affairs an after-action report within two weeks of mission completion. They will also ensure proper claims are submitted for their activity according to the following guidelines:

(1) Mission activity (ANSC-7030 form, category 60A).

(a) Claim entire day (24 hours) for every day of the duration of shipboard deployments (i.e., the time from initially reporting aboard for interpreter duty until final departure from the unit).

(b) Claim actual hours for all other interpreter or translation assists not to exceed 18 hours per day to take into consideration a minimum of six hours for sleep/rest. This includes translations of presentation materials used for deployments.
(c) Claim actual LQE preparation and assessment hours.

(2) Other activities (ANSC-7029 form).

(a) Travel time to and from deployment.
(b) Travel time to and from other interpreter assistance missions.
(c) Travel time for medical check-up, vaccinations, and immunizations.
(d) Preparation time for interpreter missions.

B.11. Auxiliary Team Coordination Training (TCT) Facilitators

Auxiliarists may train and qualify as TCT Facilitators in order to deliver TCT to fellow Auxiliarists as well as Coast Guard active duty, Reserve, and civilian personnel. The overall administration, coordination, support, and management of Auxiliarists who are TCT Facilitators, as is true for their active duty and Reserve counterparts, are the responsibility of the District TCT Coordinator. Auxiliary regions may establish their own TCT organizations to assist the District TCT Coordinator to carry out these functions. The Director, in concert with the regional TCT organization, should periodically review with the District TCT Coordinator the needs for Auxiliarists to serve as TCT Facilitators as well as overall program effectiveness.

In order to qualify as a TCT Facilitator, an Auxiliarist must successfully complete the following:

a. The TCT correspondence course.
b. The Coast Guard Instructor Development resident school.
c. Qualification as coxswain or crewman in the Auxiliary boat crew program, or in any pilot position or air crew member in the Auxiliary aviation program.

Positive recommendation of the regional Qualification Examiner Coordinator (QEC) and the Director if involved in the boat crew program, or the District Flight Safety Officer (DFSO) and the Director if involved in the aviation program.

B.12. Auxiliary Administrative Procedures Course (APC)

The APC was designed to provide Auxiliarists with a better understanding of administrative procedures required at the flotilla level. Texts for this course are this Manual and the Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5 (series). The course is designed to educate Auxiliarists on flotilla administration. Preparation for the administrative procedures tests can be self-study, however, MT officers are encouraged to offer Auxiliarists a formal, classroom course. Successful completion of an APC test is a prerequisite for any elected office. The test is open-book, with a three-hour time limit and a 90 percent passing score.

B.13. Auxiliary Leadership Courses

A leadership training continuum is designed and available for Auxiliarists to develop and improve their ability to administer, manage, and execute programs, personnel, and resources. The continuum begins with the Flotilla Leadership Course (FLC). It is designed to provide FCs and VFCs with a comprehensive leadership framework as well as resources and concepts to successfully manage their flotillas. The course can be performed in a classroom setting or it can be taken online through the Auxiliary Training Directorate web site (www.cgaux.org/training/FlotillaCommander.html). The continuum then continues with Auxiliary leadership courses that can be attended through resident or exportable "C" schools.

"C" schools are designed to offer focused training experiences. Their schedules are issued and maintained each fiscal year by the Chief Director. There are three principal Auxiliary leadership "C" schools. The Auxiliary Leadership and Management (AUXLAM) school is designed for Flotilla-level leadership development, and it can be either exported to local areas (i.e., road shows) or attended as a resident "C" school at a designated Coast Guard training facility. The Auxiliary Mid-Level Officer Course (AMLOC) is designed for leadership development mainly at Division and certain national staff levels, and it can also be exported as well as attended as a resident "C" school. The Auxiliary Senior Officer Course (ASOC) is designed for leadership development at senior regional and national levels, and it is only offered biennially as a resident "C" school normally at the Coast Guard Academy.

B.14. In-Flotilla Training

Most Auxiliarists attend several flotilla training sessions while becoming qualified as an IT or VE. Increasingly, more Auxiliarists are studying diligently to achieve AUXOP status through the completion of all designated specialty courses with associated closed book testing.

Flotillas are strongly encouraged to conduct annual workshops in the VSC, OPS, PE and other programs with materials provided by the National Staff. These workshops serve to sharpen skills, grow knowledge, and better prepare Auxiliarists to serve the public and Coast Guard in primary mission areas.

Flotillas are also strongly encouraged to conduct some form of member training in conjunction with each regular meeting. In-Flotilla training helps promote the professional development, proficiency, and interest of members. It may address a wide variety of topics and draw upon the professional skills, background, and experience of membership. Guest speakers from other agencies, communities, and services should be considered as a means to promote professional exchanges while exposing Auxiliary membership to the functions and interactions of such organizations. Particularly, soliciting guest speakers from local Coast Guard commands is highly encouraged whenever opportunities exist.

Auxiliarists may activate and use current government-issue or commercially available marine pyrotechnics for training purposes in their member training programs. All appropriate advance notifications and authorizations to do so must be obtained.

B.14.a. E-Training Commitment and Expectations

The Coast Guard is committed to the continued and concerted development of electronic training tools, materials, courses, and testing services for all elements of its work force, including the Auxiliary. Such development is essential to effectively manage the need to train and qualify Auxiliarists across the entire spectrum of program disciplines vis-à-vis limited resources available to support all programs. Design and delivery of Auxiliary training tools, materials, courses, and testing services will therefore be based on electronic methods with web-based applications as the primary avenue followed by secondary CD/DVD-based media.

Accordingly, Auxiliarists are expected to possess their own home-based computer and web-based capabilities or utilize such as available through local public services (e.g., public library account). Coordination with and utilization of the Auxiliary CS network is another method by which Auxiliarists can monitor and participate in web-based training as well as other Auxiliary program developments.

If an Auxiliary unit desires to conduct a member training course, orders for supporting material submitted to the ANSC will normally be filled with paper copies for instructors only and CD/DVDs for students.

B.14.b. Auxiliary Training Development Cycle

Auxiliary training tools, materials, and courses are subject to constant review to identify ways to improve their quality and effectiveness. In order to more effectively manage the issuance of new tools, materials, and courses and ensure the coincidental availability of such in both web-based and CD/DVD venues, such training products will be formally launched during either one of two semi-annual periods, February or August. Auxiliary program managers who develop new or revised training tools, materials, and courses shall work closely with DIR-T and the CG-5421 training coordinator to ensure timely awareness of their efforts and full understanding of which semi-annual period will be most appropriate for launch.

Electronic training products shall be reviewed and approved by CG-5421 in conjunction with FORCECOM and in accordance with the Volume 6 Curricula Outline and Volume 7 Advanced Distributed Learning (e-learning) Standard Operating Procedures (SOPs) for compliance with policies, standards, and styles required by the Coast Guard training system. All electronic instructional media shall be coordinated with developmental documentation through CG-5421 in conjunction with FORCECOM for compliance testing prior to release. Testing shall comply with procedures described in the Volume 7 SOP in order to ensure interoperability with the Coast Guard training system's instructional Methods of Delivery (MOD).

Prior to development of a course, a curricula outline must be submitted through CG-5421 for review and approval with FORCECOM. Subsequent development shall conform with Coast Guard training system SOPs.

B.15. "C" Schools Managed by Commandant (CG-5421)

"C" Schools are short-term resident schools that are funded by Coast Guard Allotment Fund Code (AFC) 56. "C" Schools are focused on the development of administrative, leadership, information service, and specific mission-related training. Auxiliarists are authorized to attend "C" Schools including those offered primarily for active duty personnel, as long as candidates meet prescribed school pre-requisites. Some are "road shows" where instructors are funded through AFC-56 to travel to local regions. They are usually conducted at Coast Guard Training Centers. Funding levels vary from year to year. Curricula outlines for all Auxiliary "C" School courses shall be updated and submitted to CG-5421 for review and approval in conjunction with FORCECOM at least once every five years.

B.15.a. "C" School Schedule

The schedule is normally posted on the Auxiliary training web site (http://cschool.auxservices.org) as well as the Chief Director's web site. It is subject to frequent updates. Flotilla Commanders should review training course availability quarterly with flotilla members, and follow their district's procedures for members' applications.

B.15.b. "C" Schools

The following are Auxiliary "C" schools that are managed by the Chief Director's Office:

(1) **AUX-01 – Management Training, Senior Director of Auxiliary.** This course is for Directors of Auxiliary.
(2) **AUX 02 – Auxiliary Leadership and Management Course (AUXLAM, Resident).**
(3) **AUX-02A – Auxiliary Leadership and Management (AUXLAM) Roadshow, Part A.** This course is the equivalent of the Coast Guard Leadership Development Center's (LDC) Leadership and Management, Part A course.
(4) **AUX 02B – Auxiliary Leadership and Management (AUXLAM) Roadshow, Part B.** This school is the equivalent of the Coast Guard LDC's Leadership and Management, Part B course.
(5) **AUX 04 – Distance Education Technical Training, Basic.**
(6) **AUX 05 – Auxiliary Mid-Level Officers Course (AMLOC).** There are two versions of this course. One is for DCDR, VCDR, and DVC. The other is for DCAPT and DIRd.
(7) **AUX 06 – Auxiliary Aids to Navigation (AtoN) and Chart Updating Course.**
(8) **AUX 07 – Auxiliary Senior Officer Course (ASOC).** This course is primarily intended for DCOSs and select national staff.
(9) **AUX 09 – Operations Training Officer (OTO) Course.**
(10) **AUX 10 – Information Systems (AUXDATA/AUXINFO) Training.**
(11) **AUX 11 – Management Training for DIRAUX staff.** This course is for Director of Auxiliary staff members.
(12) **AUX 12 – Auxiliary Public Affairs and Marketing Training.**
(13) **AUX 14 – District Flight Safety Officer Training.**
(14) **AUX 15 – Air Coordinator Training.**
(15) **AUX 18 – Spatial Disorientation Training.** This course must only be completed once by Auxiliary pilots.

B.16. Validating Auxiliary Training and Qualification Requirements

Due to the dynamic nature of training program development and qualification requirements, tasks associated with the successful completion of competencies and the achievement of qualifications often change more frequently than can be reflected by changes to this Manual. Therefore, Auxiliarists should also refer to their Auxiliary program managers and respective national Auxiliary program web sites to validate training and qualification requirements. For example, an Auxiliarist who is interested in pursuing qualifications in disciplines that lead to the Auxiliary Marine Safety insignia should consult their Flotilla Staff Officer for Marine Safety (FSO-MS) as well as the national Auxiliary Marine Safety web site (www.auxmdept.org) to validate which Personal Qualification Standards (PQS) are effective. Any questions or concerns that require resolution should be referred to the Director.

Section C. Advanced Level Training

Introduction

This section describes the Auxiliary's requirements for completion of the AUXOP program and Coast Guard "C" school attendance.

C.1. Operational Auxiliarist (AUXOP) Program

In order to give variety to Auxiliarists, increase practical AUXOP relevance to Coast Guard missions, and better assist the Coast Guard to fulfill needed skill sets, the AUXOP program consists of three tiers: core courses, leadership courses, and elective credit elements. Under this program, Auxiliarists must successfully complete a minimum of seven credits from three categories of courses detailed in the following sections to receive the AUXOP designation. It also provides Auxiliarists more choices to meet program requirements, allow the pursuit of preferred focus areas, and apply credit for ICS training and expertise. Successful completion of one credit in the AUXOP program shall earn an Auxiliarist the Specialty Training ribbon. Achievement of AUXOP designation shall be recognized by award of a certificate signed by the District Commander and presentation of the AUXOP device for uniform wear.

No time limit applies to successful completion of AUXOP eligibility requirements. No course substitutions for those identified below may be applied.

a. Auxiliarists must successfully complete the following three required core courses, each worth one credit:

   (1) Auxiliary Weather Specialty Course (AUXWEA).
   (2) Auxiliary Seamanship Specialty Course (AUXSEA).
   (3) Auxiliary Communications Specialty Course (AUXCOM).

b. Auxiliarists must successfully complete one of the following leadership courses, each worth one credit (AUXOP credit is not applied for more than one course from this category). These courses include:

   (1) Flotilla Leadership Course (FLC, online and classroom versions acceptable).
   (2) Auxiliary Leadership and Management (AUXLAMS) – note: both AUXLAMS-A and AUXLAMS-B of the exportable course version must be completed for the credit.
   (3) Auxiliary Mid-Level Officers Course (AMLOC-A for DCDR/VCDR/ DVC).
   (4) Auxiliary Mid-Level Officers Course (AMLOC-B for DCAPT/DIRd).
   (5) Auxiliary Senior Officers Course (ASOC).

c. Auxiliarists must successfully complete a combination of the following elective courses, totaling three or more credits:

(1) Auxiliary Search Coordination and Execution Specialty Course (AUXSC&E). The Auxiliary Navigation (AUXNAV) Specialty Course is a pre-requisite for AUXSC&E - 2 credits.
(2) Auxiliary Navigation (AUXNAV) Specialty Course - 2 credits.
(3) Introduction to Marine Safety and Environmental Protection (IMSEP) - 2 credits.
(4) Auxiliary Patrol Specialty Course (AUXPAT) - 1 credit.
(5) Auxiliary Aids-to-Navigation (ATON) and Chart Updating C-school (AUX-06) - 1 credit.
(6) Coast Guard Incident Command System (ICS) 300 & 400 (ICS-210 cannot be used as a substitute) - 1 credit.
(7) Auxiliary Air Coordinator C-school (AUX-15) - 1 credit.
(8) Certain Coast Guard specialty ICS courses count as one credit for completion of the in-class course and one credit for completion of the corresponding PQS, for a possible total of two credits. If an in-class course is not available, then the corresponding PQS may be completed for one credit. Acceptable Coast Guard specialty ICS courses, each having its own corresponding PQS, are:

(a) ICS-346 (Situation Unit Leader).
(b) ICS-347 (Demobilization Unit Leader).
(c) ICS-348 (Resource Unit Leader).
(d) ICS-351 (Finance Section Chief).
(e) ICS-430 (Operations Section Chief).
(f) ICS-440 (Planning Section Chief).

d. Previously canceled editions of the Auxiliary Search-and-Rescue Specialty Course (AUXSAR) and Auxiliary Administration Specialty Course (AUXMIN) are acceptable if already completed. They are worth 1 credit each and may be used on a one-for-one basis in lieu of course options listed in paragraph C.1.c above. Similarly, the past Auxiliary Navigation (AUXNAV) Specialty Course is acceptable if already completed. It is worth 2 credits and may be used in lieu of course options in paragraph C.1.c above.
e. Additional elective courses may be added at the discretion of the Chief Director.

C.2. Specialty Courses as Part of the AUXOP Program

Successful completion of a specialty course signifies an Auxiliarist has gained considerable knowledge in that field. The six specialty areas with associated closed-book testing are:

a. Seamanship (AUXSEA)
b. Auxiliary Navigation (AUXNAV) Specialty Course

	c. Communications (AUXCOM) d. Search Coordination and Execution (AUXSC&E) e. Patrols (AUXPAT) f. Weather (AUXWEA) There is no time limit to complete any of the specialty courses.
C.2.a. Practical Knowledge	Besides theoretical knowledge, the courses require a degree of practical knowledge. ITs should make sure to cover these practical knowledge requirements during the conduct of the course.
C.2.b. Administration of Exams	The Chief Director controls and administers specialty course examinations via the Director's office, CGI, and on-line testing. A commissioned, warrant, or petty officer of the Coast Guard or Coast Guard Reserve, any Coast Guard civilian employee or any Auxiliarist designated as an AUXOP, specifically appointed by the Director, may proctor and process the exams, including on-line exams. An Auxiliarist who has successfully completed a specialty course(s) but has not yet achieved AUXOP designation, and who has been specifically appointed by the Director, may proctor and process the exam for that course(s), including the on-line exam.
C.2.c. Requests for Exams	Requests for specialty course examinations must be submitted by a SO/FSO-MT or by the DCDR or FC to the Director. Such written requests are made to the Director containing the needed ordering information. Adequate time should be allowed for the letter request to be received and reviewed, and for examinations to be sent to an assigned proctor. Examination responses will be recorded on the machine-readable Auxiliary Operational Specialty Course Examination Answer Sheet Form (CG-4886).
C.2.d. Pass/Fail Requirements	All specialty course examinations except AUXSC&E are closed book with a minimum passing grade of 75 percent (see paragraph 8.C.2.g for AUXSC&E details). These examinations have no time limits, but must be taken in one sitting without breaks. If a student fails to attend the scheduled examination, the proctor shall return the examination envelope unopened to the Director. The student must then request the examination again. A student failing a specialty course examination may retake the examination after notification of failure of the previous examination. Procedures for ordering retake examinations are the same as for the original examination.
C.2.e. Exercises	Other than those exercises completed during classroom work, there are no separate practical demonstrations required for specialty courses.
C.2.f. AUXACN Course Completion	Successful completion of the CGI course in piloting may be substituted for the Navigation-A examination. An Auxiliarist must also pass the ACN-Part 2 examination to complete the ACN course or have previously completed AUXNAV.

C.2.g. Auxiliary Search Coordination and Execution (AUXSC&E)	This section provides policy and guidance concerning the Auxiliary Search Coordination and Execution (AUXSC&E) specialty course and the Train-the-Trainer element for this course. They were developed jointly by the Chief Director, the U.S. Coast Guard National Search and Rescue (SAR) School, and the DIR-T. It effectively sets potentially standard constructs for future Auxiliary course development. For many years, the Auxiliary Search and Rescue (AUXSAR) specialty course had outdated information and extraneous material (e.g., search planning elements) that were much more pertinent for active duty Coast Guard members (e.g., command center controllers) instead of Auxiliary operators. With this in mind, the National SAR School re-designed the course and arranged to train an initial cadre of Auxiliary instructors. The new course was subsequently re-titled AUXSC&E. It is the first Auxiliary specialty course designed and intended to be delivered by specially trained instructors who are specifically knowledgeable of the material, the method of its instruction, and the operations that it supports. Until otherwise directed, successful completion of the AUXSC&E course shall be entered in AUXDATA under the SEARCH AND RESCUE SPECIALTY (AUXSAR) COURSE task as a requirement for the AUXOP device.
C.2.g.(1) Qualification to Teach AUXSC&E	Only Auxiliarists who meet certain criteria may serve as qualified instructors and teach the AUXSC&E course (i.e., serve as AUXSC&E Instructors). An AUXSC&E Instructor competency, distinct from the Auxiliary Instructor (IT) competency, is predicated on tasks that reflect criteria below. Auxiliarists who meet the criteria shall be recognized in AUXDATA as SEARCH COORD & EXECUTION TRAIN-THE-TRAINER. In order to teach the AUXSC&E and the AUXSC&E Train-the-Trainer (TTT) course, Auxiliarists must meet the following criteria (i.e., have them reflected in AUXDATA as completed tasks for the AUXSC&E Instructor competency): (a) Successfully complete the AUXSC&E TTT course or complete both the AUXSC&E specialty course (locally convened) and the TTT course taught by an Auxiliarist who at the time of the courses was qualified as an AUXSC&E instructor. (b) Is current in their qualification as an Auxiliary instructor (IT).

(c) Is current in their qualification as an Auxiliary coxswain, boat crew member, pilot (at any level), or air crew member. This criterion may be waived by the DIRAUX, in consultation with the DCO, but the member must have been current in the last five years if they are to serve as the lead instructor.

Additionally, any current member of the National SAR School may teach this course as requested by the Auxiliary.

C.2.g.(2) Teaching AUXSC&E

The AUXSC&E course is designed to be taught over a period of five full days or the equivalent thereof. AUXSC&E requires the 13218 chart for proper instruction and practical exercises. This chart is available through the Auxiliary National Supply Center (ANSC). No other charts may be substituted. Other course materials (e.g., Student Guide/Instructor Guide CDROMs, manuals and exams) will also be stocked or printed to order at ANSC. No other materials may be substituted for this course. Failure to use prescribed course materials shall constitute grounds for nullification of successful course completion.

Minimum paper-based material required for each course is the Student Guide, the abbreviated Coast Guard Addendum to the U.S. National SAR Supplement (available through ANSC), and chart. All other material may be on a CD-ROM. Orders for materials must be placed only for those students who are truly committed to successfully passing this course. Auxiliary instructors for this course must order course materials through their FC or FSO-MA. Each student's name and EMPLID must be submitted for each order submitted to ANSC, and approval shall be made by the CG-5421 Training Coordinator.

This is an intensive course of study and practice in navigation, and a strong background in navigation is necessary for successful completion. Prospective students shall complete the AUXSC&E Registration Form and submit it with the Short-Term Training Request if they desire to take the AUXSC&E TTT course, or submit it directly to the AUXSC&E instructor as part of their registration for the course. This form is necessary to convey a prospective student's navigational background, degree of completion of course prerequisites, and commitment to course completion. Successful completion of the AUXNAV Specialty Course is required before undertaking this course. Notwithstanding this requirement, the AUXSC&E instructor, upon close review and assessment of the strength of a prospective student's navigational skills (including, as necessary, direct communication with the prospective student), may authorize the prospective student to take the AUXSC&E course without prior successful completion of the AUXNAV Specialty Course. The validity and reliability of these student assessments by AUXSC&E instructors shall be monitored by the AUXSC&E Program Administrator at the National SAR School through review of all AUXSC&E exam materials.

C.2.g.(3) Successfully Completing AUXSC&E

In order to successfully complete the AUXSC&E or the AUXSC&E TTT course, a student must pass an administered two-part end-of-course exam (i.e., knowledge section and performance skills/charting section). Both parts do not have to be administered on the same day, but no more than one week should separate their completion. Additionally, since the active duty Coast Guard SC&E exam is open book, so are the AUXSC&E and AUXSC&E TTT exams.

A student may directly challenge the end-of-course exams. If a student receives passing scores, the student will receive credit for successful course completion. Attempts to pass these courses are limited to not more than seven times in a 30-day period. Attempts to pass the exams are at the discretion of the test administrator. Only one written exam and one performance skill/charting exam are permitted per student per class, regional or C-school. A student must fail the written exam prior to re-taking it.

The knowledge section written exam shall be taken prior to the performance skills/charting section. It shall be administered in the same manner as all AUXOP course exams. An AUXOP proctor or an AUXSC&E qualified instructor may order the exam from their respective Director, proctor the exam, and return the exam to the Director. The Director shall make a copy and send the original written exam via express mail to the AUXSC&E Program Administrator at Coast Guard Training Center Yorktown for grading. The designated mailing address is:

Commanding Officer
ATTN: AUXSC&E Program Administrator
National SAR School, Room 229 Canfield Hall
1 U.S. Coast Guard Training Center
Yorktown, VA 23690-5001

The performance skills/charting exam shall be proctored by an AUXSC&E qualified instructor. The instructor shall send all exam materials, including answer sheets and charts, directly to the AUXSC&E Program Administrator at the above address upon course completion.

In cooperation with the review and support provided by the course instructor, the AUXSC&E Program Administrator shall provide the Director with an ANSC-7039 Workshop Mission and Attendance Report form that lists the students who successfully completed the AUXSC&E course. The Director shall make the appropriate AUXDATA competency entries and issue the appropriate course completion certificates.

Additional detailed guidance concerning AUXSC&E course and test administration is available on the Auxiliary Training Directorate web site, http://www.cgaux.org/training/AUXOP.html, and shall be reviewed by AUXSC&E instructors and students prior to commencement of each course.

C.3. Coast Guard "C" Schools for the Auxiliary

"C" schools are normally conducted at Coast Guard training facilities in different parts of the country. These schools are conventionally referred to as resident courses. "C" schools that are conducted by instructors who travel to remote sites that are more local and accessible by students are conventionally referred to as road shows. The Coast Guard Training Quota Management Center (TQC) is the order issuing authority for Auxiliary "C" schools.

All "C" schools have course prerequisites. Auxiliarists, active in their mission area, who meet course prerequisites and who agree to further train Auxiliarists in their own district/division upon completion of training are eligible to apply.

The Chief Director brokers the overall arrangement and support of Auxiliary "C" schools, including all associated planning, budgeting, scheduling, and execution. The Coast Guard resources that are garnered each fiscal year (e.g., funding, quotas) are focused on Auxiliary "C" schools as they are defined by corresponding course descriptions and schedules. The Auxiliary Division's Training Program Manager works hand-in-glove with the Auxiliary Training Directorate Chief (DIR-T) to coordinate and deliver Auxiliary "C" school training in an ongoing, dynamic year-round process. In the event that a Coast Guard program manager desires specific Auxiliary support or involvement in a Coast Guard "C" school program (i.e., schools other than those in the Auxiliary "C" school inventory), then requests for such shall be directed to and coordinated with the Auxiliary Division's Training Program Manager who will work with DIR-T to best address them. If an Auxiliarist is initially approached with such a request by a Coast Guard program manager, then the Auxiliarist shall immediately refer them to the Auxiliary Division's Training Program Manager.

As supported by DIR-T, Directors' and the Chief Director's offices, quotas for all resident and road show "C" schools are handled by TQC. TQC has extremely limited resources to handle over 50,000 annual Coast Guard and Auxiliary "C" school quotas. Further, the ability to preserve and grow Auxiliary "C" school training opportunities is critically dependent upon the conscientious efforts of all prospective Auxiliary students to ensure they attend such schools as requested. It is therefore imperative that established training policies and procedures are closely adhered to in order to maximize the training experience for all students while minimizing confusion, unnecessary staff work, and lost training quotas in the future.

C.3.a. "C" School Policies and Procedures

"C" School schedules are normally published at the start of the fiscal year and are periodically updated throughout the year as courses are added and dropped. School schedules, descriptions, pre-requisites, and other detailed information can be found on the Auxiliary "C" school portal site, http://cschool.auxservices.org/. Key "C" school considerations and requirements follow.

C.3.a.(1) "C" School Applications

To apply for a "C" school, Auxiliarists must submit a Short-Term Training Request Form (CG-5223), an easy-to-use, self-editing, electronic version of which is available on the Auxiliary "C" school portal site, http://cschool.auxservices.org/) to the Director via their FC. The STTR must arrive at the Director's office at least eight weeks prior to the course convening date. Auxiliarists must meet all "C" school eligibility criteria in order to attend and participate in such. Without exception, only those students who have submitted STTRs and who have been subsequently issued appropriate "C" school orders shall be permitted to attend and participate in such. No Auxiliarist shall be authorized to independently observe or audit any "C" school, nor shall an Auxiliarist who desires to attend and participate in a "C" school at their own expense be authorized to do so.

The Director, working in conjunction with regional program leadership, is responsible for screening prospective students prior to registering them in the Direct Access system which the Coast Guard uses to process "C" school requests and issue travel orders. Any special circumstances or considerations must be addressed at this time. The Director will register prospective students in Direct Access no later than six weeks prior to the course convening date.

If a prospective student has any special needs or requests (e.g., physical accessibility, unusual travel arrangements, etc), a separate sheet describing these needs must be attached to the STTR form. Prospective students are responsible for researching special circumstances prior to the issuance of orders to reduce the need for amendments to orders at a later date.

The Director will determine which STTRs will be approved for the issuance of "C" school orders. Auxiliarists are ineligible to attend if previously enrolled in any Auxiliary "C" school within the past 36 months (enrollment in any other Coast Guard "C" school does not count toward this criterion). Waivers of this policy must be submitted to the Auxiliary Division's Training Specialist.

STTRs shall be processed through the Director's office and into Direct Access on a first-come, first-served basis, provided all course pre-requisites are met. The course's lead instructor may work directly with the Director to ensure that the right students are attending the right schools at the right times. This includes reconciling any pre-requisites and student scheduling considerations.

If an STTR approved by the Director has been entered in Direct Access, and a reason to remove that Auxiliarist from the class roster is discovered, then the Director will notify the Auxiliary Division's Training Specialist who will take action to remove the student from the class. If orders have already been issued, then TQC will remove the Auxiliarist from the class roster and cancel their orders.

C.3.a.(2) Travel

Travel dates for a resident course will normally be the date before the class begins and the last day of class, if the student can arrive home by midnight. If that is not possible, proof that an airline, ferry or train schedule precludes them from being home by midnight (and why) must be sent via e-mail to the lead instructor and the Director. The Director shall also determine whether or not a student lives close enough to the school site to be able to attend under terms of local travel. If so, then the Director shall advise the Auxiliary Division's Training Specialist and the student of such determination no later than six weeks prior to class convening.

TQC will issue "C" school orders via the Director approximately six weeks prior to class convening. TQC must enforce the Joint Federal Travel Regulations which notably require:

(a) If a course ends in the afternoon, then students and instructors are expected to travel home immediately after class if they can be home by midnight (i.e., the last day of class is also the return travel day).
(b) Students not be authorized airfare or lodging but only local mileage if their proximity to the "C" school site is:
    1. Within the duty station limits (permanent or temporary) and the metropolitan area around that station ordinarily served by local common carriers.
    2. Within a local commuting area of the duty station, the boundaries of which are determined by the official directing travel or as prescribed by local Service/Defense Agency directives.
    3. Within separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.

Students shall submit their travel claims to their respective Director. Directors are responsible for reviewing students' travel claims prior to submission to the Coast Guard Personnel Service Center (PSC) for liquidation. Any amendments to orders at that point must be requested and justified by the student and submitted to the Director (e-mail is authorized). The Director shall review and endorse the request (in memo format) and forward it to the Auxiliary Division's Training Specialist who shall review, endorse, and forward it to TQC for approval and appropriate amendment of orders.

The authorized Government per diem rate (normal rate or reduced – as stated on the orders) for meals and lodging are fixed and non-negotiable. Incurring more expensive lodging or meals is the personal responsibility of the student. If students do not understand reduced rates for lodging or meals stated on their orders, then they should seek clarification from their Director as soon as they receive their orders. If students prefer to upgrade their accommodations, they should discuss such desire with the order issuing authority with the understanding that any cost in excess of the authorized lodging rate will not be reimbursed by the Coast Guard.

Extra travel days must be requested of the order issuing authority well in advance of any "C" School. The order issuing authority will contact the Chief Director. When an earlier flight is available and would preclude a traveler from needing an extra day on either end, utilizing the earlier flight is mandatory unless the traveler wishes to personally incur an extra day's expenses. This applies to Out-CONUS travel as well as In-CONUS travel. Extra travel days will not be authorized for shopping, sight-seeing, personal visits, etc.

Lodging will not be authorized for any students who live 50 miles or less from the school. If there are extenuating circumstances, those circumstances must be communicated to the order issuing authority and a waiver requested from the Chief Director. A student who wishes to drive a personal vehicle to a class must obtain authorization from the order issuing authority in writing (e-mail is authorized). They must also submit a Government Travel Request (GTR) form. This form clearly indicates how much someone will be reimbursed if they choose to drive their own vehicle. All tolls are reimbursable, but lodging and additional per diem are specifically prohibited for reimbursement per the Federal Travel Regulations (FTR).

C.3.a.(3) Changes to Orders

Once orders have been issued prior to the class convening date, any requests for information or changes to those orders must be resolved through the office of the student's Director and notification of such forwarded to the Auxiliary Division's Training Specialist. If the Director cannot resolve the problem, then the next step is for the student to contact the lead instructor.

If any changes need to be made to a student's orders once a "C" school is in session, then the student must notify the lead instructor who will contact the Auxiliary Division's Training Specialist for resolution.

C.3.a.(4) Role of Lead Instructor

The lead instructor for any "C" school shall serve as spokesperson for all instructors associated with the school. Only the lead instructor shall communicate and coordinate school issues and concerns with the Auxiliary Division's Training Specialist. At no time should a lead instructor contact TQC directly. Only in clearly emergent circumstances should a student contact the Auxiliary Division's Training Specialist directly.

C.3.a.(5) Expectations of Students

"C" schools are intended to properly train Auxiliarists to perform the Auxiliary duty for which they have volunteered. Since each set of orders to a "C" school is a substantial Coast Guard expense, each student is expected to adhere to the rules for every "C" school they attend. Regardless of an Auxiliarist's status or office, these expectations apply to everyone.

These are the Chief Director's expectations for every Auxiliarist who attends any "C" school. Failure to properly abide by them may result in a wide range of consequences including lost credit for the school, non-reimbursement of travel expense claims, expulsion, and in the most severe of cases, disenrollment from the Auxiliary. These expectations are:

(a) Follow the instructions on "C" school orders. Any deviation from the orders must be communicated in advance to the order issuing authority (usually the Director).

(b) Students are expected to attend each day of a "C" school and be on time each day. They are also expected to stay until the end of class each day. Lateness and/or absence may result in no credit for the school, cancellation of orders, denial of travel claim, and/or disciplinary action.

(c) "C" schools require pre-class assignments, in-class assignments, and/or post-class assignments. Students are expected to complete all assignments issued by the instructor(s), in the timeframe given by the instructor(s).

(d) Students are expected to demonstrate the Coast Guard's core values of Honor, Respect, and Devotion to Duty at every step of the "C" school process. This includes adherence to proper Coast Guard courtesies and protocols, proper wear of the uniform, non-cohabitation of unmarried couples on any base, and respect of military base rules whether a Coast Guard base, a DoD base, or any other type of military installation. Students who display fraudulent, belligerent, argumentative, or aggressive behavior will not be tolerated. If rental cars are assigned for a class, the authorized drivers are expected to transport their fellow students. Additionally, authorized drivers are responsible for ensuring the timely and proper return of any rental cars in accordance with the rental company's agreement.

C.3.a.(6) Penalties

Coast Guard "C" School programs represent formal and valuable learning opportunities that are subject to stringent resource constraints. School quotas that are not used as requested effectively jeopardize the availability of similar quotas in the future. Student commitment to successful completion is therefore held to a commensurately high level.

"C" School program penalties may be imposed whenever a student receives orders to a "C" School and then fails to attend and successfully complete the school for any reason other than one that is of an emergent nature related to own health (e.g., severe illness), family (e.g., death in the family), or work (e.g., short-notice, extended travel assignment). This includes the instructor's termination of a student's attendance once at a "C" School for reasons such as:

(a) Being disruptive.
(b) Failure to perform class assignments.
(c) Failure to wear the proper uniform.
(d) Failure to abide by Coast Guard or facility regulations, policies, or procedures.

Penalties stemming from "C" School matters shall normally entail revocation of "C" School orders and/or ineligibility to attend future "C" Schools. This includes denial of reimbursement of any or all aspects of associated travel claims. Revocation of "C" School orders and associated privileges may be imposed for periods of one, two, or three years. Such penalties shall be determined through consultation between the Director, Chief Director's Training Specialist, and DIR-T with the following factors taken into consideration:

(e) The student's history of previous cancellations from other Auxiliary "C" Schools.
(f) The student's ability to have advised of their need to cancel in a more timely fashion.
(g) The validity of the student's reason for cancellation.
(h) The student's overall standing in the Auxiliary.

Notwithstanding the above, nothing precludes the Director from taking additional administrative disciplinary action pursuant to Chapter 3 of this Manual depending upon the severity of a student's actions.

The Director shall notify the student in writing (e-mail is acceptable, copy to the DCO, DCDR, and FC) of any penalty assessment, as well as their right to appeal, within 30 calendar days. Any additional administrative disciplinary action shall be processed in accordance with Chapter 3 of this Manual.

A student may appeal a "C" School penalty in writing (e-mail is acceptable) to the Deputy Chief Director (CG-5421). Any appeal must be filed within 30 days of the penalty's date of issuance. The standard of review shall be limited to whether the provisions of this section had been followed. The Deputy Chief Director (CG-5421) decision shall be final (e-mail is acceptable).

Section D. Other Available Coast Guard Education

Introduction	This section describes several other courses available to Coast Guard Auxiliarists.
D.1. Coast Guard Correspondence Courses	With the exception of classified courses, all CGI correspondence courses are offered to Auxiliarists. Of special interest is the CGI NAVRULES course with color flash cards and excellent study tools to assist in requalification for Auxiliarists. Details can be obtained from MT staff officers or the Director. The CGI also maintains an Internet web site (see Appendix I).
D.2. Distance Learning Educational Opportunities	Distance education is defined as a non-classroom based program. Auxiliarists can receive such services through CGI's Distance Learning Center or the Auxiliary web site. The Internet has enormous potential for expanding Auxiliary training and testing opportunities at all levels. The FSO-HR, FSO-IS, and FC should coordinate efforts to take full advantage of this resource as more Auxiliary training programs are developed online with computer support.
D.3. E-Learning Opportunities	As defined in the Coast Guard's Advanced Distributed Learning (e-learning) SOP, e-learning covers a wide set of applications and processes such as web-based learning, computer-based learning, virtual classrooms, and digital collaboration. It includes the delivery of content via internet, intranet/extranet (Local Area Network (LAN)/ Wide Area Network (WAN)), audio and video recordings, satellite broadcasts, interactive television, CD-ROM, and more. E-learning can take place individually (guided or instructed by a computer) or as part of a class. Online courses meet either synchronously (i.e., at the same time) or asynchronously (i.e., at different times), or some combination of the two. Auxiliarists may register for the more than 1,500 Coast Guard courses online through any internet connection after verification of Auxiliary membership.

Section E. Auxiliary Mandated Training

Introduction

The purpose of Mandated Training (MT) is to build awareness and enhance the knowledge, skills, abilities, and attitudes of the Coast Guard's workforce required to perform Coast Guard missions. MT is established only when explicitly required by an official mandate such as Presidential Directive, public law, Department of Homeland Security or Coast Guard policy requirements, or when MT is determined by the Force Readiness Command (FORCECOM) as the most efficient means of delivery for a valid training requirement. Responsibility for the management and administration of all MT resides under the singular authority of FORCECOM. The Chief Director shall administer MT for the Auxiliary on FORCECOM's behalf.

E.1. Auxiliary Mandated Training (MT) Design and Definitions

Auxiliary MT course information and online applications are normally available through the Coast Guard Learning Portal (http://learning.uscg.mil). A subsidiary Auxiliary Learning Management System (LMS), directly accessible from home computers as well as Coast Guard standard work stations, will also normally serve as the primary online system through which Auxiliarists can complete their MT requirements and have them recorded in AUXDATA. AUXDATA's Mandated Training competency will be composed of all Auxiliary MT courses, and will be assigned to all Auxiliarists. Their MT status will be reflected in the AUXDATA Training Management Report for ease of monitoring the status of each mandated training course that has been completed by any Auxiliarist.

Auxiliary units may conduct MT through methods other than online training (e.g., member training sessions). In such situations, the Auxiliary unit leader shall ensure that appropriate AUXDATA entries are made to recognize successful member completion. The Chief Director shall oversee development of alternative methods of MT delivery (e.g., CD/DVD).

Auxiliary LMS functionality shall be similar to that of the Coast Guard Learning Portal in that course completion certificates will only be available for printing upon first-time course completion. Subsequent completions of the same course will not yield a certificate. However, a summary report of personal course completions for any given individual will be available through the Auxiliary LMS. Auxiliary LMS Help Desk support provided through OSC Martinsburg should be contacted for resolution of any issues with the Auxiliary LMS.

The Auxiliary LMS allows Auxiliarists to use it from their personal computers without any special access card or tool. However, in order for it to properly synch with AUXDATA and feed the right information to the right Auxiliarist's record, each Auxiliarist who uses the Auxiliary LMS must have their own unique e-mail address. That unique e-mail address must be recorded as the primary e-mail address in their AUXDATA profile in order to serve as the Auxiliarist's username for Auxiliary LMS login purposes. Auxiliarists must ensure that they do not have any e-mail addresses in AUXDATA that are the same as those of any family members or friends who also happen to be Auxiliarists. Without a unique individual e-mail address, an Auxiliarist will be prevented from having the Auxiliary LMS directly load their training results into AUXDATA.

E.2. Auxiliary MT Requirements

Auxiliarists must successfully complete the following MT during their first year of enrollment and then once every five years thereafter:

a. Suicide Prevention
b. Security Education and Training Awareness (SETA)
c. Privacy Awareness
d. Prevention of Sexual Harassment (POSH)
e. Sexual Assault Prevention
f. Civil Rights Awareness

Auxiliarists must successfully complete the following MT only once (new members shall complete them during their first year of enrollment):

a. Ethics Training
b. Influenza Training

Subsequent to Auxiliary LMS establishment, enrolled Auxiliarists will have until 31 December 2016 to complete all eight of the MT courses listed above. As each of the first six courses listed above, (a)-(f), is completed, its own five-year cycle will start. Each cycle will extend to 31 December of the fifth year regardless of the date the course was completed during the year, and so on. For example, if an Auxiliarist completes the Civil Rights Awareness course on 15 November 2012, then they will have to complete it again by 31 December 2017.

New enrollees must complete all eight of the MT courses listed above within their first year of enrollment. By definition for this purpose, the first year of enrollment will extend to 31 December of the year following their Base Enrollment Date. For example, if a new enrollee has a Base Enrollment Date of 15 November 2011, then that individual will have until 31 December 2012 to complete all mandated training. The subsequent five-year cycle for each of the first six courses listed above will start after each respective course completion, as described above for enrolled Auxiliarists.

Auxiliarists with certain types of access (e.g., security clearance; standard work station account) shall comply with any other associated Coast Guard MT requirements established by FORCECOM (e.g., annual Information Systems Security (ISS) training for those with standard work station accounts).

Chapter 9
Reimbursement of Auxiliarists

Introduction

14 U.S.C. § 831 states, *"When any member of the Auxiliary is assigned to such duty he may, pursuant to regulations issued by the Secretary, be paid actual necessary traveling expenses, including a per diem allowance in conformity with standardized Government travel regulations in lieu of subsistence, while traveling and while on duty away from his home."* Reimbursement for Auxiliary travel to, from, and during officially assigned duty will be consistent with the prevailing per diem rates authorized for Federal civilian employees and administered pursuant to provision in the Federal travel regulations.

Auxiliarists, as volunteers dedicated to helping support Coast Guard missions, often expend significant amounts of personal resources to effectuate such support. It is, therefore, incumbent upon each Coast Guard order issuing authority to clearly and comprehensively consider its capacity to reimburse Auxiliarists for authorized expenses, completely or to the extent to which the availability of its own resources allow. For example, recognizing that reimbursement is subject to the availability of funds, an Auxiliary Sector Coordinator (ASC) who, due to the nature of their support frequently travels to and from the command, may be reimbursed full travel expenses (e.g., mileage and tolls), partial travel expenses (e.g., just tolls), or no travel expenses dependent upon the availability of the Sector command's funds. In order to foster and facilitate the strongest support relationship, it is vital for the order issuing authority to clearly explain and define expectations to the Auxiliarist at the outset of support coordination. Auxiliarists must be aware of the implications of unit resource limitations, and that Coast Guard District Commanders are responsible for ensuring that budgeted levels are not exceeded.

The provisions of this chapter apply only to Coast Guard funded orders issued to Auxiliarists for official duty. They do not apply to Auxiliary funded orders.

In this Chapter This chapter contains the following sections:

Section	Title	See Page
A	Types of Orders	9-3
B	Miscellaneous Expenses	9-7
C	Reimbursement Guidelines	9-11
D	Travel Claim Procedures	9-15

Section A. Types of Orders

Introduction

The issuance of Coast Guard orders as described in this section (except invitational orders) and those orders issued by the Auxiliary on the Military Temporary Duty or Civilian Temporary Duty Travel Order Form (CG-4521), in addition to the other methods of assignment to duty contained in Chapter 5 of this Manual, constitute assignment to duty under the provisions of 14 U.S.C. § 831. This section describes the various types of Coast Guard funded orders under which Auxiliarists may be assigned to duty and for which Auxiliarists may be eligible for reimbursement.

A.1. Travel Orders

To be eligible for reimbursement for travel, the Auxiliarist must be traveling on reimbursable orders issued by an appropriate Coast Guard official. Travel by an Auxiliarist or the use of a vehicle, vessel, or airplane without Coast Guard orders is done as a private citizen of the U.S. and is not covered by 14 U.S.C. § 831, 832, or other provisions pertaining to the Auxiliary. It is the responsibility of the Auxiliarist to ensure up until the time of departure on the mission that he or she is properly assigned to duty by an appropriate order issuing authority and that the mission for which travel orders have been issued is still authorized and scheduled to occur. If in any doubt, the Auxiliarist shall contact the Director, order issuing authority, or, in the case of "C" school attendance, the lead instructor, as appropriate.

A.1.a. Trip Orders

Trip orders, reimbursable or non-reimbursable, are issued to an Auxiliarist to attend a specific function (conference, meeting), for a specific time frame, at a specific location. An Auxiliarist serving at a Coast Guard command on an occasional basis would receive this type of order.

A.1.b. Monthly/ Quarterly Orders

Monthly/quarterly orders, reimbursable or non-reimbursable, are normally used for an Auxiliarist who serves at a certain station or office on a regular basis over an extended period of time. The purpose of this type of order is to reduce the administrative need to issue the same orders many times over a period of time. Travel conducted under this type of order is accomplished throughout the stated period, with a single claim for reimbursement filed at the end of that period. The Auxiliarist who provides weekly administrative assistance at a Director's office, or someone serving as a regular weekend watchstander at a station or group, could receive this type of orders. Orders covering periods longer than a quarter are discouraged.

A.1.c. Patrol Orders	Patrol orders, reimbursable or non-reimbursable, are issued by an order issuing authority using the Patrol Order Management System (POMS) to order the use of an AUXFAC (vessel, airplane, motorized vehicle, and communication station). Use of POMS is mandatory.
A.1.c.(1) Patrol Order Management System	The Patrol Order Management System (POMS) shall be used for all types of orders, including those for surface, air, and mobile radio facilities including for occasions of SAR standby. POMS is an easy-to-use web-accessible patrol order and claim processing application that automates and streamlines the entire patrol order process, including the direct deposit of claim payments. POMS is available both on the Coast Guard Intranet and Internet for Auxiliarists to request orders and submit claims. Orders and claims are approved by the appropriate Coast Guard authority only after the POMS application automatically verifies and validates necessary information such as operator and facility qualifications, currency maintenance, and claim data. POMS receives daily qualification updates from AUXDATA to ensure accuracy. The approved claim is transmitted directly to FINCEN for reimbursement. Additional guidance concerning patrol-related claims and activity as well as about POMS can be found in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
A.1.c.(2) Meals For Auxiliarists During Patrols	Reimbursement for meals while on assigned patrols after hours is authorized as subsistence in kind. The Coast Guard Auxiliary basic allowance for subsistence (BAS) policy is based upon $^{1}/_{30}$ of the monthly enlisted BAS. Subsistence-in-kind is authorized for recruits, cadets, non-prior-service officer candidates, and Auxiliarists. If not possible, Auxiliary meal rates will be based upon the daily enlisted regular BAS rate.
A.1.d. Verbal Orders	In times of emergency or critical operational need, an Auxiliarist may receive verbal orders to proceed on a mission. These orders can be reimbursable or non-reimbursable. The orders must be noted in the logs of the Coast Guard unit issuing the orders and must be followed up with written orders as soon as conditions permit (for reimbursement if authorized, or with nonreimbursable orders if injury, damage, or mishap occurs).
A.1.e. Invitational Orders	Invitational orders are normally reserved for individuals who are not associated with the Coast Guard or the Auxiliary. These orders authorize the travel of a civilian at the Government's expense for the purpose of supporting a Coast Guard mission or activity. These orders may only be issued by Commandant or specifically designated authorities. The specific procedures for invitational orders are covered in the Invitational Travel, COMDTINST 12570.3 (series).

A.1.f. Official Foreign Travel Orders

All Auxiliarists who conduct foreign travel for the Coast Guard must have written orders in hand prior to departure from the U.S. Official foreign travel by Auxiliarists must be cleared through and approved by CG-DCO. Foreign travel orders require a minimum of 180 days advance approval. Auxiliarists must realize that although they may travel under Coast Guard orders, they may not be protected under various Status of Forces Agreements with foreign countries since they are not military personnel. These provisions do not apply for emergency SAR missions in foreign waters.

The Department of State does not recognize the Coast Guard Auxiliary as an entity that can normally apply for an official passport to perform duties on behalf of the Coast Guard. Typically, Auxiliarists will be directed to obtain a tourist passport to use for their Temporary Duty (TDY) mission. The cost of a tourist Passport is not reimbursable. In special circumstances, Auxiliarists may be issued an official passport in accordance with provisions of Passports and Visas, COMDTINST 4650.10. Auxiliarists must route their passport requests through CG-5421 for approval. If CG-5421 approves the request, it will be forwarded to CG-DCO-I for approval. The final decision to issue an official passport for Auxiliarists ultimately rests with the Department of State.

A.2. Coast Guard TAD Orders

Auxiliarists are normally assigned to temporary additional duty (TAD) using Form CG-4251. This form can be used for both reimbursable and non-reimbursable orders. Although Auxiliarists will not normally be tasked with preparing these order forms, it is important they understand certain information contained on this form. If uncertain about what is expected or upon noting an error, the traveler must resolve their concerns with the order issuing authority before departure. The following information is contained on the form:

a. Boxes 5 and 6 contain the departure date and estimated days absent.
b. Box 9 indicates the place (or places) scheduled for visit. It should be specific, indicating more than just the city to be visited.
c. Box 10 indicates some of the special conditions needed for these orders. Items such as a conference registration fee, excess baggage to carry Government equipment, or the authority to rent a car are indicated in this box. If these items are needed and not indicated, reimbursement will not be possible.
d. Box 11 indicates the mode of travel authorized. If a privately owned car is going to be used, it must be indicated here. If not, reimbursement will not occur.

e. Box 12 is used to indicate special instructions or to authorize additional items on the travel order. This section will also contain a certification for signature that there are no unresolved travel advances from previous travel. Non-reimbursable orders should be noted in this box.
f. Box 13 is signed by the traveler, indicating acceptance of the orders and the conditions listed therein.
g. Box 14 indicates the accounting data and other information for funding these orders. Contained within this line is the Travel Order Number (TONO), which is needed for the travel claim after the travel is completed.
h. Boxes 16 and 17 indicate the appropriate mileage and per diem rates for this particular travel. Expenses beyond these rates cannot be reimbursed unless prior authorization has been received. If a scheduled meeting or conference is being held at a place exceeding these rates, authorization for actual expenses must be included as part of the orders.

A.3. Non-Reimbursable Orders

Non-reimbursable orders do not entitle the Auxiliarist to any type of reimbursement. These orders are issued to properly recognize that an Auxiliarist is assigned to duty and to provide liability coverage for the Auxiliarist while performing duties for the Coast Guard. For patrol orders, the appropriate box will be checked indicating non-reimbursable orders. Travel orders will contain the following statement on the non-reimbursable orders: "The Government will pay no part of any expense incurred under this authorization. If you do not want to bear the necessary expenses, you will consider this authorization canceled."

A.4. Coast Guard Auxiliary Funded Orders

The procedures for reimbursement under Auxiliary funded orders are contained in the Auxiliary's Fiscal Policy Guide. Questions regarding these procedures should be referred to the Treasurer, CGAuxA, Inc.

Section B. Miscellaneous Expenses

Introduction	This section describes miscellaneous expenses for which Auxiliarists may be reimbursed.
B.1. Actual Necessary Expenses of Operations	Auxiliarists are eligible for actual expenses of operations when using their facility in conjunction with Coast Guard orders (14 U.S.C. § 830). The actual necessary expenses of operation are defined as including fuel, oil, power, water, supplies, and provisions used in the conduct of those orders. Other expenses for landing fees, ramp fees, and miscellaneous costs will be reimbursed separately from maintenance and fuel. Whenever budgetary circumstances allow and the total fuel cost exceeds the amount that would be reimbursed by the flat hourly rate, the actual fuel cost will be reimbursed in lieu of the flat hourly rate. Fuel receipts must be submitted with any claim for fuel-only reimbursement. The procedures for obtaining reimbursement for these items are listed in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
B.2. Standard Auxiliary Maintenance Allowance (SAMA)	This reimbursable allowance is authorized by Coast Guard policy and is subject to the availability of funds. Formerly known as hourly maintenance allowance (aviation program), SAMA was established as a standard reimbursement for a portion of the maintenance expenses of Auxiliary facilities while operating under official orders in support of the Coast Guard. SAMA is based on an hourly rate of underway/airborne operational mission hours for specified categories of facilities. Hours are logged or recorded by an installed mechanical device (hour meter etc). Underway mission hours shall be the time the vessel, aircraft or communications facility starts patrol or activity to the end of the patrol excluding standby periods such as moored during the evening awaiting the second day of duties of a multi-day marine event. Underway hours will also include time moored or anchored in the direct support of the orders such as moored to an aid to navigation for servicing, or strategically anchored in an area to warn mariners of a danger such as boat races, marine disasters, or military support.

The established rate is designed to reimburse the facility owner for routine maintenance costs incurred while assigned to Coast Guard duties. The SAMA rate is not based on expenses currently payable under patrol orders, or those expenses eligible for payment under the claims process (including the catastrophic claims policy), or any expense that is either purely service or prospective in nature. The SAMA rate is designed to help cover minor/routine expenses such as oil and filter changes, transmission fluid replacement and air filter replacement. Reimbursement rates are based on categories including vessel length, single or multiple engines and horsepower rating, etc. For detailed information on SAMA, review the appropriate sections in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).

B.3. Catastrophic Failure

When there is a catastrophic failure to an Auxiliary facility, where the facility is damaged by reason of its use, a claim may be payable for repair and replacement of the facility or equipment subject to the availability of funds. A key element in the determination of any amount payable is the proportional amount of the facility's total operating time that can be attributed to Auxiliary missions. More information about catastrophic failure is available in the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series), and the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).

B.4. Damage and Loss Claims

At the Coast Guard order-issuing authority's discretion, Auxiliarists may submit minor damage or loss claims (less than $200) without necessity of an investigation to establish proof of an identifiable relationship between the specific patrol activity and the minor damage/loss. A minor damage/loss claim must be submitted on Form CG-4112 and forwarded to the Coast Guard order-issuing authority for processing and payment. Such claim must include a statement by the Auxiliarist explaining the facts/circumstances of the damage or loss. Further investigation will only be required if the Coast Guard order-issuing authority has reason to look beyond the Auxiliarist's statement. If approved, such claim must be funded from the Operating Expense (OE/AFC-30) funding of the Coast Guard order-issuing authority. Claims in excess of $200 must be processed in accordance with applicable district and Legal Services Command (LSC) guidance. These claims will require an investigation and, if approved, funded through the Coast Guard claims account. Claims may be submitted for loss of personal property while assigned to duty and in accordance with the above prescribed procedures. More information about damage and loss claims is available in the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series). Mishap reporting thresholds are established in the Coast Guard Safety and Environmental Health Manual, COMDTINST M5100.47.

B.5. Auxiliary Vessel Facility Salvage Funding Procedures

Auxiliary vessel facilities that operate on orders are, by law, Coast Guard vessels and shall be treated as such. The use of Coast Guard funds is authorized for salvage operations involving Auxiliary vessel facilities, operating on orders, in emergent situations to minimize:

a. The possibility for loss of life or severe injury to members.
b. The possibility for total vessel facility loss.
c. The possibility for a marine pollution incident.
d. The possibility for hazards to navigation.
e. The possibility for endangerment of marine life or wildlife.

This process shall be executed exactly like a salvage response to a Government vessel. Depending upon the circumstances, an operational commander may direct local funds to be expended or seek support through the Coast Guard's naval engineering program.

The Office of Boat Forces (CG-731) will reimburse the funding unit for funds expended in Auxiliary vessel facility salvage operations.

The conventional Auxiliary damage claim process remains otherwise unchanged. Auxiliarists must submit damage claims for the repair of Auxiliary vessel facilities damaged while operating on orders. The conventional damage claim process shall be used for all non-emergent cases as determined by the operational commander.

Section C. Reimbursement Guidelines

Introduction	Specific questions regarding travel policies contained in the Federal Travel Regulations (FTR) should be referred to the local civilian travel management specialist or the Authorized Certifying Officer (ACO). Additional information about Coast Guard travel policies and the FTR can be found at the Coast Guard Pay and Personnel Center (PPC) web site (see Appendix I). This section contains general guidance for specific reimbursement issues for Auxiliarists.
C.1. Per Diem Allowance	Auxiliarists traveling on official orders may be authorized per diem. Per diem is provided to cover the costs of lodging, meals, and certain incidentals while traveling.
C.2. Transportation	Travel on official business shall be by the method of transportation that will result in the greatest advantage and least cost to the Government.
C.2.a. Air, Rail, or Bus	Normally, commercial transportation is considered to be the most advantageous to the Government. Auxiliarists traveling by air under government orders must use discount prices available through Government contract air carriers when available. Similar Government contracts exist for rail and bus transportation and must be used if available. Failure to use these rates will make the Auxiliarist liable for the difference between the contract carrier and actual rates. These rates are available upon presentation of the Auxiliarist's ID card and a copy of the official orders. Frequent traveler miles, credits, or points derived from official travel may be retained and utilized by Auxiliarists to conduct personal travel.
C.2.b. Personally Owned Vehicle (POV)	Travel using a POV will only be authorized when its use is advantageous to the Government. Use of this means of transportation must be specifically authorized on the orders. POV-related reimbursable expenses must also be specifically authorized. If no such expenses are authorized for reimbursement, then the following provision should be included on the orders, "POV authorized for liability purposes only, not reimbursement." POV-related reimbursable expenses may include mileage at the prevailing FTR mileage rate, fuel receipts in lieu of mileage, tolls, and parking. The Claim For Reimbursement Form (SF 1164) should be utilized whenever possible for local POV mileage. It can be found on the Auxiliary web site and should be used when travel distance to an assigned site is less than 50 miles one-way.

C.2.c. Rental Cars	When authorized, Auxiliarists may use rental cars while on official travel. Rental car costs, together with the costs of fuel, tolls, and parking, are reimbursable. The costs of damage waivers or insurance are not reimbursable.
C.2.d. Unused Airline Tickets	Unused airline tickets remain the property of the Government and must be returned for credit.
C.3. Lodging	When Government lodging is not available and commercial lodging is authorized, an Auxiliarist will be reimbursed for lodging at a rate not to exceed the prescribed per diem rate for that particular geographic area. The prescribed per diem rates are listed in the FTR and are available at the PPC web site (see Appendix I). If lodging is required at a rate exceeding the maximum lodging rate, prior authorization for actual lodging expenses must be obtained in order to get full reimbursement. This authorization must be attached to the orders and submitted with the travel claim.
C.4. Subsistence	Auxiliarists are eligible to dine in Coast Guard dining facilities, e.g., while under orders attending a "C" school at a Coast Guard TRACEN. The dining facility must be notified in advance when Auxiliarists plan to dine there, especially at smaller facilities, to ensure sufficient meals are prepared.
C.4.a. Access to Dining Facility/ Reimbursable Orders	If Auxiliarists have to pay for their meals at a Coast Guard dining facility (CGDF), they will be reimbursed for what they pay. The Auxiliarist's orders must be endorsed at the dining facility to show the number and type of meals provided.
C.4.b. Access to Dining Facility/ Non-Reimbursable Orders	When assigned to duty under nonreimbursable orders at a place that is accessible to a CGDF, Auxiliarists shall be provided with partial rations, entitling them to dine without paying. Auxiliarists are eligible to receive meals at the discounted daily meal rate. The Auxiliarist's orders must be endorsed at the dining facility to show the number and type of meals provided. Auxiliarists attending Coast Guard "C" schools at TRACENs are normally reimbursed for meals. A copy of the orders will have to be provided to the dining facility. The dining facility will endorse the original orders indicating the number and type of meals provided.
C.4.c. Verbal Order Assignment	When assigned to duty under verbal orders, Auxiliarists must pay for meals and then seek reimbursement upon receipt of the written orders. Reimbursement will be paid at the prevailing per diem rates for meals in that geographic area outlined in the FTR. Prevailing per diem rates are listed in Appendix A, Chapter 301 of the FTR, and are available at the PPC web site (see Appendix I).

C.4.d. Non-Access to Dining Facility	When assigned to duty at a place under reimbursable orders that is not accessible to a CGDF, Auxiliarists must pay for their own meals subject to reimbursement at the prevailing per diem rates for that geographic area. Prevailing per diem rates are listed in Appendix A, Chapter 301 of the FTR, and are available at the PPC web site (see Appendix I).
C.4.e. Flight Status Assignment	When assigned to duty while serving in flight status on Coast Guard aircraft, Auxiliarists are entitled to flight rations. If meals are provided to the aircrew, Auxiliarists are entitled to the same meals and do not have to pay for them. If the aircrew is required to pay for their meals, then the Auxiliarist should do the same and file for reimbursement.
C.4.f. Not Assigned to Duty	When not assigned to duty, Auxiliarists may dine at a CGDF, subject to the availability of meals. They will pay the standard meal rate and are not eligible for reimbursement. Dining under these circumstances must be approved by the Coast Guard unit CO/OIC sufficiently in advance as defined by the unit command.
C.4.g. Cutter/Boat Assignment	When assigned to duty on a cutter or boat that has dining facilities, Auxiliarists are expected to eat at the prescribed facilities and will not be paid per diem.
C.4.h. Travel Under Reimbursable Orders	When traveling under reimbursable orders, reimbursement of meals at the actual expense rate is not normally authorized. Anticipated exceptional circumstances must be reviewed with the order issuing authority in advance of such travel in order to effect any appropriate modifications to orders.
C.5. Additional Expenses	Certain additional expenses may be claimed for reimbursement if these expenses are incurred while conducting travel associated with Coast Guard reimbursable orders. These expenses include: a. Normal costs of taxi/limo services (including reasonable tips) between airports or other terminals, and the Auxiliarist's home. b. Tips for handling baggage containing Government property necessary for the travel as well as excess baggage charges, when specifically authorized. c. The cost of conference/meeting rooms for Government business, when authorized on the orders. d. Brief telephone calls to home less than five minutes each day while away on orders. Maximum reimbursement for actual calls made is limited to $5 per day. Official telephone calls should be indicated separately. e. Transaction fees for traveler's checks purchased in conjunction with official travel.

f. Tourist passport expenses if necessary to travel to a foreign country and if an official no-fee passport cannot be obtained from the Department of State via the Coast Guard Director of International Affairs and Foreign Policy (CG-DCO-I).

C.6. Required Receipts

Receipts for any lodging or air fare of any amount that is claimed for reimbursement must be submitted with the travel claim. Additionally, receipts for any other expenses (e.g., rental car cost, taxi/limo fare) that are $75 or more must be included with the travel claim.

C.7. Government Travel Card

Although Auxiliarists are considered Federal employees for the purpose of using government rates for such expenses as transportation and lodging while traveling under orders, they are not considered Federal employees for the purpose of holding a Government Travel Card. Therefore, Auxiliarists are not authorized to be issued a Government Travel Card nor have an associated account established for them. This determination is based upon extensive review between the Coast Guard and the General Services Administration (GSA).

Section D. Travel Claim Procedures

Introduction

The final step for any travel process is the filing of a travel claim to liquidate and reimburse travel expenditures. Two major Coast Guard commands are involved in the processing and reimbursement of travel claims: the Coast Guard Pay and Personnel Center (PPC) located in Topeka, KS and the Coast Guard Finance Center (FINCEN) located in Chesapeake, VA. PPC effectively reviews and conducts periodic audits of travel claims once they have been submitted from an order issuing authority. FINCEN effectively executes payment of the claimed expenses that have been approved for reimbursement.

D.1. Direct Deposit (DD)/Electronic Fund Transfer (EFT)

The Coast Guard makes payroll and claim reimbursements to personnel through its DD/EFT program (this includes claims for travel, damages, official expenses). DD/EFT is required for all Coast Guard active duty, Reserve and civilian personnel. It allows the Coast Guard to effect payments and reimbursements via DD/EFT quickly, securely, and directly to the bank account specified by the individual/claimant. This eliminates a lot of time, cost, and administrative overhead associated with processing, printing, and mailing payroll and reimbursement checks.

DD/EFT is mandatory for Auxiliarists. In order to receive reimbursements from the Coast Guard for expenses associated with patrols, official travel, or any other claims (e.g., equipment damage), an Auxiliarist must have established DD/EFT service. Establishing DD/EFT service is open to any and all Auxiliarists. Failure to establish DD/EFT service shall constitute grounds for denial of assignments to duty, issuance of official orders, and reimbursement of claims.

DD/EFT service can be most easily established by enrolling on the Coast Guard Finance Center (FINCEN) web site at www.fincen.uscg.mil/aux_info.htm (select the "EFT/ACH Enrollment Form" option, fill in the blanks, and electronically submit the form directly to FINCEN). In accordance with instructions on the electronic form, it can either be faxed to FINCEN (ATTN: T-16) at (757) 523-6769, or it can be mailed to FINCEN at:

Commanding Officer (opc-5c)
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000

D.2. Orders, Receipts, and Claims for Reimbursement	Claims for reimbursement of official travel must be completed on the Coast Guard Travel Voucher (DD Form 1351-2). It can be found on the Auxiliary web site. This signed form, along with original travel orders and substantiating receipts, should be turned into the Coast Guard office that issued the travel orders, or the Director, within three days of travel completion. This is required so an administrative claim review may be completed before forwarding the claim for payment. The Claim for Reimbursement Form (SF-1164) should be utilized whenever possible for local POV mileage (i.e., when travel distance to an assigned unit is less than 50 miles one-way), telephone calls, and miscellaneous expenses.
D.2.a. Changes to Orders	Occasionally, circumstances change during the execution of orders. Normally, any deviation from the original orders must be approved and documented. This is accomplished by an official "Amendment to Orders" issued and signed by the order-issuing authority. An example of a required amendment to order authorization is remaining overnight at a location not designated on the original set of orders. If it becomes necessary to deviate from the stated original set of orders, the order-issuing authority must be immediately contacted to obtain approval and to amend the orders as soon as practicable. Failure to take such notification action may seriously jeopardize an Auxiliarist's entitlement to authorized reimbursements.
D.2.b. Required Attachments to the DD-1351-2	The Auxiliarist should send the following original data and retain a copy of all travel claim documentation: (1) Original of the orders. (2) Original lodging receipt. (3) Original airline ticket receipt. Original receipts for any expenses $75 or more.
D.2.c. PPC Completing the DD-1351-2	Current instructions and tips for the completion of travel vouchers are available in many different formats on the PPC–Travel web site found in Appendix I. If Internet access is not available, the order-issuing authority or Director can provide printed information for use. A self-explanatory electronic version of the form is also available on the Auxiliary web site (see Appendix I).
D.2.c.(1) Payment	Payment of travel claims will be made directly to the financial account provided on the electronic transfer/direct deposit form (FMS 2231-CGAUX). If payment has not been deposited after 30 days of submission, an Auxiliarist should contact the PPC Customer Care Branch for status at 1-866-PPC-USCG (772-8724) or via the customer care branch of the PPC web site (see Appendix I). Detailed payment and deposit status for travel expenditures is available via the online travel claim status/payment history section of the FINCEN web site (see Appendix I).

D.2.c.(2) Advance of Travel Funds (SF-1038)	Advances of funds may be requested to defer initial expenses associated with executing official Coast Guard travel. To obtain up to 80 percent of advance funding of the estimated cost of travel expenses, an approved request must be forwarded by the order-issuing authority at least seven working days prior to commencement of travel. Once the request has been approved, it is forwarded to PPC–Travel for payment. Actual payment of the advance to the Auxiliarist will be coordinated by the order issuing authority. It is imperative that a travel claim is submitted upon completion of travel to liquidate any advances and prevent debt collection activity.
D.2.d. Travel Voucher Summaries	A Travel Voucher Summary (TVS) explains reimbursed travel expenses in detail. TVSs are available at the PPC web site (see Appendix I). They may also be manually mailed upon request by the claimant to the Director to the address provided on the travel claim (DD Form 1351) if the claimant does not have Internet service. Although there is a block for an e-mail address on the travel claim (DD Form 1351), it is not used for distribution of the TVS. Detailed explanation of the TVS is available on the PPC-Travel web site (see Appendix I).
D.2.e. Errors in Reimbursement	Occasionally, situations occur where a travel claim is not reimbursed accurately. Discrepancies can occur by omitting expenses or from errors on the initial travel claim. If a discrepancy is noted in reimbursement after reviewing the TVS, a supplemental claim will normally be required to gain complete reimbursement. A supplemental claim is a new claim, with the word "Supplemental" marked at the top and bottom of the DD-1351. This signed claim must be forwarded, along with all necessary documentation, to the Approving Official who signed the original travel claim for processing by PPC–Travel. Instructions for the completion of supplemental claims are available on the PPC-Travel web site (see Appendix I).
D.2.f. Common Errors to Avoid When Filing Travel Claims	The following are common errors to avoid when filing travel claims: (1) Auxiliarist travels and resides with spouse during official travel. Auxiliarist's lodging will be reimbursed at the "single-room rate" and the lodging receipt must indicate the single-room rate in addition to the actual amount paid. (2) Official phone calls must be authorized on orders (or amendment). (3) Do not seek reimbursement for optional banquets or meals while at conferences. The daily rate paid for per-diem is for meals and incidental expenses which is the maximum allowed by law to be reimbursed. (4) Actual expense not authorized for lodging when lodging expenses exceed per-diem rate. Actual expense must be authorized on orders or an amendment to orders. Close advance coordination with the order issuing authority is critical to reimbursement.

(5) Travel authorized not to exceed cost of Government Procured Travel. Privately owned conveyance (normally referred to as POV or privately owned vehicle) mileage will normally only be reimbursed up to and not to exceed the constructive cost of what it would cost the Government to fly a member to/from a TDY site. This amount must be provided on the original orders for prompt reimbursement of member privately owned conveyance mileage expenses.

(6) Incomplete itineraries. Ensure itineraries are complete for accurate reimbursement.

Chapter 10
Uniforms

Introduction

Auxiliary uniforms are similar to those worn by Coast Guard officers. Silver braid and silver buttons replace the gold braid and buttons worn by Coast Guard officers. Auxiliarists may also wear other authorized emblems, insignia and ribbons. This chapter provides information on the various uniforms and their proper wear. Directors are the source of any additional information on uniforms.

All Auxiliarists are authorized and encouraged to wear the various Auxiliary uniforms or the Blazer outfit. Auxiliarists must adhere to uniform policies when engaged in Coast Guard and Auxiliary programs and activities. Uniforms shall be worn as prescribed in Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), except as noted in this chapter.

The illustrations in this chapter show Auxiliary uniforms now authorized and the appearance of each uniform when worn properly. A description with each picture provides guidance as to when to wear the particular uniform and specifies the individual items of clothing and accessories worn with each. When purchasing from civilian retail sources, Auxiliarists may use these descriptions for uniform items that may not otherwise be available.

Also illustrated are the various insignia and devices Auxiliarists may wear on different uniforms. They show how certain insignia identify qualifications and office (elected and appointed) status (present or past) within the Auxiliary.

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Section A. When Uniforms are Required and Prohibited

Introduction

This section describes Auxiliary procedure for proper uniform use.

A.1. Auxiliary Boat Crew, Mobile Radio Facility Operators, and Shore-Side Harbor Patrols

Auxiliarists onboard vessel facilities during an ordered mission shall wear the Operational Dress Uniform (ODU), Working or Undress uniform, Hot Weather uniform, or the Jump Suits appropriate to the climate. In areas where required, survival suits shall be substituted for the uniform. When considered appropriate, they shall replace office insignia with the member device. Uniform selection is the coxswain's choice and it shall be the same for all crew members. It shall also conform to any guidance issued by the Order Issuing Authority (OIA).

With the exception of survival suit wear, the same provisions above apply to Auxiliarists involved with mobile radio facility operations and shore-side harbor patrols. Appropriate foul weather gear shall be worn as circumstances warrant.

A.2. Vessel Examiners (VE)

Vessel Examiners (VE) may wear the ODU, Working, Undress, Jump suit, or Hot Weather uniforms. When conducting CFVEs, VEs may wear Coast Guard issued coveralls. Auxiliarists conducting VSCs may replace the insignia of their current or highest past office with the member device.

For VEs, the VE Polo shirt is authorized for wear as an optional uniform shirt worn as part of the Undress Blue Summer (Bravo), Working Blue, ODU, and Hot Weather uniform. The shirt is not authorized for wear on patrol and no insignia, name tags or breast devices shall be worn with the shirt. Headgear (when wearing the Polo shirt) shall not display office insignia. Only the member device shall be displayed on the hat. The AUXCEN carries the only shirt authorized.

A.3. Pilots, Air Observers, and Aircrew

Pilots, air observers, and aircrew on ordered missions in aircraft facilities shall wear appropriate Auxiliary uniforms, a Coast Guard flight suit or approved anti-exposure coveralls. The uniform selection is the Aircraft Commander's choice and shall be the same for other air crew members. Non-polyester uniforms should be worn whenever possible. Garrison caps are authorized to be worn with flight suits and are preferred on the flight line over a ball cap as they can be folded into a pocket. Appropriate patches and name tags should be worn on the dark blue civilian-type jump suit. (see paragraph H.5 of this chapter)

A.4. Instructors (IT) and Assistants

All instructors (IT) and assistant ITs in PE classes shall be in a uniform appropriate to the setting and climate. Authorized uniforms include the Undress Blue (Alpha), Tropical Blue, Winter Dress Blue, or Service Dress Blue uniforms. The Auxiliary Blue Blazer outfit may also be worn. The uniform worn should be consistent with the one worn by the senior IT, if practical.

A.5. Recreational Boating Safety Visitation Program (RBSVP)

Auxiliarists serving as RBSPVs shall wear either the Service Dress Blue or Tropical Blue uniform (as appropriate for climate and geographic location) for their first visit. Uniforms are encouraged for subsequent visits, although civilian clothes are authorized.

A.6. Military Air or Surface Travel

Auxiliarists traveling as passengers on any Coast Guard or military air or surface craft shall dress as prescribed by local commanders.

A.7. Assignment to Duty

An OIA may prescribe an Auxiliary uniform as a condition for assignment to duty. Auxiliarists shall conform to Coast Guard unit policies regarding such uniform wear whenever interacting with, acting on behalf of, or representing the unit. Any unresolved questions, disputes, or misunderstandings regarding such uniform wear should be referred to the Director. When performing duty on a Coast Guard vessel or unit, Auxiliarists shall wear a uniform consistent with those of the unit's personnel. Auxiliarists, when working as crew on a Coast Guard vessel or unit, shall wear only the member device on collars and the corresponding hats for such uniforms. An Auxiliarist's actual office insignia may be worn for ceremonial events.

A.8. Formal and Ceremonial Occasions

Wearing of the Auxiliary uniform by active or retired Auxiliarists for formal and ceremonial occasions is authorized as follows:

a. At civilian and military events requiring formal wear (Dinner Dress Blue Jacket or Dinner Dress White Jacket). Auxiliarists who do not own Dinner Dress Blue/White Jacket may wear Service Dress Blue.
b. Service Dress Blue or White may be worn on occasions where Coast Guard and other military personnel wear the same uniform.

Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), authorizes retired Coast Guard personnel to wear the dress uniform that was prescribed at the time of their retirement, or any dress uniform that is currently authorized for active duty personnel, to certain formal and ceremonial events. The same holds true for Auxiliarists in retired status. Such events include:

c. Military ceremonies (e.g., retirements, changes of command, funerals).
d. Patriotic parades on national holidays, or occasions in which active or Reserve personnel are taking part.
e. Social or other functions when the invitation has been influenced by the member's prior military service.

Due to the nature of certain formal Auxiliary events like changes of watch, conferences, and banquets, such events are recognized as falling within the general scope of military ceremony. They are nonetheless Auxiliary events, and Auxiliarists who are invited to them are so invited because of their Auxiliary membership status, not due to a retired military status as may be held by prior active duty or Reserve personnel. Accordingly, Auxiliarists who are also retired military personnel are strongly encouraged and recommended to wear their Auxiliary dress uniform under such circumstances in lieu of any authorized military dress uniform.

A.9. Prohibited Occasions

Wearing of the Auxiliary uniform without proper authority is a violation of law. Prohibited occasions for wear include:

a. In places of dubious reputation where the uniform might be discredited or disgraced.
b. When engaged in political activities.
c. During paid employment or sports.
d. Aboard an Auxiliary vessel or aircraft facility unless the facility is on an authorized patrol.
e. Entry to or while present in a foreign country or territory unless specifically authorized by an appropriate Coast Guard authority. Authorization may be granted in the following cases:

    (1) A scheduled patrol or deployment that might enter foreign territories.
    (2) An authorized SAR mission involving foreign borders or territories.
    (3) Deployment or guest status aboard a Coast Guard cutter or aircraft that enters foreign territory.
    (4) Visiting a foreign country as an Auxiliarist on official business.

Auxiliarists may not wear any distinctive part of the uniform or official Auxiliary insignia with civilian clothing when not assigned to duty. This includes Personal Protective Equipment (PPE) that is marked with wording that includes, "USCG Auxiliary" or any version thereof (e.g., life jackets, cold weather gear).

Categories of uniform items that do not present such distinctive appearance, and that may be worn with civilian clothing, are defined in Chapter 2 of the Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), and normally include:

f. Trench coat (without insignia)
g. Windbreaker (without insignia)
h. Foul weather parka (without insignia)
i. Work coat
j. Sweaters (cardigan or wooly-pully without insignia)
k. Belts
l. Ball caps (without insignia)
m. Watch caps
n. Cold weather cap (without insignia)
o. Blue four-in-hand necktie / bow tie
p. Shoes / boots
q. Gloves
r. White shirts

A.10. Other Auxiliary Activities

The Director, or elected leaders at any level, may require a specific uniform be worn to participate in Auxiliary activities other than those listed above. This action may include, but is not limited to, appearances at public affairs activities such as boat shows, civic lectures, while participating in AIM and recruiting missions and boating safety booths. When so mandated, the uniform shall be the prescribed uniform for the event or activity.

Section B. Procurement and Disposal of Uniforms

Introduction	This section provides sources from which Auxiliarists may purchase uniforms. Home manufacture of uniforms is not authorized.
B.1. Auxiliary Center	Many uniform accessories and special items are available through the Auxiliary Center (AUXCEN), which is operated by the CGAuxA, Inc.
B.2. Coast Guard Exchanges and Uniform Stores	The Commandant has authorized Auxiliarists to buy uniform and insignia items in all Coast Guard exchanges and uniform stores. This authorization extends to the outlets of DoD services for uniform purchases. Special order service (not mail order) may be used in Coast Guard exchanges for items not in stock. Some uniform stores, however, will accept mail orders for uniform garments. The Auxiliary identification card is the only document needed for entry and purchasing ability. If ever denied access to a Coast Guard exchange or DoD exchange for the purpose of uniform outlet purchases, an Auxiliarist should immediately report such denial to the Director. The Director shall attempt to reconcile any misunderstandings about Auxiliary access and/or ID cards with the Coast Guard or DoD facility's command.
B.3. Coast Guard Uniform Distribution Center	Auxiliarists may also order uniforms by mail from the Coast Guard Uniform Distribution Center (UDC) in Woodbine, NJ. Special measurement uniforms are available through the UDC. Dinner Dress White and Service Dress White uniforms may be procured from Navy Exchange uniform shops.
B.4. Commercial Sources	Auxiliarists may use commercial sources for buying uniforms and insignia, except for Auxiliary ball caps. These caps may only be obtained from the following sources: AUXCEN, UDC, or the Coast Guard Exchange System (CGES). Coast Guard and commercial sources of Auxiliary uniforms can also be found in the Uniform Procurement Guide, which is posted on the Auxiliary web site (see Appendix I) and distributed to all MA officers annually. Auxiliarists should purchase with caution because not all open market uniforms and insignia meet Coast Guard specifications. One can buy, in good faith, apparent regulation items and find such items are not the same. There may be differences in the material, design, cut, shade, durability, color fastness, etc. When buying uniform insignia, Auxiliarists should look for the Coast Guard certification numbers in a semi-concealed location. Certain commercial sources have received Coast Guard certification for the items they manufacture. The safest course is to purchase insignia supplied to the district by the AUXCEN or to ask the MA officer.

B.5. Security and Disposal Concerns

To avoid potential security concerns associated with selling Auxiliary uniform items to anyone or otherwise disposing of them, the following guidelines apply:

a. For the purpose of this section, Auxiliary uniform items include insignia, badges, shoulder boards, uniform shirts, trousers, hats, etc. Non-uniform items like khaki trousers or gray slacks are not included and may be sold or otherwise disposed of.
b. Prior to filling and shipping any Auxiliary uniform items, an Auxiliary store shall ensure that the purchaser is a member of the Auxiliary with an EMPLID.
c. If the Auxiliary store believes the order is suspicious, it will immediately contact the Director. The store shall not fill or ship the order until it is cleared by the Director.
d. Orders from foreign originators shall be verified as fully as possible prior to filling and shipping. The Director shall be notified of any suspicion about the nature or source of such request.
e. Obsolete, worn, damaged, unserviceable, or unwanted uniform items shall be disposed of properly to ensure that they do not become available to the general public. Any markings or identification sewn into or stamped onto the uniform which would identify it as belonging to an individual or as a U.S. Coast Guard or Auxiliary uniform item shall be removed before disposal.
f. Uniform items shall be rendered wholly unserviceable by burning, tearing, cutting, etc. Uniform items shall not be merely thrown in the trash without taking such precautions first. Additionally, uniform items shall not be donated to relief agencies (e.g., Goodwill, Salvation Army), sold to retail or consignment stores for further resale to the general public, nor provided to any organization, for any purpose, regardless of whether the intent is noble or not.

Section C. Standards

Introduction

In keeping with the true spirit of an organization of volunteers, the possession and wear of the Auxiliary uniform by Auxiliarists must be a matter of personal pride. When in uniform, an Auxiliarist is a representative of DHS, the Coast Guard, the Auxiliary, and the U.S. Government. Appearance, uniform fit, and grooming shall reflect the pride of that representation.

C.1. Setting an Example

Elected and appointed leaders are expected to wear the uniform properly to set an example. They must help other Auxiliarists develop proper habits of personal appearance, hygiene, and grooming when wearing the uniform.

Uniforms shall be pressed, clean, fit properly, and be in good repair. The nature of Auxiliary uniform policies occasionally warrant the authorized wear of specific items until they are no longer in serviceable condition. A uniform item shall be considered no longer serviceable when any aspect of it is irreparably damaged, soiled, stained, frayed, worn, discolored, faded, or altered. All Auxiliarists, particularly those in leadership positions, have the responsibility to render judgments and take appropriate action regarding adherence to the Coast Guard's high standards of appearance relative to the serviceability of uniform items as worn by themselves and their fellow Auxiliarists.

Although Auxiliarists are not required to closely adhere to Coast Guard appearance standards (e.g., weight standards, grooming standards) on a daily basis, circumstances may arise in which close adherence to standards is expected. For example, assignment to duty at a Coast Guard training facility for recruits, enlisted leaders, or new officers carries an implicit expectation that Auxiliarists closely adhere to Coast Guard standards of appearance in order to sustain and support the examples that are strived and set for these groups. Particular attention shall be paid by Auxiliary leaders to ensure that Auxiliary representatives in such circumstances adhere as closely as practicable to Coast Guard grooming, weight, and overall appearance standards. Considerable deviation from these standards would not be appropriate in such circumstances, and it should give cause to Auxiliary leaders to consider the propriety of allowing an Auxiliarist who does not closely adhere to them to so serve.

C.2. Uniforms, Accessories, and Coast Guard Markings

Uniforms and accessories obtained through recognized sources have been Coast Guard certified. The products are made of modern materials and constructed to precise specifications with care. Cleaning and maintenance of uniforms and accessories should present no problems. Labels frequently provide specific cleaning instructions.

With the exception of authorized Coast Guard unit ball caps, Auxiliarists should avoid wearing uniform items that carry Coast Guard markings, particularly Personal Protective Equipment (PPE), work clothes, and organizational clothing. It is the responsibility of the Coast Guard unit that provides such uniform items to Auxiliarists to provide uniform items that are properly marked for Auxiliarists. Time and circumstances may not facilitate the availability of Coast Guard-provided uniform items that have Auxiliary markings. In such circumstances, Auxiliarists may wear the provided uniform items despite not having appropriate Auxiliary markings. However, all due effort shall be put forth to correct such circumstances so that Auxiliarists are provided uniform items with appropriate Auxiliary markings as soon thereafter as possible.

C.3. Uniformity in Grooming and Appearance

Proper Auxiliary uniform wear parallels commonly accepted professional civilian dress standards. The word uniform implies consistency and conformance to certain standards.

NOTE

Ethnic, religious, other apparel or wearage, or personal display items shall not be considered standard uniform items.

It is impossible to provide examples of every appropriate or unacceptable hairstyle or “conservative” or “eccentric” grooming, therefore, the good judgment of leaders at all levels is key to upholding the Auxiliary grooming policy. Attaining the active duty grooming and appearance standards should always be held as the goal for all Auxiliarists wearing the uniform. Those who choose not to set this example, or wish to express a degree of individuality, shall wear the Auxiliary Blue Blazer outfit in lieu of the uniform.

The following standards may conflict with civilian practices, as they are service-particular and require adherence by the Auxiliarist:

C.3.a. Hats and Caps

Auxiliarists shall wear hats and caps squarely on the head. Cap grommets will be snug against the cap cover.

C.3.b. Shirts, Coats, and Jackets	Auxiliarists shall wear shirts, coats, jackets, overcoats, and raincoats buttoned. Sleeves shall not be rolled up except as authorized for the ODU. When not wearing a tie, only the collar button may be unbuttoned. Military creases are optional on light blue shirts and dark blue dress shirts only. If worn, form creases by pressing two parallel vertical folds in the front of the shirt from the shoulder seam through the center of each pocket to the bottom of the shirt. For men, form three parallel vertical folds on the back, centered between the shirt side seams to the bottom of the yoke. For women, form three parallel vertical folds starting at the center of the shoulder seams and from the middle of the collar seam to the bottom of the shirt. Sewn-in military creases are not authorized.
C.3.c. Ties	Auxiliarists will not wear a tie when it might be a safety hazard.
C.3.d. Trousers, Slacks, and Socks	The bottoms of trousers or slacks without cuffs should touch the shoe tops. The socks must not be exposed when the wearer is standing.
C.3.e. Skirts	Except for formal uniforms, a female skirt hemline will be no higher than the crease in the back of the knee nor lower than 2 inches below the crease.
C.3.f. Handbags	Women's handbags may be carried in the hand or worn over the shoulder with the strap. Women may shorten the strap and carry the handbag over the arm.
C.3.g. Personal Display Items	Members in uniform may wear personal display items such as bracelets, necklaces, wristwatches, ID bracelets and rings. If visible while in uniform, these items must be conservative, non-controversial, and in good taste (necklaces and neck chains must not be visible). There shall be no more than two rings on each hand. Eccentricities in color and manner of wear (for example, rings on every finger, a large number of bracelets, and large chains) shall not be worn when in uniform.
C.3.h. Earrings/Body Piercing/Tattoos	In uniform, men are prohibited from wearing earrings. Women may wear one pair of gold, silver, or pearl earrings which should be small (maximum ¼ inch) and of the round ball style. Women may wear diamond stud earrings (maximum ¼ inch) with the Dinner Dress uniforms. Dangling and hoop earrings are prohibited while in uniform. No articles, jewelry, or studs other than those specified for women shall be through or attached to the ear, nose, tongue, or any other visible body part while in uniform.

	Tattoos, body piercing, brands, intentional scarring or mutilation, or modifications of the head and neck are prohibited unless required for legitimate medical purposes. Any markings on the neck area may not show above the collar line of the Tropical Blue shirt along the back and sides of the neck, nor the line of this shirt at the front of the neck. Furthermore, any markings of the body that are contrary to the published basic core values of the Coast Guard, show political endorsement, advocate or symbolize all types of discrimination, sexual images, supremist or extremist groups, gangs, drug use, are prejudicial to good order and discipline, or are of a nature to bring discredit upon the service are prohibited (refer to Tattoo and Body Markings Policy for Coast Guard Accessions, COMDTINST 1000.1 (series)).
C.3.i. Cosmetics/ Fingernails	Women's cosmetics shall be of conservative color and worn in good taste. Eccentricities in color and manner of wear shall not be worn while in uniform. Men and women shall keep their nails clean. Women may wear nail polish, but the color shall be conservative and neutral in color. Decorative nail art is not authorized while in uniform.
C.3.j. Necklaces and Neck Chains	Necklaces and neck chains must not be visible when wearing the uniform.
C.3.k. Suspenders	Suspenders may be worn under coats and jackets so as to prevent the suspenders from being exposed.
C.3.l. Additional Jewelry	The only additional jewelry authorized are cuff links, shirt studs, tie clasps, and tie tacs. These items include the tie tac earned at SAR School which may be worn on ties.
C.3.m. Miscellaneous Articles	Many articles should not be worn or carried exposed on the uniform. These articles include pencils, pens, watch chains or fobs, pins, handkerchiefs, combs, cigarettes, cigars, pipes and similar items.

C.3.n. Hair/Facial Hair	The goal is for men's hair to be neat and clean, not touch the collar, and be away from the ears. Beards, sideburns, or mustaches if worn, shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance. No portion of a mustache will extend below the lip line of the upper lip. Handlebar mustaches or other eccentric styles are not appropriate while in uniform. Full and partial beards, van dykes, and goatees are authorized. In uniform, patches and spotty clumps of facial hair are not considered beards and are not authorized. The bulk of the beard (distance that the mass of facial hair protrudes from the skin on the face) shall not exceed 1 inch. The length of individual hair shall be limited to 1½ inches. The wearing of beards and mustaches shall not interfere with the operation of oxygen masks, gas masks, or other safety/survival gear. As such, the wearing of beards and moustaches may be prohibited for those participating in certain operational missions as deemed necessary by the Director or a Coast Guard Commanding Officer supervising that mission. For uniformity during public appearances as a distinctive element of the Auxiliary, personnel assigned to a Ceremonial Honor Guard shall be clean-shaven. Women's hair should not be below the collar or extend below the eyebrows when the hat is removed.
C.3.o. Windbreakers and Jackets	Windbreakers and jackets are authorized for use with the Tropical, Winter Dress, Undress and Working uniforms. When worn, the jacket shall be zipped at least ⅔ of the way up.
C.3.p. Eyewear	Frame and lens styles will be conservative and in good taste. Mirrored lenses are prohibited while in uniform.
C.3.q. Religious/Ethnic Apparel	Religious apparel is defined as articles of clothing worn as part of the doctrinal or traditional observance of the religious faith practiced by the member. Auxiliarists may wear religious apparel while in uniform, provided that the religious apparel, other than religious headgear, is not visible, that the wearing of such religious apparel does not interfere with the Auxiliarist's performance of duty, and does not interfere with the fit of any article of the uniform or the Auxiliarist's appearance in uniform. An Auxiliarist may be asked by anyone in the chain of leadership to provide objective and verifiable information describing the relationship between the article of religious apparel and the doctrinal or traditional observance of the religious faith practiced by the Auxiliarist. Cases in which the relationship between any article of religious apparel and the doctrinal or traditional observance of the religious faith of the Auxiliarist is not clearly established shall be referred to Commandant (CG-5421), via the chain of leadership, for final resolution.

C.3.r. Religious Headgear

Religious headgear is defined as personal head coverings worn as part of the doctrinal or traditional observance of the religious faith practiced by the member. It is a subset of religious apparel. Auxiliarists may wear religious headgear while in uniform, provided that the headgear meets the following criteria:

(1) Must be black or match the hair color of the wearer.
(2) Must be of a style and size that it can be completely covered by, and not interfere with, the wearing or appearance of any uniform headgear, whether or not the uniform headgear is being worn.
(3) Cannot interfere with the proper wear or functioning of protective clothing or equipment.
(4) Cannot bear any writing, symbols, or pictures, including writing or images woven into the fabric or the headgear.
(5) Shall not be worn in place of uniform headgear when such uniform headgear is required in accordance with current Coast Guard uniform regulations.
(6) Cannot cover any portion of the face or forehead.

C.3.s. Religious Jewelry

Jewelry bearing religious inscriptions or otherwise indicating religious affiliation or belief may be worn, subject to the generally applicable uniform regulations for jewelry that is not of a religious nature.

Section D. Uniform Components

Introduction	Auxiliarists are authorized to wear all designated Coast Guard officer uniforms, except Full Dress and Dress uniforms (white gloves, swords, large medals as appropriate). Before purchasing a uniform wardrobe, Auxiliarists should consider what uniforms are needed for duties they will perform and functions they will attend. Dinner Dress uniforms and Service Dress White, in particular, have very limited use. Service Dress Blue and Tropical Blue uniforms are, most often, appropriate for any non-operational occasion. For most social events, including conference banquets, the Auxiliary Blue Blazer outfit or appropriate civilian clothing is acceptable. Only for certain specific missions and business meetings are uniforms considered a requirement.
D.1. Combination Cap	The combination cap may be worn with most uniforms, except the Undress Blue – Summer (Bravo), Working Blue, Operational Dress Uniform (ODU), Blue Blazer outfit, and jump suit uniforms for both men and women.
D.1.a. Men's Cap	The combination cap is required with the Service Dress White, Service Dress Blue, and Dinner Dress uniforms. It is a military cap with black visor and has a rigid standing front with a flaring circular rim. It is worn with a blue cap band with blue mount in front for the hat device, with a silver chin strap and Auxiliary 24-line silver retaining button. Auxiliarists wear the hat with a detachable plain white cotton or vinyl cap cover.
D.1.b. Women's Cap	The combination cap is required with the Service Dress White and Service Dress Blue. The combination cap crown shall be stiffened and oval in shape. The blue brim shall be rolled at the sides and straight in front and back. The cap shall be encircled by a blue band 1¼ inches wide, with a blue mount in front for the hat device. Two blue streamers are attached to the band at the back. Auxiliarists wear the hat with a detachable white cover.
D.1.c. Plastic Rain Covers	Rain covers may be worn with the combination cap.

D.2. Garrison Cap

Auxiliarists may wear the garrison cap (see Figure 10-1) with Tropical Blue, Winter Dress Blue, or Undress Blue uniforms. Auxiliary aviators may also wear the cap with the Flight suit. The cap may not be worn with the Dinner Dress, Service Dress Blue, Working Blue, ODU, Jump suit, or Blue Blazer uniforms. The small garrison cap device (see Figure 10-2) and small metal insignia designating organizational leadership position (or member insignia) shall be worn on the cap as shown in the figure below, with both men's and woman's uniforms.

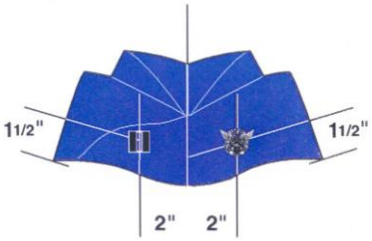


Figure 10-1
Auxiliary Elected or Appointed Leader/Staff Officer Garrison Cap

Figure 10-2
Cap Device

D.3. Authorized Caps

Auxiliarists may wear seven types of working caps/hat with the Auxiliary Working uniform or Jump suit. They may only be worn with the Undress Blue Summer (Bravo) uniform during VSCs or on patrol.

D.3.a. Blue Working Utility Cap

The blue working utility cap will display the Coast Guard Auxiliary miniature garrison cap device centered 1¼ inches above the visor, no office insignia, no lettering. This cap will no longer be authorized for wear as of 31 December 2012.

D.3.b. Auxiliary Ball Cap

The Auxiliary ball cap is the cap most commonly worn by Auxiliarists when a ball cap is authorized with certain uniforms. It shall be well-formed and in good condition with no soiling, fading, or tears. Its full front panel shall display in embroidered lettering, "U.S. COAST GUARD" arched and centered over, "AUXILIARY". Letters are silver colored, ½ inch high. Beneath this lettering, Auxiliarists may have inscribed, in the same type lettering, the number of their flotilla, division, and/or district/region. An example would be, "FLOT 11-4". Ball caps for DCDRs and above that have silver embroidered visor ornamentation similar to that on the combination cap visor (i.e., "scrambled eggs") will no longer be authorized for wear as of 31 December 2012. Caps that have mesh backs will no longer be authorized for wear as of 31 December 2012.

The Coast Guard Auxiliary garrison cap device is not displayed on this ball cap. Auxiliarists must wear either the metal office collar insignia or the member collar insignia (embroidered/sew-on versions will no longer be authorized for wear as of 31 December 2012). Such insignia shall be worn centered between the "U.S. COAST GUARD" and "AUXILIARY".

If an Auxiliary ball cap is authorized for wear with a uniform, and the uniform is authorized for wear with a mission or activity, then that ball cap may be worn for that mission or activity. For example, since Undress Blue – Summer (Bravo) is authorized for wear during the conduct of VSCs, then the Auxiliary ball cap may be worn with that uniform when conducting VSCs (including travel to and from the mission site). Ball caps of any type are not authorized for wear with the Tropical Blue uniform.

An Auxiliarist's home unit is the flotilla. As active duty and Reserve personnel are authorized to wear standard issue or Coast Guard unit ball caps with proper uniforms while commuting to and from work (i.e., home unit), so are Auxiliarists authorized to wear Auxiliary ball caps with proper uniforms while commuting to and from flotilla meetings, a Coast Guard unit to which they provide support (in accordance with command policy), and fellowship events (e.g., flotilla picnic).

D.3.c. Coast Guard Unit Ball Cap

The Coast Guard unit ball cap is the cap most commonly worn by Coast Guard active duty and Reserve personnel that represents the unit to which they are currently assigned. The principal consideration about Auxiliarists' wear of a unit ball cap is that they must be authorized to wear it by the unit Commanding Officer. Recurring support is a key aspect of the command's authorization to wear a unit ball cap. Such authorization normally results from recurring support provided by an Auxiliarist directly to the unit, effectively earning command recognition as a crew member. Although an Auxiliarist may live in proximity to a Coast Guard unit, that alone does not provide justification to wear that unit's ball cap. There must be an element of direct and recurring support, as defined by the command. Further, like active duty and Reserve personnel, a unit ball cap is only worn while assigned to that unit. This means that once an Auxiliarist ceases recurring support of the unit, their authorization to wear the unit ball cap also ends.

The Coast Guard Auxiliary garrison cap device is not displayed on this ball cap. Auxiliarists must wear either the metal office collar insignia or the member collar insignia (embroidered/sew-on versions are not an option). Such insignia shall be worn appropriately centered in the same manner as assigned unit personnel. A Coast Guard unit ball cap shall be well-formed and in good condition with no soiling, fading, or tears.

If an Auxiliarist is authorized by a Coast Guard command to wear the unit ball cap, then that cap may be worn in lieu of the Auxiliary ball cap with any uniform and for any associated activity for which a ball cap is authorized. A key exception to this provision is that if an Auxiliarist is authorized to wear a unit ball cap, such wear shall not extend to activities involving interaction with the public. This is to ensure that an Auxiliarist is not mistaken by the public as an active duty or Reserve member of a Coast Guard unit with commensurate authority. For example, an Auxiliarist may not wear a unit ball cap when performing VSCs, conducting patrols, or teaching public education classes. As further clarification, the following involve public interaction:

(1) Performance of Vessel Examiner (VE) activities involving Vessel Safety Checks (VSC) and Commercial Fishing Vessel Safety Exams (CFVSE).
(2) Performance of Program Visitor (PV) activities.
(3) Performance of Instructor (IT) activities.
(4) Performance of patrol activities (surface, air, shoreside including missions involving mobile radio facilities).
(5) Performance of Marine Safety, Security, and Environmental Protection (MSSEP) activities.
(6) Performance of public outreach, public affairs, and recruiting activities.

(7) Authorized Auxiliarists, regardless of highest elected or appointed office, shall only wear the plain version of the Coast Guard unit ball cap. Neither gold nor silver embroidered visor ornamentation similar to that on the combination cap (i.e., "scrambled eggs") are authorized.

Situations in which a Coast Guard unit ball cap may be worn, if authorized, include:

(1) Wear of the cap to, at, and from the unit in the course of providing the direct support for which it is authorized (appropriate for commuting, stops for gas, and drive-thru services).
(2) Wear of the cap to, at, and from flotilla meetings (appropriate for commuting, stops for gas, and drive-thru services).
(3) Wear of the cap to, at, and from flotilla fellowship events (appropriate for commuting, stops for gas, and drive-thru services).

If there is any doubt about the propriety of wearing a Coast Guard unit ball cap due to potential interaction with the public, then the Auxiliary ball cap shall be worn.

In accordance with the provisions of section D.3.b of this chapter, Auxiliarists are authorized to wear unit ball caps, if authorized by the unit command, with proper uniforms while commuting to and from flotilla meetings, a Coast Guard unit to which they provide support (in accordance with command policy), and fellowship events (e.g., flotilla picnic).

D.3.d. White Safety Hard Hat

A white safety hard hat is authorized as optional protective headgear when prescribed or appropriate. Auxiliarists may wear it with the Working uniform during VEs and CFVEs or crew members may wear it on patrol. Hard hats shall be similar to those authorized for Coast Guard personnel. They are visor type, white in color with a white chin strap. The underside of the visor is to be green. It should be worn with at least 1¼ inches of clearance between suspension liner and top of helmet. Safety hard hats may be marked with a 2-inch self-adhesive transfer decal with the Auxiliary logo. Decals should be centered on the front of the hat with the bottom of the decal ½ inch above the visor. No metal devices or holes may be put in the hard hat. No other insignia or marking may be displayed on this hat. Safety hard hats may not be painted.

D.3.e. Cold Weather Cap	This hat is an optional item for inclement cold weather use only. The Director shall prescribe the proper season for its wear. It consists of ear and neck flaps and straps with covered metal snap fasteners worn under the chin or over the top of the hat. It may be worn with the Service Dress Blue, Tropical Blue, Winter Dress Blue, ODU, Working Blue, and Undress Blue uniforms. No insignia are worn on the cold weather cap.
D.3.f. Auxiliary Sun Hat (Tilley Hat)	The Auxiliary sun hat is a dark blue wide-brimmed cotton hat, with the words "U.S. Coast Guard Auxiliary" embroidered in silver on the front. The sun hat may be worn in lieu of a ball cap when wearing Undress Blue Summer (Bravo), Working Blue, ODU, the Jump suit, Hot Weather uniform, or when on patrol or on VE missions (includes VSCs, personal watercraft (PWC) safety checks, and examinations of UTVs/UPVs/CFVs). The correct method of wearing the hat is with the brim down for maximum sun protection. No insignia may be worn on the hat. The AUXCEN carries the only hat authorized.
D.3.g. Knit Watch Cap	The knit watch cap will be the approved Navy design of the navy blue knitted worsted wool, bell shaped pull-over style. The watch cap is authorized for use with the Working Blue and ODU and is authorized for cold weather use only.
D.4. Alternative Shirts for Women	The A-line maternity style shirt is authorized for women who would be more comfortable in a looser fitting shirt. It is worn over the waist, eliminating the requirement to wear a belt. The shirt is light blue and comes in both short and long sleeve versions. The female overblouse dress shirt is also authorized for optional wear by Auxiliary women as an alternative to the light blue dress shirt worn with the Tropical Blue uniform only.
D.5. Shoulder Boards	Hard shoulder boards are worn on the Dinner Dress White Jacket, the Service Dress White coat, and the reefer for both men and women. Enhanced shoulder boards shall be worn on all shirts having epaulets when worn as a Dress uniform and on the wooly-pully or cardigan sweater. Shoulder loops are no longer authorized.

D.6. Cardigan Sweater

The cardigan sweater is the blue Air Force sweater, of acrylic/wool blend, for wear by men and women. It has a button-front closure with long sleeves, V-neck, epaulets, and elbow patches. It is worn either buttoned or unbuttoned. It may be worn with Service Dress Blue (when the coat is removed), Tropical Blue, Winter Dress Blue, Working Blue, and Undress Blue (Summer and Winter) uniforms. It may also be worn with the ODU, but it will no longer be authorized for Auxiliary wear with that uniform as of 31 December 2012. It is authorized for wear indoors and outdoors within the limits of a Coast Guard or Auxiliary unit/activity. The sweater is not an outer garment for travel purposes and should not be worn on commercial transportation. It may be worn under other outerwear when traveling between home, Coast Guard, and/or Auxiliary units/activities as long as it does not extend below the bottom of such and is otherwise not visible. No name tags, ribbons, devices, or insignia are worn. When worn with any open-collared shirt, the shirt collar shall be worn on the outside of the sweater. Enhanced shoulder boards shall be worn on the epaulets.

D.7. Wooly-Pully Sweater

The wooly-pully sweater is made from 100 percent wool or synthetic yarns in a rib-knit, V-neck design with long sleeves, epaulets, and elbow patches. It may be worn with the Service Dress Blue (when the coat is removed while indoors or outdoors unless the coat is more appropriate), Tropical Blue, Winter Dress Blue, Working Blue, and Undress Blue (Summer and Winter) uniforms. It may also be worn with the ODU, but it will no longer be authorized for Auxiliary wear with that uniform as of 31 December 2012. It is authorized for wear indoors and outdoors within the limits of a Coast Guard or Auxiliary unit/activity. Auxiliarists may wear it with Undress and Working uniforms between mission area and home. The sweater is not an outer garment for travel purposes and should not be worn on commercial transportation. It may only be worn beneath the trench coat, reefer coat, windbreaker, or foul weather parka. It may be worn when traveling between home, Coast Guard, and/or Auxiliary units/activities as long as it does not extend below the bottom of such outerwear and is otherwise not visible. No name tags, ribbons, devices, or insignia are worn. When worn with any open-collared shirt, the shirt collar shall be worn on the outside of the sweater. Enhanced shoulder boards shall be worn on the epaulets.

D.8. Scarves

White scarves of conventional size and made of plain, unadorned tightly woven wool, silk, or synthetic material are authorized for Auxiliary wear with the bridge coat, trench coat, overcoat, or reefer coat. The “blue” scarf is actually black in color and shall be of similar design and material as the white scarf. This scarf may be worn by Auxiliarists with the Undress Blue, Working Blue, or ODU uniforms and all outer garments authorized with those uniforms. Scarves shall always be worn tucked in.

D.9. Uniform Accessories	Uniform accessories may include the following: a. Gloves b. Handbags c. Umbrella
D.9.a. Gloves	Authorized gloves are white or black. Glove stitching will match glove color and may be short or medium length. White gloves are made of white cotton or synthetic material. They are worn with the Dinner Dress Blue Jacket, Dinner Dress White Jacket, or Dinner Dress Blue or Service Dress White uniforms, and they may be required for some ceremonial events. Black gloves are made of leather or similar material. They may be worn with all uniforms as weather dictates.
D.9.b. Handbags	Women's handbags are black or white and made of leather or suitable synthetic material. They are plain or embossed with a leather grain pattern and are an envelope style with a matching detachable shoulder strap. The nominal size is 11 inches wide by 7½ inches deep.
D.9.c. Undershirts	Undershirts are white cotton, with quarter sleeves. V-neck undershirts are required for wear with Jump suits and all short sleeve shirts worn with open collar.
D.9.d. Umbrella	An umbrella is authorized with all Auxiliary uniforms. It must be of the type which folds into a small unit and fits in a briefcase or can be carried compactly in hand. The umbrella shall be black, unadorned and with a straight handle.
D.10. Outer Garments	Auxiliarists are authorized to wear all Coast Guard authorized outer garments including, but not limited to, the following:
D.10.a. Windbreaker	The Air Force single-breasted, poly/wool material jacket with plain collar, shoulder epaulets, zippered front closure, a welt pocket on each forepart, and with a removable vest style quilted liner is authorized for wear. It may be worn with the Service Dress Blue, Tropical Blue, Winter Dress Blue, ODU, Working Blue, and Undress Blue uniforms, except that it will no longer be authorized for Auxiliary wear with the ODU as of 31 December 2012. It may be worn over all shirts and sweaters. Auxiliarists may wear it in place of the Service Dress Blue coat, unless the coat is prescribed or considered more appropriate. Large metal office insignia shall be worn on the epaulets. No name tags or other patches or devices may be worn on it. When worn, it shall be zipped at least two-thirds of the way up. Cotton and Dacron (old style) windbreakers are no longer authorized for wear.

D.10.b. Work Jacket	The work jacket is made of navy blue polyester/cotton material with a zippered front closure. It has breast pockets with zipper closure, welt hip pockets, raglan sleeves, knitted wristlets, and is fully lined. It may be worn with the Tropical Blue, Working Blue, Undress Blue uniforms, and the ODU, except that it will no longer be authorized for Auxiliary wear with the ODU as of 31 December 2012. No insignia, name tags, or patches may be worn on it.
D.10.c. Foul Weather Parka	The foul weather parka has a Coast Guard blue, waterproof, laminated supplex nylon and Gore-tex™ outer shell with a foldaway hood. It has a tab on the front for placement of collar device size office insignia. The wind stopping polar-fleece zip-in liner may not be worn as a standalone jacket. It may be worn with the Service Dress Blue, Tropical Blue, Winter Dress Blue, ODU, Working Blue, and Undress Blue uniforms, except that it will no longer be authorized for Auxiliary wear with the Service Dress Blue as of 31 December 2012. Until then, it may be worn in place of the Service Dress Blue coat unless the coat is prescribed or considered more appropriate. Additionally, it may be worn with the Tropical Blue and Winter Dress Blue uniforms only if adverse environmental conditions dictate the need for this heavier outer wear (such wear shall be limited to necessary occasions or periods).
D.10.d. Reefer Coat	The reefer coat is Coast Guard blue, double-breasted, hip length with convertible collar and set-in pockets. Gold Coast Guard buttons must be replaced with silver Auxiliary buttons. Auxiliarists shall wear hard shoulder boards on the coat. It may be worn with the Service Dress Blue, Tropical Blue, and Winter Dress Blue uniforms, except that it will no longer be authorized for Auxiliary wear as of 31 December 2012.
D.10.e. Trench Coat	The trench coat is a Coast Guard blue, double-breasted, polyester/cotton coat with four-button closure, shoulder epaulets, belted waist, and has a removable liner of either quilted pile or pile insulating material. It should extend to a point approximately two inches below the back of the knee when standing upright. It may be worn with all uniforms except the Working Blue and Undress Blue uniforms, and it will no longer be authorized for wear with the ODU as of 31 December 2012. When worn, all four buttons and the belt must be fastened. Large metal office insignia shall be worn on the epaulets.
D.10.f. Overcoat	The overcoat is made of Coast Guard blue material of conventional length. It is fully lined, semi-fitted style, with lay down collar and notched lapel, set-in sleeves, and flap-weld hip pockets. Gold Coast Guard buttons must be replaced with silver Auxiliary buttons. It may be worn with all uniforms except the ODU, Working Blue, and Undress Blue uniforms, and it will no longer be authorized for Auxiliary wear as of 31 December 2012.

D.10.g. Bridge Coat	The bridge coat is a Coast Guard blue, calf-length, double-breasted coat made of wool-Melton type fabric with 35-ligne buttons and two ornamental belt sections attached by buttons at the rear waist of the coat. Gold Coast Guard buttons must be replaced with silver Auxiliary buttons. It may only be worn with dress uniforms including Service Dress Blue and Winter Dress Blue.
D.10.h. Organizational Clothing	For organizational clothing, see Uniform Regulations, COMDTINST M1020.6 (series).

Table 10-1
Auxiliary Uniform Items for Uniform Types

Uniform Item / Uniform Type	Bridge Coat	Reefer Coat	Trench Coat	Over Coat	Wind Breaker	Foul Weather Parka	Work Jacket	Cardigan Sweater	Wooly Pully Sweater	Combi-nation Cap	Garrison Cap	Auxiliary Ball Cap	Coast Guard Unit Ball Cap	Cold Weather Cap
Service Dress Blue	√	*	√	*	√ [1]	*	X	√ [1]	√ [1]	√	*	X	X	√ [1]
Tropical Blue	X	*	√	*	√	√ [1]	*	√ [1]	√ [1]	√	√	X	X	√ [1]
Winter Dress Blue	√	*	√	*	√	√ [1]	X	√ [1]	√ [1]	√	√	X	X	√ [1]
Operational Dress Uniform (ODU)	X	X	*	X	*	√	*	*	*	X	X	√ [2]	√ [2]	√ [1,3]
Working Blue*	X	X	√	√	√	√	√	√ [1]	√ [1]	X	X	√ [2]	√ [2]	√ [1,3]
Undress Blue Summer*	X	*	√	*	√	√	√	√ [1]	√ [1]	√	√	√ [1,2]	√ [1,2]	√ [1]
Undress Blue Winter	X	*	√	*	√	√	*	√ [1]	√ [1]	√	√	X	X	√ [1]

√ - Authorized for wear X – Not authorized for wear * - No longer authorized for wear as of 31 December 2012

√ [1] – Authorized, see conditions in appropriate section √ [2] –Tilley hat also authorized √ [3] –Knit watch cap also authorized

Section E. Auxiliary Unique Items

Introduction

This section describes uniform items that are unique to the Auxiliary.

E.1. Authorized Items

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

a. Auxiliary ring (contact AUXCEN).
b. Auxiliary lapel and longevity pins - Auxiliarists may wear them only on civilian attire.
c. Auxiliary blazer patch - Auxiliarists may wear this on the Blue Blazer outfit or civilian attire. The official blazer patch is round and contains the Auxiliary logo with stars around it.

E.2. Blue Blazer Outfit

The Blue Blazer may be single-breasted, two- or three-button, with civilian or Auxiliary buttons, and with pockets (any kind). The Blue Blazer outfit is highly recommended to be worn when an Auxiliarist in uniform does not present an appearance in keeping with organizational standards of wear, or if the UDC does not stock or have properly fitting sizes (see section C of Chapter 3). The Auxiliary patch is sewn on the left breast pocket. Material is dark blue flannel, tropical worsted, or similar commercial blend. The official blazer patch is round and contains the Auxiliary logo with stars around it. The Auxiliary Blue Blazer outfit may be substituted for all Auxiliary uniforms, except the Undress Blue Summer, Working Blue, and ODU uniforms. The Auxiliary Blue Blazer outfit may be authorized by unit Commanding Officers for wear in office spaces while on duty at Coast Guard units. Auxiliary Blue Blazer outfits are authorized in accordance with the provisions of this section.

E.2.a. Women's Blue Blazer Outfit

The Blue Blazer may be worn with white or gray dress slacks, white or gray skirts, pleated or straight. Skirt and slacks are to be made of tropical worsted or polyester blend. Dress slacks are full cut, straight hanging, and without cuffs. Neutral nylon hose and plain unadorned black shoes with 1- to 2⅝-inch high heels complete the outfit. Black socks may be worn with slacks.

The blouse is white, buttoned front, of simple design, without ruffles or ornamentation. The blue tab tie is worn for normal occasions and the black tab tie for formal occasions.

E.2.b. Men's Blue Blazer Outfit	The Blue Blazer may be worn with white or gray dress trousers. They are to be made of tropical worsted or polyester blend. The trousers are full cut, straight hanging and without cuffs. Black socks and black dress shoes complete the outfit. A white dress shirt and a dark blue necktie are worn for normal occasions, and black bow tie for formal occasions.
E.2.c. Civilian Outer Garments	Civilian outer garments (topcoats, raincoats, etc.) worn with the Blue Blazer shall match the Blazer in general color and style to avoid garish mismatches.
E.3. Auxiliary Jump Suit	Auxiliarists may wear a Jump suit on patrols and while conducting VSCs. Jump suits will be worn on patrols only if worn by all crew members. The Jump suit is dark blue, long- or short-sleeved, with or without belt loops. If with belt loops, the uniform belt and buckle shall be worn. No sewn-in belts (self belts) are authorized. The Jump suit may be purchased from commercial sources.
E.3.a. Auxiliary Patch	An Auxiliary patch, 2¼ by 3¼ inches, is worn on the left breast pocket. The Auxiliary patch will be a sew-on with white or black background. Auxiliarists may wear a U.S. flag patch, about 2 by 3½ inches, on the upper part of the left sleeve ½ inch below the shoulder seam. Both patches may be purchased from the AUXCEN.
E.3.b. Name Tag	A name tag is worn on the right breast and is either the regular pin-on type, Velcro style or sew-on name tag. When using the sew-on name tag, the sew-on "USCG AUXILIARY" tag must be on the left breast.
E.3.c. Insignia or Collar Devices	Miniature office insignia or member collar devices are authorized to be worn. Cloth embroidered or metal collar devices shall be worn.
E.3.d. Shoes	Blue, white or brown boating shoes or all black, low top athletic shoes with black socks are worn.
E.3.e. Hat and Accessories	The Auxiliary ball cap and windbreakers are authorized.

E.4. Auxiliary Operations Polo Shirts

The Auxiliary Operations Polo Shirt may be worn as an alternative to the Coast Guard Working Blue Uniform shirt, the Operational Dress Uniform (ODU) top, and the Hot Weather Uniform shirt for patrol activites. No logos, patches, insignia, name tapes, nor name tags of any type may be worn on this shirt.

The Auxiliary Operations Polo shirt will be dark blue in color, and have two or three buttons with no pockets. It may be 100 percent cotton or be made of a cotton-polyester blend to facilitate moisture wicking. Lettering will be embroidered with white ½-inch tall letters as follows: USCG AUXILIARY on the left font side, and the LAST NAME of the Auxiliarist on the right front side.

The lettering must be the same font on both sides of the shirt and parallel to the bottom hem of the shirt. Place the bottom of the lettering six inches down from the center of the shoulder seem. The LAST NAME and USCG AUXILIARY shall appear to be straight across from each other on the same plane and parallel to the bottom seam. The LAST NAME shall be centered between the button line and the arm seam on the wearer's right front side. USCG AUXILIARY shall be centered between the button line and the arm seam on the wearer's left side.

Section F. Uniform Accessories

Introduction

This section describes various accessories that Auxiliarists are authorized to wear with their uniforms.

F.1. Insignia

All Auxiliary insignia, with the exception of Commodore shoulder boards, must include the letter "A." On metal insignia, the "A" is blue for elected leaders and red for appointed officers. Shoulder boards have the red "A" within the outline of a silver color shield for appointed officers. The "A" for elected leaders is the same as the silver color shield. On sew-on insignia, the "A" shall be black in all cases.

F.1.a. Member Device

Auxiliarists who have never held office wear the member device (the Auxiliary emblem) on shirt collars. Auxiliarist shoulder boards have a silver color "A" within the silver color shield on a blue background.

F.1.b. Silver Sleeve Lace and Shield

Auxiliary silver sleeve lace and shield are worn on Dinner Dress Blue jackets and Service Dress Blue coats. The appropriate shield is centered outside the sleeve. The lace completely circles the sleeve and is terminated inside the sleeve seam at the back of the sleeve. The first row of lace is 2 inches above the cuff. Each succeeding row of lace and the shield are ¼ inch above the preceding lace. With the exception of DCOs, ANACOs, DNACOs, the VNACO, and the NACO, insignia appropriate to office held is the same as illustrated for shoulder boards. DCOs, ANACOs, DNACOs, the VNACO, and the NACO wear silver sleeve lace similar to the gold sleeve lace of Coast Guard Flag officers.

F.1.c. Stripes

A DCO or ANACO wears one 2-inch stripe. DNACOs and the VNACO wear a 2-inch stripe with a ½-inch stripe ¼ inch above it. The NACO wears a 2-inch stripe with two ½-inch stripes above it, ¼ inch apart.

F.1.d. Metal Shoulder and Collar Insignia

Members wear the large metal shoulder insignia on the epaulets of blue raincoats, trench coats, windbreakers, and blue overcoats. The letter "A" faces outboard and the outer edge of the insignia is placed ¾ inch from the outer edge.

Auxiliarists wear the small metal collar devices with the Undress, Working, Jump suit and Winter Dress Blue uniforms. They are also worn on the garrison cap. Auxiliarists may substitute cloth sew-on embroidered collar devices on the dark blue, long or short sleeve shirts worn with the Working Blue uniform, and Auxiliary Jump suit. Auxiliarists shall substitute cloth sew-on embroidered collar devices on the ODU.

F.2. Aiguillette	A cord hung in loops from the left shoulder, known as an aiguillette, may be worn by DCOS, NACO Aide (N-D only), and DCO Aide (D-AD only). It is not worn on any uniform with the insignia of a DCO or above. (see Figure 10-3)
F.2.a. Raincoats and Windbreakers	When Auxiliarists wear raincoats or windbreakers, the aiguillette shall be worn on the inside.
F.2.b. Service Aiguillette	The cords are bound together, lying flat, side by side, with a strip of ½-inch silver lace. For attaching a service aiguillette to the uniform it is fitted with a clasp pin. The aiguillette is attached to the shoulder of the coat just inside the sleeve band seams by the pin. A service aiguillette is worn with Service Dress Blue and Tropical uniforms.
F.2.c. Dress Aiguillette	For attaching a dress aiguillette to the uniform and overcoat, a small flat button covered with black silk is used for securing the becket. It is placed under the coat collar at the height of the collarbone. The pencils hang over the lapel, their suspension cords emerging from the notch in the lapel. A dress aiguillette is worn with Dinner Dress and Service Dress Blue uniforms at official ceremonies. This includes occasions requiring special honors and ceremonies. It is worn at social functions when prescribed, and at social functions for which formal invitations have been extended.
F.2.d. Purchase	Aiguillettes may be purchased with Auxiliary unit funds. As such, they shall remain the property of the Auxiliary unit providing them.
F.2.e. Distinguishing Characteristics	Aiguillettes follow the insignia tradition of blue “A” for elected leaders and red “A” for appointed officers. Aiguillettes for a DCOS are distinguished by silver and dark blue braiding. Aiguillettes for the N-D and DCO aides have silver and dark red braiding. Aides for DCOs wear two cords and the aide for the NACO wears three cords.

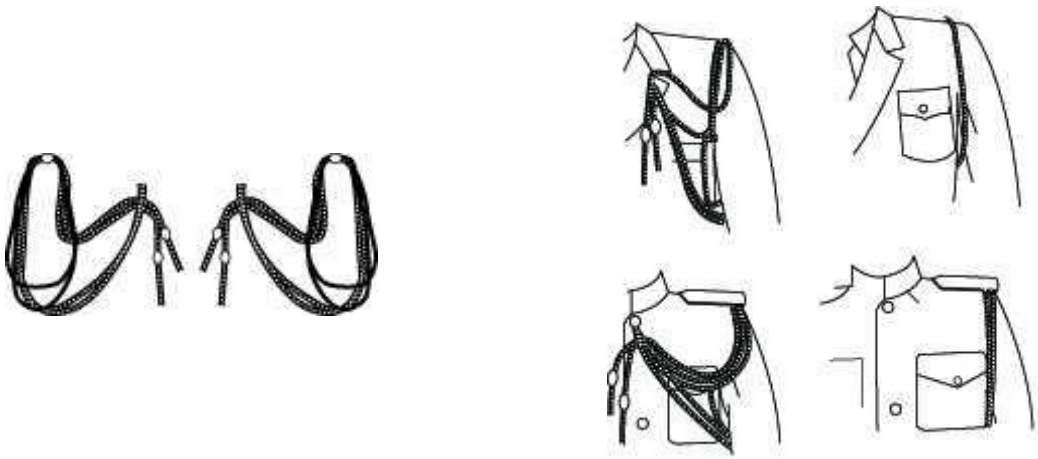


Figure 10-3
Aiguillettes

F.3. Name Tags

A name tag identifies an Auxiliarist by name and as an Auxiliarist. Name tags shall be $3^{3}/_{16}$ inches wide, and $^{3}/_{8}$ inch high. They shall be white with Coast Guard blue lettering. Names shall be horizontally centered on the name tag in ¼-inch letters. Beneath the name shall be centered horizontally, in $^{3}/_{16}$-inch letters, "U.S. Coast Guard Auxiliary". Name tags shall be made of Bakelite or similar material to hold the hard finish, and will have clutch-type fasteners. No insignia are authorized to be worn on any name tags. Auxiliarists may wear these name tags on civilian attire when serving in an Auxiliary capacity.

The Coast Guard Uniform Regulations, COMDTINST M1020.6 (series) authorize active duty and Reserve personnel to wear name tags that display first and last names in lieu of the standard name tag (last name only). An individual's first and last name and the "U.S. Coast Guard" legend letter sizes must be the same as for the standard name tag. This applies only to name tags of Bakelite or similar material, not to cloth name tapes. Commands have the authority to require the standard name tag when a higher level of uniformity is necessary. Auxiliarists are similarly authorized to wear name tags with first and last names displayed in accordance with these guidelines. A displayed first name must be the Auxiliarist's full common first name or conventional shortened derivative (e.g., Mike instead of Michael). Nicknames or parenthesized names are not authorized (e.g., Doc, Mac, "Lefty"). Auxiliarists must also have a standard name tag for when a higher level of uniformity is necessary.

Auxiliary interpreters may wear a pin-on Auxiliary interpreter name tag with the Service Dress Blue and Tropical Blue uniforms during authorized interpreter missions. It shall display the full first and last name in the first row and the word "INTERPRETER" in the second row in place of the traditional words "U.S. COAST GUARD AUXILIARY."

F.4. Embroidery and Sew-on Options

Auxiliarists may have last names and "USCG AUXILIARY" embroidered in ½-inch white lettering directly onto Working Blue and Jump Suit shirts. The navy blue (black) cloth tapes with ½-inch white lettering sewn on are optional for the Working Blue uniform and the Jump suit. Direct embroidery of any sort is not authorized for the ODU, and sew-on name tapes, qualification insignia, and collar insignia must be used.

In accordance with Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), direct embroidery or a sew-on name tape with Auxiliarist's last name shall be centered immediately over the right breast pocket. The embroidery or sew-on tape with the words "USCG AUXILIARY" shall be centered immediately above the left breast pocket. Such tapes shall not be shorter than nor extend beyond the width of the pocket. Sew-on tapes shall conform to prescribed Coast Guard specifications in Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), including those dealing with surnames that have a combination of upper and lower case letters. Member office insignia sewn on cloth tape may be sewn on the collars of all Working Blue uniforms and Auxiliary Jump suits (sew-on tapes are mandatory for ODU).

In accordance with Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), only one Auxiliary sew-on qualification insignia (e.g., coxswain, RBS, Trident) is authorized for wear on the ODU. By extension, this also applies for the Working Blue uniform and the Hot Weather uniform (i.e., only the Coast Guard dark blue short-sleeve shirt alternative). Such insignia shall be centered directly above the "USCG AUXILIARY" sew-on tape immediately above the wearer's left breast pocket. Embroidered insignia shall be the same size as the metal insignia, centered on a tape the full width of the pocket. The tape shall not exceed the width of the pocket.

If an Auxiliarist has earned more than one qualification insignia, then the insignia that is worn shall be at the discretion of the Auxiliarist. Temporary/conditional sew-on qualification insignia shall not be worn on these uniforms.

The sew-on AUXOP insignia may also be worn on these uniforms. It is the only Auxiliary device so authorized. It shall be centered directly above the name tape immediately above the wearer's right breast pocket.

Though authorized, sew-on tapes tend to fade faster than uniforms and need to be replaced more often than the shirt itself.

Sew-on insignia from prior military service other than the Coast Guard are not authorized to be worn on ODUs or any other Auxiliary uniform.

Active duty personnel are authorized to use Velcro to fasten name tapes and "U.S. COAST GUARD" tapes over their right and left breast pockets, respectively. This authorization is granted because of the likelihood and frequency of their involvement in direct law enforcement operations. It does not apply to Auxiliarists.

Auxiliarists who frequently encounter situations in which it is more appropriate to wear the Auxiliary membership insignia rather than elected/appointed office insignia are authorized to use Velcro to fasten sew-on insignia to the collar as an option to sewing them directly onto the collar.

F.5. Ribbons and Medals

Auxiliarists wear ribbons and medals, as part of the uniform, as tangible evidence of certain awards received. Auxiliarists who are authorized U.S. awards that are listed on Table 11-2 may wear the corresponding ribbons on all but Undress, Working/ODU, Blue Blazer, Flight Suit, and Jump suit uniforms. Auxiliarists authorized foreign awards may wear them provided at least one U.S. or Auxiliary award is worn.

F.5.a. Ribbons

Auxiliarists wear one, two, or three ribbons in a single row. They are worn in order of precedence, high to low, from inboard to outboard. When wearing more than one row, the precedence is across rows, from top down. When wearing ribbons, Auxiliarists may wear either all ribbons authorized, their three senior ribbons, or their choice of nine of their authorized ribbons. When wearing more than one row of ribbons, all rows except the uppermost will contain three ribbons. If not in multiples of three, the uppermost row shall contain the lesser number. The upper row is to be centered over the center of the one below it. Ribbons shall be worn without intervals between ribbons and rows of ribbons. They shall be worn with the lower edge of the bottom row centered ¼ inch above the left breast pocket. On uniforms with no pocket, ribbons are worn in the same relative position.

F.5.b. Concealed Ribbons	When the number of rows is considerable, the service coat lapel will conceal some ribbons. If one-third or more of a ribbon is concealed, ribbons shall be placed in successively decreasing rows. While at least two-thirds of the ribbon is visible, use 3-ribbon rows. Then, to maintain two-thirds visibility change to 2-ribbon rows. Finally, when required, use a single ribbon. The left edge of all decreasing rows will be in line vertically. When the uppermost row presents an unsatisfactory appearance when so aligned, place it in the position presenting the neatest appearance. It is usually centered over the row immediately below it. Ribbons arranged in this fashion may only be worn on the Service Dress Blue coat, not on shirts.
F.5.c. Attaching Ribbons	Ribbons may be sewn to uniforms, fastened magnetically or with Velcro or arranged on bars to be attached to the uniform. They shall not be impregnated with preservatives that change ribbon appearance. Ribbons shall not be worn with transparent covering of any sort.
F.5.d. Miniature Medals on Women's Uniforms	On Dinner Dress Blue and Dinner Dress White uniforms, miniature medals shall be worn off the left lapel of the jacket. The holding bar of the lowest row of medals is placed in the same relative position as when worn on the Service Dress Blue coat. On the Dinner Dress Blue uniform (Service Dress Blue coat), the holding bar of the lowest row of miniature medals will be worn centered immediately above the left breast pocket.
F.5.e. Miniature Medals on Men's Uniforms	On the Dinner Dress Blue and Dinner Dress White uniforms, the holding bar of the lowest row of miniature medals shall be positioned 3 inches below the left lapel notch of the jacket. It is centered on the left lapel. If greater than 2¾ inches in length, the bar shall extend over the edge of the lapel onto the left breast of the coat. On Dinner Dress Blue uniforms (Service Dress Blue coat), the holding bar of the lowest row of miniature medals will be worn centered immediately above the left breast pocket.
F.5.f. Miniature Medals	Auxiliarists wear miniature medals on Dinner Dress uniforms. Ribbons for which there is no comparable miniature medal will not be worn with dinner dress uniforms. Medal arrangement is by precedence from inboard to outboard, high to lows, and from top down. All may be worn, if desired. Auxiliarists may wear up to five miniature medals in a row. The wearing of six or more miniature medals should conform to the arrangement shown on the following medal matrix, Table 10-2:

Table 10-2
Miniature Medal Placement

No. of Medals to be Worn	Prescribed No. of Rows	Top Row	2nd Row	3rd Row	4th Row
1-5	1 row only	1-5			
6	2	3	3		
7	2	3	4		
8	2	4	4		
9	2	4	5		
10	2	5	5		
11	3	3	4	4	
12	3	4	4	4	
13	3	3	5	5	
14	3	4	5	5	
15	3	5	5	5	
16	4	4	4	4	4

F.5.g. Miniature Medal Placement

Each miniature shall be 2¼ inches long from top of ribbon to bottom of medal. The bottom of medals should dress in a horizontal line. Upper rows of medals shall be positioned so these medals cover the ribbons of the medals below.

F.6. Buttons

Auxiliary silver buttons come in three sizes. The large button is approximately a $^{7}/_{8}$-inch diameter or 35 ligne. The medium size button is approximately a ¾-inch diameter or 28 ligne. The small button is approximately a ½-inch diameter or 22½ ligne.

NOTE

A ligne is a linear unit $^{1}/_{40}$ inch used to measure diameters of buttons.

F.7. Collar Devices

The diagrams below indicate how Auxiliarists should wear collar devices on the various shirts for which they are authorized. In certain cases, the insignia of the current or highest past office is replaced with the member device.

F.7.a. Working Blue and ODU

For Working Blue and ODU, the insignia shall be centered on the collar, along an imaginary line bisecting the angle of the collar point. (see Figure 10-4)

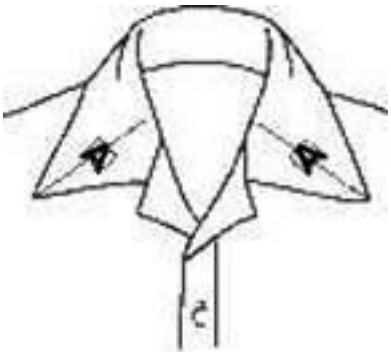


Figure 10-4
Working Blue and ODU Collar Insignia

F.7.b. Undress Blue Winter, Undress Short Sleeve, and Winter Dress Blue

For Undress Blue winter, Undress short sleeve, and Winter Dress Blue shirts, the insignia shall be centered on the collar between the visible top and bottom collar edges with the devices, centered 1 inch from and parallel to the inner collar edges. (see Figure 10-5)

Positioning is determined by the style of the collar and not whether or not a tie is being worn.

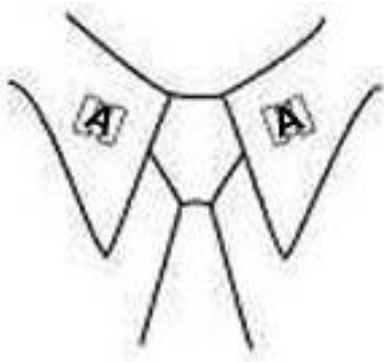


Figure 10-5
Undress Blue Winter, Undress Short Sleeve, and Winter Dress Blue Shirt Collar Insignia

F.7.c. Commodore Insignia

Auxiliarists authorized to wear the insignia of Commodore shall wear it centered on the collar between the visible top and bottom collar edges, with the first star of the device 1 inch from the inner edge of the collar. (see Figure 10-6)

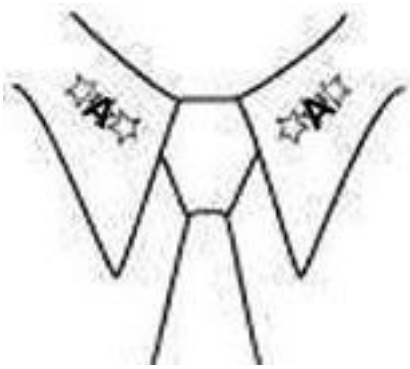


Figure 10-6
Commodore Collar Insignia

F.8. Proper Placement of Ribbons, Name Tags, and Insignia

The following describes the proper placement of ribbons, name tags, and insignia.

F.8.a. Left Side of Uniform

The illustrations for various uniforms at the end of this chapter indicate proper placement for ribbons, name tag, breast devices, and qualification insignia. As shown, the lowest row of ribbons is ¼ inch above the top left pocket. The first breast insignia is placed ¼ inch above the top row of ribbons. The second insignia, if worn, is placed ¼ inch below the pocket top. Auxiliarists wear ribbons and insignia only on the left side of the uniform.

On women's light blue short-sleeved shirts without pockets, ribbons are centered on the left side of the shirt, with the lower edge of the bottom row of ribbons aligned with the top of the third button from the top of the shirt front.

F.8.b. Right Side of Uniform

On the right side of the uniform, Auxiliarists wear the name tag ¼ inch above the pocket. An AUXOP device, if authorized, is worn ¼ inch above the name tag. Auxiliarists wear the past officer device, if appropriate, ¼ inch below the top of the pocket. No other ribbons or devices are authorized.

Auxiliarists wear these items in the same relative position on the Service Dress Blue coat and the Winter Dress Blue and Tropical Blue uniform shirts.

On women's light blue shirts without pockets, the name tag is centered on the right side of the shirt, with the bottom of the name tag aligned with the top of the third button from the top of the shirt front.

F.8.c. Exceptions

On the Undress and Working Blue shirts, Auxiliarists do not wear badges or ribbons. The first breast insignia is worn ¼ inch above the top of the left pocket. A second breast insignia may be worn ¼ inch below the top of the left pocket. The single breast insignia authorized for wear on the ODU shall be worn in accordance with paragraph H.4 of this chapter.

F.9. Breast Devices

The following describes the proper placement of breast devices.

F.9.a. AUXOP Device

Auxiliarists wear the AUXOP device, instead of the Specialty Training ribbon, after completing all specialty courses. Auxiliarists wear it on the right, immediately above the name tag/ name tape on all uniforms for which it is authorized to be worn except Dinner Dress uniforms. On the Dinner Dress Blue uniform, men wear it immediately above the pocket. Women wear it in the same relative position. On the Dinner Dress White or Blue jacket, men wear it centered on the right lapel about three inches below the notch. Women wear it just off the lapel, in the same relative position. (see Figure 10-7)

Figure 10-7
AUXOP Device

F.9.b. Command Insignia, Service and Staff Identification Badges

The only exceptions to the following insignia placement are the Coast Guard or Navy command at-sea or command ashore insignia plus service and staff identification badges.

F.9.b.(1) Command At-Sea and Ashore Insignias

When authorized, Auxiliarists may wear both the command at-sea and command ashore insignia with two other breast devices of choice. Auxiliarists may wear either or both command insignias on the left breast, centered immediately below any ribbons, medals, or the second breast insignia (below the pocket button if necessary). When worn alone, Auxiliarists wear the command insignia(s) centered immediately above the pocket or "USCG Auxiliary" tape, as appropriate. Male Auxiliarists center the device on the Dinner Dress jacket left lapel, about 3½ inches below the notch. Female Auxiliarists wear it in that same relative position.

F.9.b.(2) Service and Staff Badge	Auxiliarists are authorized to wear one service and staff identification badge, in addition to any two breast insignia and command insignia. They are to be worn centered on the right breast pocket (beneath a flap, if present) and in the same relative position on Dinner Dress jackets.
F.9.b.(3) Auxiliary National Staff Badge	While serving on the National Staff, Auxiliarists may wear the Auxiliary National Staff identification badge. Auxiliarists may wear this badge replacing any service or staff badge or insignia worn centered on the right breast pocket (beneath a flap, if present) of dress uniforms and in the same relative position on dress uniforms with no pockets. Women may wear the staff badge above the name tag and in the same relative position on the Dinner Dress jacket. When worn above the name tag, female Auxiliarists wear the AUXOP device, if earned, below the name tag. On the Dinner Dress Blue jacket, men wear it centered on the right side between the top two buttons and women wear it centered on the right side above the top button. On the Dinner Dress White jacket, both men and women wear it centered on the right side above the top button. Auxiliarists do not wear it on Undress or Working uniforms. Two sizes of National Staff badges are authorized. The larger is worn for formal occasions while the smaller is worn for normal day wear. Women have the option of wearing the smaller badge on formal occasions. (see Figure 10-8)

Figure 10-8
National Staff Identification Badge

F.9.c. Past Officer Device

Past elected and appointed leaders are authorized to permanently wear the insignia of the highest office held if they held such office for at least half of its term. For elected officers up to the office of DCAPT, this is meant to recognize service of the elected officer, and those appointed to staff offices by the elected officer, for a period of at least half the elected officer's regular term of one year (i.e., six months). For elected officers from the office of DCOS and above, this is meant to recognize service of the elected officer, and those appointed to staff offices by the elected officer (including national staff officers all of whom are appointed by the NACO), for a period of at least half the elected officer's regular term of two years (i.e., one year).

When an elected or appointed office is either established or disestablished off the regular election cycle, then the device may be permanently worn if the elected or appointed officer served at least half of the period that either ended with the next election cycle or with disestablishment.

When insignia no longer indicates current elected or appointed status in the office represented by the insignia, Auxiliarists must wear the past officer device. This device does not come with a red or blue "A" to distinguish past elected officers from appointed officers. The appropriate office insignia remains the distinguishing mark.

Past Officer status does not authorize the wearing of aiguillettes. The following are guidelines for wearing the Past Officer device. (see Figure 10-9)

Figure 10-9
Past Officer Device

F.9.c.(1) On Men's Dinner Dress White or Blue

On men's Dinner Dress White or Blue uniforms, the device will be worn centered on the right lapel approximately 3½ inches below the notch.

F.9.c.(2) On Women's Dinner Dress White or Blue	On women's Dinner Dress White or Blue uniforms, the device will be worn on the right, just off the lapel, in the same relative position as above.
F.9.c.(3) All Other Men's and Women's Uniforms	On all other men's and women's uniforms the device will be worn on the right, centered approximately ¼ inch below the name tag, or in that same relative position, on uniforms with which the name tag is not worn.
F.9.d. Auxiliary Coxswain Insignia	The Auxiliary coxswain insignia may be worn by Auxiliarists qualified as coxswain in the boat crew qualification program. Raised portions shall be maintained with a highly-polished appearance. The recessed and remaining portions shall be antique bronze. Previous coxswain insignia not having highly polished raised portions remain authorized. It is worn above ribbons or medals over the left breast pocket. (see Figure 10-10)

Figure 10-10
Auxiliary Coxswain Insignia

F.9.e. Aviation Insignia	Auxiliary aviator insignia may be worn by qualified Auxiliary pilots. Auxiliary air crew insignia may be worn by qualified Auxiliary air crew members. They are worn above ribbons or medals over the left breast pocket. If both insignia have been earned, then only the aviator insignia shall be worn. (see Figure 10-11 and Figure 10-12)

Figure 10-11
Auxiliary Aviator Insignia

Figure 10-12
Auxiliary Air Crew Insignia

F.9.f. Auxiliary Marine Safety Insignia

The Auxiliary Marine Safety insignia was created pursuant to establishment of the Coast Guard Marine Safety insignia. It recognizes the culmination of Auxiliary training and qualification in a Coast Guard needs-based program. This means that the types of program disciplines that Auxiliarists may pursue will hinge upon the needs of the cognizant Sector command (e.g., an Auxiliarist should not expect to pursue completion of the Assistant Facility Inspector Personal Qualification Standard (PQS) if the Sector command does not have a need for Auxiliarists to be so qualified). Auxiliarists are not authorized to qualify in marine safety program disciplines that would earn the Coast Guard Marine Safety insignia. Auxiliarists who may have already earned the Coast Guard Marine Safety insignia may continue to wear such insignia, but they are not authorized to exercise, in a lead capacity, the authorities that are commensurate with it.

Auxiliarists must have the approval of the cognizant Sector command in order to commence program qualifications and work toward the Auxiliary Marine Safety insignia. The Sector command, working through the Auxiliary Sector Coordinator (ASC) and appropriate Auxiliary Unit Coordinators (AUCs), shall keep local Auxiliary units apprised of its Marine Safety program needs so as to properly guide Auxiliarists who desire to participate in marine safety programs and work towards the Auxiliary Marine Safety insignia.

The Auxiliary Marine Safety insignia is similar in appearance to the Coast Guard Marine Safety insignia with an additional blue Coast Guard Auxiliary shield with crossed anchors in the center of the device centered above the trident. (see Figure 10-13)

Figure 10-13
Marine Safety Insignia

F.9.f.(1) Requirements

Auxiliarists who successfully complete the following tasks are entitled to wear the Auxiliary Marine Safety insignia (there is no time limit in which these tasks must be completed):

(a) Introduction to Marine Safety and Environmental Protection (IMSEP) course.
(b) Good Mate course.
(c) Incident Command System (ICS) courses 100/ 200/ 700/ 800.
(d) ICS course 210 (Coast Guard taught) or ISC 300 (FEMA taught).
(e) At least four Auxiliary marine safety program PQS.
(f) Perform at least 96 hours of program activity per year for at least five years (these years do not have to be consecutive).

F.9.f.(2) Conditional Award Status	An Auxiliarist reaches conditional award status when all requirements for permanent award are met, with the exception of having completed five (5) approved years of service of 96 hours each year. Auxiliarists considered for a conditional award should have performed, and are continuing to perform, significant services in support of marine safety programs. The conditional award would provide recognition for these Auxiliarists by allowing them to wear the device while completing the remaining permanent award requirements. As with permanent award, conditional award requires a recommendation by the Sector commander. The conditional award insignia sew-on version may not be worn on ODUs.
F.9.f.(3) Conditional Award Consideration	In order for a member to be considered for a conditional award, they shall have completed the following requirements: (a) A member shall be actively and continuously engaged in support of Marine safety missions. (b) A member shall have successfully completed all required courses of study. (c) A member shall hold four (4) Letters of Designation for approved Auxiliary or active duty PQSs at the time of application for conditional award. (d) A member shall be actively and continuously engaged in the completion of the remaining requirement for permanent entitlement. "Actively and continuously engaged" is defined as recording not less than 96 hours per year in the performance of marine safety activities, using the skills of the designated marine safety qualifications, each calendar year until the requirements for permanent entitlement are met.
F.9.f.(4) Requirement Failure	Should a member fail to be actively and continuously engaged until all requirements have been met for permanent entitlement, the sector commander shall vacate the conditional award, collect the Trident device, and forward the same to the Director, along with a letter of explanation. In the event that a conditional award is vacated, the member must comply with all requirements for the permanent award of the Trident device before being authorized to wear it again.
F.9.f.(5) Conditional Award Application	Application for the conditional award shall be made by the Auxiliarist and be accompanied by a letter of recommendation from the sector commander for which the Auxiliarist provides his/her services. The application with the letter of recommendation and all required documentation shall be sent to the members' DSO-MS for review and endorsement and, if determined to be complete, shall be forwarded to the Auxiliarist's Director for approval and entry into AUXDATA as a conditional award.

Upon approval by the Director of this conditional award entitlement, the Director shall issue the conditional award certificate and the device to the Auxiliarist at an appropriate ceremony.

F.9.g. Coast Guard Recruiting Badge and Academy Partner Badge

Auxiliarists at Coast Guard recruiting offices may wear the Coast Guard Recruiting Badge, in addition to any others. In order for Auxiliarists to wear this badge, they shall:

(1) Meet the Commandant's weight standards.
(2) Meet the Commandant's grooming and uniform appearance standards.
(3) Have completed recruiter training or the recruiter PQS.
(4) Be actively working for a Coast Guard recruiting office and receive a positive recommendation from the Recruiter-in-Charge (RIC).
(5) The RIC of the recruiting office must forward a request to the Mission Execution Branch Chief via the RIC's enlisted recruiting supervisor. The request shall contain full length front and profile photographs of the Auxiliarist and a short narrative supporting the request. The Mission Execution Branch Chief will then authorize, in writing, the Auxiliarist to wear the Recruiting Badge and notify the Auxiliarist's Director of such authorization. (see Figure 10-14)

Auxiliarists who meet all program requirements of the Academy Admissions Partner Program described in section 2.B of this Manual shall be authorized to wear the Academy Admissions Partner Badge and the appointed staff officer insignia of an Assistant Branch Chief in the Auxiliary Human Resources Directorate (or higher position insignia if otherwise earned).

Figure 10-14
Coast Guard Recruiting Badge

F.9.h. Auxiliary Personal Watercraft Operator Insignia

The Auxiliary Personal Watercraft Operator (PWO) insignia is a dull silver metal pin that may be worn by Auxiliarists who are qualified and certified as PWOs in the Auxiliary BCQ program. It is worn above the ribbons or medals over the left breast pocket. (see Figure 10-15)

Figure 10-15
Auxiliary Personal Watercraft Insignia

F.9.i. Boat Force Operations Insignia

The Boat Force Operations insignia is a solid matte silver toned metal device with an eight point compass/compass rose, over a crossed boat hook and oar centered over stylized waves. The insignia is unique in one design which comes in two color schemes: a pewter-toned device indicating five years of service at boat force units and qualification as a boat crew member, and a silver and gold-toned device indicating five years of service and completion of a series of Coast Guard Force leadership related requirements.

An Auxiliarist may earn and wear either of these insignia in accordance with the Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series). Since they are not specifically Auxiliary insignia, an Auxiliarist must complete the same requirements of an active duty service member with the exceptions only noted in part 2 of Chapter 6 of the Coast Guard BOAT Manual, Volume I, COMDTINST M16114.32 (series) and as follows. The insignia require completion of the Boat Force Operations Personnel Qualifications Standard (PQS), COMDTINST M16114.30. This requirement applies to Auxiliarists with the exception of Task 03-05 item 12.b.2, “Oversee a Law Enforcement Operation”, and item 12.b.3, “Conduct a Post-Operations Debrief with a Key Supervisor”.

Although time requirements are detailed for the permanent insignia, there are no time requirements detailed for the temporary version. However, the same convention applies for the temporary insignia. Temporary entitlement based on six months and completion of qualification equates to one day per week for six months for an Auxiliarist to earn the temporary insignia. This level of effort shall be required in order to continue wearing the temporary insignia until the permanent insignia is earned. If an Auxiliarist is unable to provide that level of effort, for any reason, the temporary insignia shall be removed. Support of a boat forces unit is the primary requirement to earn this insignia. This means direct support as defined in the Coast Guard BOAT Manual, Volume I, COMDTINST M16114.32 (series). Standard Auxiliary surface patrols do not count for such. For manner of wear, refer to Coast Guard Uniform Regulations, COMDTINST M1020.6 (series). (see Figure 10-16)

Figure 10-16
Boat Force Operations Insignia

F.9.j. Miniature Devices

Miniature devices may only be worn on Dinner Dress uniforms. Auxiliarists may wear the AUXOP and past officer devices on all uniforms.

F.9.k. Other Devices and Patches

Auxiliarists may wear only two breast devices at one time and these are worn on the uniform's left side only. Other authorized devices include those earned during U.S. military service, such as the combat infantryman and medic devices, aviation wings, Air Force specialty badges, Pathfinder, airborne and air assault badges, submariner dolphins, Surface Warfare Officer, etc. The wearer may select any two and determine their precedence (normally, the higher precedence is placed on the insignia that represents the most program time). Auxiliarists wear the first device on the left centered directly above the ribbons or miniature medals. Auxiliarists wear the second device centered on the pocket flap immediately below the ribbons or miniature medals. For example, wearing Auxiliary aviator wings centered on the left, above the ribbons, and an Auxiliary coxswain insignia centered below the ribbons. Sew-on patches, strips, Auxiliary unit designations, honor guard, ranger, special forces, and other cloth patches, not otherwise approved for wear, are not authorized on the Auxiliary uniform.

F.9.l. Military Award Recipients	Coast Guard personnel are not authorized to wear prior military service insignia if not earned while in the Coast Guard (e.g., a prior-service Army officer who now serves in the Coast Guard cannot wear his/her combat infantry badge on Coast Guard uniforms). This policy does not apply to Auxiliarists. Auxiliarists may wear prescribed prior or current military service insignia earned while serving with a U.S. military service on their Auxiliary uniform. Only metal versions of such may be worn and only upon appropriate authorized uniforms. Although various military services allow for particular military awards, decorations and badges on the uniform's right side (i.e., Army Unit Awards), such is not the case for the Auxiliary uniform. All prior other military awards, badges and devices will be worn on the left side of the uniform. The right side of the Auxiliary uniform is reserved for Auxiliary badges, devices, and name tags (i.e., AUXOP device, past officer device, name tag, and Auxiliary National Staff badge, or other service staff or service identification badges).
F.9.m. Civil Air Patrol	CAP/AFA ribbons are not authorized for wear on the Auxiliary uniform.
F.9.n. Auxiliary Cutterman Insignia	The Auxiliary Cutterman insignia (Figure 10-17) is intended to identify and recognize the commitment of Coast Guard Auxiliarists currently working in the cutter fleet who have regularly dedicated their efforts in support of the cutter community. This insignia distinguishes those Auxiliarists who have achieved the requisite level of qualification, knowledge, and experience that includes both practical and proven understanding and appreciation for cutter force command, management, and operations. Refer to Coast Guard Auxiliary Cutterman Insignia, COMDTINST 1650.9 (series), for more information.

Figure 10-17
Auxiliary Cutterman Insignia

F.9.n.(1) Requirements	Auxiliarists who meet the following criteria are entitled to wear the Auxiliary Cutterman insignia: (a) Perform a minimum of 52 days per year (equivalent to 1 day per week per year) aboard a cutter, 65 feet in length or greater, for a minimum of 2 years, underway or in port. Of those 52 days, a minimum period of 24 shall be served as underway days as defined in the Cutter Employment Standards, COMDTINST M3100.5 (series). A total of 104 or more days over two years does not meet this requirement if at least 52 days were not served in each calendar year. (b) Complete the Personnel Qualification Standard (PQS) for Damage Control, NAVEDTRA 43119 (series) – Watch stations 301-308, or for cutters 175 feet in length or less, Special and Emergency Operations and Procedures (SEOPS) Volume I & II – Basic Damage Control as per Cutter Training and Qualification Manual, COMDTINST M3502.4 (series). (c) Complete qualifications to support the cutter in a minimum of one Watch, Quarter, and Station Bill (WQSB) position. The Assistant Inport Officer-of-the-Deck watchstation and the Assistant Watchstander watchstation described in section B of Chapter 2 meet the WQSB criteria. The suitability of an Auxiliarist for any WQSB position shall be a Commanding Officer or OIC determination. Watchstander certification shall be achieved by completing any required Coast Guard and/or unit PQS/Job Qualification Requirements (JQR) process.
F.9.n.(2) Design	This basic insignia design is identical in size and form to the Coast Guard Cutterman insignia. A pewter Auxiliary emblem is superimposed in the center of the bronze-tone stylized waves. This color scheme distinguishes it as an Auxiliary insignia.
F.9.n.(3) Administration	Commanding Officers or elected or appointed leaders will ensure all requirements have been met before certification. The unit commander shall document the achievement with the Administrative Remarks Form (CG-3307) and send a copy of the Administrative Remarks Form to the District Director of Auxiliary. The Director shall provide the initial insignia and certification notification to the unit commander for presentation, and send a copy of the certification to the FC.

F.9.o. Auxiliary Recreational Boating Safety Insignia

The Auxiliary Recreational Boating Safety (RBS) insignia is meant to recognize extraordinary effort of Auxiliarists who consistently provide strong support to RBS programs (see Figure 10-18). Consequently, its eligibility criteria require significant RBS program activity over a minimum period of two years.

Figure 10-18
Auxiliary RBS Insignia

F.9.o.(1) Requirements

Auxiliarists who compile 120 points per year for two consecutive years (for a total of 240) are entitled to wear the Auxiliary RBS insignia. Hours for prescribed mission codes are reported on the Mission Activity Report (ANSC-7030) form. Vessel Safety Checks (VSC) and vessel facility inspections are reported on the Vessel Examinations Activity Report (ANSC-7038). RBS Program Visits are reported on the RBS Visitation Report (ANSC-7046). Points for eligibility can be compiled based on activity recorded in any one, or combination, of the following criteria:

(a) Public Education: Hours recorded using any mission code 14. 1 point-per-hour as lead instructor and 0.5 points-per-hour as an assistant/aide (preparation or travel not included).

(b) Public Affairs: Activities promoting RBS in the following areas (1 point-per-hour limited to actual mission hours (preparation or travel not included)):

1. Speech/talks, mission code 10B.
2. Broadcast media, mission code 10C.
3. External print media, mission code 10F.
4. Community Relations (COMREL), mission code 10J.

(c) Vessel Safety Checks and Vessel Facility Inspections: Based on the number of VSCs and/or vessel facility inspections. 1 point-per-check or inspection.

(d) RBS Program Visitation: Based on the number of RBS Program Visits. 1 point-per-visit.

(e) Legislative Outreach: Hours recorded as Federal/State Legislative Outreach or Government Affairs work, mission codes 65A or 65B. 1 point-per-hour limited to face-to-face contact hours (preparation or travel not included).

	(f) State RBS Outreach: Hours recorded in meetings with a state BLA or state BLA staff, mission code 65C. 1 point-per-hour limited to face-to-face contact hours (preparation or travel not included).
F.9.o.(2) Administration	Only Directors are authorized to order the RBS insignia from ANSC. Auxiliarists who meet the eligibility criteria as reported in AUXDATA and are awarded the RBS insignia, with accompanying certificate, by the Director are entitled to wear it on a permanent basis. Uniform wear is same as that for insignia like the Auxiliary Marine Safety insignia.
F.10. Ceremonial Honor Guards Using Rifles	Auxiliarists are allowed to participate in ceremonial honor guards and carry rifles in this capacity. These rifles must be de-militarized or commercial and non-firing. Auxiliarists are not authorized to carry swords.

Figure 10-19
Dinner Dress Blue Jacket (Men)

Section G. Men's Uniforms

Introduction	This section describes the uniforms that are authorized to be worn by Auxiliary men.
G.1. Dinner Dress Blue Jacket Uniform	This Dinner Dress Blue Jacket uniform may be prescribed and worn for formal evening occasions. (see Figure 10-19)
G.1.a. Coat	The coat is the standard Coast Guard (Navy) Blue Mess jacket. The three gold buttons down each forepart are replaced with three large silver Auxiliary buttons. A silver cord or chain, attached to the two black buttons sewed on the inside or button holes on each forepart, is used to close the jacket.
G.1.b. Trousers	Trousers shall be of the same color and material as the jacket, high-waisted, of plain design with no cuffs, without back pockets. Suspenders are optional.
G.1.c. Shirt	The shirt is a plain white shirt with a conventional (no wing tips) collar or, an optional pleated soft front dress shirt with a turndown collar and worn with plain silver cuff links and silver shirt studs.
G.1.d. Cummerbund	A pleated silver cummerbund, 5 inches high, made from silver acetate satin, is worn with the pleat openings facing upward.
G.1.e. Tie	A black bow tie of plain style, with square ends, not to exceed 2¼ inches in vertical width, is worn. It may be hand tied or clip-on.
G.1.f. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
G.1.g. Shoes	Shoes shall be black, with heels, made of smooth leather or synthetic material. Shoes shall be low cut, of plain style, without decorations. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.
G.1.h. Breast Insignia/Device	Miniature medals and miniature insignia are worn. The AUXOP device, past officer device, and large National Staff badge are also worn (if authorized). Ribbons and name tags are not worn.
G.1.i. Hat	The combination hat is worn with this uniform.

G.1.j. Accessories	The bridge coat or trench coat may be worn with this uniform.
G.2. Dinner Dress White Jacket Uniform	The Dinner Dress White Jacket uniform may be prescribed and worn for formal evening occasions. This uniform is the same as the Dinner Dress Blue jacket uniform, except for the following items.
G.2.a. Coat	The coat is the standard Coast Guard (Navy) White Mess jacket. The two gold buttons down each forepart are replaced with two large silver Auxiliary buttons. A silver chain, with a medium size Auxiliary silver button attached on each end, using the button holes on each forepart, is used to close the jacket. (see Figure 10-20)
G.2.b. Insignia	Hard shoulder boards are worn on the jacket.

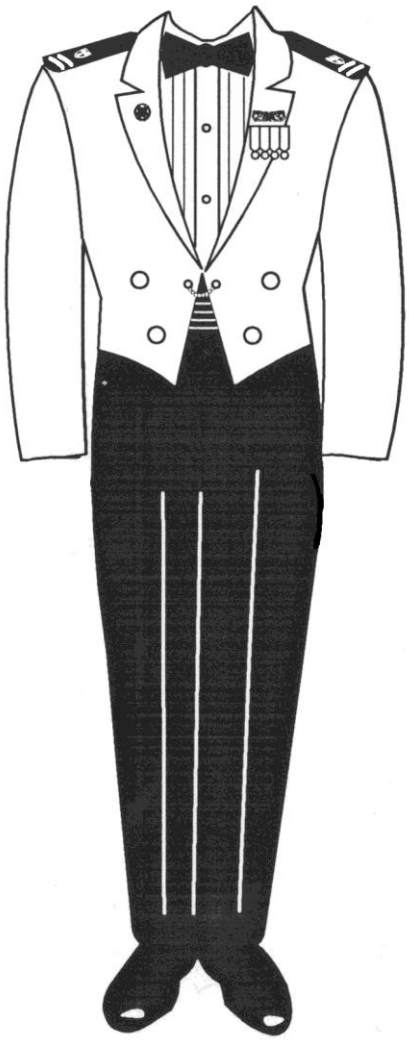


Figure 10-20
Dinner Dress White Jacket (Men)

G.3. Service Dress Blue	The Service Dress Blue uniform is the official Uniform of the Day 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. (see Figure 10-21)
G.3.a. Service Dress Coast Guard Blue Blouse	The coat is the standard Coast Guard officer's blouse. The four gold Coast Guard buttons on the patch pockets closures are replaced with four small silver Auxiliary buttons. The four gold Coast Guard buttons down the forepart are replaced with four large silver Auxiliary buttons. Air Force coats or blouses will not be worn with the Coast Guard Auxiliary uniform.
G.3.b. Trousers	The trousers shall be of conventional plain design with no cuff and of the same material and color as the coat. Air Force trousers will not be worn with the Coast Guard Auxiliary uniform.
G.3.c. Belt	A black web belt with a silver buckle and tip is worn. The buckle may be plain or display the Auxiliary emblem.
G.3.d. Shirt	The shirt is the Air Force style shirt with a soft stand-up collar with stays, long or short sleeves, one button convertible cuff, epaulets and a patch pocket with button flap closure on each breast.
G.3.e. Tie	A Coast Guard Blue four-in-hand tie of suitable length is worn. Clip-on types are optional.
G.3.f. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
G.3.g. Shoes	Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.
G.3.h. Insignia	Appropriate silver sleeve lace mounted by the appropriate Auxiliary shield is worn on the coat sleeves and enhanced shoulder boards are worn on the shirt.
G.3.i. Breast Insignia/Devices	This uniform is worn with ribbons, breast insignia, devices, and name tag.

G.3.j. Hat

The combination cap is the prescribed hat to be worn with this uniform. The garrison cap may be worn, but it will no longer be authorized for Auxiliary wear with the Service Dress Blue uniform as of 31 December 2012. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter.

G.4. Accessories

The bridge coat and the trench coat are the prescribed outer wear with all above uniforms.

The over coat, reefer coat, and foul weather parka may be worn with the Service Dress Blue uniform, but they will no longer be authorized for Auxiliary wear with it as of 31 December 2012. The windbreaker may be worn in place of the Service Dress Blue coat, unless the coat is prescribed or considered more appropriate. The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.

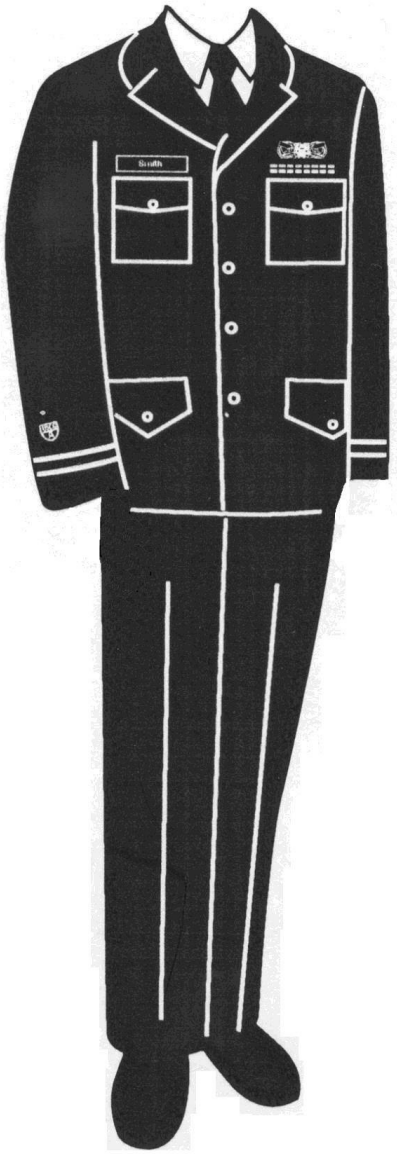


Figure 10-21
Service Dress Blue (Men)

G.5. Dinner Dress Blue

The Dinner Dress Blue uniform is worn for formal evening occasions when the Auxiliarist does not have the Dinner Dress Blue or White jacket. It is the same as the Service Dress Blue, except miniature medals, miniature breast devices, and a plain black bow tie are worn instead of ribbons, name tag, and the four-in-hand necktie. The AUXOP and past officer devices, for which there are no miniatures, are also worn. Only the combination cap is appropriate for wear with this uniform. (see Figure 10-22)

Figure 10-22
Dinner Dress Blue (Men)

G.6. Service Dress White	The Service Dress White uniform may be prescribed and worn for ceremonies and official functions. (see Figure 10-23)
G.6.a. Coat	The coat is the standard Coast Guard (Navy) officer Service Dress White coat with a stand-up collar. 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.
G.6.b. Trousers	The trousers shall be of conventional plain design with no cuffs and of the same material and color as the coat.
G.6.c. Belt	A white web belt with a silver buckle and tip is worn. The buckle may be plain or display the Auxiliary emblem.
G.6.d. Socks	Socks shall be white, made of knitted or rib knit, undecorated material.
G.6.e. Shoes	Shoes shall be white, with heels, made of smooth leather or a synthetic substitute. They shall be plain, low cut or plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels and laces must be white.
G.6.f. Insignia	Hard shoulder boards are worn.
G.6.g. Breast Insignia/Devices	Name tag, ribbons, badges, and devices are worn.
G.6.h. Hat	The combination cap is worn with this uniform.
G.6.i. Accessories	The bridge coat or trench coat may be worn.

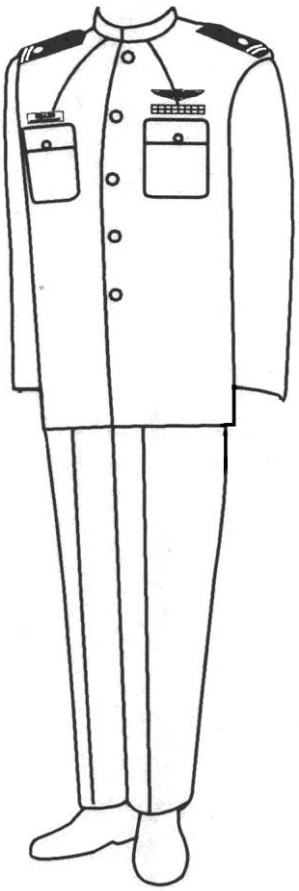


Figure 10-23
Service Dress White (Men)

G.7. Winter Dress Blue	This winter uniform may be worn for general office wear, visits to Coast Guard units, and appropriate assignments to duty. It is the basic cold climate, non-operational uniform and may be worn in lieu 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 option is only authorized from 1 November through 31 March. (see Figure 10-24)
G.7.a. Trousers	Trousers shall be the same as those prescribed for the Service Dress Blue uniform.
G.7.b. Belt	A black web belt with a silver buckle and tip is worn. The buckle may be plain or display an approved Auxiliary emblem.
G.7.c. Shirt	A long sleeve, Coast Guard blue winter shirt that matches the color and material of the trousers is worn. The developmental Winter Dress Blue shirt with permanent silicone creases shall not be authorized for Auxiliary wear until approved by the Coast Guard Uniform Board as a standard sea bag item for active duty personnel.
G.7.d. Tie	A Coast Guard blue four-in-hand tie of suitable length is worn. Clip-on types are optional.
G.7.e. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
G.7.f. Shoes	Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.
G.7.g. Insignia	Metal collar devices are worn.
G.7.h. Breast Insignia/Devices	Name tag, ribbons, badges, and devices are worn.
G.7.i. Hat	The combination cap and garrison cap are the prescribed hats to be worn with this uniform. Ball caps of any type are not authorized to be worn with this uniform. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter.

G.7.j. Accessories	The bridge coat, trench coat, and windbreaker are the prescribed outer wear with this uniform. The over coat and reefer coat may be worn with the Winter Dress Blue uniform, but they will no longer be authorized for Auxiliary wear with it as of 31 December 2012. The foul weather parka may be worn with the Winter Dress Blue uniform only if adverse environmental conditions dictate the need for this heavier outer wear (such wear shall be limited to necessary occasions or periods). The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.

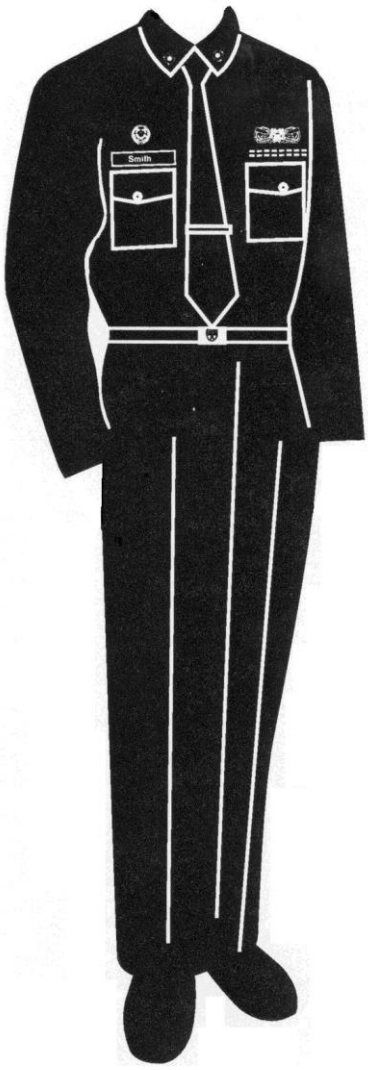


Figure 10-24
Winter Dress Blue (Men)

G.8. Tropical Blue	This 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. (see Figure 10-25)
G.8.a. Trousers	Trousers shall be the same as those prescribed for Service Dress Blue uniform.
G.8.b. Belt	A black web belt with a silver buckle and tip is worn. The buckle may be plain or display the Auxiliary emblem.
G.8.c. Shirt	The light blue Air Force style short sleeve shirt with a stand-up collar with stays and epaulets is worn. With this shirt, the collar is worn open, without a tie.
G.8.d. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
G.8.e. Shoes	Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.
G.8.f. Insignia	Enhanced shoulder boards are worn on the epaulet style shirt.
G.8.g. Breast Insignia/Devices	Name tag, ribbons, badges, and devices are worn.
G.8.h. Hat	The combination cap and garrison cap are the prescribed hats to be worn with this uniform. Ball caps of any type are not authorized to be worn with this uniform. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter.
G.8.i. Accessories	The trench coat and windbreaker are the prescribed outer wear with this uniform. The over coat, reefer coat, and work jacket may be worn with the Tropical Blue uniform, but they will no longer be authorized for Auxiliary wear with it as of 31 December 2012. The foul weather parka may be worn with the Tropical Blue uniform only if adverse environmental conditions dictate the need for this heavier outer wear (such wear shall be limited to necessary occasions or periods). The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.

Figure 10-25
Tropical Blue (Men)

G.9. Undress Blue – Winter	This winter uniform is worn for more formal working situations and is appropriate in classrooms, unit meetings, and boating safety booths. (see Figure 10-26)
G.9.a. Trousers	Trousers shall be the same as those prescribed for Service Dress Blue uniform.
G.9.b. Belt	A black web belt with a silver buckle and tip. The buckle may be plain or display an approved Auxiliary emblem.
G.9.c. Shirt	The shirt is the light blue Air Force epaulet 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.

G.9.d. Tie	A Coast Guard Blue four-in-hand tie of suitable length is worn. Clip-on types are optional.
G.9.e. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
G.9.f. Shoes	Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.
G.9.g. Insignia	Metal collar devices are worn. Enhanced shoulder boards are not worn.
G.9.h. Breast Insignia/Devices	Name tag and devices are worn. Badges and ribbons are not worn.
G.9.i. Hat	The combination cap and garrison cap are the prescribed hats to be worn with this uniform. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter.
G.9.j. Accessories	The trench coat, windbreaker, and foul weather parka are the prescribed outer wear with this uniform. The over coat, reefer coat, and work jacket may be worn with the Winter Undress Blue uniform, but they will no longer be authorized for Auxiliary wear with it as of 31 December 2012. The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.

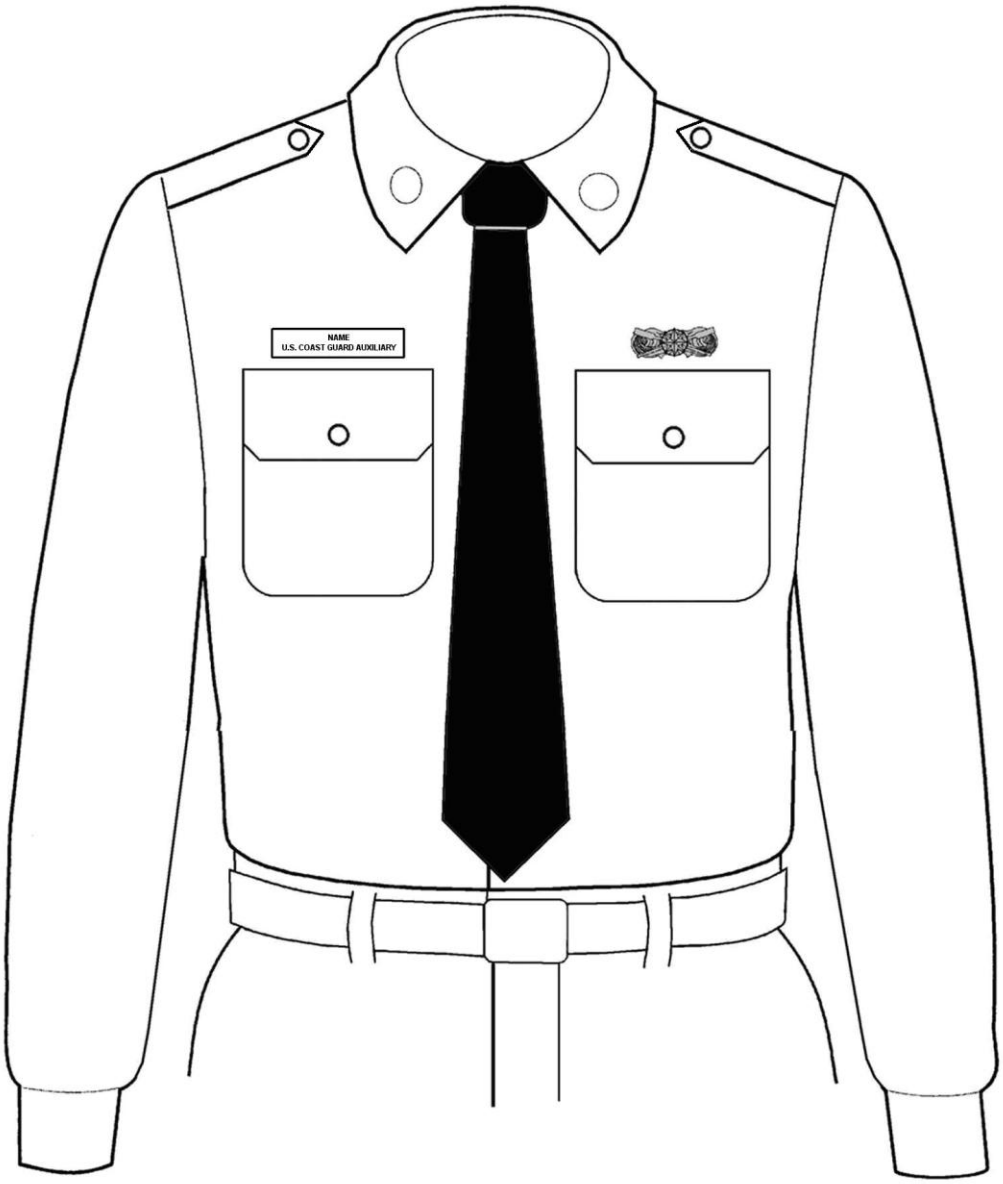


Figure 10-26
Undress Blue – Winter (Men)

G.10. Undress Blue – Summer (Alpha)	The Undress Blue – Summer (Alpha) uniform is appropriate for formal working situations including in classrooms, at unit meetings, and at boating safety outreach events (see Figure 10-27). This uniform will no longer be authorized for wear as of 31 December 2012.
G.10.a. Trousers	Trousers shall be the same as those prescribed for Service Dress Blue uniform.
G.10.b. Belt	A black web belt with a silver buckle and tip. The buckle may be plain or display an approved Auxiliary emblem.
G.10.c. Shirt	The light blue Air Force style short sleeve shirt with a stand-up collar with stays and epaulets is worn. With this shirt, the collar is worn open, without a tie.
G.10.d. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
G.10.e. Shoes	Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.
G.10.f. Insignia	Metal collar devices are worn. Enhanced (or soft) shoulder boards are not worn.
G.10.g. Breast Insignia/Devices	Name tag and devices are worn. Badges and ribbons are not worn.
G.10.h. Hat	The combination cap, garrison cap, Auxiliary ball cap, and Coast Guard unit ball cap (if authorized) are the prescribed hats to be worn with this uniform. The Tilley hat may be worn in accordance with section D.3.f of this chapter. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter.
G.10.i. Accessories	The trench coat, windbreaker, and foul weather parka are the prescribed outer wear with this uniform. The over coat, reefer coat, and work jacket may also be worn. The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.

Figure 10-27
Undress Blue – Summer (Alpha) (Men)

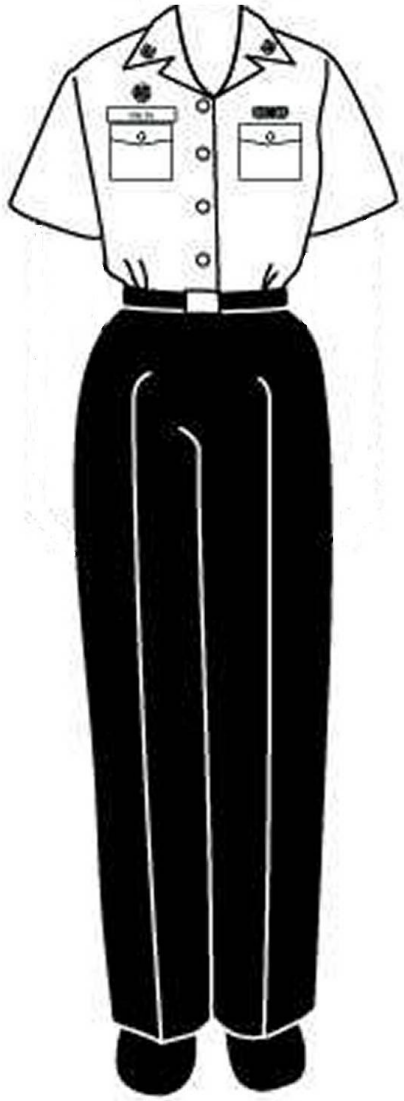


Figure 10-28
Undress Blue – Summer (Bravo) (Men and Women)

Section H. Men's and Women's Uniforms

Introduction	This section describes the uniforms that are authorized to be worn by both men and women Auxiliarists.
H.1. Undress Blue – Summer (Bravo)	The Undress Blue – Summer (Bravo) uniform is appropriate for working situations, operations, and when conducting VSCs (see Figure 10-28). This uniform will no longer be authorized for wear as of 31 December 2012.
H.1.a. Trousers	The trousers shall be the Coast Guard work trousers and are made of cotton/polyester, wash and wear material.
H.1.b. Shorts	See Men's and Women's hot weather outfit.
H.1.c. Belt	A black web belt with a silver buckle and tip is worn. The buckle may be plain or display the Auxiliary emblem.
H.1.d. Shirt	The light blue Air Force style short sleeve shirt with a stand-up collar with stays and with or without epaulets is worn. The shirt is worn open, without a tie.
H.1.e. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
H.1.f. Shoes	Blue or brown boating shoes or all black, low top, athletic shoes are worn with this uniform.
H.1.g. Insignia	Metal collar devices are worn. Enhanced shoulder boards are not worn on the Coast Guard epaulet style shirt.
H.1.h. Breast Insignia/Devices	Name tag and devices are worn. Badges and ribbons are not worn.
H.1.i. Hat	The combination cap, garrison cap, Auxiliary ball cap, and Coast Guard unit ball cap (if authorized) are the prescribed hats to be worn with this uniform. The Tilley hat may be worn in accordance with section D.3.f of this chapter. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter.

H.1.j. Accessories	The trench coat, windbreaker, and foul weather parka are the prescribed outer wear with this uniform. The over coat, reefer coat, and work jacket may also be worn. The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter. Women only may carry a black or white handbag when appropriate.
H.2. Working Blue	This Working Blue uniform is appropriate for operations and when conducting VSCs (see Figure 10-29). This uniform will no longer be authorized for wear as of 31 December 2012.
H.2.a. Trousers	The trousers shall be the Coast Guard work trousers and are made of cotton/polyester, wash and wear material.
H.2.b. Shorts	See Men's and Women's Hot Weather uniform.
H.2.c. Belt	A black web belt with a silver buckle and tip is worn. The buckle may be plain or display the Auxiliary emblem.
H.2.d. Shirt	The shirt shall be the Coast Guard work shirt made of Coast Guard dark blue basket weave polyester and cotton material with an open-notched lapel collar forming a V-neck. The shirt has both long and short sleeve versions. It has two patch pockets with button flap closure (women's shirt). The Auxiliary Operations Polo Shirt may be worn with this uniform as an alternative for patrol activities.
H.2.e. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
H.2.f. Shoes	Blue or brown boating shoes or all black, low top athletic shoes are worn with this uniform.
H.2.g. Insignia	Metal collar or sew-on insignia are worn.
H.2.h. Breast Insignia/Devices	Name tags and devices are worn. Badges and ribbons are not worn. Embroidered letters directly on the uniform or sew-on cloth "NAME" and "USCG AUXILIARY" tapes shall be used.
H.2.i. Hat	The blue working utility cap, Auxiliary ball cap, and Coast Guard unit ball cap (if authorized) are the prescribed hats to be worn with this uniform. The Tilley hat may be worn in accordance with section D.3.f of this chapter. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter. The knit watch cap may be worn in accordance with the provisions of section D.3.g of this chapter.

H.2.j. Accessories

The windbreaker, foul weather parka, and work jacket are the prescribed outer wear with this uniform. The trench coat and over coat may also be worn. The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.

Figure 10-29
Working Blue (Men and Women)

H.3. Hot Weather Uniform

Though not authorized for active duty personnel, the Hot Weather Uniform is authorized as an optional uniform for Auxiliarists. The Director shall prescribe the proper season for its wear. It is appropriate for personnel performing outdoor activities in locations where humidity and high temperatures cause physical discomfort and extreme work environments require it. It is not appropriate for routine office wear. It is not authorized for wear while commuting to and from a Coast Guard duty station or any public affairs setting, although it may be worn directly to and from a point of Auxiliary patrol or vessel safety check activity.

H.3.a. Shirt

The Coast Guard dark blue crew neck T-shirt is the prescribed shirt with this uniform. It shall be worn stenciled or embroidered with the words "USCG AUXILIARY" across the front left chest in white ¾-inch tall block-style letters (they must be stenciled identically to promote unit identity and professional appearance). It shall be in good condition with no tears or stains. It may be 100 percent cotton or be made of a cotton-polyester blend to facilitate moisture wicking. The Auxiliary Operations Polo Shirt may be worn with this uniform as an alternative for patrol activities, and the optional VE shirt may be worn when conducting vessel safety checks. Either the standard Coast Guard light blue, short sleeve, undress blue shirt or the standard Coast Guard dark blue, short sleeve, working blue shirt may also be worn, except that these shirts will no longer be authorized for Auxiliary wear with this uniform as of 31 December 2012. Any shirt worn with this uniform must be worn tucked into the shorts.

H.3.b. Shorts

Modified standard Coast Guard blue utility or ODU trousers hemmed at the knee or 1 inch above the knee are worn.

H.3.c. Belt

If modified standard Coast Guard blue utility trousers are worn, then a black web belt with a silver buckle and tip is worn. The buckle may be plain or display the Auxiliary emblem. If modified ODU trousers are worn, then the standard black ODU belt or the optional riggers belt is worn (see section H.4 of this chapter).

H.3.d. Socks

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

H.3.e. Shoes

Well-blackened 8-inch or 10-inch safety boots are worn. Excess laces shall be tucked away so they cannot be seen.

The boat shoe, (dark blue or brown leather, low cut of moccasin type construction with functional rawhide lacing, brass eyelets, and non-marking sole) is an authorized option for Auxiliarists, regardless of type ODU that is worn (regular or hot weather version).

	All white or all black, low top, athletic shoes with nonskid/nonmarking soles are also authorized for Auxiliarists.
H.3.f. Insignia	Metal collar or sew-on insignia are worn with this outfit. No insignia are worn on the ODU T-shirt.
H.3.g. Breast Insignia/Devices	Depending upon the type of shirt worn, name tags/tapes and insignia/devices are worn in accordance with section F.4 of this chapter. Badges and ribbons are not worn. No insignia are worn on the ODU T-shirt, the Operations Polo Shirt, or the VE polo shirt.
H.3.h. Hat	The blue working utility cap, Auxiliary ball cap, and Coast Guard unit ball cap (if authorized) are the prescribed hats to be worn with this uniform. The Tilley hat may be worn in accordance with section D.3.f of this chapter.
H.3.i. Procurement of Items	Instructions concerning the procurement of the items for this outfit are contained in the Coast Guard Uniform Regulations, COMDTINST 1020.6 (series).
H.4. Operational Dress Uniform	The Operational Dress Uniform (ODU) is the principal general purpose, every day Coast Guard uniform. It may be worn year-round primarily as a field utility and watchstanding uniform. It is intended for wear in any situation that does not require a dress uniform, including patrols, vessel safety checks, and Coast Guard unit office wear at Commanding Officer's discretion. It shall not be worn as a substitute for coveralls. Auxiliarists shall carefully consider the propriety of ODU wear in settings that are highly representational in nature, where the type of interaction with the public dictates more formality, or settings in an interagency environment. In DoD, joint or inter-service environments, wear 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 is the ODU or DoD equivalent at the visit site. However, in some cases the ODU may be appropriate due to the operational nature of the visit or the nature of the work to be performed. It may also be worn during the following authorized circumstances: a. While traveling in government vehicles, vessels, or aircraft, or while traveling on orders in a foreign country (if approved by the corresponding U.S. Embassy). b. While commuting to and from duty assignments, using either private or public forms of transportation (including brief stops in convenience or retail stores associated with the commute).

c. While in an educational environment at other Coast Guard or DoD agencies (as directed by the appropriate Commanding Officer) or Auxiliary member training and conference events.

Although there is no weight standard in the Auxiliary, the ODU shall only be worn in Coast Guard standard sizes from Coast Guard standard stock from a Coast Guard exchange or the UDC. ODU substitution look-alikes are not authorized. Like other Coast Guard uniforms, the ODU must fit properly. (see Figure 10-30)

Auxiliarists shall pay particular attention to appearance while wearing the ODU. It shall be serviceable, well-maintained, clean, and not faded or discolored. In addition to the following general provisions, proper wear and maintenance shall be as prescribed in the Uniform Regulations, COMDTINST M1020.6 (series), or other relevant, interim Coast Guard policy. The untucked version of the ODU has black Coast Guard emblems embossed on them in several locations. Untucked ODUs are not produced without the emblems. Therefore, Auxiliarists are authorized to wear the untucked ODU version with the embossed Coast Guard emblems. Moreover, although the untucked ODU is the prescribed version, Auxiliarists are authorized to wear the tucked ODU version until no longer serviceable.

H.4.a. Trousers

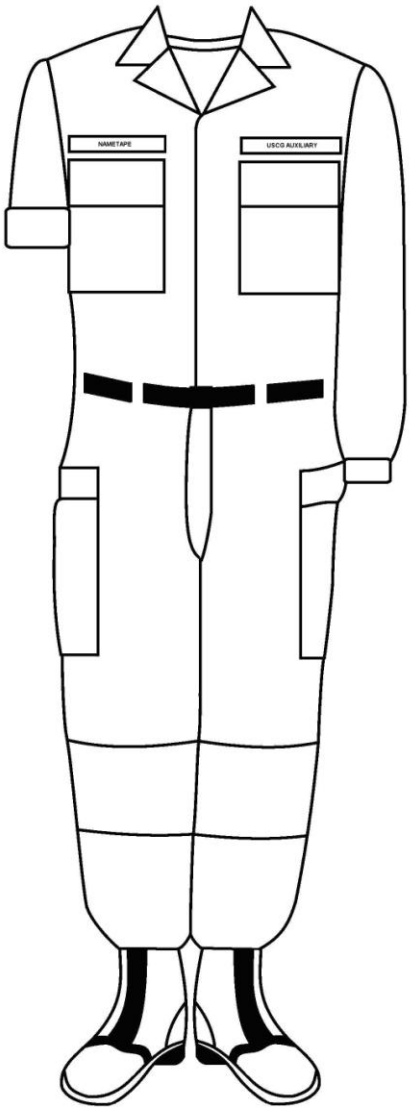
Trousers may be tucked into the boots or bloused. When bloused, place blousing bands between the second and third boot eyelet. If tucked into boots, the trouser legs should be shaped to present a bloused appearance. Trouser legs shall be worn straight with boat shoes. Cargo pockets may be used, but items stowed shall not take away from a smart appearance.

H.4.b. Belt

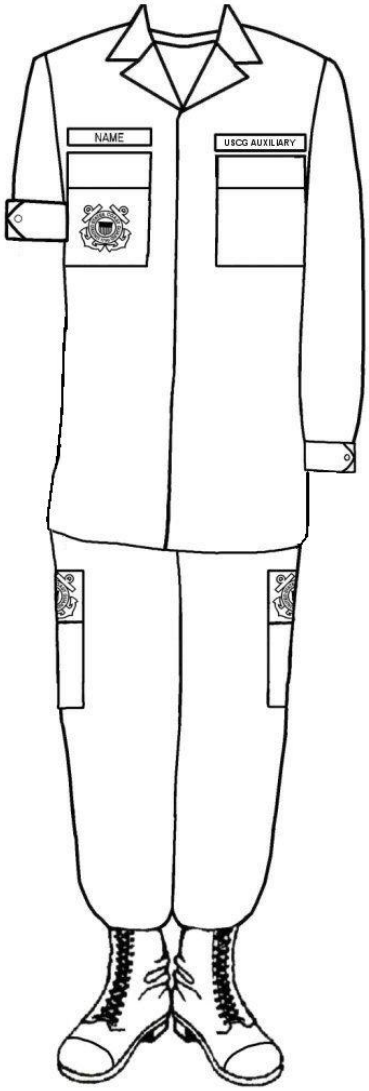
The buckle and belt tip of the standard 1¼-inch black ODU belt must not be chipped or discolored. The bitter end shall extend 2 to 4 inches past the belt buckle (subdued version) on the wearer's left. The basic riggers belt is an authorized optional belt for ODU wear. This belt is a 1¾-inch black nylon belt. When worn, the bitter end shall stop behind, but not past, the first belt loop on the wearer's left. This will require the belt be passed through the belt loops from the right, the opposite of other men's belts. This belt also comes in one size, and it must be properly cut to size.

H.4.c. Shirt	The ODU top is an integral part of the uniform, and the Coast Guard 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. In all such cases, the Coast Guard dark blue crew neck T-shirt shall be worn stenciled or embroidered with the words "USCG AUXILIARY" across the front left chest in white ¾-inch tall block-style letters (they must be stenciled identically to promote unit identity and professional appearance), and it shall be in good condition with no tears or stains. It may be 100 percent cotton or be made of a cotton-polyester blend to facilitate moisture wicking. Such relaxed ODU wear is not authorized for routine wear in the office environment, in public, nor for wear while commuting to and from duty assignments, including in private vehicles. The Auxiliary Operations Polo Shirt may be worn in lieu of the ODU top for patrol activities.
H.4.d. Socks	Socks should be black, undecorated. If wearing the hot weather version, white crew length socks shall be worn.
H.4.e. Shoes	Shoes shall be well-blackened 8-inch or 10-inch safety boots. When worn in an office, boots shall be shined. Excess laces shall be tucked away so they cannot be seen. The boat shoe, (dark blue or brown leather, low cut of moccasin type construction with functional rawhide lacing, brass eyelets, and nonmarking sole) is an authorized option for Auxiliarists, regardless of type ODU that is worn (regular or Hot Weather uniform).
H.4.f. Insignia	All insignia, except that for hats worn with the ODU, shall be in good repair and shall be embroidered (direct embroidery on the shirt is not authorized), including collar and specialty insignia. If embroidered versions of certain insignia have not yet been fabricated and made available through the Auxiliary materials network, then metal versions may be worn until they are available. All embroidered collar insignia, with the exception of Flotilla Commander (FC), District Captain (DCAPT), District Chief of Staff (DCOS), and their corresponding appointed staff officer insignia, shall be placed on the imaginary line bisecting the angle of the collar with the base of the insignia (not the embroidered patch) approximately 1⅛ inches from collar point. Due to their horizontal format, embroidered FC and DCAPT/DCOS insignia shall be placed 1½ inches from the point.

H.4.g. Breast Insignia/Devices	Direct embroidery on the shirt is not authorized. 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. If an Auxiliarist has earned more than one insignia, then the insignia worn shall be at the discretion of the Auxiliarist. Embroidered insignia shall be the same size as the metal insignia, centered on a tape the full width of the pocket. The tape shall not exceed the width of the pocket. Temporary or conditional qualification insignia shall not be worn on the ODU. Incumbent Commanding Officers and Officers-in-Charge are authorized to wear the embroidered command ashore or afloat devices centered directly above the wearer's nametape. These embroidered devices shall be approximately the same size as the metal versions. The same parameters apply to the wear of the embroidered AUXOP device, which is the only device authorized for wear by Auxiliarists on the ODU. Since these positions are integral to active duty command cadre, only incumbent gold and silver badge Command Chiefs are authorized to wear their respective badges (embroidered only) on the ODU. They shall be worn in accordance with provisions of the Coast Guard Uniform Regulations, COMDTINST M1010.6 (series). Coast Guard active duty, Reserve, or retired personnel who also happen to be Auxiliarists may wear Coast Guard sew-on qualification insignia and devices earned through such service on their Auxiliary ODU uniform in accordance with Coast Guard uniform regulations.
H.4.h. Hat	The Auxiliary ball cap and Coast Guard unit ball cap (if authorized) are the prescribed hats to be worn with this uniform. The blue working utility cap may be worn, but it will no longer be authorized for Auxiliary wear as of 31 December 2012. The Tilley hat may be worn in accordance with section D.3.f of this chapter. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter. The knit watch cap may be worn in accordance with the provisions of section D.3.g of this chapter.
H.4.i. Accessories	The foul weather parka is the prescribed outer wear with this uniform. The trench coat, windbreaker, and work jacket may be worn with the ODU, but they will no longer be authorized for Auxiliary wear with it as of 31 December 2012. The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.



Tucked Version



Untucked Version

Figure 10-30
Operational Dress Uniform (Men and Women)

H.5. Auxiliary Flight Suit

The Auxiliary Flight Suit is authorized to be worn during flight on any aviation mission performed under orders, or during flight standby status (B), unless the Coast Guard order-issuing authority specifies another uniform. This Flight Suit shall be similar in pattern, color, and design to those worn by active duty Coast Guard aviators. The Flight Suit shall be manufactured of fire-retardant material similar to that specified for active duty Coast Guard aviators. Only patches, pins, insignia, and devices specified here are authorized. Flight suits shall remain zipped to within 3 inches of the top at all times.

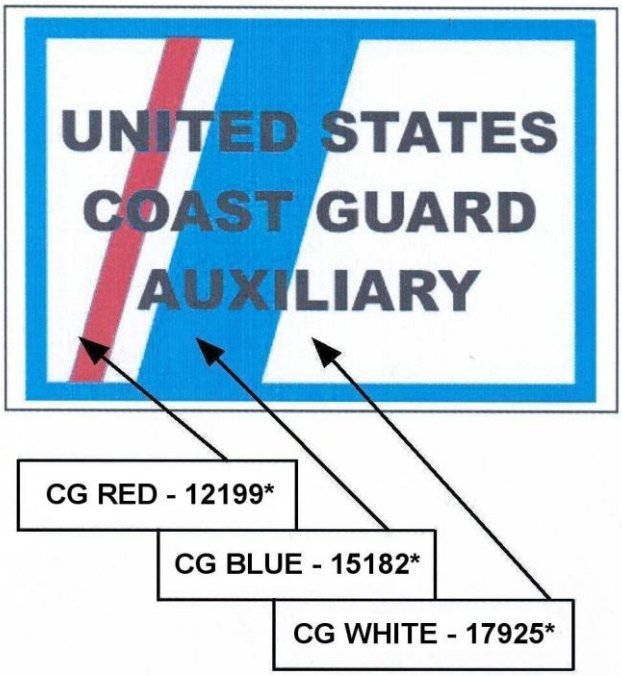
H.5.a. Flight Uniform

The normal uniform for Auxiliary flight or flight standby (B status) shall consist of:

(1) Flight Suit with insignia. (see Figure 10-31)
(2) Outerwear as specified by the Coast Guard order-issuing authority.
(3) Footwear and undershirt as specified by the Coast Guard order-issuing authority.
(4) Headgear, either Garrison Cap, baseball cap, or protective gear, as required. If an Auxiliarist provides direct support to a Coast Guard unit and is authorized to wear the unit ball cap, then the unit ball cap may be worn with this uniform in accordance with Coast Guard uniform regulations.

Figure 10-31
Auxiliary Flight Suit

H.5.b. Patches	The following patches shall be worn on the Auxiliary Flight Suit as follows:
H.5.b.(1) Right Breast	A cloth patch shall be displayed on the right breast of the Flight Suit as shown below in Figure 10-32. The patch colors shall be similar to those of the active duty aviation patch, with the color order of the patch reversed. Patch size shall be approximately 2¼ by $3^{3}/_{8}$ inches. Lettering on the patch shall be in all capital letters with three lines of lettering.



*COLOR NUMBERS ARE FOUND IN THE *COATINGS AND COLOR MANUAL*, COMDTINST M10360.3 (SERIES)

Figure 10-32
Auxiliary Flight Suit Right Breast Patch

H.5.b.(2) Left Breast

A patch shall be displayed on the left breast of the Flight Suit as shown below in Figure 10-33. At the discretion of the Coast Guard order-issuing authority, this patch may be leather or cloth. The leather patch shall have silver lettering, embossed on black leather. The cloth patch shall have silver/white thread on a dark cloth background, blue or black, at the discretion of the Coast Guard order-issuing authority. Patch size shall be approximately 2 inches by 4 inches. Lettering on the patch shall be all capital letters.

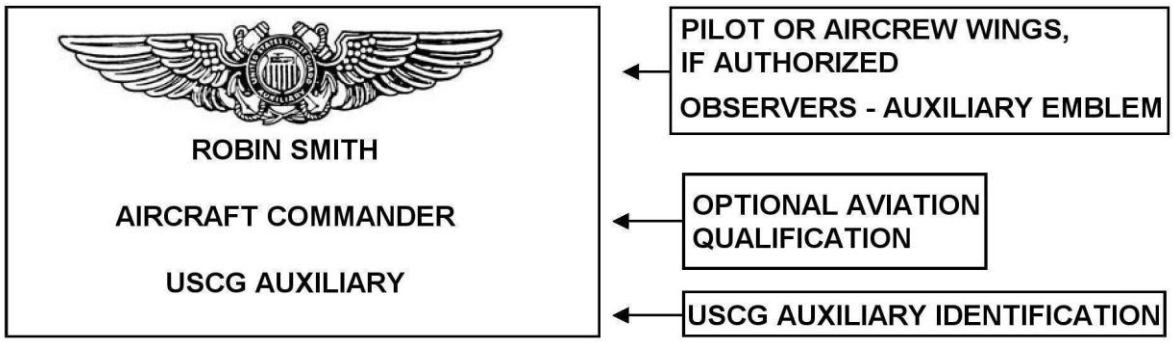


Figure 10-33
Auxiliary Flight Suit Left Breast Patch

H.5.b.(3) Left Sleeve

A patch of the American National Ensign shall be worn centered on the left sleeve, positioned with the top of the patch ¾ inch below the shoulder seam. The flag shall be positioned with the field forward. This patch shall be approximately 2¼ by 3½ inches in size.

H.5.b.(4) Right Sleeve

An insignia patch of the Auxiliarist's Coast Guard or Auxiliary district, or the relevant Coast Guard Air Station shall be worn centered on the right sleeve, positioned with the top of the patch ¾ inch below the shoulder seam. Choice of the insignia shall be made by the Coast Guard order-issuing authority.

H.5.c. Auxiliary Office Insignia

Aviators may wear the insignia of their highest current or past Auxiliary office on the shoulders/epaulets of the Flight Suit. The insignia must be a sew-on type, on a background matching the color of the Flight Suit. The outside edge of the office insignia shall be placed ¾ inch in from the shoulder seam or outside end of the epaulet (if present).

H.5.d. Auxiliary Operational Mission Participation Designator

At the discretion of the Coast Guard order-issuing authority, Auxiliarists may wear a sleeve patch indicating recognition of Operational Mission Participation. This patch is illustrated in Figure 10-34 and shall indicate the level of participation by depicting the number of mission flight hours so recognized by the Coast Guard order-issuing authority. It shall be worn ¼ inch below the District or Air Station Patch on the right sleeve. This patch shall be approximately ⅜ by 2 inches in size. This patch shall have a silver border and silver lettering on a black background. Lettering shall be all capitalized. This patch shall be awarded at 100 hours, 250 hours, and every 250 hours thereafter.

Figure 10-34
Auxiliary Operational Mission Participation Patch

H.6. Auxiliary Chef (AUXCHEF) Uniform

The Coast Guard unit command or special event coordinator may specify a uniform for food service personnel. Absent such guidance, Auxiliarists who have successfully completed the AUXCHEF training program may wear the AUXCHEF uniform when performing food service support or augmentation activities.

H.6.a. Coat/Shirt

The white Chef's coat, long or short sleeve, shall be worn as the principal top garment. The long sleeve white Chef's coat shall specifically be worn for serving. If authorized by the unit command, the white Chef's shirt, long or short sleeve, may also be worn. In either case, a white T-shirt shall be worn as an undergarment.

The Chef's coat or shirt shall be white cotton or cotton/polyester blend with clear or white buttons. It shall be embroidered, in navy or black script, with the Auxiliarist's last name on the right front side in the same general place as where a name tag is conventionally located. "U.S. Coast Guard Auxiliary" shall be similarly embroidered on the left front side in the same general place as where a qualification insignia is conventionally located (due to title length, the word "Auxiliary" should be embroidered ¼ inch below and centered under "U.S. Coast Guard"). Name tags shall not be worn on these garments.

H.6.b. Trousers	The trousers shall be of conventional black-and-white hounds-tooth checked pattern, belted (black web) or draw-string waist, with no cuff. Solid black pants may also be worn, specifically when serving.
H.6.c. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
H.6.d. Shoes	Well-blackened 8-inch or 10-inch safety boots are worn. Black tennis shoes or Chef's clogs may also be worn. Shoes prescribed for dinner dress uniforms shall be worn for serving.
H.6.e. Hat	The Auxiliary ball cap or Chef's hat with mesh inset shall be worn (disposable Chef's hat also authorized). The Coast Guard unit ball cap may be worn, if authorized.
H.6.f. Insignia	Only the metal Auxiliary member collar insignia shall be worn on the coat or shirt collar, as well as on the ball cap worn with the uniform.
H.6.g. Preparatory Wear	For certain circumstances, such as preparatory work, the unit command may authorize attire to be worn consistent with provisions in the Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), for a Special Command Aide (e.g., khaki slacks, dark blue/navy polo shirt with Auxiliary logo).

Section I. Women's Uniforms

Introduction	This section describes the uniforms that are authorized to be worn by Auxiliary women.
I.1. Dinner Dress Blue Jacket	The Dinner Dress Blue Jacket uniform may be prescribed and worn for formal evening occasions. (see Figure 10-35)
I.1.a. Coat	The coat is the standard Coast Guard (Navy) Blue Mess jacket. The three gold Coast Guard buttons down each forepart are replaced with three medium size silver Auxiliary buttons.
I.1.b. Skirt/Slacks	Two skirts are available for wear with this uniform. One is a plain, six-gored, floor length skirt. It may have an optional slit at both side seams reaching no higher than midcalf. The other skirt is of conventional length. Both shall be of the same color and material as the jacket. Dinner dress slacks for women are optional.
I.1.c. Shirt	The shirt shall be of white opaque nylon or similar material with small pleated ruffles down the front, plain turndown collar, and pearl buttons.
I.1.d. Cummerbund	A pleated cummerbund, 3½ inches wide, made of silver acetate satin, is worn with the pleat openings facing upward.
I.1.e. Tie	The black dress necktie consists of a small crescent-shape black velvet ribbon tapering toward each end from a width of 1 inch at the center.
I.1.f. Stockings	Stockings shall be made of plain material, flesh color, undecorated. Stockings will be seamless.
I.1.g. Shoes	Shoes shall be black, plain pump style, made of smooth leather or a synthetic leather substitute without decoration and with closed heels and toes. Heel heights may range from 1 to 2⅝ inches. Heel widths may be no less than ½ inch at the floor. Flat wedge style soles that rise to 1-inch heels are authorized. Sole edges and heels must be black.
I.1.h. Insignia	Full silver sleeve lace is worn on the coat sleeves mounted by the appropriate Auxiliary shield.
I.1.i. Breast Insignia/Devices	Miniature medals and miniature insignia are worn on both uniforms. The AUXOP and past officer devices, for which there are no miniatures, are also worn if authorized. Ribbons and name tags are not worn.

I.1.j. Hat	Women are not required to wear hats.
I.1.k. Accessories	The bridge coat or trench coat may be worn with these uniforms. A black or white handbag should be included where appropriate.

Figure 10-35
Dinner Dress Blue Jacket (Women)

I.2. Dinner Dress White Jacket	This uniform may be prescribed and worn for formal evening occasions. This uniform is the same as the Dinner Dress Blue jacket uniform, except for the below items. (see Figure 10-36)
I.2.a. Coat	The coat is the standard Coast Guard (Navy) White Mess jacket. The three gold Coast Guard buttons down each forepart are replaced with three medium size silver Auxiliary buttons of the same size.
I.2.b. Insignia	Hard shoulder boards are worn on the jacket.

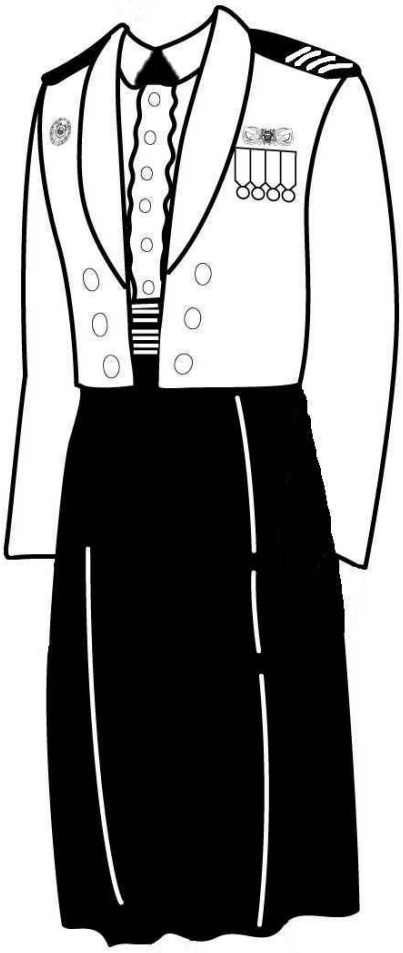


Figure 10-36
Dinner Dress White Jacket (Women)

I.3. Service Dress Blue	The Service Dress Blue uniform is the official Uniform of the Day 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. (see Figure 10-37)
I.3.a. Coat	The coat is the standard Coast Guard officer's coat. The gold Coast Guard buttons are replaced with silver Auxiliary buttons.
I.3.b. Skirt/Slacks	The skirt is straight, with side pockets and a back zipper. Women may also wear dress slacks similar in outward appearance to the men's trousers with a conventional plain design and no cuffs. Air Force slacks will not be worn with the Auxiliary uniform. For both the slacks and skirt, the color and material will be the same as the coat.
I.3.c. Belt	The web belt with a silver buckle and tip is worn with the slacks. The buckle may be plain or display the Auxiliary emblem. The belt is not worn with the skirt.
I.3.d. Shirt	The shirt with a stand-up collar, long or short sleeves, two-button cuff closures, epaulets, pockets, and button placket. The shirt will not have exposed buttons; the men's shirt is not authorized.
I.3.e. Tie	The Coast Guard blue tab tie is worn.
I.3.f. Stockings	Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.
I.3.g. Shoes	Dress shoes shall be black, plain pump style, made of smooth leather or a synthetic leather substitute without decoration and with closed heels and toes. Heel heights may range from 1 to 2⅝ inches. Heel widths may be no less than ½ inch at the floor. Flat wedge style soles that rise to 1-inch heels are authorized. Sole edges and heels must be black. Optional service shoes, for wear with trousers, are black, plain, lace up, oxford style with heels, made of smooth leather or a synthetic leather substitute. Shoes shall have three to six pairs of eyelets for lacing. A seam around the toe is authorized. Heel height may not exceed 1 inch. Sole edges, heels, and laces must be black.

I.3.h. Insignia	Full silver sleeve lace is worn on the coat sleeves mounted by the appropriate Auxiliary shield and soft or enhanced shoulder boards are worn on the shirt.
I.3.i. Breast Insignia/Devices	This uniform is worn with ribbons, breast insignia, badges, devices, and name tags.
I.3.j. Hat	The combination cap is the prescribed hat to be worn with this uniform. The garrison cap may be worn, but it will no longer be authorized for Auxiliary wear with the Service Dress Blue uniform as of 31 December 2012. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter.
I.3.k. Accessories	The bridge coat and the trench coat are the prescribed outer wear with this uniform. The over coat, reefer coat, and foul weather parka may be worn with the Service Dress Blue uniform, but they will no longer be authorized for Auxiliary wear with it as of 31 December 2012. The windbreaker may be worn in place of the Service Dress Blue coat, unless the coat is prescribed or considered more appropriate. The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.

Figure 10-37
Service Dress Blue (Women)

I.4. Dinner Dress Blue

This uniform is worn for formal evening occasions when the Auxiliarist does not have the Service Dress Blue or White jacket. It is the same as the Service Dress Blue, except miniature medals and breast devices are worn instead of ribbons and name tag. The AUXOP and past officer devices, for which there are no miniatures, are also worn. Only the combination cap is appropriate for wear with this uniform. (see Figure 10-38)

Figure 10-38
Dinner Dress Blue (Women)

I.5. Service Dress White	The Service Dress White uniform may be prescribed and worn for ceremonies and official functions. (see Figure 10-39)
I.5.a. Coat	The coat is the standard Coast Guard (Navy) Service Dress White coat. The four gold Coast Guard buttons down the front shall be replaced with four medium size silver Auxiliary buttons.
I.5.b. Skirt	The skirt is a plain six-gored skirt of conventional sweep with two insert pockets in the upper part of the front. Women may wear trousers similar in outward appearance to men's trousers. For both, the color and material shall be the same as the coat.
I.5.c. Shirt	The shirt shall be white, with a turndown pointed collar and short or long sleeves. It shall button down the front, using small plain white buttons.
I.5.d. Tie	The black tab tie is worn.
I.5.e. Stockings	Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, white socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.
I.5.f. Shoes	Dress shoes, shall be white, plain pump style, made of smooth leather or a synthetic leather substitute without decoration and with closed heels and toes. Heel heights may range from 1 to 2⅝ inches. Heel widths may be no less than ½ inch at the floor. Flat wedge style soles (white) that rise to 1-inch heels are authorized. Optional service shoes, for wear with trousers, shall be white, plain, lace up, oxford style with heels, made of smooth leather or a synthetic leather substitute. Shoes shall have three to six pairs of eyelets for lacing. A seam around the toe is authorized. Heel height may not exceed 1 inch. Sole edges, heels, and laces must be white.
I.5.g. Insignia	Hard shoulder boards are worn with this uniform.
I.5.h. Breast Insignia/Devices	Name tag, ribbons, badges, and devices are worn.
I.5.i. Hat	The combination cap is worn with this uniform.
I.5.j. Accessories	The bridge coat or trench coat may be worn with this uniform. A black or white handbag should be included where appropriate.

Figure 10-39
Service Dress White (Women)

I.6. Winter Dress Blue	This winter uniform may be worn for general office wear, visits to Coast Guard units, and appropriate assignments to duty. It is the basic cold climate, non-operational uniform and may be worn in lieu 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 option is only authorized from 1 November through 31 March. (see Figure 10-40)
I.6.a. Trousers	Trousers shall be the same as prescribed for Service Dress Blue. Women may wear a skirt (optional) that is the same as prescribed for the Service Dress Blue.
I.6.b. Belt	A black web belt with a silver buckle and tip is worn. The buckle may be plain or display the Auxiliary emblem.
I.6.c. Shirt	A long sleeve, Coast Guard blue winter shirt that matches the color and material of the trousers is worn. The developmental Winter Dress Blue shirt with permanent silicone creases shall not be authorized for Auxiliary wear until approved by the Coast Guard Uniform Board as a standard sea bag item for active duty personnel.
I.6.d. Tie	A Coast Guard blue four-in-hand tie of suitable length is worn. Clip-on types are optional.
I.6.e. Stockings	Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.
I.6.f. Shoes	Dress shoes are the same as prescribed for the Service Dress Blue uniform. For wear with trousers, optional service shoes are the same as prescribed for the Service Dress Blue uniform.
I.6.g. Insignia	Metal collar devices are worn.
I.6.h. Breast Insignia/Devices	Name tag, ribbons, badges, and qualification devices are worn.
I.6.i. Hat	The combination cap and garrison cap are the prescribed hats to be worn with this uniform. Ball caps of any type are not authorized to be worn with this uniform. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter.

I.6.j. Accessories

The bridge coat, trench coat, and windbreaker are the prescribed outer wear with this uniform. The over coat and reefer coat may be worn with the Winter Dress Blue uniform, but they will no longer be authorized for Auxiliary wear with it as of 31 December 2012. The foul weather parka may be worn with the Winter Dress Blue uniform only if adverse environmental conditions dictate the need for this heavier outer wear (such wear shall be limited to necessary occasions or periods). The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.

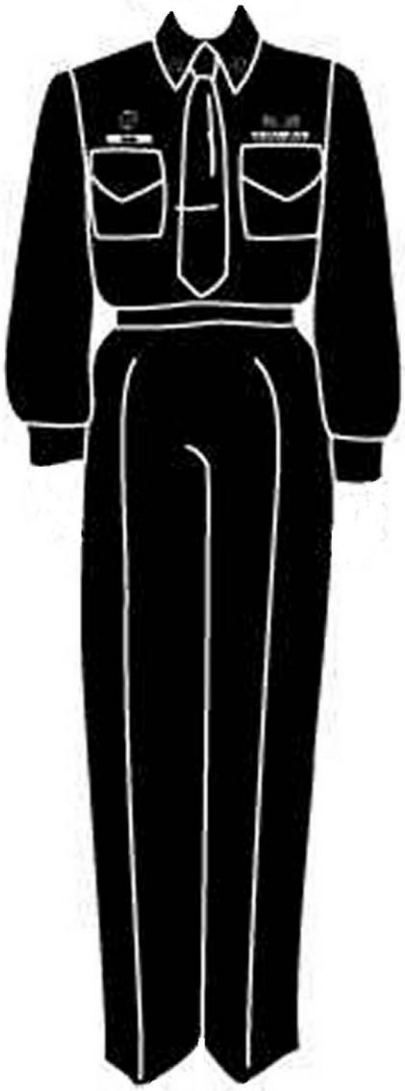


Figure 10-40
Winter Dress Blue (Women)

I.7. Tropical Blue	This 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. (see Figure 10-41)
I.7.a. Skirt/Slacks/Belt	The skirt, optional slacks, and belt are the same as prescribed for the Service Dress Blue uniform.
I.7.b. Shirt	The light blue style Coast Guard shirt with a stand-up collar, short sleeves, epaulets, two front pockets, and button packet is worn. With this shirt, the collar is worn open without a tie. The female overblouse dress shirt is authorized as optional wear as an alternative to the light blue style Coast Guard shirt for the Tropical Blue uniform only. Women may also wear the men's shirt.
I.7.c. Stockings	Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.
I.7.d. Shoes	Dress shoes and service shoes are the same as prescribed for Service Dress Blue uniform.
I.7.e. Insignia	Enhanced shoulder boards are worn on the shirt.
I.7.f. Breast Insignia/Devices	This uniform is worn with ribbons, breast insignia, badges, devices, and name tags.
I.7.g. Hat	The combination cap and garrison cap are the prescribed hats to be worn with this uniform. Ball caps of any type are not authorized to be worn with this uniform. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter.
I.7.h. Accessories	The trench coat and windbreaker are the prescribed outer wear with this uniform. The over coat, reefer coat, and work jacket may be worn with the Tropical Blue uniform, but they will no longer be authorized for Auxiliary wear with it as of 31 December 2012. The foul weather parka may be worn with the Tropical Blue uniform only if adverse environmental conditions dictate the need for this heavier outer wear (such wear shall be limited to necessary occasions or periods). The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.

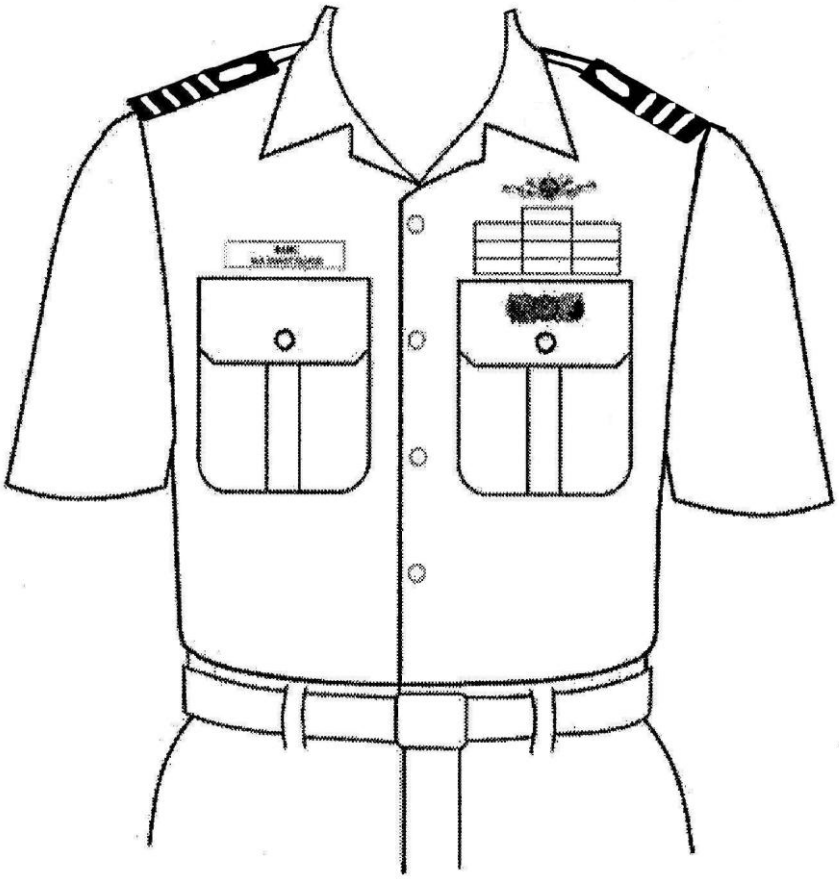


Figure 10-41
Tropical Blue (Women)

I.8. Undress Blue – Winter	This winter uniform is worn for more formal working situations and is appropriate for classrooms, unit meetings, and boating safety booths. (see Figure 10-42)
I.8.a. Skirt/Slacks/Belt	The skirt, optional slacks, and belt are the same as prescribed for the Service Dress Blue uniform.
I.8.b. Shirt	The light blue, Coast Guard style shirt with a stand-up collar, long sleeves, two-button cuff closures, two front pockets, epaulets, and button packet. The men's shirt may also be worn. (see paragraph G.9.c of this chapter)
I.8.c. Tie	The Coast Guard blue tab tie is worn.
I.8.d. Stockings	Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn with service shoes.
I.8.e. Shoes	Dress shoes and optional service shoes are the same as prescribed for the Service Dress Blue uniform.
I.8.f. Insignia	Metal collar devices are worn. Enhanced shoulder boards are not worn.
I.8.g. Breast Insignia/Devices	This uniform is worn with name tag and devices. Badges and ribbons are not worn.
I.8.h. Hat	The combination cap and garrison cap are the prescribed hats to be worn with this uniform. The cold weather cap may be worn in accordance with the provisions of section D.3.e of this chapter.
I.8.i. Accessories	The trench coat, windbreaker, and foul weather parka are the prescribed outer wear with this uniform. The over coat, reefer coat, and work jacket may be worn with the Winter Undress Blue uniform, but they will no longer be authorized for Auxiliary wear with it as of 31 December 2012. The cardigan sweater and the wooly-pully sweater may be worn with this uniform in accordance with the provisions of section D.6 and D.7 of this chapter.

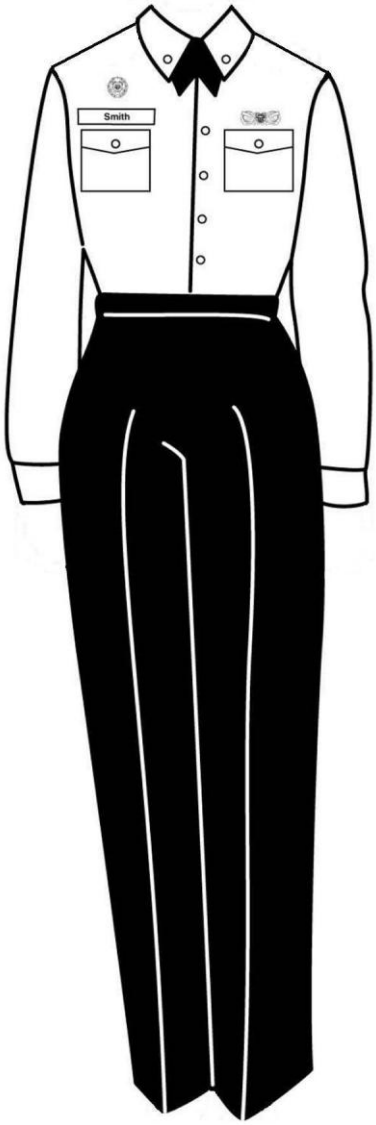


Figure 10-42
Undress Blue – Winter (Women)

I.9. Undress Blue – Summer (Alpha)

This summer uniform is worn for formal working situations and is appropriate for wear in classrooms, at unit meetings, and at boating safety booths. It shall be worn in accordance with the provisions of section G.10 of this chapter. (see Figure 10-43)

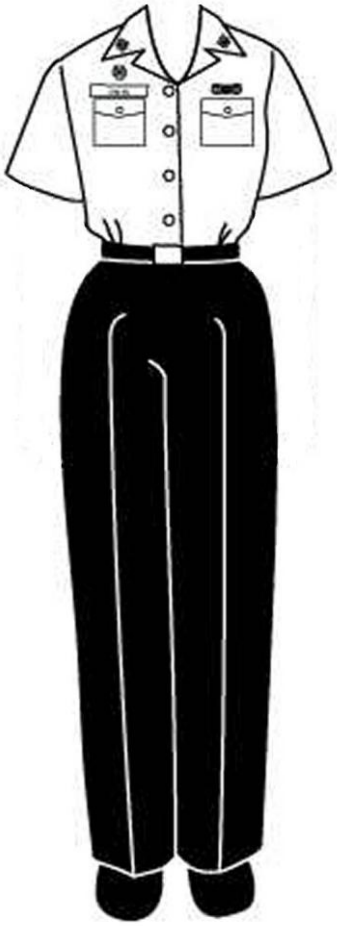


Figure 10-43
Undress Blue – Summer (Alpha) (Women)

Chapter 11
Auxiliarist Recognition/Awards

Introduction

Auxiliarists, as volunteers, receive no direct compensation for the many hours of time and effort they donate to the Coast Guard. The recognition of an Auxiliarist's service, through the presentation of timely and appropriate awards, is essential to the success of the Auxiliary program. Recognition of Auxiliarists by Coast Guard unit COs, XOs, and all other Coast Guard leaders is very important. In many respects, the recognition they receive through these awards can be considered to be their nominal payment. The service and actions of the Auxiliarists should receive the appropriate recognition and awards to the maximum extent possible. Medals and awards will be worn as prescribed in the Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series), except as noted in this chapter. Associated recommendations for Auxiliary personal awards (Auxiliary Distinguished Service Medal, Auxiliary Legion of Merit, Auxiliary Plaque of Merit, Auxiliary Meritorious Service Medal, Auxiliary Medal of Operational Merit, Auxiliary Commendation Medal, Auxiliary Achievement Medal, and Auxiliary Commandant Letter of Commendation) shall be drafted in accordance with guidelines established in the Awards section of the Chief Director's web site (www.uscg.mil/auxiliary).

As with any aspect of Auxiliary service records, it is the incumbent responsibility of each Auxiliarist to ensure that timely, complete, and accurate changes are made to them. Next to training and qualification entries, this consideration is most important with respect to award and recognition entries. Auxiliarists are therefore highly encouraged to provide the Director with a copy of any award (i.e., certificate and/or citation) as soon as practicable after their receipt of such. This is not meant in any way to relieve the similarly incumbent obligation of an awarding authority from ensuring that a copy of an award and/or citation presented to an Auxiliarist is immediately forwarded after presentation to the appropriate Director for filing in the Auxiliarist's service record.

In this Chapter This chapter contains the following sections:

Section	Title	See Page
A	Auxiliary Awards	11-3
B	Coast Guard Unit and Service Awards	11-23
C	Applicable Non-Military Awards	11-29
D	Making a Recommendation	11-33
E	Procurement of Awards	11-37
F	Manner of Wearing Miniatures and Ribbon Attachments	11-39
G	Precedence for Awards	11-43
H	Informal Recognition	11-51
I	Terms for Referencing Awards	11-53

Section A. Auxiliary Awards

Introduction	This section provides a description of Auxiliary awards.
A.1. Auxiliary Distinguished Service Medal	The Auxiliary Distinguished Service Medal (ADSM) recognizes Auxiliarists who distinguish themselves by contributing exceptionally meritorious and distinguished service to the Coast Guard Auxiliary. The ADSM is only awarded by the Commandant.
A.1.a. Eligibility Criteria	The performance required to justify this award is exceptional performance of duty, which benefits the Auxiliary as a whole. This performance, therefore, must be clearly much higher than normally expected, and must have a measurable, positive effect on the entire organization. Normally this award will be given to elected and appointed officers for extraordinary achievement. This statement should not be interpreted so as to preclude the award to any Auxiliarist whose service meets the requirement. The key words for this award are distinguished, operational, and exceptional meritorious service. To justify this award, exceptional performance of duty, clearly much higher than normally expected, which has resulted in significant benefit to the entire Auxiliary organization, is required.
A.1.b. Award Elements	This award consists of a Commandant's citation, a certificate, ribbon, miniature medal, and lapel pin. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by $^{5}/_{16}$-inch gold or silver stars as appropriate.
A.2. Auxiliary Legion of Merit	The Auxiliary Legion of Merit (ALOM) is awarded for service comparable to the ADSM but in a duty of lesser, though considerable, responsibility. The ALOM is only awarded by the Commandant.
A.2.a. Eligibility Criteria	In general, recognized performance must be clearly much higher than normally expected, and must have a measurable, positive effect on the Auxiliary across multiple Districts or at Auxiliary Area or national level. Normally, this award will be given to elected and appointed officers for exceptional achievement. This statement should not be interpreted so as to preclude the award to any Auxiliarist whose service meets the requirement. When the degree of achievement or service rendered, although meritorious, is not sufficient to warrant award of the ALOM, the AMSM should be considered.

A.2.b. Award Elements	This award consists of a Commandant's citation, a certificate, ribbon, miniature medal, and lapel pin. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by $^{5}/_{16}$-inch gold or silver stars as appropriate.
A.3. Auxiliary Plaque of Merit	The Auxiliary Plaque of Merit (APOM) is awarded to Auxiliarists in recognition of extreme skill in performing an assist or rescue that involves risk to the Auxiliarist's life. The APOM may be awarded by any 4-star Flag officer, 3-star Flag officer, or District Commander. Award packages, including the completed Coast Guard Award recommendation forms (CG-1650), shall be forwarded to Commandant (CG-5421) for plaque issuance.
A.3.a. Eligibility Criteria	This award recognizes heroism in the face of grave personal risk and which clearly stands out as above normal expectations. The key aspects of performance for award of the Auxiliary Plaque of Merit are extreme skill, assist or rescue, and risk to the Auxiliarist's life. As can be seen, the Auxiliary Plaque of Merit can only be given for an assist, or rescue. The Auxiliarist must have exercised extreme skill, as opposed to just skill required for the Medal of Operational Merit. Lastly, there must have been risk to the Auxiliarist's life. Neither the assist nor rescue need be successful, only that the action required extreme skill and was performed or attempted at risk to the Auxiliarist's life.
A.3.b. Award Elements	This award consists of a bronze plaque, ribbon, and miniature medal. There is no certificate. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by $^{5}/_{16}$-inch gold or silver stars as appropriate.
A.4. Auxiliary Meritorious Service Medal	The Auxiliary Meritorious Service Medal (AMSM) is awarded to Auxiliarists who have contributed exceptional meritorious service to the Coast Guard and/or Auxiliary. Auxiliarists who serve in any capacity within the Auxiliary are eligible. The AMSM may be awarded by any Flag officer.
A.4.a. Eligibility Criteria	The meritorious performance of duty must have enhanced Auxiliary goals. This performance must clearly be of a nature much higher than that normally expected, and which has a significant positive effect on the ability of the Coast Guard and/or the Auxiliary to complete its missions and goals. For this award, the key words are outstanding and meritorious service worthy of special recognition, which contributes significantly to fulfillment of Auxiliary goals at the local level.

A.4.b. Award Elements	This award consists of a ribbon, miniature medal, and certificate. The operational "O" attachment may be authorized for this award. Subsequent awards are signified by $^{5}/_{16}$-inch gold or silver stars as appropriate.
A.5. Auxiliary Medal of Operational Merit	The Auxiliary Medal of Operational Merit (AMOM) is given to Auxiliarists in recognition of outstanding skill in performing an assist, rescue, or other meritorious operational service. The Auxiliary Medal of Operational Merit may be awarded by any Coast Guard Commanding officer (O-6 and above) of an operational unit or serving as a Division Chief or higher at a district office, area or Headquarters office, or serving as a Director.
A.5.a. Eligibility Criteria	This award recognizes outstanding achievement or service of an operational nature (defined as direct, hands on, underway, surface or airborne aviation mission activity) worthy of special recognition. For this award, the key words are outstanding operational performance, skill, assist, rescue or other meritorious operational service. To receive the Medal of Operational Merit, only skill is required, not extreme skill, and therefore does not have to be a risk to the Auxiliarist's life. Outstanding operational performance and other meritorious operational service have been included in this category. This was added to allow recognition of a cumulative series of operational services, none of which, standing alone, would merit this award, but taken as a group, do merit this level of recognition.
A.5.b. Award Elements	This award consists of a ribbon, miniature medal, and certificate. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by $^{5}/_{16}$-inch gold or silver stars as appropriate.
A.6. Auxiliary Commendation Medal	The Auxiliary Commendation Medal (ACM) is given to Auxiliarists in recognition of outstanding assistance that furthers any of the Auxiliary's authorized activities, except operations (since the Medal of Operational Merit is for operations). The Auxiliary Commendation Medal may be awarded by any Coast Guard Commanding Officer (O-5 or above) of a Coast Guard unit, or serving as Division Chief or higher at a district, area, FORCECOM, or Headquarters office, or serving as a Director.

A.6.a. Eligibility Criteria	This award recognizes outstanding achievement or service worthy of special recognition as described below. The key words for the Auxiliary Commendation Medal are outstanding achievement, which significantly furthers any of the Auxiliary's authorized activities. The Auxiliary Commendation Medal is for outstanding administrative services. This requires services accomplished in a manner, which is much better than could normally be expected from an Auxiliarist of like capability and experience. Neither doing a difficult job well nor doing a routine job in an excellent manner will suffice. The achievement must be truly outstanding.
A.6.b. Award Elements	This award consists of a ribbon, miniature medal, and certificate. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by $^{5}/_{16}$-inch gold or silver stars as appropriate.
A.7. Auxiliary Achievement Medal	The Auxiliary Achievement Medal (AAM) is given to Auxiliarists in recognition of their sustained and superior professional and/or leadership achievements in administration or operations. The Auxiliary Achievement Medal may be awarded by any Coast Guard Commanding officer (O-4 and above) of a Coast Guard unit or serving as a Division Chief or higher at a district, area, FORCECOM, or Headquarters office, or serving as a Director.
A.7.a. Eligibility Criteria	This award recognizes outstanding achievement or service of a nature, which is worthy of special recognition as described below. The key words for the Auxiliary Achievement Medal are sustained professional, leadership achievements and period of time. The Auxiliary Achievement is for recognition of Auxiliarists who have maintained an outstanding level of performance and/or achievement over a period of time to further authorized activities of the Auxiliary. The achievements could be in administration or operations.
A.7.b. Award Elements	This award consists of a ribbon, miniature medal, and certificate. For achievement in operations (defined as direct hands on, underway, surface or airborne aviation mission activity), Auxiliarists may wear the operational "O" attachment centered on the ribbon or the medal's suspension ribbon. Subsequent awards are signified by $^{5}/_{16}$-inch gold or silver stars as appropriate.
A.8. Auxiliary Commandant Letter of Commendation Ribbon	The Auxiliary Letter of Commendation Ribbon (ACLOC) is the Auxiliary's equivalent to the Coast Guard's Commandant Letter of Commendation (CLOC) Ribbon. Coast Guard units and Directors can prepare award citations using the same criteria, format, and style as the CLOC.

A.8.a. Eligibility Criteria	The award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for a superior act of service resulting in unusual and/or outstanding achievement, whose performance is lesser than that required for the Auxiliary Achievement Medal. The award can also be used to recognize an Auxiliarist's service/performance for a special event or project. The ACLOC may be awarded by any Coast Guard Commanding Officer (0-4 and above) of a Coast Guard unit, or serving as a Division Chief at a District, area, FORCECOM, or Headquarters office, or serving as a Director. Recommendations are made on the CG-1650 award recommendation form and submitted to the approving official, via the Auxiliarist's chain of leadership and management.
A.8.b. Award Elements	The ribbon is similar to the Coast Guard Letter of Commendation ribbon with the addition of a vertical white stripe in the middle to identify the ribbon as an Auxiliary award. The Auxiliary award consists of a ribbon and a miniature medal (the Coast Guard award is a ribbon only). The "O" device may be authorized for direct participation in missions of an operational hands-on nature. Auxiliarists indicate multiple awards by adding a $^{5}/_{16}$-inch gold or silver stars.

Table 11-1
Relationship Between Coast Guard and Auxiliary Medals

Coast Guard Auxiliary Medal	Coast Guard Medal	Basis	Final Approval Authority
Auxiliary Distinguished Service Medal	Distinguished Service Medal	Exemplary meritorious achievement	Commandant (see 11.A.1)
Auxiliary Legion of Merit	Legion of Merit	Outstanding meritorious service	Commandant (see 11.A.2)
Auxiliary Plaque of Merit	Coast Guard Medal	Extreme skill and risk during an assist or rescue	Any 4-star or 3-star Flag Officer, or any District Commander (see 11.A.3)
Auxiliary Meritorious Service Medal	Meritorious Service Medal	Meritorious service in the performance of duty	Any CG Flag Officer (see 11.A.4)
Auxiliary Medal of Operational Merit	Coast Guard Commendation Medal with “O” device	Outstanding operational skill or service	Any CG O-6 and above serving as CO of an operational unit, or Division Chief at District, area, HQ office, or serving as a DIRAUX (see 11.A.5)
Auxiliary Commendation Medal	Coast Guard Commendation Medal without “O” device	Outstanding administrative achievement	Any CG O-5 and above serving as CO, or Division Chief at District, area, FORCECOM, HQ office, or serving as a DIRAUX (see 11.A.6)
Auxiliary Achievement Medal	Coast Guard Achievement Medal “O” on device optional	Individual sustained and superior service	Any CG O-4 and above serving as CO, or Division Chief at District, area, FORCECOM, HQ office, or serving as a DIRAUX (see 11.A.7)
Auxiliary Commandant Letter of Commendation	Commandant Letter of Commendation “O” device optional	Superior act of service	Any CG O-4 and above serving as CO, or Division Chief at District, area, FORCECOM, HQ office, or serving as a DIRAUX (see 11.A.8)

A.9. Auxiliary Humanitarian Service Award

The Auxiliary Humanitarian Service Award (HSA) is presented to Auxiliarists who distinguish themselves as individuals or as members of an operational unit by meritorious, direct, non-routine participation in a significant act or operation of a humanitarian nature. Direct participation is defined as being physically present at the designated location, having directly contributed and influenced the action.

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

Participation in domestic disturbances involving law enforcement, equal rights to citizens, or the protection of properties are excluded from this award.

A.9.a. Eligibility Criteria

Service rendered in the act or operation being considered must meet the following criteria:

(1) Must be above and beyond normal duties.
(2) Must have major significance.
(3) Must have provided immediate relief, relieved human suffering and should have saved lives.
(4) Must have affected the outcome of the situation.
(5) Must have specific dates and must be restricted to the period of immediate relief.

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

(1) Significant assistance in the event of national or international disasters, natural or man-made, such as, but not limited to earthquakes, floods, hurricanes, typhoons or conflagrations.
(2) Support or resettlement of refugees or evacuees.
(3) Significant acts or operations directly related to humanitarian service, which are above and beyond routine service.

A.9.b. Award Elements

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

A.10. Multiple Awards

Auxiliarists indicate multiple awards of any of the above by adding $^{5}/_{16}$-inch or $^{3}/_{16}$-inch gold or silver stars as specified above.

A.11. Auxiliary Annual Service Performance Awards	These awards recognize the individual contributions of Auxiliarists in Auxiliary Recruiting, VE, RBSV, PE, and Operations programs.
A.11.a. Eligibility Criteria	Similar to the discontinued AMOS awards, the annual performance awards are to promote activity in critical areas and recognize individual efforts. Annual Performance Service Awards may be issued in the following categories using the following criteria (completed annually by calendar year - 1 January through 31 December), no retroactive entitlement authorized. Once an Auxiliarist is determined to be eligible for an award it may be presented when an appropriate presentation opportunity arises. It is not necessary to wait until the end of the year to present the award.
A.11.b. Award Elements	The awards use the old AMOS ribbons with an additional device to distinguish the new system from the discontinued awards and will include a miniature medal with device and citation. Multiple awards for subsequent years are indicated by adding $^{3}/_{16}$-inch bronze or silver stars. One award in each category may be issued to an Auxiliarist each calendar year, as the award is earned. The Annual Performance Auxiliary Recruiting Service Award uses the same ribbon as the discontinued AMOS Member Resources Award with an “S” device, the Auxiliary VE/RBSVP Service Award uses the discontinued AMOS VE ribbon with a “V” device, the Auxiliary PE Service Award uses the discontinued AMOS PE ribbon with an “E” device, and the Auxiliary Operations Service Award uses the discontinued AMOS Operations ribbon with either an “O”, “M”, or “S” device as prescribed below (only one device may be worn, at the discretion of the wearer). Auxiliarists may continue to wear the old AMOS ribbons previously earned. When a new ribbon of that same category is awarded under the new system, only the new Annual Performance Service ribbon (with associated device) is worn. For example, when earned, the Annual Performance Auxiliary Recruiting Service Award with an “S” device replaces the wearing of the discontinued AMOS Member Resources Award.
A.11.c. Auxiliary Recruiting Service	The Auxiliary Recruiting Service award is awarded for recruiting seven or more new Auxiliarists into the Auxiliary as determined and credited through the FC. A new Auxiliarist must be fully processed through completion of their favorable PSI determination and be shifted out of AP status before being credited towards this award. The year in which the date of the new Auxiliarist’s shift from AP status to IQ or BQ status shall be the year to which the new Auxiliarist shall count toward recruiting award recognition.

A.11.d. VE/RBSVP Service	The VE/RBSVP Service award is awarded for completing a total of 60 or more vessel examinations, of any combination, including Auxiliary surface facilities, recreational boats, paddle craft, personal water craft, commercial fishing vessels, uninspected passenger vessels, and uninspected towing vessels (a total of 20 or more examinations, of any combination, of commercial fishing vessels, uninspected passenger vessels, and uninspected towing vessels will also earn the award). It may be awarded for conducting a total of 60 or more RBSVPs. It may also be awarded for conducting a total of 60 or more, of any combination, RBSVPs and vessel examinations identified above.
A.11.e. PE Service	The PE Service award is awarded for IT and/or ITs aides completing thirty or more hours of instruction (in PE or MT), or serving as an ITs aide for sixty or more hours, or completing a combination of IT hours and ITs aide hours to total at least thirty credits (one IT hour equals one credit and one aide hour equals one-half a credit, for example, twenty hours as an IT equals twenty credits and twenty hours as an aide equals ten credits, totaling thirty credits and qualifying to receive the award).
A.11.f. Operations Service	The Operations Service award is awarded for supporting Coast Guard units and missions, including surface operations, air operations, and operational watchstanding (such as communications watchstander, OOD, manning the SAR desk, etc.). Operations support does not include administrative support to operational units, such as answering the office phones, filing case files, and service in the Director's office.
A.11.f.(1) "S" Device	Displays the support "S" device for support activities not involving the movement of a facility (i.e., watchstanding). Complete 200 or more hours of Operational Support activity as entered in AUXDATA with the activity code of UCG.
A.11.f.(2) "O" Device	Displays the operational "O" device for underway (excluding underway for training), surface mission activity (60 or more hours), or for airborne aviation mission activity (excluding training) (30 or more hours). Support for on-the-water readiness exercises does qualify as operational service. No combination of surface and air operations is allowable for this award. Support activity includes those entered in AUXDATA with the activity code of U/W or ABN, excluding any with the submission code of TRN.
A.11.f.(3) "M" Device	Displays the "M" device for activities in support of marine safety, security, and environmental protection programs. An Auxiliarist must earn at least 200 points through any combination of the following weighted activities: (a) Commercial fishing vessel exam – 10 points/exam. (b) Uninspected towing vessel exam – 7 points/exam.

(c) Uninspected passenger vessel exam – 4 points/exam.
(d) Other commercial vessel exam – 4 points/exam.
(e) Each hour performed in any mission in the MS or MEP mission categories or in mission code 80A – 1 point/hour.

A.11.f.(4) Required Data for Ribbons

The data to support the above ribbons will be obtained from AUXDATA printouts, with the exception of Auxiliary recruiting information, which may be provided by the DSO-HR. Directors, (LCDR (O-4) and above), have authority to issue the awards once the Auxiliarist has performed the prescribed activity levels. Ribbons can only be earned once per calendar year.

A.11.g. Award Precedence and Order

The Auxiliary Recruiting Service Award precedence is immediately above the Coast Guard Recruiting ribbon in the Auxiliary Award order of precedence. The Auxiliary VE/RBSVP, PE, and Operations Service Awards rank immediately below the Flotilla Meritorious Achievement Medal.

With the exception of the Auxiliary Recruiting Service Award, these awards are worn in the order first earned.

A.12. Posthumous Awards

All of the above awards may be made posthumously.

A.13. Auxiliary Specialty Ribbon

This recognition is presented to an Auxiliarist who has successfully completed any AUXOP credit (i.e., minimum one credit earned) until AUXOP designation is earned. Auxiliarists add $^{3}/_{16}$-inch bronze or silver stars, as appropriate, to show successful completion of additional credits which move them closer to achievement of the AUXOP device.

AUXOP designation recognizes the successful completion of all AUXOP requirements, and entitles the Auxiliarist to wear the AUXOP device. Once the device is earned, the Specialty Ribbon shall be removed from wear.

A.14. Auxiliary Program Ribbons

Ribbons are awarded for the following Auxiliary programs:

a. Operational Excellence
b. Operations
c. Marine Safety Trident Specialty
d. Examiner
e. Instructor
f. Public Affairs Specialty

A.14.a. Operational Excellence Program	The Operational Excellence Program provides Coast Guard Auxiliary boat crews with a challenging opportunity to highlight their proficiency and skills, foster teamwork, encourage offers for use of surface facilities, and promote fellowship among operational members. The program is neither mandatory nor meant to replace qualifications or certification requirements. All program participants shall follow the policies and procedures established in the Coast Guard Auxiliary Operational Excellence Program, COMDTINST 16794.4 (series), in order to earn this award.
A.14.b. Operations Program	This ribbon recognizes qualifications in the various operations program areas. Auxiliarists who qualify as an Auxiliary boat or air crew member, air observer, AtoN verifier, Coast Guard watchstander, Coast Guard boat crewman, Coast Guard boat engineer, or Auxiliary interpreter (Level A) may wear the Operations Program ribbon. Watchstanders and boat engineers are defined as Auxiliarists who have been designated in writing by a Coast Guard unit, or the Director, as qualified in that position. Auxiliarists designated by the Director as Auxiliary watchstanders according to District requirements may also wear the Operations Program ribbon. Additionally, Auxiliarists holding the Auxiliary Telecommunications Operator (TCO) qualification or who have qualified as AUXCOM prior to 1 August 2008, are authorized to wear the Operations Program ribbon. Auxiliarists show multiple qualifications by adding $^{3}/_{16}$-inch bronze or silver stars. The "E" device is authorized to be worn on the Auxiliary Operations Program ribbon by Auxiliarists who are currently appointed, or have been appointed, as a Qualification Examiner (QE) or Flight Examiner (FE). No miniature "E" device for miniature medals is authorized.
A.14.c. Marine Safety Training	The Marine Safety Training ribbon was created in recognition of the considerable and long-term, sustained effort that Auxiliarists must put forward in order to earn the Auxiliary Marine Safety insignia. The ribbon recognizes achievement in the marine safety, security, and environmental protection mission area as a precursor to achievement of the Auxiliary Trident insignia. Auxiliarists who successfully complete the following tasks are entitled to wear this ribbon (there is no time limit in which these tasks must be completed): (1) Introduction to Marine Safety and Environmental Protection (IMSEP) course. (2) Good Mate course. (3) Incident Command System (ICS) courses 100 / 200 / 700 / 800. (4) ICS course 210 (Coast Guard taught) or ISC 300 (FEMA taught). (5) At least one Auxiliary marine safety program PQS.

	Successful completion of subsequent program PQS shall be denoted by adding $^{3}/_{16}$-inch bronze stars. After earning the Auxiliary Marine Safety insignia, Auxiliarists shall remove this ribbon from wear.
A.14.d. Examiner Program	The ribbon recognizes qualification as an RBS Program Visitor or in any of the vessel examiner program areas. Auxiliarists show multiple qualifications by adding $^{3}/_{16}$-inch bronze or silver stars.
A.14.e. Instructor Program	This ribbon recognizes qualification in the IT program.
A.14.f. Public Affairs Specialty Program	This ribbon recognizes successful completion of the Auxiliary Public Affairs Specialist I competency. Once this competency is achieved, an Auxiliarist may pursue achievement of the Auxiliary Public Affairs Specialist II and/or the Auxiliary Public Affairs Specialist III competency. A $^{3}/_{16}$-inch bronze star shall be placed on the ribbon to recognize successful achievement of each of these competencies.
A.15. Auxiliary Service Awards	Auxiliary Service Awards are presented for sustained Auxiliary Service and Auxiliary Member Service.
A.15.a. Sustained Auxiliary Service Award	This award is presented to an Auxiliarist contributing a documented total of 750 volunteer hours of Auxiliary service. Subsequent awards are presented for each additional 750 hours of service. Auxiliarists indicate multiple awards by adding $^{3}/_{16}$-inch bronze or silver stars, until the tenth award, at which time an hourglass device will be used. This award includes a miniature medal, ribbon, and certificate. Eligibility for this award is documented by the Director, using AUXDATA information data, whose staff shall then forward the initial medal/ribbon set issue and a prepared certificate to be presented per district/regional policy. Subsequent awards receive the star or hourglass device and a certificate showing the number of hours being recognized.
A.15.b. Hourglass Device	Auxiliarists wear a single bronze, silver, or gold hourglass device centered on the Sustained Auxiliary Service Award. A ribbon with a bronze hourglass device will designate accumulation of 7,500 volunteer service hours. Multiple star devices shall be removed. A gold hourglass will be awarded after accumulation of 15,000 total volunteer hours. A silver hourglass device shall be awarded after accumulation of 25,000 total volunteer hours. No further star devices or multiple hourglass devices will be added to the ribbon after the hours for each hourglass device level are awarded. Directors will provide the ribbon with a bronze, silver or gold hourglass as replacement for any previous level award.

A.15.c. Auxiliary Member Service Award	This award is presented to any Auxiliarist who completes five cumulative years (need not be consecutive) of Auxiliary membership. Auxiliarists indicate multiple five-year award increments by adding appropriate bronze or silver $^{3}/_{16}$-inch stars. This award, at the first five-year increment, includes a miniature medal, ribbon, and certificate. Subsequent awards receive the star device and a certificate showing the numbered years of service. The Director shall sign the certificates that recognize Auxiliarists when their membership reaches 5, 10, 15, and 20-year durations. The appropriate District Commander shall sign such certificates for 25, 30, 35, 40, and 45-year durations. A plaque, in lieu of a certificate, shall be presented to Auxiliarists when they reach 50 years of membership, and thence for every fifth year thereafter. The Director shall request and obtain such plaques from the Chief Director.
A.16. Additional Auxiliary Awards	The following are additional Auxiliary awards presented to deserving Auxiliarists.
A.16.a. Life Membership	This award is given to DCOs and all appointed Commodores in recognition of service at the conclusion of their office term. Award of Life Membership does not change membership status or carry any special rights, except exemption from paying National dues. The award consists of a certificate to be presented by the Chief Director and NACO at an appropriate ceremony at a national level meeting. There is no ribbon, medal or plaque connected with Life Membership.
A.16.b. Certificate of Appreciation	At the Chief Director's discretion, a Chief Director's Certificate of Appreciation may be presented to any Auxiliarist in appreciation for outstanding service in furthering Coast Guard Auxiliary aims or programs. Recommendations for this special certificate should be forwarded through the Director to the Chief Director for consideration and/or processing.
A.16.c. National Board Auxiliary Awards	The Auxiliary National Board may establish national awards for outstanding performance by Auxiliarists and units in Auxiliary activities and programs. These awards may consist of trophies, plaques, or certificates. The Board's Standing Rules will specify the name, purpose, nature, and applicable conditions of all awards offered.
A.16.d. District Board Auxiliary Awards	A District Board may establish district awards for outstanding performance by Auxiliarists and units in Auxiliary activities and programs. These awards may consist of trophies, plaques, or certificates. The District Board's Standing Rules will specify the name, purpose, nature and applicable conditions of all awards offered.

A.16.e. Auxiliarist of the Year Award	The Auxiliarist of the Year (AUXOY) award recognizes the most exemplary performance by an eligible Auxiliarist during the previous calendar year. Only those Auxiliarists who demonstrated sustained, exceptional standards of proficiency and conduct, and whose appearance and bearing were consistently impeccable, shall be considered for nomination. This award parallels the awards for the Coast Guard Enlisted Person of the Year (EPOY) and the Civilian Employee of the Year (CEOY) awards. AUXOY tenure shall extend from the date of their announcement as AUXOY until the date of announcement of their successor.
A.16.e.(1) Eligibility Criteria	AUXOY nominees must meet the following criteria: (a) Be a member in good standing of the Auxiliary for no less than one year from initial enrollment to the date of nomination. (b) Be a member in good standing of the Auxiliary for no less than one year and no more than three years from initial enrollment. (c) Demonstrated exemplary conduct. (d) Embraced Coast Guard core values of "Honor, Respect, and Devotion to Duty." (e) Projected exceptional uniform appearance and bearing. (f) Delivered consistently outstanding performance in terms of leadership, Auxiliary program skills, personal and work ethics, and Auxiliary knowledge. (g) Displayed superb initiative and motivation that helped significantly advance themselves and Auxiliary program(s). (h) Performed duties in outstanding fashion and achieved results of high quality, customer service, and teamwork that resulted in improved efficiency and effectiveness of Auxiliary and/or Coast Guard unit(s). Other related contributions, achievements, and awards should be included for consideration.
A.16.e.(2) Submission Requirements	AUXOY nomination packages shall be processed as follows: (a) The NACO shall solicit nominations during the month of January each year. (b) Nomination packages must originate at the Flotilla level and be able to be electronically forwarded and processed. Packages shall adhere to the minimum requirements prescribed by the sample format in Appendix F. Any package must be submitted to the regional EXCOM via the nominee's chain of leadership. (c) The regional EXCOM must validate all nomination packages and determine which nomination to forward. The DCO shall endorse and forward only one AUXOY nomination from the region to the respective DNACO by 28 February.

(d) Upon review of all packages, the DNACO shall endorse and forward only one nomination to the VNACO by 15 March.
(e) The VNACO shall chair a selection committee composed of the DNACOs to make the AUXOY selection. Upon selection, the VNACO shall forward the package to the NACO.
(f) The NACO shall submit the package to the Chief Director by 15 April.
(g) The Chief Director shall review and forward the package to CCG by 30 April.

A.16.e.(3) Recognition

The AUXOY shall receive the following recognition:

(a) Announcement of award by ALCOAST message.
(b) Award presentation at the National Conference (NACON). Travel, lodging, and per diem expenses for the AUXOY and spouse will be covered with orders issued by the Chief Director.
(c) Recommendation for the Auxiliary Commendation Medal to be submitted by the VNACO.
(d) AUXOY names shall be inscribed on a perpetual plaque on permanent display at CGHQ.
(e) Issuance of a personalized keeper plaque.

An AUXOY may be requested, with NACO concurrence, to represent the Auxiliary at other official functions and ceremonies during their tenure.

A.16.f. Commodore Charles S. Greanoff Inspirational Leadership Award

This award recognizes the most exemplary performance by an FC during the calendar year. Only those FCs who demonstrated sustained, exceptional standards of proficiency and conduct, and whose appearance and bearing were consistently impeccable, shall be considered for nomination. This award parallels other Coast Guard Inspirational Leadership Awards: the Captain John G. Whitherspoon Inspirational Leadership Award for active duty and Reserve officers, the George R. Putnam Inspirational Leadership Award for civilians, and the MCPO Angela M. McShan Inspirational Leadership Award for active duty or Reserve Chief Petty Officers (E-7). The period of award must start with assumption of office on January 1 of the calendar year.

A.16.f.(1) Eligibility Criteria

Nominees for this award must meet the following criteria:

(a) Been an Auxiliarist in good standing at the time of selection (February).
(b) Served as incumbent FC at the time of the solicitation for the award (October).
(c) Regularly demonstrated unwavering leadership prowess, including the ability to gain genuine commitment from all levels of the organization.
(d) Exemplified Coast Guard core values of “Honor, Respect, and Devotion to Duty.”

(e) Demonstrated sincere interest and concern for others and their success in the Coast Guard Auxiliary.
(f) Displayed a keen sense of ethical conduct and exhibited a high degree of personal integrity.
(g) Earned the high esteem and admiration of others.
(h) Fostered the spirit and intent of diversity.
(i) Motivated others to excel in mission performance.
(j) Was a positive role model and mentor.
(k) Projected professional uniform appearance and bearing.
(l) Other related contributions, achievements, and awards during the period should be included for consideration.

A.16.f.(2) Submission Requirements

Commodore Charles S. Greanoff Inspirational Leadership Award nomination packages shall be processed as follows:

(a) The NACO shall solicit nominations during the month of September each year.
(b) Nomination packages must originate at the Flotilla level and may be submitted by any member directly to the DCDR. Packages must be able to be electronically forwarded and processed. Packages should adhere to the minimum requirements prescribed by the sample format in Appendix F. The DCDR must submit the Division's selection to the DCO by 15 October.
(c) The district/regional EXCOM must validate all nomination packages and determine which nomination to forward. The DCO shall endorse and forward only one award nomination from the district/region to the respective DNACO by 1 November.
(d) Upon review of all packages, the DNACO shall endorse and forward all nominations for the area to the Chief Director, with copies to the VNACO and the NACO, for review by 5 November.
(e) Given concurrence of the VNACO and the NACO, the Chief Director shall forward all nomination packages to the Chief, Office of Leadership and Development (CG-133) by 10 November.
(f) CG-133 shall convene a selection committee consisting of one O-6 (Captain), one E-9 (Master Chief Petty Officer), one civilian, and one Auxiliary Commodore. The final nominee will be selected by January.

A.16.f.(3) Recognition	The recipient of the Commodore Charles S. Greanoff Inspirational Leadership Award shall receive the following recognition: (a) Announcement of award by ALCOAST and ALAUX message. (b) Award presentation will take place at a ceremony in Washington, DC during the Commandant's State of the Coast Guard address (March), in conjunction with the Whitherspoon, McShan, and Putnam Inspirational Leadership Awards. A trophy will be presented. Travel, lodging, and per diem expenses for the recipient and spouse will be covered by orders that will be issued by CG-133. (c) Recommendation for the Auxiliary Commendation Medal to be submitted by the VNACO. (d) An article and photo will be published in the Coast Guard's Leadership News and Navigator E-Magazine. (e) The Commodore Charles S. Greanoff Inspirational Leadership Award recipient may be requested, with the NACO concurrence, to represent the Auxiliary at other official functions and ceremonies during their tenure.
A.16.g. Auxiliary Diversity Award	The Auxiliary Diversity Award recognizes the most exemplary performance in the field of diversity by an eligible Auxiliarist. Only those Auxiliarists who have demonstrated sustained, exceptional standards of conduct and consistent support of the Auxiliary's diversity goals and the Coast Guard Diversity Policy Statement, shall be considered for nomination. This award is not an annual award, but rather shall be implemented in accordance with the following provisions at the discretion of the NACO.
A.16.g.(1) Eligibility Criteria	Nominees for this award must meet the following criteria: (a) Been an Auxiliarist in good standing for at least one year at the time of nomination. (b) Demonstrated exemplary conduct. (c) Exemplified Coast Guard core values of "Honor, Respect, and Devotion to Duty." (d) Delivered consistently outstanding performance in terms of leadership in the field of diversity, personal, and work ethics, and support of the Coast Guard's Diversity Policy. (e) Displayed superb initiative and motivation that helped significantly advance the Coast Guard's diversity goals: create a positive environment, value all members, and promote individual success. (f) Participated in recruiting and retention activities to increase the diversity of the Auxiliary. (g) Participated in diversity training sessions and presentations. (h) Promoted the NACO's 3-Star Diversity Awards.

(i) Projected professional uniform appearance and bearing.
(j) Other related contributions, achievements, and awards during the period should be included for consideration.

A.16.g.(2) Submission Requirments

Auxiliary Diversity Award nomination packages shall be processed as follows:

(a) The NACO shall solicit nominations during the month of September each year.
(b) Nomination packages may originate at any level of the organization and must be able to be electronically forwarded and processed. Packages must be submitted to the district/regional EXCOM via the chain of leadership by 1 October.
(c) The district/regional EXCOM must validate all nomination packages and determine which nomination to forward. The DCO shall endorse and forward only one award nomination from the district/region to the respective DNACO by 1 November.
(d) Upon review of all packages, the DNACO shall endorse and forward only one nomination for the area to the VNACO by 15 November.
(e) Any package submitted by the national staff must be reviewed by the appropriate Directorate Chief and ANACO, and then be forwarded to the appropriate DNACO by 1 November. Each DNACO shall endorse and forward only one nomination to the VNACO by 15 November.
(f) The VNACO shall chair a selection committee composed of the DNACOs to make the diversity award selection. Upon selection, the VNACO shall forward the package to the NACO by 1 December.
(g) The NACO shall submit the package to the Chief Director by 10 December.
(h) The Chief Director shall review and forward the package to the Chief, Diversity Workforce Staff (CG-12B) by 15 December.

A.16.g.(3) Recognition

The recipient of the Auxiliary Diversity Award shall receive the following recognition:

(a) Announcement of award by ALCOAST and ALAUX message.
(b) Award presentation at N-Train in January. Travel, lodging, and per diem expenses for the recipient and spouse will be covered by orders that will be issued by CG-12B.
(c) An article will be published in Navigator E-Magazine.

A.16.h. Awards for Non-Auxiliarists

There are occasions when individuals, who are not Auxiliarists, contribute significantly to promoting Auxiliary goals and missions. Such contributions and efforts are important to recognize in the following manner:

A.16.h.(1) Certificate of Appreciation

An Auxiliary award, known as the Certificate of Appreciation, is authorized for presentation to non-Auxiliarists. Those persons who, in the NACO's or DCO's opinion, have given noteworthy cooperation or assistance to the Auxiliary and its activities are eligible to receive this certificate with the NACO's or DCO's signature and with an embossed Auxiliary seal. Award recommendations are submitted via Auxiliary channels to NACO or DCO.

A.16.h.(2) Honorary Membership

Individuals, who are not Auxiliarists, may be awarded Honorary Membership. Such distinction is intended to honor individuals who provide notable service to the Auxiliary and its programs. In certain limited and selected cases, non-Auxiliarists may be awarded the title of Honorary Commodore. See paragraph D.5 of Chapter 3 for specific information.

A.17. Flotilla Meritorious Achievement Medal

This award is given annually to one flotilla in each district or region. The winning flotilla is subjectively judged by the DCO and Director to have made the most significant contributions to the Auxiliary program that year. Auxiliarists, who have been flotilla members for at least six months and a day during the award period, are eligible to wear the award's ribbon and receive the award's certificate. Auxiliarists indicate multiple awards by adding $^{5}/_{16}$-inch gold or silver stars.

A.18. Anniversary Streamers

In recognition of reaching the 50th anniversary of its charter date, an Auxiliary region, division, or flotilla may display a 50th anniversary streamer. The 50th anniversary streamer shall be blue with white letters that display, "50 YEARS". Subsequent unit charter anniversaries may be similarly recognized by the following streamers: the 60th anniversary streamer shall be red with white letters that display, "60 YEARS", the 70th anniversary streamer shall be platinum with blue letters that display, "70 YEARS", and the 75th anniversary streamer shall be white with blue letters that display, "75 YEARS".

A streamer shall be displayed only as an attachment to the regional flag or the unit's Auxiliary ensign. A streamer may be displayed at meetings and for ceremonial purposes. Similar to a commissioning pennant, an Auxiliary organizational unit may only retain and display one streamer of any anniversary, and its custody shall be kept by the unit elected leader. Streamers shall normally be available through the Auxiliary Center (AUXCEN).

A.19. Discontinued Awards

The following listed awards are no longer issued:

a. Air Observer/Pilot Ribbon
b. Auxiliary Service Award
c. Flotilla Achievement Medals (the six GAP ribbons)
d. $^{3}/_{16}$-inch bronze star denoting qualification as Master IT

A.20. Auxiliary Program Certificates

Auxiliary program certificates formally and tangibly recognize significant Auxiliary achievement. Accordingly, Auxiliary program certificates shall convey decorum and dignity consistent with Coast Guard core values.

Only the Director or appropriate Coast Guard command authority may sign Auxiliary program certificates that recognize:

a. Award of a ribbon, medal, attachment, badge (except Auxiliary National Staff badge), device, pin, insignia (except that for appointed office), decal, or streamer/pennant.
b. Program qualification (e.g., instructor, vessel examiner, Coastie operator).
c. Change in Auxiliary status (e.g., enrollment, retirement).
d. Auxiliary service recognition programs (e.g., Member Service).
e. Auxiliary Specialty Course completion.
f. Auxiliary unit charters.

These Auxiliary program certificates shall be approved by the Chief Director and employ standardized formats for their respective subjects of recognition. Such standardized formats shall be used regardless of the source or method of issuance (e.g., certificates issued either directly from a Director's office or through the Auxiliary National Testing Center). These Auxiliary program certificates and select other standard national certificates (e.g., certificate of appreciation, certificate of training/workshop completion) shall be available online through the Chief Director and Auxiliary web sites (www.uscg.mil/auxiliary and www.cgaux.org, respectively).

This does not preclude the creation and use of certificates at regional or local levels for specific recognition purposes. Such certificates shall similarly convey decorum and dignity consistent with Coast Guard core values, and shall not duplicate the certificates listed in (a)-(f) above in terms of function or purpose.

Section B. Coast Guard Unit and Service Awards

Introduction

This section describes Coast Guard unit and service awards that Auxiliarists are eligible to receive. Award eligibility criteria are described in Chapter 3 of the Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series).

Coast Guard awards policy allows pennants authorized for unit commendation awards to be displayed by Coast Guard units for a period of three years from the date the award is presented, and thereafter for ceremonial/dress occasions. When an Auxiliary unit is awarded a unit commendation that has an authorized pennant, it is authorized to fly that pennant for the same period of time and in the same fashion. For this purpose, Auxiliary units are defined as:

1. Auxiliary surface facilities 65 feet in length or more while operating under orders, not underway; and,
2. Auxiliary unit-owned or Coast Guard-owned/Auxiliary-operated fixed structures (e.g., search-and-rescue stations/detachments) and buildings used for administrative purposes (e.g., meetings) that have a permanent mast or yardarm suitable for the proper display of flags and pennants.

Coast Guard funds may be used to procure authorized award pennants for appropriate unit display. Pennants may not be flown on personal flag staffs.

B.1. Presidential Unit Citation

The Presidential Unit Citation is awarded in the name of the President of the United States to any unit of the Coast Guard for outstanding performance in action. Auxiliarists are eligible for this award only if they were serving with a cited unit and meet the eligibility criteria. Recommendations for Coast Guard and Auxiliary units should be forwarded to the Secretary of the department under which the Coast Guard is operating. Individuals and units will display the version of the Presidential Unit Citation based on the Secretary who authorized the award (e.g., the Presidential Unit Citation (Coast Guard) when authorized by DHS).

On 25 May 2006, the Presidential Unit Citation was issued by the President to all eligible members of the Coast Guard, including all eligible Auxiliarists, in recognition of the Coast Guard's response to Hurricane Katrina from 29 August 2005 to 13 September 2005. The Hurricane Distinguishing Device was authorized for all awardees.

B.2. Coast Guard Unit and Meritorious Unit Commendations

Auxiliarists and Auxiliary units are eligible to be awarded the Coast Guard Unit Commendation and the Coast Guard Meritorious Unit Commendation. These awards consist of ribbons only, there are no miniature medals. A Flag officer must approve these awards. The Operational Distinguishing Device (silver "O") may be authorized. Auxiliarists indicate multiple awards by $^{5}/_{16}$-inch gold or silver stars.

B.3. Commandant Award of Coast Guard Unit Commendation

On 1 September 1993, the Commandant awarded the Coast Guard Unit Commendation to Auxiliarists who served during the period October 1991 through November 1992. On 10 August 1999, the Commandant awarded a second Coast Guard Unit Commendation to the Auxiliary for service from 23 June 1939 through 23 June 1999. On 1 September 2002, the Commandant awarded the third Coast Guard Unit Commendation with Operational Distinguishing Device to Auxiliarists who served during the period 11 September 2001 through 1 September 2002. On 23 June 2009, the Commandant awarded the fourth Coast Guard Unit Commendation to Auxiliarists who served during the period 24 June 1999 through 23 June 2009. Auxiliarists indicate multiple awards by adding $^{5}/_{16}$-inch gold or silver stars, as appropriate.

B.4. Coast Guard Meritorious Team Commendation

The Meritorious Team Commendation (MTC) must be processed via the respective Coast Guard administrative or operational unit awards board. To be eligible, an Auxiliarist must have made a significant contribution to the group or team cited for the award.

B.4.a. Recommendations

The Coast Guard command, exercising operational or administrative control of the chartered team, should initiate the recommendation. Recommendations for the MTC are made to the appropriate Coast Guard commander for actions under their control. Recommendations involving Auxiliary National Staff members must be forwarded to the Chief Director for action.

Separate recommendations for each team member are not required. A single award recommendation form (CG-1650) with a proposed citation, together with a complete listing of all eligible Auxiliarists must be included. If the operational "O" device is recommended, the citation should indicate the same.

B.4.b. Eligibility Criteria	Only those Auxiliarists who serve for the entire meritorious period and made a significant contribution to the overall team accomplishments should be included. For Auxiliarists, include full name, EMPLID, and current office held. For Coast Guard members, include full name, rank/grade, EMPLID, and current unit assignments.
B.4.c. Award Elements	The award consists of a ribbon only. There is no miniature medal. The operational "O" is attached when authorized. Auxiliarists indicate multiple awards by adding $^{5}/_{16}$-inch gold or silver stars as appropriate.
B.4.d. Retired Award	The MTC and the Auxiliary Group Action Award recognize the same levels of performance and Auxiliarists are eligible to recommend or receive either award, however, the Auxiliary Group Action Award is retired. Auxiliarists who previously earned the Group Action Award may continue to wear it until unserviceable.
B.5. Coast Guard Bicentennial Unit Commendation	Only those Auxiliarists who were Auxiliarists during the entire period from March 1989 to October 1989 are authorized to wear the Coast Guard Bicentennial Unit Commendation. The award consists of a ribbon only. There is no miniature medal.
B.6. Special Operations Service Ribbon	Auxiliarists who participate in a Coast Guard special operation, not involving combat, may receive this award. It is for Auxiliarists not recognized by another service award for the same operation, during the same period of service. This award can be authorized by the Commandant or an Area Commander.
B.7. Awards for Recruiting Personnel into the Coast Guard Active Duty or Reserves	Auxiliarists who complete the Coast Guard recruiter PQS and have augmented a recruiting office for two years are eligible for the Coast Guard Recruiting Service ribbon. Auxiliarists apply via the Coast Guard recruiter at the Recruiting Office they augment. Approval authority is the Commanding Officer of the Coast Guard Recruiting Command. Recommendations should be forwarded to: Commanding Officer Recruiting Command U.S. Coast Guard Stop 7500 2300 Wilson Blvd., Suite 500 Arlington, VA 20598-7500

B.7.a. Enlisted Recruit	Auxiliarists will be awarded an ACLOC for their first referral that results in an enlistment and an Auxiliary Achievement Medal for their third referral that results in an enlistment. Auxiliarists apply via the Coast Guard recruiter at the Recruiting Office they augment. Approval authority is the Commanding Officer of the Coast Guard Recruiting Command.
B.7.b. Academy Recruit	Auxiliarists will also be awarded an ACLOC for the first person they recruit and an Auxiliary Achievement Medal for the third person they recruit who successfully enter the Academy under the AIM program. Auxiliarists apply via their Auxiliary chain of leadership and management to their Director (O-4 and above), who can approve and issue the awards.
B.8. Coast Guard Recreational Boating Safety Award of Excellence	The Coast Guard Boating Safety Division (CG-5422) awards its Recreational Boating Safety Awards of Excellence (aka – Eagle Awards) each year to recognize Auxiliarists from each of the three geographic Auxiliary areas who have made outstanding contributions to recreational boating safety missions. There is no ribbon, medal, device, or any other uniform item associated with this award. Related programmatic and logistical questions about this award program shall be directed to CG-5422. Nominees shall be processed as follows: a. The Chief Director shall run an RBS device report from AUXDATA for the previous calendar year on April 1, and forward it to the Director of Performance Measurement. b. The Director of Performance Measurement shall add the previous credits and current credits from the AUXDATA report for each member listed to determine each member's total credits. c. The Director of Performance Measurement will provide a list of the top five members from each Auxiliary region and their respective credit totals to the appropriate DNACOs by May 1. d. The DNACOs shall immediately forward the lists to the appropriate DCOs along with instructions to nominate a member from their list who best exemplified excellence in their support of RBS missions during the award period. e. Each DCO shall prepare a short commendation statement (additional relevant RBS-related statistics are encouraged) to justify the nomination and submit it to the appropriate DNACO by May 20. f. Each DNACO shall select and submit their respective area nomination, including commendation statement, to CG-5422 by June 1. g. CG-5422 shall present these awards at the next National Conference.

B.9. Award for Other Coast Guard Personnel

Auxiliarists are encouraged to work through the appropriate Coast Guard chain of command to ensure that other Coast Guard personnel who make significant contributions to the Auxiliary program receive due recognition. Auxiliary elected leaders at any organizational level should work closely with their Coast Guard active duty, Reserve, and civilian counterparts to recommend deserving Coast Guard personnel for appropriate military and civilian awards.

Coast Guard active duty and Reserve personnel are not authorized to wear any Auxiliary miniature medal, ribbon, badge, or device on any uniform.

Section C. Applicable Non-Military Awards

Introduction	This section describes the miscellaneous non-military awards that Coast Guard Auxiliarists are eligible to receive.
C.1. Secretary of Transportation's Outstanding Unit Award	Only those Auxiliarists enrolled in the Auxiliary from October 1993 to 30 September 1994 are authorized to wear the ribbon that accompanies the DOT Secretary's Outstanding Unit Award. The ribbon is surrounded by a gold frame. No miniature medals are authorized for this award.
C.2. Department of Transportation 9-11 Medal	This medal has been awarded to employees of the DOT and private citizens for meritorious service resulting from unusual and outstanding achievement in response to the attacks on 11 September 2001. Specifically, this award was authorized for the following personnel:
C.2.a. Eligibility Criteria	(1) Posthumously presented to those who lost their lives during the terrorist attacks of 11 September 2001 that had immediate family employed by DOT. (2) Employees of DOT who were on scene at the World Trade Center Complex in New York, the crash site in Pennsylvania, or at the Pentagon on 11 September 2001 and performed a role in the initial rescue and recovery operations. (3) All personnel directly involved in the evacuation of lower Manhattan to include DOT employees, masters and crews of commercial vessels and crews of recreational boats that actually transported evacuees during the evacuation on 11 September 2001. The level of effort must clearly set the Auxiliarist above that described in the 9/11 Ribbon. (4) Personnel that demonstrated extraordinary participation or leadership while patrolling harbors, securing critical infrastructure facilities, escorting high interest vessels and conducting boardings of vessels entering U.S. waters during the period of 11 September 2001 to 11 September 2002. The level of effort must clearly set the Auxiliarist above that described in the 9/11 ribbon. (5) Employees of DOT who demonstrated extraordinary dedication or leadership between 11 September 2001 and 11 September 2002. Participation must have been at an exceptional level to warrant consideration for the awarding of the 9/11 Medal. The level of effort must clearly set the Auxiliarist well above that described in the 9/11 Ribbon.

C.3. Department of Transportation 9-11 Ribbon	This ribbon has been awarded to individuals who served in any capacity with the DOT, merchant marines, or other civilians, for an act or service that contributed to recovery from the attacks of 11 September 2001, and force protection following the attacks or efforts that directly contributed to the increased infrastructure security effort between 11 September 2001 and 11 September 2002.
C.3.a. Eligibility Criteria	(1) Coast Guard units that shifted Operational Control (OPCON) to Operations Enduring Freedom, Noble Eagle, or Protecting Liberty for any amount of time between 11 September 2001 and 11 September 2002. (2) All personnel involved in patrolling harbors, critical infrastructure facilities, escorting high interest vessels, and conducting boardings of vessels entering U.S. waters during the period of 11 September 2001 to 11 September 2002. Participation in these operations must be no less than 14 days. (3) All personnel to include active, Reserve, Auxiliary, and civilian personnel that manned or augmented for no less than 14 days, Coast Guard, DOT, FEMA, and DoD command centers (including Operations Centers at Groups and above, COTP ICS, FEMA Regional Operations Centers, and VTS) between 11 September 2001 and 11 September 2002.
C.4. Lifesaving Awards	Auxiliarists are eligible to receive the Gold or Silver Lifesaving Medal for rescuing or trying to rescue another person from drowning, shipwreck, or other peril of the water. The Gold Lifesaving Medal is earned only when the rescue or attempt is at the risk of one's own life. If the action was taken while assigned to duty as an Auxiliarist, award of the Auxiliary Plaque of Merit is more appropriate than the Lifesaving Medals.
C.5. Public Service Awards	Under the provisions of the Public Affairs Manual, COMDTINST M5728.2 (series), actions eligible for Auxiliary service medals and awards are not eligible for Public Service Awards. Auxiliarists are eligible for a Public Service Award only when it is clearly demonstrated that no other award is appropriate.
C.6. Coast Guard Foundation, Inc. Award of the Year	Auxiliarists, by outstanding service to the Coast Guard, also may be eligible for the annual Coast Guard Foundation Award. The Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series), contains the authorization and criteria for this award.

C.7. Association for Rescue at Sea Silver Medal Award

The Association for Rescue at Sea (AFRAS) has created the Silver Medal Award to recognize a Coast Guard Auxiliarist involved in a heroic rescue at sea. The event must involve the rescue of life from sea where heroic action of the person being nominated is uniquely distinguished. Nominations should consist of a short cover letter indicating the nominee's name and flotilla and a short narrative (1 to 2 pages) to fully document the event. The award is submitted to the Chief, Office of Search and Rescue (CG-534), via the Auxiliarist's regional chain of leadership and management to the cognizant District Commander and thence to NACO. Award nominations are due at CG-534 by 1 February of each calendar year. The award is presented at a ceremony in Washington, D.C., attended by members of Congress, AFRAS members, the Commandant of the Coast Guard, and senior Coast Guard personnel. More information on AFRAS and the AFRAS awards can be found at www.afras.org.

Section D. Making a Recommendation

Introduction	This section provides general guidance and procedures for making award recommendations.
D.1. Who Can Recommend	Military and Coast Guard civilian personnel are highly encouraged to make Auxiliary award recommendations, and may submit them directly to the appropriate chain of command. For consideration of all listed awards (except the ADSM, ALOM, APOM, and the Flotilla Meritorious Achievement), any Auxiliarist may make an Auxiliary award recommendation via the chain of leadership and management to the designated Auxiliary awarding elected or appointed leader.
D.2. National Commodore	National Staff members may recommend to the NACO, via the chain of leadership and management, the consideration of a staff member for an award. The NACO will review it and forward it to the Chief Director with either a favorable or unfavorable endorsement. The Chief Director will endorse, as appropriate, and forward final action.
D.3. Command Initiated Awards	All Coast Guard personnel shall initiate and/or approve meritorious awards for deserving Auxiliarists at the appropriate awarding authority levels. Coast Guard Senior Executive Service (SES) civilian personnel, serving in appropriate award authority positions, may take action or approve Auxiliary Awards in the same manner as comparable Flag officers.
D.4. What to Recommend	The key words in the paragraphs describing the meritorious awards will help with the decision. If the act or service meets the requirements, the recommendation is appropriate. If they do not, either an award is not indicated or, the wrong award is being considered.
D.5. Philosophy	Only the truly deserving should receive recognition. To do otherwise dilutes the significance of the award for the deserving recipient and minimizes the value of these awards to the entire organization. Good performance and service should always be recognized, but the presentation of formal awards should be reserved for Auxiliarists who have truly distinguished themselves in their Auxiliary service.

D.6. Procedures

The recommending Auxiliary elected or appointed leader shall submit the recommendation form and the supporting documents, through the chain of leadership and management, to the NACO or DCO, as appropriate, who will endorse the recommendation, ensure its citation is quality checked and signature ready, and send it to the applicable reviewing personnel for consideration. Award citations coming through the chain of leadership and management shall be signature ready or at the very least shall closely follow the quality of sample citations found in the Chief Director web site (www.uscg.mil/auxiliary). Coast Guard personnel will use the appropriate chain of leadership and management with a copy to the respective Director of Auxiliary. The following documentation is required to have an award recommendation considered.

D.6.a. Award Recommendation Form

A Coast Guard Award Recommendation Form (CG-1650) shall be prepared by the recommending Auxiliary elected or appointed leader.

D.6.b. Summary of Action or Service

To make the recommendation for any of the above awards, a summary of action or service (except as noted below) must be prepared by the recommending Auxiliary elected or appointed leader. This must be attached to the award recommendation, along with any documents (newspaper clippings, statements from those assisted, copies of Coast Guard station logs, letters, etc.) that help justify the recommendation. This summary is the most important part of the recommendation. Approval or disapproval will be based on the justification presented. Avoid generalities and excessive use of superlatives. Include any of the following, if pertinent or available:

(1) Specific examples
(2) Service impact
(3) Positive results
(4) Monetary savings
(5) Eyewitness statements
(6) Nature of action
(7) Date or inclusive dates
(8) Precise location
(9) Time of day
(10) Names of all involved
(11) Detailed weather conditions
(12) Amount of natural or artificial light
(13) Any other pertinent information

The Summary of Action is not required for the AMOM, ACM, the AAM, or the ACLOC. The Summary of Action for the AMSM should be limited to one page.

D.6.c. Citation

The citation is the account of heroic acts or of meritorious achievement of services. It is essentially a condensation of the summary of action or service. Recipients of awards are entitled to well prepared citations that will be cherished by the Auxiliarist and be a source of pride to their families. The citation may be prepared by an Auxiliary Awards Committee. NACO and DCOs are responsible to maintain and directly contribute to high quality signature ready citations. It is through their experience and leadership that the awards program will be successful for truly deserving Auxiliarists.

D.7. Other Organizations

Awards and recognition shall originate and be processed within the organization to which an Auxiliarist's contributions are credited. For example, if an Auxiliarist volunteers to support the Federal Emergency Management Agency (FEMA) in its response to a natural disaster as an employee of FEMA, then any recognition for such shall be expected to originate within FEMA.

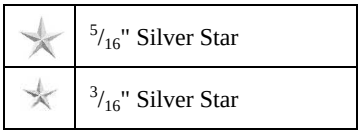
Section E. Procurement of Awards

Introduction	This section briefly describes how awards are procured for issue.
E.1. Initial Issue	Any initial award issue should be provided through the Coast Guard at no cost to the Auxiliarist. Directors acquire Auxiliary award stocks through the ANSC. Coast Guard awards should be acquired through district channels or through Commandant (CG-1221).
E.2. Replacements	Auxiliarists may purchase replacement Auxiliary ribbons, medals, and devices, for all appropriate awards and qualifications, from the AUXCEN through established district channels. Replacement Coast Guard awards may be purchased through Department of Defense/Coast Guard exchanges or through the Coast Guard UDC in Woodbine, NJ.

Section F. Manner of Wearing Miniatures and Ribbon Attachments

Introduction	This section describes the manner in which miniatures and ribbons shall be worn by Auxiliarists.
F.1. Miniature Medals	Most Auxiliary awards, except the Specialty Award, have a corresponding miniature medal. When an award has no miniature medal, Auxiliarists may not wear the ribbon alone on dinner dress uniforms.
F.2. Miniature Devices	Auxiliarists should wear only miniature medals and devices on dinner dress uniforms. Auxiliarists may wear the AUXOP and past officer devices on dress uniforms.
F.3. Placement of Attachments	Figure 11-1 shows the proper placement of various ribbon attachments to include stars, the operational silver letter "O" device, and hourglass device. Attachments may be centered on suspension ribbons of miniature medals as authorized on the award. For the sake of neatness, Auxiliarists should wear no more than five attachments per ribbon.
F.3.a. Silver "O"	The silver "O" attachment may be worn on the AMSM, AAM, ACLOC and Annual Service Performance Operations Service Award. It may also be worn on the CGUC, CGMUC, CGMTC, and the Auxiliary Group Action Award. When worn, Auxiliarists should center the "O" on the ribbon.
F.3.b. Large Stars	Auxiliarists show multiple personal (also used on the ACLOC), unit, and discontinued AMOS awards by wearing large gold or silver $^{5}/_{16}$-inch stars on the specified award ribbons. A gold star represents the second award. Auxiliarists add gold stars for each additional award through the fifth award. For the sixth award, a silver star replaces the four gold stars.
F.3.c. Small Stars	Auxiliarists wear small bronze or silver $^{3}/_{16}$-inch stars on the Annual Service Performance Award ribbons, the Sustained Auxiliary Service Award, the Membership Service Award, and Specialty ribbons. The $^{3}/_{16}$-inch stars will show additional qualifications and multiple awards, respectively. A bronze star represents a second award or an advanced qualification. Auxiliarists add bronze stars for each additional award or advanced qualification, through the fifth occasion. For the sixth award or advanced qualification, Auxiliarists replace the four bronze stars with a silver star shown in the illustration provided.

F.4. Discontinued Attachments	Auxiliarists are not authorized to wear anchors, the letters “X” and “V”, and numerals on any Coast Guard or Auxiliary ribbons. Those Auxiliarists still wearing retired ribbons should remove these attachments from them.
F.5. Other Organizations	Auxiliarists are not authorized to wear awards from non-military organizations or other Government agencies except as specifically allowed by this Manual. This restriction includes, but is not limited to, awards from state and local governments and awards from fraternal organizations (e.g., VFW).

Ribbons with the "O"		Ribbons without an "O"
	First Award	
	Second Award	
	Third Award	
	Fourth Award	
	Fifth Award	
	Sixth Award	
	Seventh Award	
	Eighth Award	
	Ninth Award	
Silver Letter "O"	Tenth Award	
	Eleventh Award	
	Twelfth Award	
	Thirteenth Award	

	$^{5}/_{16}$" Gold Star
	$^{3}/_{16}$" Bronze Star

	$^{5}/_{16}$" Silver Star
	$^{3}/_{16}$" Silver Star

Figure 11-1
Ribbons With and Without "O"

Section G. Precedence for Awards

Introduction

The Auxiliary's Awards, as the parent organization, will precede all other organizational awards, except as noted. DOT awards are listed, but other civilian Governmental departments, international, and foreign awards may be appropriately worn. Information on other award precedence not shown is available from the Chief Director or as found in the Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series), or Uniform Regulations, COMDTINST M1020.6 (series). When the wearing of ribbons is required, Auxiliarists may wear all ribbons authorized, their three senior ribbons or their choice of nine of their authorized ribbons. The order of precedence for awards that may be worn by Auxiliarists is provided in Tables 11-2 through 11-8 as follows:

Table 11-2
Personal Decorations

Order of Precedence	Award
1	Medal of Honor
2	* Distinguished Service Cross; Air Force Cross
3	Navy Cross 11-18
4	**Auxiliary Distinguished Service Medal**
5	Defense Distinguished Service Medal
6	* Coast Guard Distinguished Service Medal
7	Distinguished Service Medals: Navy; Air Force
8	Presidential Medal of Freedom
9	National Security Medal
10	NASA Distinguished Service Medal
11	National Science Medal
12	Merchant Marine Distinguished Service Medal
13	PHS Distinguished Service Medal
14	Silver Star Medal
15	Secretary's Award for Outstanding Achievement (DOT Individual Bronze Medal)
16	Defense Superior Service Medal
17	DOT Guardian Medal
18	Auxiliary Legion of Merit
19	Legion of Merit
20	Distinguished Flying Cross
21	**Auxiliary Plaque of Merit**
22	Coast Guard Medal
23	* Navy/Marine Corps Medal
24	Soldier's Medal
25	Airman's Medal
26	Gold Lifesaving Medal
27	Distinguished Public Service Award
28	Bronze Star Medal
29	Purple Heart Medal
30	**Auxiliary Meritorious Service Medal**

Table 11-2
Personal Decorations - Continued

Order of Precedence	Award
31	Defense Meritorious Service Medal
32	Meritorious Service Medal
33	Merchant Marine Meritorious Service Medal
34	PHS Meritorious Service Medal
35	Air Medal
36	Silver Lifesaving Medal
37	Meritorious Public Service Award
38	Secretary's Award for Meritorious Achievement (DOT Individual Silver Medal)
39	**Auxiliary Medal of Operational Merit**
40	**Auxiliary Commendation Medal**
41	* Joint Service Commendation Medal
42	Coast Guard Commendation Medal
43	Commendation Medals: Navy; Army; Air Force
44	Merchant Marine Mariner's Medal
45	PHS Outstanding Service Medal
46	PHS Commendation Medal
47	Secretary's Award for Superior Achievement (DOT Individual Bronze Medal)
48	**DOT 9/11 Medal**
49	**Auxiliary Achievement Medal**
50	Joint Service Achievement Medal
51	* Coast Guard Achievement Medal
52	Achievement Medals: Navy; Army; Air Force
53	PHS Achievement Medal
54	NOAA Corps Director's Ribbon
55	**Auxiliary Commandant's Letter of Commendation Ribbon Bar**
56	**Sustained Auxiliary Service Award**
57	Commandant's Letter of Commendation Ribbon Bar
58	Combat Action Ribbon
Legend:	* - Indicates equivalent awards, worn in the order first earned. # - Indicates discontinued/retired Auxiliary awards. BOLD - Indicates awards an Auxiliarist may be awarded.

Table 11-3
Unit Awards

Order of Precedence	Award
1	**Presidential Unit Citation**
2	Joint Meritorious Unit Award
3	**DOT Outstanding Unit Award**
4	**Coast Guard Unit Commendation**
5	* Navy Unit Commendation; Army Valorous Unit Award; Air Force Outstanding Unit Award; Air Force Organizational Excellence Award **NOTE** Note if both Air Force awards are earned, they are worn together, with the Outstanding Unit Award ahead of the Organizational Excellence Award.
6	**Coast Guard Meritorious Unit Commendation**
7	* Navy Meritorious Unit Commendation
8	* Army Meritorious Unit Commendation
9	**Coast Guard Meritorious Team Commendation**
10	# Auxiliary Group Action Award
11	Coast Guard “E” Ribbon
12	**Coast Guard Auxiliary Operational Excellence “E” Ribbon**
13	Navy “E” Ribbon
14	**Coast Guard Bicentennial Unit Commendation**
Legend:	* - Indicates equivalent awards, worn in the order first earned. # - Indicates discontinued/retired Auxiliary awards. BOLD - Indicates awards an Auxiliarist may be awarded.

Table 11-4
Campaign and Service Awards

Order of Precedence	Award
1	Prisoner of War Medal
2	Coast Guard Good Conduct Medal
3	* Good Conduct Medals: Navy; Marine Corps; Army; Air Force
4	Coast Guard Reserve Good Conduct Medal
5	Naval Reserve Meritorious Service Medal
6	Organized Marine Corps Reserve Medal
7	* Expeditionary Medals: Navy; Marine Corps
8	American Defense Service Medal
9	American Campaign Medal
10	European-African-Middle Eastern Campaign Medal
11	Asiatic-Pacific Campaign Medal
12	World War II Victory Medal
13	U.S. Antarctic Expedition Medal
14	Navy Occupation Service Medal
15	Army of Occupation Medal
16	Medal for Humane Action
17	China Service Medal
18	National Defense Service Medal
19	Korean Service Medal
20	Antarctica Service Medal
21	Arctic Service Medal
22	Armed Forces Expeditionary Medal
23	Vietnam Service Medal
24	Southwest Asia Service Medal
25	Auxiliary Humanitarian Service Award
26	Humanitarian Service Medal
27	DOT 9/11 Ribbon
28	Special Operations Service Ribbon
29	Military Outstanding Volunteer Service Medal
30	Coast Guard Sea Service Ribbon
31	Coast Guard Restricted Duty Ribbon

Table 11-4
Campaign and Service Awards - Continued

Order of Precedence	Award
32	Navy/Marine Corps Sea Service Deployment Ribbon; Army Overseas Ribbon; Navy/Marine Corps Overseas Service Ribbon; Air Force Overseas Ribbon ("Short Tour" replaces "Long Tour" version)
33	Navy Arctic Service Ribbon
34	Naval Reserve Sea Service Ribbon
35	Coast Guard Basic Training Honor Graduate Ribbon
36	Air Force Basic Military Training Honor Graduate Ribbon
37	* Auxiliary Annual Service Performance Award
38	* Auxiliary Recruiting Service
39	Coast Guard Recruiting Service Ribbon
40	* Armed Forces Reserve Medal
41	Naval Reserve Medal; Marine Corps Reserve Ribbon; Army Reserve Components Achievement Medal; Air Reserve Forces
42	Auxiliary Meritorious Service Specialty Ribbon
43	*Operations Program Ribbon
44	*Examiner Program Ribbon
45	*Instructor Program Ribbon
46	Auxiliary Membership Service Award
47	Flotilla Meritorious Achievement Medal
48	* Auxiliary Annual Service Performance Award Vessel, Examinations/Recreational Boating Safety Visitation Program
49	* Auxiliary Annual Service Performance Award Public Education Service
50	* Auxiliary Annual Service Performance Award Operations Service
51	# Auxiliary AMOS Member Resource Unit Award
52	# Auxiliary AMOS Vessel Examination Unit Award
53	# Auxiliary AMOS Public Education Unit Award
54	# Auxiliary AMOS Operations Unit Award
55	Merchant Marine Gallant Ship Unit Citation
56	Merchant Marine Defense Bar
57	Merchant Marine Combat Bar
58	Merchant Marine Atlantic War Zone Bar

Table 11-4
Campaign and Service Awards - Continued

Order of Precedence	Award
59	Merchant Marine Pacific War Zone Bar
60	Merchant Marine Mediterranean/Middle East War Zone Bar
61	Merchant Marine World War 11 Victory Medal
62	Merchant Marine Korean Service Bar
63	Merchant Marine Vietnam Service Bar
64	Public Health Service Outstanding Unit Citation
65	Public Health Service Unit Commendation
66	Public Health Service Hazardous Duty Ribbon
67	Public Health Service Foreign Duty Ribbon
68	Public Health Service Special Assignment Ribbon
69	Public Health Service Isolated Hardship Ribbon
Legend:	* - Indicates equivalent awards, worn in the order first earned. # - Indicates discontinued/retired Auxiliary awards. BOLD - Indicates awards an Auxiliarist may be awarded.

Table 11-5
Foreign Personal Decorations and Unit Awards

Order of Precedence	Award
1	Philippine Presidential Unit Citation
2	Korean Presidential Unit Citation
3	Vietnam Presidential Unit Citation
4	Vietnam Air Service Medal
5	Republic of Vietnam Meritorious Unit Citation Gallantry Cross Medal
6	Republic of Vietnam Meritorious Unit Citation
7	Civil Actions Medal First Class
Legend:	* - Indicates equivalent awards, worn in the order first earned. # - Indicates discontinued/retired Auxiliary awards. BOLD - Indicates awards an Auxiliarist may be awarded.

Table 11-6
Non-U.S. Service Awards

Order of Precedence	Award
1	Philippine Defense Ribbon
2	Philippine Liberation Ribbon
3	Philippine Independence Ribbon
4	United Nations Service Medal United Nations Medal
Legend:	* - Indicates equivalent awards, worn in the order first earned. # - Indicates discontinued/retired Auxiliary awards. BOLD - Indicates awards an Auxiliarist may be awarded.

Table 11-7
Foreign Service Awards

Order of Precedence	Award
1	Republic of Vietnam Campaign Medal (‘60 medal)
2	Kuwait Liberation Medal
3	Bosnia Service Medal
Legend:	* - Indicates equivalent awards, worn in the order first earned. # - Indicates discontinued/retired Auxiliary awards. BOLD - Indicates awards an Auxiliarist may be awarded.

Table 11-8
Marksmanship Awards

Order of Precedence	Award
1	Coast Guard Expert Rifleman Medal or Sharpshooter/Marksman Ribbon
2	Coast Guard Expert Pistol Shot Medal or Sharpshooter/Marksman Ribbon
3	Other Service Marksmanship Ribbons
NOTE	Marksmanship Medals are included in breast device choices, if suspended from a pocket flap (Army and Marine).
Legend:	* - Indicates equivalent awards, worn in the order first earned. # - Indicates discontinued/retired Auxiliary awards. BOLD - Indicates awards an Auxiliarist may be awarded.

Section H. Informal Recognition

Introduction

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

H.1. Methods

Informal recognition can be provided in a number of different ways limited only by the imagination of the person giving the recognition. Some examples include:

a. Certificates or letters of appreciation to Auxiliarists from the Auxiliary unit's senior elected or appointed leader.
b. Public recognition at all Auxiliary unit gatherings and social events.
c. An article in flotilla, division or district newsletters or other significant publications such as the Navigator or Coast Guard magazine. Recognition in local military base newspapers, home town news release program, or local military Public Affairs officer releases are helpful to both Auxiliarist and organizational recognition in the community. All Coast Guard and Auxiliary PA officers should be involved.
d. The creation of specific informal awards such as "Auxiliarist of the Month/Quarter" or "Commander's Award of Excellence." These awards could be accompanied by certificates, pins, or other items purchased with Auxiliary unit funds.

H.2. Purpose

The most important recognition aspect is that the honor goes directly from one person to another, from peers and supervisors alike. Giving such recognition demonstrates a high level of interpersonal skill and is another distinguishing mark of an accomplished leader.

H.3. Additional Source

An additional source for informal recognition awards is the Rewards and Recognition Handbook, COMDTPUB P1650.37 (series).

H.4. Other Informal Recognition

Directors have wide latitude in determining other informal recognition. However, the value of any award shall never exceed $100.

Section I. Terms for Referencing Awards

Introduction	This section provides a list of terms and their definitions when referencing awards.
I.1. Award	An all-inclusive term covering any decoration, medal, badge, ribbon, or an attachment thereof, bestowed upon an individual.
I.2. Attachment	Any appurtenance such as a star, letter device, clasp or other device worn on the suspension ribbon of a medal or on the ribbon (ribbon bar).
I.3. Badge	An award to an Auxiliarist for some special proficiency, which consists of, a medallion often hung from a bar or bars.
I.4. Decoration	An award bestowed upon an Auxiliarist for a specific individual act of gallantry or meritorious service.
I.5. Lapel Button	A miniature replica of the ribbon or ribbon bar.
I.6. Ribbon or Ribbon Bar	Consists of a portion of the suspension ribbon of a medal, and is worn in lieu of the medal. The dimensions of the ribbon will be 1⅜ inches by ⅜ inch. (see Figure 11-2)
I.7. Medal	An award presented to an Auxiliarist for performance of certain duties, acts, or services. Medals consist of a suspension ribbon made in distinctive colors from which hangs a medallion.
I.8. Miniature Medal	A replica of a large medal, made to a ½ scale of the original (see Figure 11-3). The Medal of Honor does not have a miniature medal
I.9. Rosette	Lapel device made by gathering the suspension ribbon of the medal into a circular shape.
I.10. Service Award	An award made to those who have participated in designated wars, campaigns, expeditions, or who have fulfilled in a creditable manner specified service requirements.
I.11. Unit Award	An award made to a Coast Guard operational unit and worn only by members of that Coast Guard operational unit or Auxiliarists volunteering at that operational unit, meeting the award criteria and who participated in the cited action.

RIBBON	DESCRIPTION OF AWARD	ADDITIONAL AWARDS			
	COAST GUARD AUXILIARY DISTINGUISHED SERVICE MEDAL				
	GUARDIAN MEDAL				
	AUXILIARY LEGION OF MERIT				
	AUXILIARY PLAQUE OF MERIT				
	COAST GUARD AUXILIARY MERITORIOUS SERVICE MEDAL				
	MEDAL OF OPERATIONAL MERIT				
	AUXILIARY COMMENDATION MEDAL				
	AUXILIARY ACHIEVEMENT MEDAL				
	TRANSPORTATION 9/11 MEDAL				
	AUXILIARY COMMANDANT LETTER OF COMMENDATION				
	COAST GUARD SUSTAINED AUXILIARY SERVICE AWARD				
	PRESIDENTIAL UNIT CITATION				
	SECRETARY'S OUTSTANDING UNIT AWARD				
	COAST GUARD UNIT COMMENDATION				
	COAST GUARD MERITORIOUS UNIT COMMENDATION				
	COAST GUARD MERITORIOUS TEAM COMMENDATION				
	AUXILIARY OPERATIONAL EXCELLENCE "E" RIBBON				
	COAST GUARD BICENTENNIAL UNIT COMMENDATION				
	COAST GUARD AUXILIARY HUMANITARIAN SERVICE AWARD				

Figure 11-2
Coast Guard Auxiliary Awards (in Order of Precedence)

RIBBON	DESCRIPTION OF AWARD	ADDITIONAL AWARDS			
	TRANSPORTATION 9/11 RIBBON				
	COAST GUARD SPECIAL OPERATIONS SERVICE RIBBON		★	★	
	AUXILIARY RECRUITING SERVICE PERFORMANCE AWARD*		S	★	★
	COAST GUARD RECRUITING SERVICE RIBBON				
	SPECIALTY TRAINING RIBBON		★	★	
	OPERATIONS PROGRAM RIBBON		★	★	E
	MARINE SAFETY TRAINING RIBBON		★	★	★
	EXAMINER PROGRAM RIBBON		★	★	
	INSTRUCTOR PROGRAM RIBBON		★		
	PUBLIC AFFAIRS SPECIALTY PROGRAM RIBBON		★		
	AUXILIARY MEMBER SERVICE RIBBON		★	★	
	FLOTILLA MERITORIOUS ACHIEVEMENT MEDAL		★	★	
	COAST GUARD AUXILIARY GROUP ACTION AWARD		O	★	★
	AUXILIARY VESSEL EXAMINATION AND RBS VISITATION PROGRAM SERVICE PERFORMANCE AWARD			★	★
	AUXILIARY PUBLIC EDUCATION SERVICE PERFORMANCE AWARD*		E	★	★
	AUXILIARY OPERATIONS SERVICE PERFORMANCE AWARD*	O	M/S	★	★

Figure 11-2
Coast Guard Auxiliary Awards (in Order of Precedence) - Continued

	*Four Awards comprise the Auxiliary Annual Service Performance Awards.		
	$^{5}/_{16}$" (Gold Star) Denotes each subsequent award of the same meritorious unit or unit award.		Silver/– Bronze Denotes support activities not involving the movement of a facility (Auxiliary Operations Service Award) denotes performance in member recruiting support. Worn centered on ribbon
	$^{5}/_{16}$" (Silver Star) Worn in the same manner as the gold star, in lieu of five gold stars.		Silver – Denotes marine safety and environmental protection activity (75 or more hours). Worn centered on ribbon.
	$^{3}/_{16}$" (Bronze Star) Denotes additional qualifications and multiple awards		Silver – Denotes performance in public education service area. Worn centered on ribbon. Denotes QE designation
	$^{3}/_{16}$" (Silver Star) Worn in the same manner as the bronze star, but each silver star is worn in lieu of five bronze stars.		Silver – Denotes performance in operations service area, "Direct Hands-On" underway, surface mission activity (60 or more hours); or for "Direct Hands-On" underway, aviation mission activity (30 or more hours). Worn centered on ribbon.
	Silver – Accumulation of 25,000 volunteer service hours.		Bronze – Accumulation of 7,500 volunteer service hours.
	Gold – Accumulation of 15,000 volunteer service hours.		

DISCONTINUED AWARDS MAY BE WORN IF IN GOOD CONDITION.

Figure 11-2
Coast Guard Auxiliary Awards (in Order of Precedence) - Continued

Figure 11-3
Auxiliary Miniature Medals (in Order of Precedence)

Auxiliary Recruiting Service Performance Award

Authorized “S” Device

Auxiliary Vessel Examinations/ Recreational Boating Safety Visitation Program Service Performance Award

Auxiliary Public Education Service Performance Award

Authorized “E” device.

Auxiliary Operations Service Performance Award

Authorized “O”, “M”, and “S” devices. Only one device authorized, at discretion of the wearer.

Figure 11-3
Auxiliary Miniature Medals (in Order of Precedence) - Continued

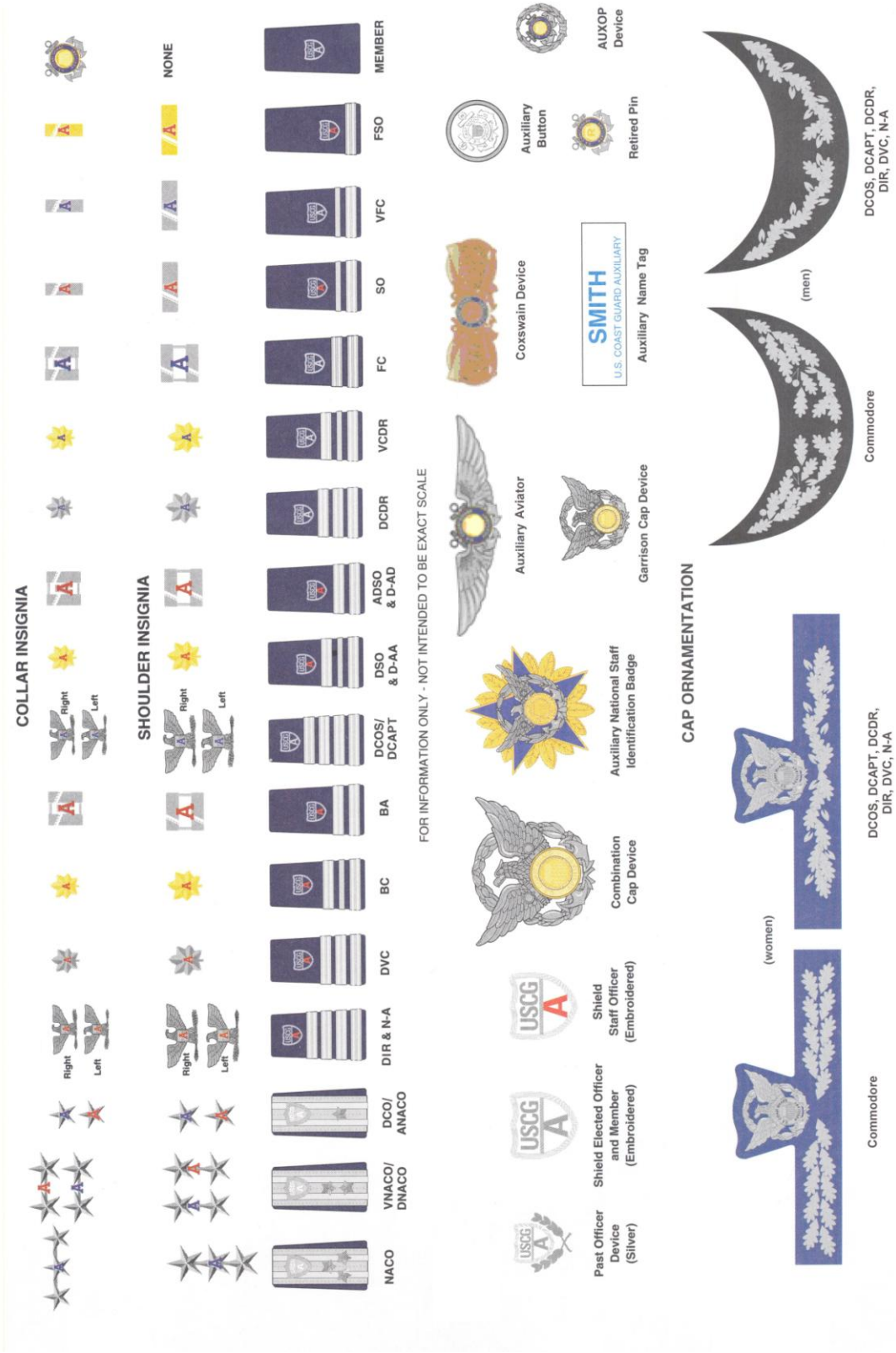
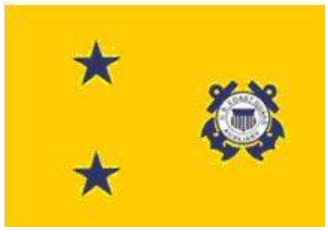


Figure 11-4
Authorized Coast Guard Auxiliary Uniform Insignia

Current and Past National Commodore (NACO)

Current and Past Vice National Commodore (VNACO) and Deputy National Commodore (DNACO, elected)



Current and Past Deputy National Commodore (DNACO, appointed)

Current and Past District Commodore (DCO)

Current and Past Assistant National Commodore (ANACO)

Figure 11-5
Auxiliary Flags, Pennants, and Burgees

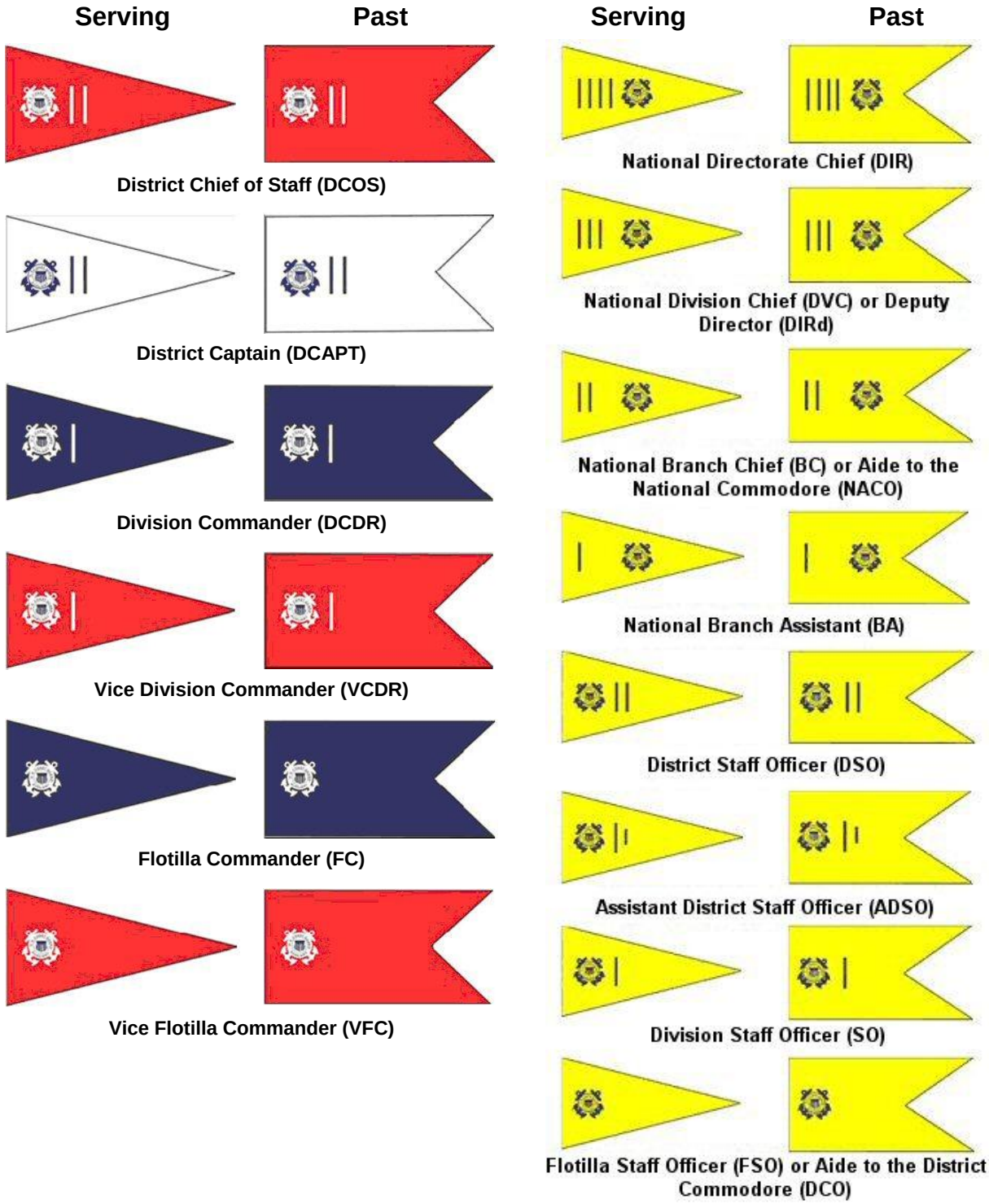


Figure 11-5 - Continued
Auxiliary Flags, Pennants, and Burgees

Chapter 12
Guide to Customs, Courtesy, and Protocol for Auxiliary Units and Auxiliarists

Introduction

Courtesy is the key to successful human relationships. In the Auxiliary, courtesy kindles the friendly association of Auxiliarists and enhances the success of social activities. The term protocol is closely integrated with courtesy and involves universally accepted customs and regulations that govern the formality, precedence, and etiquette practiced on a day-to-day basis within a civilized society. Courtesy is nothing more than proper consideration for the feelings and rights of others, and protocol is the body of accepted rules of social behavior practiced by thoughtful and considerate people. For elected and appointed leaders, the practice of courtesy and protocol are necessary requirements for the successful performance of their duties. Customs and protocol practiced in the Auxiliary are a part of the ceremonial procedures that contribute dignity and color to our lives as civilian members of the Coast Guard family.

The Coast Guard is a maritime military service. The protocols and etiquette reflect the customs and traditions of the Naval/Sea Services as well as the military. The Auxiliary, as part of the Coast Guard family, must observe similar customs and protocols, even though Auxiliarists are civilians. Auxiliarists are expected to demonstrate utmost respect for our national traditions at all times. This includes exercising respect and courtesy aboard U.S. military installations, vessels, and aircraft as well as exhibiting similar respect and courtesy toward the flags, vessels, aircraft, officials, and other personnel of other nations whenever encountered. Auxiliarists are also expected to demonstrate such respect and courtesy toward all fellow Auxiliarists, Coast Guard personnel, personnel of other military services and organizations, and toward the American public with whom they deal.

In the Auxiliary, the responsibility of Auxiliarists is identified by specific insignia related to the position to which they have been elected or appointed. The insignia does not identify authority according to a table of ranks, as in the military, since Auxiliarists are civilian volunteers and hold no position of rank or authority. By using distinctive insignia, the Auxiliary does identify and recognize the increasing responsibility and management capability of elected and appointed leaders and Staff officers from lower to higher level. The management capability of Auxiliary elected and appointed leaders relates only to the Auxiliary organization and to Auxiliary matters. Under this system, leaders can easily be identified by insignia appropriate to the level of their position. Since Auxiliarists wear a modified Coast Guard uniform, and an insignia of position, the requirements for courtesy and protocol are simplified and form the basis for an effective working relationship between Auxiliarists and Coast Guard personnel.

In this Chapter

This chapter contains the following sections:

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C	Boarding or Departing a Military Vessel	12-9
D	Wardroom Etiquette	12-11
E	Invitations	12-13
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Section A. Saluting

Introduction

This section describes the protocol Auxiliarists use when saluting in various situations. Saluting is not required between Auxiliarists nor is it usually the custom of greeting between them.

A.1. Greetings

The hand salute is a long-established form of greeting and recognition exchanged between persons in the Armed Forces. Saluting is proper courtesy for Auxiliarists when greeting commissioned officers of the Armed Forces including National Oceanic and Atmospheric Administration (NOAA) and the U.S. Public Health Service (USPHS) uniformed officers who serve with the Armed Forces.

There may be occasions, when in uniform and covered, where courtesy and custom indicate that a salute is in order such as when returning a salute rendered by a member of the Armed Forces. It is also customary to exchange greetings such as, "Good morning," "Good afternoon," "Good evening," etc. along with the salute. The exchange of greetings should also be accompanied by a smile or a cheerful expression.

A.2. National Ensign/Anthem/ Taps

When out of doors, in uniform, and addressing the National Ensign, or whenever the National Anthem or Taps is rendered, a military salute is given. This particularly applies to the respect paid at Morning or Evening Colors ceremonies aboard a ship (not underway) or aboard a Coast Guard or other military installation. During the ceremony of hoisting or lowering the flag, those present in uniform should come to attention and render the military salute. The same applies if the flag is passing in a parade or in review. The salute to the flag in a moving column should be rendered at the moment the flag passes. During the ceremonial posting of colors indoors and in uniform, Auxiliarists should stand at attention facing the National Ensign until the colors are posted.

During a rendition of the National Anthem or Taps when the flag is displayed or posted, all those present in uniform and covered should face the flag and render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed or posted, those present should face toward the music and act in the same manner they would if the flag were displayed. If uncovered, all those present in uniform should stand at attention facing the flag or music, as appropriate.

Additional details and procedures are provided in United States Coast Guard Regulations, COMDTINST M5000.3 (series).

A.3. Civilian Clothes (Not in Uniform)

At any time if not in uniform, Auxiliarists should face the National Ensign at attention saluting with their right hand over their heart until the colors complete their passing or posting.

When outdoors, not in uniform, and the National Anthem is played, Auxiliarists may render the same hand salute as that rendered by individuals in uniform. All other individuals present should face the National Ensign and stand at attention with their right hand over the heart. If applicable, such individuals should remove their headdress with their right hand and hold it at the left shoulder with the hand being over the heart. When indoors, not in uniform, Auxiliarists should stand at attention with their right hand over the heart.

A.4. Vehicles

When on a Coast Guard or other military installation in a vehicle at the time of colors, and traffic safety permits, stop and sit at attention, but do not salute. Provided it is safe to do so, it is appropriate to also get out of the vehicle and render honors as in paragraph A.2 above.

A.5. Vessels

If a passenger in a boat, remain at attention, seated or standing. The boat officer or coxswain salutes for the boat. When indoors and the flag is presented and/or the National Anthem is played, all should stand at attention.

A.6. Pledge of Allegiance

Guidance regarding the Pledge of Allegiance is based in 4 U.S.C. § 4 which states, *"The Pledge of Allegiance…should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform, men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute."* When the pledge is given, if a man or woman is seen in uniform saluting but not reciting it, then that is the likely reason for their silence.

In lieu of the above, when the Pledge of Allegiance is given, Auxiliarists, in uniform or not, may stand at attention facing the flag with their right hand over their heart while reciting the Pledge. If in uniform and covered, then Auxiliarists shall render the hand salute whether reciting the Pledge or not.

A.7. Proper Salute

When covered in uniform, the hand salute is correctly executed by raising the right hand smartly until the tip of the forefinger touches the lower part of headdress or forehead, above and slightly to the right of the right eye, thumb and fingers extended and joined, palm down, upper arm horizontal, forearm inclined at forty-five degrees, hand and wrist straight. At the same time, one's head is turned toward the person being saluted. To complete the salute, the arm is dropped to its normal side position and eyes are turned to the front.

A.8. Saluting Errors

Some of the more frequently observed saluting errors include:

a. Failure to hold the position of the salute until it is returned by the person saluted.
b. Failure to look at the person or colors being saluted.
c. Failure to assume the position of attention when saluting.
d. Failure to have the fingers, hand, and arm in the proper position for saluting as mentioned in the previous paragraph.

Gross errors include:

a. Saluting with a cigarette in the hand or mouth.
b. Saluting while the left hand is in a pocket.
c. Returning a salute in a casual manner.

Section B. Flag Etiquette

Introduction	Auxiliary leaders are primarily concerned with and responsible for those rules of flag etiquette that pertain to the display of the National Ensign at meetings and social events. The flag is often referred to by other names such as the colors, ensign, and standard. Regardless of the name, it is important that the flag always be properly displayed so as not to commit a breech of protocol.
B.1. Displayed in a Meeting Room	In a meeting room, when displayed flat behind the speaker's podium or head table, the flag should be placed above and behind the speaker with union uppermost and to the flag's own right, that is, to the audience's left. When displayed from a staff in the meeting room, the national flag will be accorded a position of superior prominence over any flag displayed in the same room. It is the only flag that may be displayed behind and to the right of the speaker's podium or head table. In other words, to the left of the audience. All other flags, displayed in the same room including the Auxiliary ensign, will be placed on the speaker's left and to the audience's right.
B.2. Displayed on a Facility	For information on flag placement on an AUXFAC, refer to the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
B.3. Social Events	For information on flag placement at meetings and social events, refer to the Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series).

Section C. Boarding or Departing a Military Vessel

Introduction

This section describes proper protocol for Auxiliarists boarding or leaving a military vessel.

C.1. Embarking

At the quarterdeck, the Officer of the Deck (OOD) or representative (who may be an officer or a petty officer) will always be on duty to greet persons boarding or leaving the ship. Customarily, you request permission from the OOD to board or to leave the ship. As you board, you first stand at the gangway and salute the National Ensign at the stern. After evening colors or before morning colors, when the flag is not displayed, the salute is rendered to the position where the flag is normally displayed. Then you turn to the OOD or the OOD's representative, salute and say, "Request permission to come aboard, sir (or ma'am)." The OOD will return your salute and invite you aboard. If you are in civilian clothing, do not render a salute, face the National Ensign, stand at attention for a moment, then turn to the OOD, and request permission to come aboard. When permission is granted, proceed aboard.

C.2. Debarking

When leaving the ship, present yourself to the OOD, salute, and say, "Request permission to leave the ship, sir (or ma'am)." After the OOD has said, "Very well" or "Permission granted" and has returned your salute, you step to the gangway, and as you cross the gunwale, turn and salute in the direction of the National Ensign and then proceed ashore. If you are not in uniform, follow the same procedure, but without rendering the salute. When boarding or leaving, if you have guests with you who may not be in uniform, you render the salutes and request permission to board or leave. It is not necessary for your guests to salute or request permission.

C.3. Senior Coast Guard Officer Protocol

Auxiliarists should be aware that custom dictates that senior Coast Guard officers enter a vehicle, boat, or vessel last, and leave the vehicle, boat, or vessel first. An Auxiliarist may be aboard when a senior Coast Guard officer entitled to honors boards a vessel. You will be assigned a position for the occasion. As the senior Coast Guard officer honored boards the vessel, the command, "Attention" is given, everyone comes to attention, and the hand salute is rendered. Be aware that the passage of senior Coast Guard officers should not be obstructed. Anyone aware of such a situation will give the command, "Gangway" and the area is cleared.

Section D. Wardroom Etiquette

Introduction	This section describes the proper wardroom etiquette for Auxiliarists.
D.1. Wardroom Customs	The wardroom is where the ship's officers eat. Enlisted personnel eat on the mess deck. If invited to dine in the wardroom and the occasion calls for a sit down meal, expect the Captain, the Executive officer, or other senior ship's officer to be the presiding Coast Guard officer at the mess. Presiding Coast Guard officers will invite the other Coast Guard officers who are members of the mess, plus those guests aboard invited to use the mess to be seated at the table when they are ready for the meal to be served. It is not customary for anyone to sit at the table without being invited to do so by the presiding Coast Guard officer. Custom also dictates that if it is necessary to leave the table before the meal is finished and the presiding Coast Guard officer has not risen, ask for permission before leaving the table by asking, "May I be excused, sir (or ma'am)?" Certain subjects are normally taboo during mealtime. Among these subjects are politics, religion, or shop talk. If in doubt, always let the presiding Coast Guard officer guide the conversation. Frequently, when several guests are aboard, it may be necessary to have the seating in the Coast Guard officers' wardroom mess in groups, particularly if the guests are going to be aboard for several days. Usually, a list will be posted indicating the Coast Guard officers and wardroom guests of each seating group to be seated. Do not wear headgear in the wardroom or other indoor spaces. Do not place hats on eating tables. As a hint, there are usually hat pegs just outside the wardroom or in the passageway.
D.2. Officer's Country	Officer's country is a semi-restricted area where officers work, eat, and berth. This area is normally off limits unless invited by the host. The wardroom is considered part of "officer's country".
D.3. Chief Petty Officer's Mess	On larger vessels, the Chief Petty Officers (CPOs or simply chiefs) have their own mess. This is a privileged area and guests do not enter at any time unless specifically invited by a CPO of the chief's mess. The same is true of the Captain's quarters (also known as "the cabin"). It is customary not to enter the crew's quarters unless invited to do so, or if it is necessary to pass through that area in your movement from one part of the ship to another.
D.4. Authorized/ Restricted Areas	In some instances, shipboard hosts may indicate areas that may be frequented and may also point out other areas that will be restricted. Respect these areas. This is a sign of a courteous guest. Always observe the ship's rules. If in doubt, ask the host.

Section E. Invitations

Introduction	This section describes the proper protocol for handling invitations.
E.1. Types of Invitations	There are several basic forms for invitations. The individual extending the invitation should select the format most suited to the specific function and to the invitee. Formal invitations, either printed or in letter format, should be used for official visitors invited to attend formal dinners, dinner dances, or ceremonial occasions. A less formal invitation may be used for other events such as regular meetings, raft-outs, or rendezvous.
E.2. Information Included	Courtesy to the invitee includes the provision of all information regarding the event for which the invitation is extended. This includes specific information regarding the place, date, time, uniform required, whether or not the invitee is expected to bring a guest, and what part (if any) the invitee is expected to play in the program.
E.3. RSVP	One way to ascertain whether or not the invitee will attend is to request an RSVP. If it is important for planning purposes to determine if guests will be present, indicate RSVP (phone number or address) not later than (date the reply is needed). If an invitation with an RSVP requirement is received, courtesy requires an appropriate response to the person who sent the invitation. Failure to do so may put the potential host in an embarrassing position.
E.4. Expenses	Regardless of the civilian, Auxiliary, or Coast Guard status of the invitee, if an invitation stipulates, "It is our pleasure to extend an invitation to you and Mrs. Doe to attend our Change of Watch Dinner as our guest," Mr. Doe will assume that he will not be expected to pay for dinner tickets for himself and his guest. In order to extend an invitation to an event in which the invitee is expected to pay, state, "It is our pleasure to ask you and Mrs. Doe to join us at our Change of Watch." Then include the cost of the event, and enclose a reservation form in the letter.
E.5. Timeliness	The more senior the guest, the earlier they must establish a schedule. If the invitation is to a senior Coast Guard officer or a National Auxiliary representative of the Auxiliary, it has the best chance of being accepted if it is received at least eight weeks in advance of the event.

E.6. Host

Normally, the Auxiliary leader or Coast Guard leader of the organizational unit sponsoring the function is considered the host for invited guests unless other specific arrangements are made. Hosts have certain responsibilities toward, and for, the guests. In many instances, it may not be possible for the host to personally take care of all of the individual responsibilities. If this is the case, the host may delegate an Auxiliarist to function as an aide for each guest or group of guests, as necessary. The host's responsibility is to arrive at the event before the time guests are expected to arrive to be on hand to greet them. Again, common courtesy is the answer. The following responsibilities of hosts apply:

a. There should be places for coats and hats.
b. Reserved seating should be pointed out as guests arrive.
c. For open seating, appropriate seating arrangements should be pointed out to guests.
d. Meal tickets should be given to guests as they arrive, if appropriate.
e. The program should be explained or distributed.
f. The host should ensure that guests are offered drinks.
g. If the host is unable to remain with the guests, they should be introduced to an alternate host.

Section F. Formal Function and Protocol

Introduction

DCOs usually have the job of presiding at formal social and ceremonial functions sponsored by the district and, at times, may be invited to attend similar functions given by other Auxiliary units or outside organizations. These formal activities include changes of watch, changes of command, dinners, award banquets, luncheons and, at times, social gathering in another's home. On occasions when one is a guest, it is customary to personally greet the host and hostess as soon as possible after arriving. At the conclusion of the function, it is also common courtesy to personally express appreciation to the host and hostess for being invited, before departing. When a senior Auxiliary leader is present, such as the DCO, Director, or the District Commander, etc., it is considered proper to delay leaving until they have paid their respects and departed.

F.1. Receiving Lines and Receptions

If attending a function where a receiving line is established and the time for beginning of the function is specified, it is courteous to be present to proceed through the line at, or immediately after the time indicated. It is discourteous to carry a drink, cigarette, cigar, etc., when going through the line. It is also a courtesy to other guests, who may be waiting, not to stop for any extended conversation with any member of the official party in the receiving line. Normally, spouses or significant others immediately precede their Auxiliary spouse or mate when couples are going though a receiving line. A clear, distinct introduction is given to the first official member of the line. This is necessary so that members of the official party may be introduced as people proceed through the line. Once introduced to the last person in the line, it is courteous to move some distance away so that other people still passing through the line are not blocked.

F.2. Introductions

When introducing guests, be extremely careful to be accurate with names and titles. Lengthy introductions for each person at the head table frequently embarrass the individuals concerned and may prove boring to the other guests. Generally, only the principal speaker or speakers at the event require an introduction over and above their name and present title. Even then, it may be desirable to limit the special introduction to a brief description of the speaker's career achievements to date. Do not make the introduction longer than the speech. Practice beforehand, if necessary, so that names and titles can be spoken fluently and easily when introducing guests. Before introducing a senior guest, examine the intent. If the plan is to inform the audience regarding the individual's background, give a brief career resume. If the guest is to be the principal speaker, your introductions should, within one or two minutes, establish the credibility of the guest to speak on the intended topic or subjects. Introductions should help to launch the speaker into a successful talk. An extended discourse on the individual's military career and prior assignments probably would not serve that purpose.

Section G. Seating Arrangements and Speaking Order

Introduction

Whenever guests are specifically invited to attend functions where seating is provided, whether it be a meeting, luncheon, a dinner, or some other sit-down activity, be certain that guests know where they will be seated, and if invited speakers, what order they will speak.

G.1. Head Table

If there is a head table for a meal and meal tickets are required, arrangements should be made with the serving personnel so that individuals at the head table are not required to present individual tickets before being served. It is not essential that all invited guests be seated at the head table at a structured function. In some instances, where the number of distinguished guests exceeds the available seating space at the head table, or for various other reasons, only a few of the distinguished guests may be seated at the head table. These should include at least the principal speaker and senior Coast Guard and Auxiliary personnel. Other special guests may be seated at front tables on the main floor of the dining area, or the spouses of the officers at the head table may be seated at special tables in the main dining area. The distinguished guests may be seated at front tables on the main floor of the dining area, and brought up to places at the head table at the start of the program. If this format is followed, the guests should be acknowledged at the beginning of the affair.

G.2. Socializing

When invited as guests at a structured function, most people enjoy meeting the other people present, particularly if they are not acquainted with the membership of the local group. Either the host, or someone assisting as a local host for guests at a structured function, have an unwritten obligation to not allow one person to monopolize the time of invited guests in lengthy conversations, especially on subjects that could become embarrassing. In such a situation, it is appropriate to interrupt the discussion in a courteous manner, either by asking the guest if you could have a few words, or simply by taking someone else to the guest for an introduction.

G.3. Precedence at the Head Table

Although the Auxiliary does not have formal rank identification, and does not use position titles, except for Commodore, the office held by the individual should be considered. If a national Auxiliary elected or appointed leader is present and the District Commander is not present, the national Auxiliary elected or appointed leader (other than members of the National Staff) should occupy one of the two primary places of honor at the center of the table. If the Chief Director or local Director is present, that officer should also be accorded a place of honor at the head table. The master of ceremonies, or presiding officer for the function, should be at the center of the table. Honors begin at the master of ceremonies' immediate right, then immediate left, then right, then left, etc., in turn until places are assigned for each of the distinguished guests or Auxiliarists who will be seated at the head table. Most frequently, the place of honor, at the presiding officer's immediate right, will be assigned to the principal speaker. The position on the immediate left of the presiding officer would then be filled by the senior officer present from the Coast Guard, or by the Auxiliary leader. Auxiliary leaders at the national level take precedence over district Auxiliary leaders whenever two levels of the organization are represented by elected leaders.

There is nothing mandatory about having all of the Coast Guard officers on one side of the presiding Auxiliary elected or appointed leader and all Auxiliary leaders on the other side. In fact, quite frequently Coast Guard guests already know one another, thus, the best interchange may take place if Coast Guard officers are interposed among Auxiliary leaders. Civilian guests may also be interspersed between Coast Guard officers and Auxiliary leaders at the head table.

When the District Commander or District Chief of Staff are not present at an Auxiliary function, the Director, regardless of rank, shall be recognized and afforded all appropriate protocol as the District Commander would receive as the direct representative of the District Commander unless the District Commander has designated another officer for that purpose at the event. This would call for the Director to be accorded a seating position recognizing that precedence, even though another officer may be present, such as a Sector Commander, cutter CO, or station OIC, who might have a higher rank than the Director.

G.4. Spouses

As previously noted, it is not discourteous to restrict seating at the head table to the officers present and to provide other reserved seating arrangements for their spouses or guests. Neither is it discourteous to mix and match couples when developing a seating plan. For example, at a district conference banquet, the DCO, or master of ceremonies, may place the District Commander at the immediate right, the Director at the immediate left, and to the left of the Director seat the spouse of the DCO, and to the right of the District Commander seat the spouse of the Director or the presiding officer's spouse. This can be an extremely tricky problem. Do not forget that, for protocol purposes, spouses should be treated in a status parallel to the guest. It is not good form to design a seating arrangement so that a lady occupies the end seat at the head table. A Coast Guard active duty member or Auxiliarist should occupy the end seats of a head table. The goal is to not have a spouse, significant other, or guest placed in the uncomfortable position of having to unexpectedly lead the pledge of allegiance, give the invocation, or assist in the distribution of awards.

G.5. Protocol for Elected Leader Entering Room

If in a room and seated when the Commandant, District Commander, any Admiral, the NACO or other elected national leader enters the room, it is courtesy to stand. Coast Guard personnel must stand at attention when a senior Coast Guard officer enters the room. As a courtesy, Coast Guard personnel are encouraged to stand to recognize leaders of the Auxiliary. Discontinue any conversation until at least a senior officer in the room has had an opportunity to greet the new arrival and assure that a seat is provided, if they indicate a desire to remain. It is not necessary to call for attention on these occasions. If you are the first to observe them entering the room, simply say, "Ladies and Gentlemen, the District Commander (or other appropriate title) has joined us."

G.6. Seating at Head Table

Seating at the head table is primarily for persons who are involved in the program of the event or hold a position of responsibility in the organizational chain of the Auxiliary, including supervising Coast Guard personnel. Seating at the head table is assigned in descending order of the individual's status (Coast Guard rank, Auxiliary office, with official representatives of senior officers, regardless of rank/office, afforded the same status as those they represent).

G.6.a. Division Change of Watch Dinner

Sample seating arrangements for the head table at a Division Change of Watch Dinner when the persons listed as present, are shown below, both for mix and match seating and for the seating of guests as couples. In the examples, some ladies may be seated next to each other to avoid placing them at the end of the table. Other senior (non-Flag) Coast Guard officers (Sector Commander, cutter CO, station OIC) or Auxiliary leaders (visiting DCO, National Directorate Chief, etc.) may be present and not representing an Auxiliary leader and not part of the program. Such Auxiliarists need not be seated at the head table, but could be seated at an honors table and appropriately recognized.

(1) Division Commander (presiding leader)

(2) Division Commander's Spouse

(3) District Commodore

(4) Spouse of District Commodore

(5) Director

(6) Spouse of Director

(7) District Chief of Staff

(8) Spouse of District Chief of Staff

(9) District Captain

(10) District Captain Spouse

HEAD TABLE SEATING BY MIX OR MATCH DIAGRAM

*Person Presiding

(7)(6)(2)(3)(1)*(4)(5)(10)(8)(9)

Audience

G.6.b. Flotilla Change of Watch Dinner

Seating for a Flotilla Change of Watch would be similar to that shown for Division affairs. A flotilla is more apt to have local officials present. In this circumstance, seating by couples may be more appropriate.

(1) Division Commander

(2) Spouse of Division Commander

(3) Spouse of Local Mayor

(4) Local Mayor

(5) Spouse of Flotilla Commander

(6) Flotilla Commander

(7) Director of Auxiliary

(8) Spouse of Director of Auxiliary

(9) Flotilla Vice Commander

(10) Flotilla Vice Commander's Spouse

(11) Past Flotilla Commander's Spouse

(12) Past Flotilla Commander

An alternative arrangement for a local affair is to have all the guests seated at honors or reserved tables across the front of the room, with a podium and microphone set up from where the presiding officer would introduce the guests and from where the speakers would make their presentation.

HEAD TABLE SEATING BY COUPLES

*Person Presiding

(7)(8)(4)(3)(1)*(2)(5)(6)(10)(9)

Audience

HEAD TABLE SEATING BY COUPLES

*Person Presiding

(12)(11)(10(9)(8)(7)*(6)(5)(4(3)(2)(1)

Audience

When local officials or members of other organizations are invited, it is only proper to assign a competent Auxiliarist as an escort to welcome them, introduce them to others present, and be seated at the same table to brief them on the events.

At larger meetings, Area, district, or National priority of seating follows the patterns above. Because of the number of guests and speakers involved, there are alternate plans that may be used. Many available halls are too small for an extensive head table, therefore an alternate would be to have the head table arranged in tiers with a second table set behind and above the first. In this situation, the highest ranking Coast Guard or Auxiliary position attendees would be at the higher table.

Another possibility is to establish a speaker's table, not occupied until the program is about to start. The participants in the program are called from their place at the reserved tables on the floor of the hall to take their place at the speaker's table, and their spouses remain at the reserved table. There are many other formats that Auxiliary leaders may use. The primary requirement is that guests and participating Coast Guard officers and Auxiliary leaders be aware of details of the program, briefed as to their participation, know where their seats are and be introduced in order of precedence. Remember that the spouses of guests have the same precedence as the guest. Additional information may be found in the Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series).

G.7. Speaking Order for Guests

When a number of distinguished invited guests are seated at the head table or present at honors tables, and the program includes remarks from each distinguished invited guest, the question rises as to the order in which each should speak. A special guest may be invited to address a specific subject and is usually accorded a special place on the program before remarks are made by other guests. If the primary speaker is to be the District Commander, his/her comments fall in this category. Otherwise, the precedence for speaking by distinguished guests at the head table or honors table is usually performed in an ascending order according to Coast Guard rank or Auxiliary office (low to high). Table 12-1 provides a suggested speaking order for invited guests at a function with the following caveats:

a. For district meetings, the DCO will speak last. This includes speaking after the District Commander or higher ranking Coast Guard Officer. The Director or other senior most Coast Guard District Staff Officer (e.g., the Coast Guard District Chief of Staff (dcs), etc.) will speak in the position normally accorded the District Commander when the District Commander is not present, otherwise as shown in Table 12-1.

b. For national meetings, the NACO will speak last. This includes speaking after the Commandant or any other Coast Guard Flag officer. The Chief Director or other senior most Coast Guard Headquarters representative (e.g., the Director of Prevention Policy (CG-54)) will speak in the position normally accorded the Commandant when the Commandant is not present, otherwise as shown in Table 12-1.

c. For all other meetings (division, flotilla, etc.), the Director or Chief Director, as appropriate, will normally immediately precede the last speaker who will normally be the DCO. For those ceremonial occasions where it may be desirable for the Director or Chief Director to speak last, the DCO will usually agree to the change in support of the ceremonial event.

Table 12-1
Suggested Speaking Order for Invited Guests

Speaking Order	Guests
1	Special Guests — Local Mayor, District Commander (when the primary speaker)
2	Immediate Past District Commodore
3	District Captain(s)
4	District Chief of Staff
5	Director or representative*
6	Chief Director or representative**
7	District Commodore — always last at a district meeting
8	National Commodore or representative — always last at a National meeting
9	District Commander or representative (if not the main speaker)
10	The Commandant or his representative
11	The presiding Coast Guard officer or Auxiliary leader closes the meeting.
* Unless representing the District Commander at a district function ** Unless representing the Commandant	

Situations may arise when other guests are present, but not primary speakers. Introduction of those individuals may follow the order provided in Table 12-2.

Table 12-2
Suggested Introduction Order for Non-Primary Speakers

Introduction Order	Guests
1	Governor of the host State
2	Secretary of Homeland Security
3	Former Governors
4	Senators (by seniority)
5	Governors of other States (precedence is by States entry into the union)
6	Members of Congress or Congressional Representatives (by length of service)
7	Commandant of the Coast Guard
8	Three Star Military
9	National Commodore of the Auxiliary (when serving in office)
10	Two Star Military (Rear Admiral, upper half)
11	Auxiliary National Vice Commodore (currently serving in office)
12	One Star Military (Rear Admiral, lower half and Commodores)
13	Deputy National Commodore (currently serving in office)
14	District Commodore, Assistant National Commodore (currently serving in office)
15	Coast Guard Captains
16	District Chief of Staff, District Captain, Directorate Chief (currently serving)

Section H. Auxiliary Funeral Services

Introduction	Participation by the Coast Guard Auxiliary in funeral services for deceased Auxiliarists is governed entirely by the wishes of the family of the deceased. The Auxiliary should make known through normal channels of communication that services are available for use at the time of the death of an Auxiliarist. If the deceased Auxiliarist had previously specified, or if the survivor of an Auxiliarist desires that the Auxiliary take an active part in the funeral services, the survivor should make this request known to the mortuary and the clergyman.
H.1. Notifications	Any Auxiliarist having knowledge of the death of a fellow Auxiliarist should notify the FC without delay. The FC should call (in person) on the deceased survivor to offer condolence and assistance. At that time, it can be determined from the family whether participation by the Auxiliary is desired and to what extent. Details of participation can then be worked out with the funeral director. The Director should be notified of the Auxiliarist's passing and the funeral details. It is important that Auxiliarists not put undue pressure on the survivors for the use of the Auxiliary service. A great deal of hurt can be done by overzealous friends of the deceased. Auxiliary involvement should not be restricted to members of the deceased's flotilla. Most Auxiliarists have a wide circle of friends and associates. Auxiliarists at other flotillas, division and district level should be made aware of the situation and the recognition planned, so they may participate. Participating Auxiliarists should be in uniform. Service Dress Blue is appropriate.
H.2. Church Service	If there is to be a church service, or a service conducted at the funeral home by a clergyman, the Auxiliary service should come before the church service. It is usually held the evening before at the funeral home. The committal should be given by the family's clergyman. Not to observe this is to breach an important pastoral relationship between the family and their pastor.
H.3. Participation in Funeral	The Auxiliary participation in an Auxiliarist's funeral may, depending on the wishes of the deceased's family, range from the Auxiliarists arriving as a group to pay their respects, an honor guard posted at the viewing in conjunction with a brief memorial service or participation in the funeral itself. Whatever the level of Auxiliary activity, great care must be taken to maintain the dignity of the occasion.
H.4. More Information	For additional information and general discussion, see the Decedent Affairs Guide, COMDTINST M1770.1 (series).

Section I. Spiritual Elements of Auxiliary Functions

Introduction

Auxiliary functions may include spiritual elements that provide motivational and inspirational foundations that support the Auxiliary cornerstone of fellowship. Incorporating spiritual elements into Auxiliary functions is encouraged.

In planning Auxiliary functions, senior leadership shall determine whether a spiritual element is appropriate. Spiritual elements include prayers, invocations, reflections, meditations, benedictions, or other religious or faith-based features traditionally or customarily incorporated into public functions. In considering the propriety for inclusion of a spiritual element, senior leadership should assess the setting and context of the function and the diversity of faith that may be represented among the participants.

If a spiritual element is deemed appropriate, an individual shall be designated in advance to administer it. The individual so designated shall be advised that the spiritual element must be pluralistic and non-sectarian in nature, and that the language shall be inclusive. Every effort shall be made to ensure the spiritual element is simple, clear, and non-offensive. It is proper courtesy to remain reverent and respectful during spiritual elements of any function. A designated individual who cannot fully and consistently comply with these guidelines shall not be utilized for such service.

Additional information can be found in Religious Ministries Within the Coast Guard, COMDTINST M1730.4 (series).

Appendix A. Policy for Electronic Projections and Related Presentations for Public Education Courses

Introduction

The availability of new technology for producing electronic presentations (videos and Power Point presentations), and related teaching aids, provide solid opportunities for the Auxiliary to increase the effectiveness of classroom instruction. However, they also raise new challenges. It is necessary to adhere both policy and guidelines for development, distribution, and use of this technology to capture the benefits yet avoid infringement of copyright material or dissemination of incorrect information. Moreover, creation and distribution of new material by Auxiliarists may jeopardize course approval and accreditation. For example, several Auxiliary courses are NASBLA approved. This approval requires that the material included be in compliance with NASBLA criteria in terms of scope and coverage. Auxiliarists may not be aware of these criteria and unwittingly create problems. However, units should be able to create enhanced presentations that deal with local conditions, hazards, and regulations in order to best tailor them to their local audiences.

The following policy is designed to assist all Auxiliarists to better cope with copyright and accuracy issues yet not jeopardize the interest of Auxiliarists or the Auxiliary as a whole.

In this Appendix

This appendix contains the following information:

Topic	See Page
Audio-Visual Policy	A-3
Origination	A-4
Homeland Security Signature Policy	A-4

A.1. Audio-Visual Policy	Individual Auxiliary units are encouraged to supplement existing audio-visual material provided by the National Staff. The material covered in national texts must be covered in class. ITs need to also be aware that modifications to the syllabus may result in the course not fulfilling applicable requirements. The use of local scenes, portions or charts, etc. to augment nationally produced electronic projections and printed material is acceptable and does not require explicit approval.
A.1.a. Copyrighted Material of Others	Auxiliarists may not use the copyrighted material of others in these supplementary materials without express written permission from the copyright holder. Generally, material published by the Government is not copyrighted, so use of material taken from Government publications, unless a copyright acknowledgment is included, should not result in problems. Certain Governmental publications utilize material that is copyright protected by others. Accordingly, permission must still be obtained in these cases from the original copyright holder.
A.1.b. Auxiliary Created Material	Auxiliarists who create electronic projections as a personal teaching aid for their own use may use Auxiliary PE materials without approval so long as the material is presented without alteration. Auxiliarists may wish to create new materials and distribute this material to other units through such means as posting electronic projects on flotilla, division, or district web sites, creation of CD-ROMs or other methods. In doing so, Auxiliarists should be aware that CGAuxA, Inc. has copyrighted the material contained in the texts, electronic projections, and related course materials. Posting this material on web sites without specific authorization from the president of CGAuxA, Inc., or his/her designated representative, is an infringement of this copyright and the unit distributing the material could be subject to legal action by CGAuxA, Inc. Thus, any material taken from Auxiliary texts, electronic projections, and other course support material must be submitted to CGAuxA, Inc. through its president or designee for approval.
A.1.c. Review and Approval	Original material prepared by an Auxiliarist that is not limited to local scenes, portions, of charts, etc., that is distributed to others, including other ITs, for use in PE courses must be reviewed and approved. The DSO-PE has the capability to review and approve this material. Alternatively, the DSO-PE may refer the matter to the DIR-E for approval. If an Auxiliarist wishes to have educational material posted on the national web site, this material must be approved by the DIR-E. Approved materials shall be marked, "Approved, DIR-E/CGAuxA, Inc." on each overhead or slide. Alternately, the originator may desire to affix a CGAuxA, Inc. copyright label on the material to be distributed after obtaining CGAuxA, Inc. approval. The DIR-E shall be informed of such a request.

A.2. Origination

In the case of original material submitted to the DSO-PE for approval, the Auxiliarist who originated the material must attest in writing to the fact that the material is not covered by copyright and/or a copy of written permission to use copyrighted material must be sent to the DSO-PE. The standardized approval form adopted by the Department of Education shall be utilized to obtain necessary approvals.

It is important that all nationally approved electronic projections used in PE have the same basic type, fonts, colors, and graphic layouts. The DSO-PE shall be consulted to resolve any questions or concerns.

A.3. Homeland Security Signature Policy

As with all agency seals and logos, proper care must be taken to ensure usage conforms to individual guidelines. The DHS signature is made of a seal and wordmark. The wordmark's letters are placed to the right of the seal and set in uppercase and lowercase letters of the font Joanna MT, or Times New Roman if Joanna is not available. If there is insufficient horizontal space, the seal shall be centered above the wordmark. To ensure legibility, the signature's clear space is equal to the uppercase letter "H". When possible, the signature shall be reproduced in color. (see Figure A-1)

The DHS signature may be displayed as part of opening web pages of Auxiliary web sites. If so displayed, it must be located in the upper left side of the page, counter-balanced by the Auxiliary signature (see section 5.I.3 of this Manual) on the upper right side of the page. The DHS signature may similarly be employed on Auxiliary business cards, newsletters, and publications. Use of the seal alone is reserved for special instances such as lapel pins or podium signs. Other authorized uses of the DHS signature, along with additional display guidance, are described in DHS Management Directive 0030 available on the Chief Director's web site (see Appendix I). If ever in doubt about utilization or display of the DHS signature, the Chief, Imagery Branch (CG-0922) shall be consulted directly.

Figure A-1
Department of Homeland Security Signature

Appendix B. Policy for Electronic Projections and Related Presentations for Member Training and Briefings

Introduction

New technology lends itself to the creation of electronic projections and related presentations for member training (MT). It is also extensively applied in the development of briefings for use within the chain of leadership and for many official purposes. Creators of electronic projections and related presentations for use in MT and briefing venues must diligently avoid unintended infringement upon another's copyright. Although creation and sharing of such materials are acceptable, Auxiliarists who develop them must be careful to remain within Commandant policy, direction, and guidance, as well as within Auxiliary policy to ensure materials present accurate and complete information.

In this Appendix

This appendix contains the following information:

Topic	See Page
Format and Review	B-3
Material Release	B-3
Origination	B-4

B.1. Format and Review

Electronic projections and related presentations for use in MT that are prepared by an Auxiliarist for distribution outside the region shall employ the prescribed DHS slide template available on the Chief Director's web site (see Appendix I) as much as practicable. The DHS signature in the lower left corner of the page should be counter-balanced by the Auxiliary signature (see section 5.I.3 of this Manual) in the lower right corner. Prior to distribution, such projections and presentations shall be reviewed by the DIR-T, or designee, for accuracy, completeness, format, technical training aspects, standardized training objectives, copyright infringement, and applicability to national programs. DIR-T shall promulgate guidelines for the conduct of such review. These guidelines shall be provided as a service to originating Auxiliarists, not as a limiting or preventative act. Review of the material prior to distribution will help avoid harmful impacts of inaccurate information and copyright infringement of other copyright interests. It will also serve to standardize training, and allow the collation and further dissemination of materials to larger audiences.

Electronic projections and related presentations for briefings within the chain of leadership and for other official purposes that are prepared by an Auxiliarist shall employ the prescribed DHS slide template available on the Chief Director's web site (see Appendix I) as much as practicable. The DHS signature in the lower left corner of the page should be counter-balanced by the Auxiliary signature (see section 5.I.3 of this Manual) in the lower right corner. Briefing materials for District offices, units, and sponsored events shall be submitted to the appropriate regional Director for programmatic review sufficiently prior to presentation. Briefing materials for Area offices, units, and sponsored events shall be submitted to the appropriate regional Director based on geographic location for programmatic review sufficiently prior to presentation. Briefing materials for Headquarters offices, units, and sponsored events shall be submitted to the Chief Director for programmatic review sufficiently prior to presentation.

B.2. Material Release

Auxiliarists who wish to distribute electronic projections and related presentations to others within or outside their region must identify in writing any copyright limits that apply to the material. Ideally, materials should be released without any copyright interests claimed in the work and unrestricted use by both the Coast Guard and the Auxiliary should be expressly authorized.

B.3. Origination

Auxiliarists who create electronic projections and related presentations may not use copyrighted material of others without express written permission from the copyright holder. Examples of items that may be copyright protected are text, illustrations, cartoons, and photographs printed in other publications. A written statement indicating that all releases have been secured must be forwarded along with any request for review. The DSO-MT or DSO-LP shall be consulted at the regional level to resolve any questions or concerns before submission for review. Materials developed for MT use shall be marked, "Reviewed, DIR-T USCGAUX" on each overhead or slide. Due to their short-term nature, no commensurate marking is required for briefing materials.

Appendix C. Election Eligibility

Introduction

This appendix provides election eligibility criteria and related information pertaining to flotilla, division, district, and National level leaders.

With DCO concurrence and Director approval, flotillas and divisions may hold elections without regard to the date of the district election. This allows more flexibility for divisions/flotillas that do not have candidates for higher office at the next level (district for division, division for flotilla) to hold their elections early each year, and better enables them to meet end-of-year commitments.

In this Appendix

This appendix contains the following information:

Title	See Page
Flotilla Commander	C-3
Flotilla Vice Commander	C-4
Division Commander	C-5
Division Vice Commander	C-6
District Commodore	C-7
District Chief of Staff	C-8
District Captain	C-9
National Commodore	C-10
Vice National Commodore	C-11
Deputy National Commodore	C-12

Flotilla Commander

C.1. Election Eligibility Criteria	a. Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA. b. Must be a member of the Auxiliary for one year prior to date of election (the time that an individual is in AP status awaiting a PSI determination counts for this purpose). c. Must, by the date of nomination, successfully complete the Administrative Procedures Course (APC) or the Flotilla Leadership course (classroom or online version). d. Must, by the date of nomination, successfully complete IS 100 and IS 700 courses. e. Must, by the date of nomination, be a member of the Flotilla to which they seek elected office. f. Must, by the date of nomination, meet one of the following requirements: (1) Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8. (2) Have served as a staff officer or elected officer at any organizational level for two years. (3) Have 25 hours of documented activity in Auxiliary programs or mission areas that are authorized in section B of Chapter 2 and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.
C.2. Regular Term	One year.
C.3. Number of Terms Authorized	Maximum of two consecutive one-year terms followed by one year out of office with no limits on how many times repeated.
C.4. Elected By	Flotilla members.
C.5. Election Date	a. Annual election prior to 15 December. b. Waivers are normally required in writing and may be granted by the Director, with concurrence of the DCDR, to FC for eligibility to assume office.

Flotilla Vice Commander

C.6. Election Eligibility Criteria	a. Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA. b. Must be a member of the Auxiliary for one year prior to date of election (the time that an individual is in AP status awaiting a PSI determination counts for this purpose). c. Must, by the date of nomination, successfully complete the Administrative Procedures Course (APC) or the Flotilla Leadership course (classroom or online version). d. Must, by the date of nomination, successfully complete IS 100 and IS 700 courses. e. Must, by the date of nomination, be a member of the Flotilla to which they seek elected office. f. Must, by the date of nomination, meet one of the following requirements: (1) Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8. (2) Have served as a staff officer or elected officer at any organizational level for two years. (3) Have 25 hours of documented activity in Auxiliary programs or mission areas that are authorized in section B of Chapter 2 and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.
C.7. Regular Term	One year.
C.8. Number of Terms Authorized	No limitation.
C.9. Elected By	Flotilla members.
C.10. Election Date	a. Annual election prior to 15 December. b. Waivers are normally required in writing and may be granted by the Director of Auxiliary, as necessary, with concurrence of the DCDR or FC, to VFC for eligibility to assume office.

Division Commander

C.11. Election Eligibility Criteria	a. Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA. b. Must, by the date of assuming office, have completed a regular term of office as FC. c. Must, by the date of nomination, successfully complete IS 200 and IS 800 courses. d. Must, by the date of nomination, be a member of a Flotilla within the Division to which they seek elected office. e. Must, by the date of nomination, meet one of the following requirements: (1) Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8. (2) Have served as a staff officer or elected officer at any organizational level for the previous year. (3) Have 25 hours of documented activity in Auxiliary programs or mission areas that are authorized in section B of Chapter 2 and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.
C.12. Regular Term	One year.
C.13. Number of Terms Authorized	a. Four terms, provided no more than two are consecutive. b. Transfer to any other division starts a new series of terms.
C.14. Elected By	Division Board Members.
C.15. Election Date	a. Annual election on or before 20 November. b. Date must be approved by DCO and Director. c. Waivers are normally required in writing and may be granted by the Director, with the concurrence of the DCO, to DCDR for eligibility to assume office.

Division Vice Commander

C.16. Election Eligibility Criteria	a. Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA. b. Must, by the date of assuming office, have completed a regular term of office as FC. c. Must, by the date of nomination, successfully complete IS 200 and IS 800 courses. d. Must, by the date of nomination, be a member of a Flotilla within the Division to which they seek elected office. e. Must, by the date of nomination, meet one of the following requirements: (1) Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8. (2) Have served as a staff officer or elected officer at any organizational level for the previous year. (3) Have 25 hours of documented activity in Auxiliary programs or mission areas that are authorized in section B of Chapter 2 and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.
C.17. Regular Term	One year.
C.18. Number of Terms Authorized	No limitation.
C.19. Elected By	Division Board Members.
C.20. Election Date	a. Annual election on or before 20 November. b. Date must be approved by DCO and Director. c. Waivers are normally required in writing and may be granted by the Director, with the concurrence of the DCO or DCDR, to VCDR for eligibility to assume office.

District Commodore

C.21. Election Eligibility Criteria	a. Must, by the date of assuming office, submit a complete DO PSI package to the Director. b. Must, by the date of assuming office, have completed a regular term of office as DCOS or DCAPT. c. Must, by the date of nomination, be a member of a Flotilla within the District to which they seek elected office. d. Must, by the date of nomination, meet one of the following requirements: (1) Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8. (2) Have served as a staff officer or elected officer at any organizational level for the previous year. (3) Have 25 hours of documented activity in Auxiliary programs or mission areas that are authorized in section B of Chapter 2 and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.
C.22. Regular Term	Two years.
C.23. Number of Terms Authorized	One.
C.24. Elected By	District Board Members.
C.25. Election Date	Election every two years on or before 1 November, but after National Elections.

District Chief of Staff

C.26. Election Eligibility Criteria	a. Must, by the date of assuming office, submit a complete DO PSI package to the Director. b. Must, by the date of assuming office, have completed a regular term of office as DCDR. c. Must, by the date of nomination, be a member of a Flotilla within the District to which they seek elected office. d. Must, by the date of nomination, meet one of the following requirements: (1) Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8. (2) Have served as a staff officer or elected officer at any organizational level for the previous year. (3) Have 25 hours of documented activity in Auxiliary programs or mission areas that are authorized in section B of Chapter 2 and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.
C.27. Regular Term	Two years.
C.28. Number of Terms Authorized	One.
C.29. Elected By	District Board Members.
C.30. Election Date	Same as District Commodore.

District Captain

C.31. Election Eligibility Criteria	a. Must, by the date of assuming office, submit a complete DO PSI package to the Director. b. Must, by the date of assuming office, have completed a regular term of office as DCDR. c. Must, by the date of nomination, be a member of a Flotilla within the geographic sub-region or organizational area to which they seek elected office (e.g., DCAPT-North, DCAPT-East, DCAPT-Sector Grand Bay). d. Must, by the date of nomination, meet one of the following requirements: (1) Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8. (2) Have served as a staff officer or elected officer at any organizational level for the previous year. (3) Have 25 hours of documented activity in Auxiliary programs or mission areas that are authorized in section B of Chapter 2 and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.
C.32. Regular Term	One year.
C.33. Number of Terms Authorized	Two.
C.34. Elected By	District Board Members.
C.35. Election Date	Election annually, on or before 1 November, but after National Elections.

National Commodore

C.36. Election Eligibility Criteria	a. Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA. b. Must, by the date of assuming office, be serving in the second year of a regular term of office as VNACO or DNACO, or have performed a complete regular term as VNACO or DNACO within the past eight years (see section 4.D.1 of this Manual). c. Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8.
C.37. Regular Term	Two years.
C.38. Number of Terms Authorized	One.
C.39. Elected By	National Board Members.
C.40. Election Date	Election every two years at the Fall NACON.

Vice National Commodore

C.41. Election Eligibility Criteria	a. Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA. b. Must, by the date of assuming office, be serving in the second year of a regular term of office as DNACO or DCO, or have performed a complete regular term as DNACO or DCO within the past eight years (see section 4.D.1 of this Manual). c. Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8.
C.42. Regular Term	Two years.
C.43. Number of Terms Authorized	Two, but not in the same office.
C.44. Elected By	National Board Members.
C.45. Election Date	Same as NACO.

Deputy National Commodore (Operations, Recreational Boating Safety, or Mission Support)

C.46. Election Eligibility Criteria	a. Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA. b. Must, by the date of assuming office, be serving as DCO in the second year of a regular term of office, or have performed a complete regular term as DCO within the past eight years. c. Must, by the date of nomination, be a member of a Flotilla within the Area to which they seek elected office. d. Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8.
C.47. Regular Term	Two years.
C.48. Number of Terms Authorized	Two, but not in the same office.
C.49. Elected By	Three DNACOs shall be elected to represent the three Auxiliary Areas (Atlantic Area – East, Atlantic Area – West, and Pacific). Voting members of the National Executive Committee (NEXCOM) shall vote for all three of these DNACOs. The District Commodores who represent the Auxiliary regions within each Area shall also vote for that respective DNACO. For example, the DNACO for the Pacific Area shall be determined by NEXCOM's voting members and the votes of the DCOs of D11 – Northern Region, D11 – Southern Region, D13, D14, and D17.
C.50. Election Date	Same as NACO.

Appendix D. Prohibited Source Analysis and Determination

Introduction

This appendix provides pertinent information to aid Auxiliarists in analyzing and determining prohibited sources of gifts.

In this Appendix

This appendix contains the following information:

Topic	See Page
Defining a Gift	D-3
Defining a Prohibited Source	D-3
Exemptions	D-3
Prohibited Source Analysis and Determination	D-4

D.1. Defining a Gift

A gift is a gratuitous, voluntary transfer of ownership in property or the gratuitous provision of a service without consideration or compensation. Said another way, a gift is anything of value that is not paid for by the recipient - including, but not limited to:

a. Donations
b. Cash
c. Checks
d. Money Orders
e. Negotiable Instruments
f. Securities
g. Endowments
h. Scholarships
i. Personal Property
j. Real Property
k. Services

D.2. Defining a Prohibited Source

A prohibited source is any person, company, organization, or non-Federal Government entity that:

a. Is doing business with the Coast Guard.
b. Is seeking business with the Coast Guard.
c. Conducts activities that are regulated by the Coast Guard.
d. Has interests that might be substantially affected by Coast Guard personnel performing or not performing their duties.
e. Is an organization or association having a majority of members that meet one or more of the above criteria.

D.3. Exemptions

Recreational boaters, although technically regulated by the Coast Guard, are exempted as a class from the prohibited source definition. Additionally, attorneys who devote less than a majority of their professional time to representing (or lobbying for) prohibited sources and who derive less than a majority of their personal income from such representation (or lobbying) are exempted as a class from the prohibited source definition.

D.4. Prohibited Source Analysis and Determination

Section H of Chapter 5 requires certain Auxiliarists to make a prohibited source determination and analysis before permitting an Auxiliary unit to solicit and accept a gift from an outside source or to accept an unsolicited gift from an outside source.

The following factors shall be considered as part of any prohibited source analysis and determination:

a. The positive impact on the Coast Guard in granting approval.
b. The business or regulatory relationship between the prospective donor and the Coast Guard.
c. The nature and sensitivity of any matter pending between the prospective donor and the Coast Guard.
d. The likelihood of adverse publicity.
e. Whether a reasonable member of the public, knowing all of the facts, would lose confidence in the Coast Guard.

Appendix E. Requirements for District Corporations

Introduction

This appendix provides requirements for District Corporations.

In this Appendix

This appendix contains the following information:

Topic	See Page
Articles of Organizational Policies	E-3
By-Law Provisions	E-3
Insurance Requirements as Applicable	E-3
Tax Requirements	E-4
Written Exclusive Use Agreement as Applicable	E-4

E.1. Articles of Organizational Policies

Articles of organizational policies shall include:

a. Name
b. Purpose
c. Officers
d. Directors
e. Members
f. Other relevant provisions

E.2. By-Law Provisions

By-law provisions shall address:

a. Officers
b. Directors
c. Members
d. Elections
e. Quorum
f. Voting
g. Indemnification
h. Dissolution
i. Fiscal policy
j. Miscellaneous

E.3. Insurance Requirements as Applicable

Insurance Type	Bodily Injury Coverage	Property Damage or Equivalent Coverage
General Liability - Broad Form	$2,000,000	$500,000
Landlord or Tenant's Liability Policy	$2,000,000	$250,000
Marine Insurance	$2,000,000 combined Bodily Injury and Property Damage or equivalent	
Aircraft Insurance	$2,000,000 combined Injury and Property Damage or equivalent	
Motor Vehicle Insurance	$2,000,000 combined Bodily Injury and Property Damage or equivalent	
Officer's and Director's Liability Insurance		
Fidelity Bonds - President, Vice-President, Treasurer, or similar corporate officer		
Fire and Extended coverage casualty insurance for real estate - Replacement Value coverage		
Hull Insurance for vessels and aircraft, Fair Market Value of asset		

E.4. Tax Requirements	a. IRS 501c(3) determination b. State tax exempt status including sales tax c. Federal tax I.D. number
E.5. Written Exclusive Use Agreement as Applicable	a. Real estate b. Tangible, personal property (i.e., boats, trailers, or aircraft)

Appendix F. Auxiliarist-of-the-Year and Commodore Greanoff Inspirational Leadership Award Nomination Package Formats

In this Appendix

This appendix contains the following information:

Topic	See Page
AUXOY Nomination Package Format	F-3
Commodore Charles S. Greanoff Inspirational Leadership Award Nomination Package Format	F-5

AUXOY Nomination Package Format

Date

From: District Commodore

To: Chairman, Auxiliarist of the Year (AUXOY) Selection Committee
Thru: DNACO

Subj: AUXILIARIST OF THE YEAR NOMINATION

Ref: (a) The Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), ch.11

- Nominations shall not exceed three typed pages.
- They must be in MS Word format.
- Include two digital color photos (.jpg); one photo to be full length wearing Tropical Blue uniform with combination cap, and one photo to be head and shoulder without combination cap (similar to Auxiliary ID photo).
- Nomination packages shall be submitted via email with this document and both .jpg photos as attachments.

1. The following background information is provided per reference (a):

a. Name: James R. Jones, EMPLID 1234567
b. Unit: XXX-XX-XX
c. Date of enrollment: YY MMM DD
d. Name of spouse and/or children (if applicable)
e. Offices attained (if any): Example –
FSO-MT YY MMM DD to YY MMM DD
VFC YY MMM DD to YY MMM DD
National Staff – BA-XXX YY-MM-DD to present

2. Special projects (describe):

Example: Mentored boat crew over past three years.
Qualified five Auxiliary crewmembers
Worked 46 hours on the Catastrophic Oil Spill

Figure F-1
AUXOY Nomination Package Format

3. Previous recognition during Auxiliary membership (describe):

Example: Flotilla Auxiliarist of the Year - 2005
Runner up – Division Auxiliarist of the Year - 2005
LT Robert Perchard Award
Letter of Appreciation

4. List and describe any personal Auxiliary awards:

Example: Auxiliary Commandant Letter of Commendation (2)
Auxiliary Golden Web Award

5. Brief synopsis of significant professional and personal achievements within the calendar year that warrant nominee's selection:

Example: Leadership and Management School
Coxswain qualified
ICS-100, 200
PA-2 Correspondence Course completed

6. Narrative of the nominee's outstanding achievements based on specific facts and examples, which clearly show that they were exceptional in accordance with nomination criteria.

7. Community Service:

Community service may address what the Auxiliarist has done for everyone they came into contact with through the Auxiliary, local Coast Guard units, and other organizations.

8. Required Photos.

Figure F-1
AUXOY Nomination Package Format - Continued

Commodore Charles S. Greanoff Inspirational Leadership Award
Nomination Package Format

Date

From: DCO

To: DNACO

Subj: COMMODORE CHARLES S. GREANOFF INSPIRATIONAL LEADERSHIP AWARD NOMINATION

Ref: (a) The Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)

- Nominations shall not exceed three typed pages.
- They must be in Word format.
- Include two digital color photos (.jpg); one photo to be full length wearing Tropical Blue uniform with combination cap or Auxiliary Blue Blazer outfit with no hat, and one photo to be head and shoulder without combination cap (similar to Auxiliary ID photo).
- Nomination packages shall be submitted via email with this document and both .jpg photos as attachments.

1. The following background information is provided per reference (a):

a. Name: James R. Jones, EMPLID 1234567
b. Unit: XXX-XX-XX
c. Date of enrollment: YY MMM DD
d. Name of spouse and/or children (if applicable)
e. Offices attained: Example –
FSO-MT YY MMM DD to YY MMM DD
FC YY MMM DD to YY MMM DD
National Staff – BA-XXX YY-MM-DD to present

2. Special projects (describe):

Example: Coordinated a Flotilla Safe Boating Day at the Community Festival
Organized members to host a holiday party for the local CG Station

Figure F-2
Commodore Charles S. Greanoff Inspirational Leadership Award Nomination Package Format

3. Previous recognition during Auxiliary membership (describe):

Example: Flotilla Auxiliarist of the Year - 2005
Runner up – Division Auxiliarist of the Year - 2005
Letter of Appreciation

4. List and describe any personal Auxiliary awards:

Example: Auxiliary Commandant Letter of Commendation (2)
Auxiliary Golden Web Award

5. Brief synopsis of significant professional and personal achievements that support nominee's selection:

Example: Leadership and Management School
Coxswain qualified
Professional Development (career or community related)

6. Narrative of the nominee's outstanding achievements based on specific facts and examples, which clearly show that they were exceptional in accordance with nomination criteria.

Example: Specific examples and supporting information on how the nominee exemplifies the criteria for this leadership award. Nominations should focus on proactive leadership acts that benefit the greater good of the members, flotilla, division, and community, and less on the day-to-day routine activities and management of flotilla activities and resources. Units should consider the prestigious nature of this award and the prospect of the nominee's participation in high visibility initiatives.

7. Community Service:

Community service may address what the Auxiliarist has done for everyone they came into contact with through the Auxiliary, local Coast Guard units, and other organizations.

8. Required Photos.

Figure F-2
Commodore Charles S. Greanoff Inspirational Leadership Award Nomination Package Format - Continued

Appendix G. Geographic Alignment of Coast Guard Areas and Districts, and Auxiliary Areas, Districts, and Regions

Introduction

The geographic boundaries of the Coast Guard Auxiliary districts align directly with the district boundaries of the Coast Guard districts as outlined in 33 CFR 3. In some cases, the districts are further divided into Auxiliary regions for purposes of the administration of the Auxiliary. This appendix describes these divisions and alignments. (see Figure G-1)

In this Appendix

This appendix contains the following information:

Topic	See Page
First Coast Guard District	G-3
Fifth Coast Guard District	G-3
Seventh Coast Guard District	G-4
Eighth Coast Guard District	G-4
Ninth Coast Guard District	G-5
Eleventh Coast Guard District	G-6
Thirteenth Coast Guard District	G-6
Fourteenth Coast Guard District	G-6
Seventeenth Coast Guard District	G-6

G.1. First Coast Guard District

The First Coast Guard District is comprised of:

a. The states of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.
b. New York, except that part north of latitude 42° N and west of longitude 74° 39' W.
c. That part of New Jersey north of 39° 57' N latitude, east of 74° 27' W longitude, and northeast of a line from 39° 57' N, 74° 27' W northwest to the New York, New Jersey, and Pennsylvania boundaries at Tri-State.
d. All U.S. Naval reservations on shore in Newfoundland.
e. The ocean area encompassed by the Search and Rescue boundary between Canada and the U.S. easterly to longitude 63° W, thence due south to latitude 41° N.
f. Thence southwesterly along a line bearing 219° T to the intersection with the ocean boundary between the First and Fifth Coast Guard Districts, which is defined as a line extending 122° T from Shrewsbury River, New Jersey, 40° 18' N latitude, on the coastal end of the First and Fifth District land boundary, thence northwesterly along this line to the coast.

G.1.a. First District Regions

For Auxiliary administrative purposes, the First District is divided into two regions:

(1) First Northern region
(2) First Southern region

The office of the Director of the First Northern region is in Boston, Massachusetts. The office of the Director of the First Southern region is in New York, New York.

G.1.b. Line of Demarcation

The line of demarcation between these two regions is along the eastern border of Connecticut to the Massachusetts border, west and north along the Massachusetts border to Vermont, north to the Canadian border through Vermont east of the counties of Orleans, Franklin, Grand Isle, Chittenden, Addison and Rutland.

G.2. Fifth Coast Guard District

The Fifth Coast Guard District is comprised of:

a. The states of Delaware, Maryland, Virginia, the District of Columbia, and North Carolina.
b. That portion of New Jersey south of 39° 57' N latitude, west of 74° 27' W longitude, and southwest of a line extending northwesterly from 39° 57' N, 74° 27' W to the New York, New Jersey, and Pennsylvania boundaries at Tri-State.

c. That portion of Pennsylvania east of a line drawn along 78° 55' W longitude south to 41° 00' N latitude thence west to 79° 00' W longitude and thence south to the Pennsylvania-Maryland boundary.
d. The ocean area encompassed by a line bearing 122° T from the coastal end of the First and Fifth District land boundary at Shrewsbury River, New Jersey, 40° 18' N latitude, to the southernmost point in the First Coast Guard District (36° 43' N, 67° 27' W).
e. Thence along a line bearing 219° T to the intersection with the ocean boundary between the Fifth and the Seventh Coast Guard Districts which is defined as a line extending 122° T from the coastal end of the Fifth and Seventh land boundary.
f. Thence along this line to the coast.

G.2.a. Fifth District Regions

The Fifth District is divided into the following:

(1) Fifth Northern region with the office of the Director in Philadelphia, Pennsylvania.
(2) Fifth Southern region with the office of the Director in Portsmouth, Virginia.

G.2.b. Line of Demarcation

The line of demarcation between these two regions is the southern and western borders of Delaware, north to the Pennsylvania border, west to 70° W longitude.

G.3. Seventh Coast Guard District

The Seventh Coast Guard District (normal Coast Guard boundaries apply). The office of the Director is in Miami, FL.

G.4. Eighth Coast Guard District

The Eighth Coast Guard District is divided into the following:

a. Eighth Eastern region with the office of the Director in Louisville, Kentucky.
b. Eighth Western Rivers region with the office of the Director in St. Louis, Missouri.
c. Eighth Coastal region with the office of the Director in New Orleans, Louisiana.

Also located in the district office in New Orleans, Louisiana, is the Chief, Auxiliary Division, who functions as the District Auxiliary Coordinator.

G.4.a. Eighth Western Rivers	Eighth Western Rivers region is comprised of the states of Wyoming, Colorado, North Dakota, South Dakota, Kansas, Nebraska, Arkansas, and Iowa as well as those portions of Minnesota, Wisconsin, Illinois, Missouri, Tennessee, Oklahoma, Louisiana, and Mississippi that cumulatively align with the geographic boundaries of Sector Upper Mississippi River and Sector Lower Mississippi River.
G.4.b. Eighth Eastern Region	Eighth Eastern region is comprised of the states of Kentucky and West Virginia as well as those portions of Indiana, Ohio, Pennsylvania, Tennessee, Missouri, Alabama, and Mississippi that cumulatively align with the geographic boundaries of Sector Ohio Valley.
G.4.c. Eighth Coastal Region	Eighth Coastal region is comprised of the states of New Mexico and Texas as well as those portions of Georgia, Florida, Alabama, Mississippi, Louisiana, and Oklahoma that cumulatively align with the geographic boundaries of Sector Corpus Christi, Sector Houston-Galveston, Sector New Orleans, and Sector Mobile.
G.5. Ninth Coast Guard District	The Director's office is located in Cleveland, Ohio and is supported by Auxiliary Operations Training Officers at: a. Sector Buffalo b. Sector Detroit c. Sector Sault Ste Marie d. Sector Lake Michigan e. Sector Field Office Grand Haven The Ninth Coat Guard District is divided into the following regions:
G.5.a. Ninth Eastern Region	Ninth Eastern region is comprised of that portion of the district that lies within the states of New York, Pennsylvania, and Ohio north of 41° N latitude and west to 82° 25' W longitude, thence due east to 78° 55' W longitude, thence due north to 42° N latitude, thence due east to 74° 39' W longitude, thence due north to the international boundary.
G.5.b. Ninth Central Region	Ninth Central region is comprised of that portion of the district that lies within the states of Ohio north of 41° N latitude from the Indiana border east to 82° 25' W longitude, the eastern half of Michigan within the geographic boundary of Sector Detroit, the northern portion of Michigan within the geographic boundary of Sector Sault Ste Marie, and the northern part of Wisconsin and Minnesota north of 46° 20' N latitude within the geographic boundary of Sector Sault Ste Marie.

G.5.c. Ninth Western Region	Ninth Western region is comprised of that portion of the district that lies within the states of Indiana and Illinois north of 41° N latitude, Wisconsin and the western half of Michigan within the geographic boundary of Sector Lake Michigan.
G.6. Eleventh Coast Guard District	The Eleventh Coast Guard District is comprised of: a. The states of Arizona, Utah, Nevada, and California. b. The ocean area bounded by a line from the California-Oregon region State line westerly to latitude 40° N, 150° N. c. Thence southeasterly to latitude 5° S, longitude 110° W. d. Thence northeasterly to the border between Guatemala and Mexico on the Pacific Coast (14° 38' N latitude, 92° 19' W longitude).
G.6.a. Eleventh District Regions	For Auxiliary administrative purposes, the Eleventh District is divided into two regions: (1) Eleventh Northern region (2) Eleventh Southern region The office of the Director of the Eleventh Northern region is in Alameda, California and the office of the Director of the Eleventh Southern region is in Long Beach, California.
G.6.b. Line of Demarcation	The line of demarcation between these two regions runs easterly from the Pacific Coast along the northern borders of the California counties of Santa Barbara, Kern, and San Bernardino; the Nevada county of Clark; and Washington, Garfield, and San Juan counties in Utah.
G.7. Thirteenth Coast Guard District	In the Thirteenth Coast Guard District, normal Coast Guard boundaries apply. The office of the Director is in Seattle, WA.
G.8. Fourteenth Coast Guard District	In the Fourteenth Coast Guard District, normal Coast Guard boundaries apply. The office of the Director is in Honolulu, HI.
G.9. Seventeenth Coast Guard District	In the Seventeenth Coast Guard District, normal Coast Guard boundaries apply. The office of the Director is in Juneau, AK.

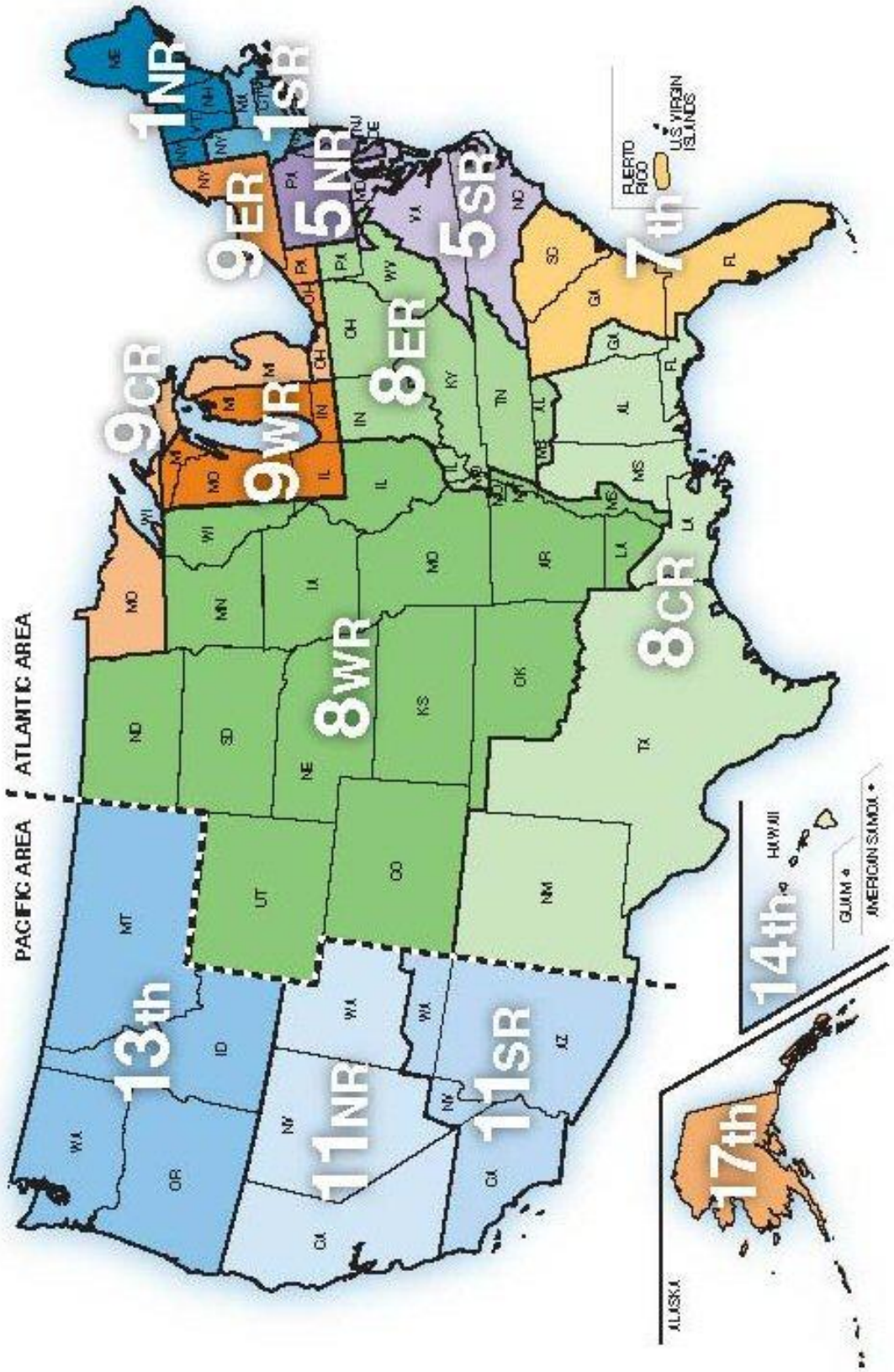

Figure G-1
U.S. Coast Guard Auxiliary Districts, Areas, and Regions

Appendix H. Military Ranks and Government Civil Service Equivalents

Introduction

This appendix provides a comparative list of all military ranks and Government civil service equivalents for social protocol.

In this Appendix

This appendix contains the following information:

Topic	See Page
Military Ranks and Government Civil Service Equivalents	H-3

Military Ranks and Government Civil Service Equivalents

USCG, USN	USMC, USA, USAF	Civilian - GS
Admiral	General	SES-4
Vice Admiral	Lieutenant General	SES-3
Rear Admiral	Major General	SES-2
Rear Admiral (Lower Half)	Brigadier General	SES-1
Captain	Colonel	GS-15
Commander	Lieutenant Colonel	GS-14
Lieutenant Commander	Major	GS-12/13
Lieutenant	Captain	GS-11/10
Lieutenant (junior grade)	First Lieutenant	GS-9/8
Ensign	Second Lieutenant	GS-7
Chief Warrant Officer	Chief Warrant Officer	
Warrant Officer	Warrant Officer	

Appendix I. Quick Reference

Introduction

This appendix provides a listing of useful source references.

In this Appendix

This appendix contains the following information:

Topic	See Page
Phone Numbers	I-3
Web Sites	I-4
Commandant Instructions	I-5
Commandant Publications	I-7

Phone Numbers

ANSC	P: (618) 452-4309 F: (618) 452-4249
AUXCEN	P: (314) 962-8828 F: (314) 962-6804
Chief Director, Auxiliary's Office	P: (202) 372-1260 F: (202) 372-1908
Coast Guard Finance Center (POMS POC)	P: (800) 564-5504 F: (757) 523-6900 (Payment status of patrol and travel claims)
Pay and Personnel Center, Topeka, KS Customer Service/Travel Desk (TVL)	P: (866) PPC-USCG (772-8724) (Travel claims and customer service)
Uniform Distribution Center	P: (800) 874-6841
Work-Life (Contracted Employee Assistance Program)	P: (800) USCGWLS (872-4957)

Web Sites

ANSC Catalog	www.uscg.mil/auxiliary/publications/misc/dcat.pdf
AUXCEN	www.uscgaux.org/pages/auxiliarycenter
Auxiliary National*	www.cgaux.org
Boat Force Home	www.uscg.mil/hq/cg7/cg731.asp
Chief Director, Auxiliary*	www.uscg.mil/auxiliary
Coast Guard Academy	www.cga.edu
Coast Guard Boating Safety	www.uscgboating.org
Coast Guard Finance Center	www.fincen.uscg.mil/ (Payment status of patrol and travel claims)
Coast Guard Home Page	www.uscg.mil
Coast Guard Institute (CGI)	www.uscg.mil/hq/cgi
Coast Guard Learning Portal	https://learning.uscg.mil/portal.asp
Coast Guard Mutual Assistance	www.cgmahq.org
Coast Guard Office of Search and Rescue	www.uscg.mil/hq/cg5/cg534
Coast Guard Public Affairs	http://www.piersystem.com/go/doc/786/440291
Coast Guard Recruiting	www.gocoastguard.com
Coast Guard Reserve	www.gocoastguard.com/find-your-career/reserve-opportunities
Department of Homeland Security	www.dhs.gov
Department of Labor (Claim Forms)	http://webapps.dol.gov/libraryforms
Patrol Order Management System (POMS)	www.fincen.uscg.mil/POMS.htm
Pay and Personnel Center (PPC), Topeka, KS	www.uscg.mil/hq/ppc/default.asp (Travel claims and customer service)
Training Quota Center, Chesapeake	www.uscg.mil/hq/tqc
Uniform Distribution Center	www.uscg.mil/uniform

LEGEND: * - Indicates AUXDATA is accessible from web site

Commandant Instructions

COMDTINST M1020.6 (series)	Uniform Regulations Manual
COMDTINST M1650.25 (series)	Coast Guard Medals and Awards Manual
COMDTINST 1650.9 (series)	Coast Guard Auxiliary Cutterman Insignia
COMDTINST M1710.13 (series)	Coast Guard Morale, Well-Being, and Recreation Manual
COMDTINST 1754.10 (series)	Sexual Assault Prevention and Response Program
COMDTINST 1754.15 (series)	Child Development Services Manual
COMDTINST M1770.1 (series)	Decedent Affairs Guide
COMDTINST M4500.5 (series)	Personal Property Management Manual
COMDTINST M5100.47 (series)	Safety and Environmental Health Manual
COMDTINST M5110.1 (series)	U.S. Coast Guard Postal Manual
COMDTINST M5212.12 (series)	Information and Life Cycle Management Manual
COMDTINST M5260.3 (series)	Coast Guard Freedom of Information Act (FOIA) and Privacy Acts Manual
COMDTINST M5350.4 (series)	Coast Guard Civil Rights Manual
COMDTINST M5510.23 (series)	Classified Information Management Program
COMDTINST M5520.12 (series)	Personnel Security and Suitability Program Manual
COMDTINST M5728.2 (series)	Public Affairs Manual
COMDTINST M5728.3 (series)	Coast Guard Auxiliary Public Affairs Officer’s Guide
COMDTINST M5830.1 (series)	Administrative Investigations Manual
COMDTINST M5890.9 (series)	Coast Guard Claims and Litigation Manual
COMDTINST 6010.2 (series)	Coast Guard Auxiliarist Support to Coast Guard Health Care Facilities
COMDTINST M7010.5 (series)	Nonappropriated Fund Instrumentalities Manual
COMDTINST M10360.3 (series)	Coatings and Color Manual
COMDTINST M11011.9 (series)	Real Property Management Manual
COMDTINST M16114.32 (series)	Boat Operations and Training (BOAT) Manual, Volume I

Commandant Instructions - Continued

COMDTINST M16130.2 (series)	U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)
COMDTINST M16672.2 (series)	Navigation Rules, International - Inland
COMDTINST M16791.5 (series)	Auxiliary Flotilla Procedures Manual
COMDTINST 16794.1 (series)	Auxiliary National “C” Schools Program
COMDTINST M16794.51 (series)	Auxiliary Boat Crew Training Manual
COMDTINST M16794.52 (series)	Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member
COMDTINST M16794.53 (series)	Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain
COMDTINST M16794.54 (series)	Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator
COMDTINST M16796.2 (series)	Auxiliary Vessel Examiner Manual
COMDTINST M16796.3 (series)	Auxiliary Marine Dealer Visitor (RBSVP) Manual
COMDTINST 16796.7 (series)	Vessel Safety Check Program
COMDTINST 16798.1 (series)	Auxiliary Aviation Program
COMDTINST 16798.2 (series)	Auxiliary Air Crew Qualification Program
COMDTINST M16798.3 (series)	Auxiliary Operations Policy Manual
COMDTINST M16798.5 (series)	Auxiliary Aviation Training Manual
COMDTINST M16798.15 (series)	Auxiliary Specialty Course in Navigation (AUXNAV) Student Text
COMDTINST M16790.1 (series)	Auxiliary Manual
COMDTINST 16790.2 (series)	Auxiliary Forms and Instructions

Commandant Publications

COMDTPUB P16791.3 (series)	Auxiliary Division Procedures Guide
COMDTPUB P16794.27 (series)	Auxiliary Specialty Course Patrols (AUXPAT): Instructor Text
COMDTPUB P16794.28 (series)	Auxiliary Specialty Course Patrols (AUXPAT): Student Guide
COMDTPUB P16794.29 (series)	Auxiliary Specialty Course Weather: Instructor Guide
COMDTPUB P16794.30 (series)	Auxiliary Specialty Course Weather (AUXWEA): Student Text
COMDTPUB P16794.32 (series)	Auxiliary Specialty Course Communications: Student Guide
COMDTPUB P16794.33 (series)	Auxiliary Specialty Course Communications: Instructor Guide
COMDTPUB P16794.39 (series)	Auxiliary New Member Course
COMDTPUB P16794.40 (series)	Auxiliary New Member Course (Student Study Guide)
COMDTPUB P16794.41 (series)	Auxiliary Specialty Course Seamanship: Instructor Guide
COMDTPUB P16794.42 (series)	Auxiliary Specialty Course Seamanship: Student Study Guide
COMDTPUB P16794.44 (series)	Auxiliary Instructor Qualification Course (IQC), Part A, Text
COMDTPUB P16794.45 (series)	Auxiliary Instructor Qualification Course (IQC), Part B, Student Study Guide for Required Presentations
COMDTPUB P16794.46 (series)	Auxiliary Instructor Qualification Course: Instructor Guide

Appendix J. List of Acronyms

Introduction

This appendix contains a list of acronyms used by the Auxiliary.

In this Appendix

This appendix contains the following information:

Topic	See Page
List of Acronyms	J-3

ACRONYM	DEFINITION
A/C	Aircraft
AAC	Auxiliary Aviation Coordinator
AAM	Auxiliary Achievement Medal
AAPP	Academy Admissions Partner Program
ABC	America's Boating Course
ABYC	American Boat and Yacht Council
AC&I	Acquisition, Construction, and Improvement
ACFT	Aircraft
ACLOC	Auxiliary Commandant Letter of Commendation
ACM	Auxiliary Commendation Medal
ACN	Advanced Coastal Navigation
ACO	Authorized Certifying Officer
ACOE	Army Corps of Engineers
ACP	Area Contingency Plan
ADA	Americans with Disabilities Act
ADCON	Administrative Control
ADFSO	Assistant District Flight Safety Officer
ADM	Admiral (4-star, USCG / USN / USPHS)
ADR	Alternative Dispute Resolution
ADSM	Auxiliary Distinguished Service Medal
ADSO	Assistant District Staff Officer
ADSW-AC	Active Duty Special Work in Support of Active Component
AFC-01	Allotment Fund Control Code for Military Personnel Pay
AFC-08	Allotment Fund Control Code for Civilian Personnel Pay
AFC-20	Allotment Fund Control Code for Permanent Change of Station Travel
AFC-30	Allotment Fund Control Code for Operating and Maintenance
AFC-30E	Allotment Fund Control Code for Energy
AFC-56	Allotment Fund Control Code for Training
AFRAS	Association for Rescue at Sea

ACRONYM	DEFINITION
AIM	Academy Introduction Mission or Administrative Investigations Manual
AIRS	Auxiliary Internet Resources Site
AIS	Automated Information System; Automatic Identification System
ALAC	Auxiliary Logical Access Credential
ALOM	Auxiliary Legion of Merit
AMLOC	Auxiliary Mid-Level Officer Course
AMOS	Auxiliary Mission Objectives System
AMS	Area Maritime Security
ANACO	Assistant National Commodore
ANACO-CC	Assistant National Commodore Chief Counsel
ANSC	Auxiliary National Supply Center
ANT	Aids to Navigation Team
AO	Area of Operations
AOPS	Abstract of Operations or Assistant Operations Officer
AOR	Area of Responsibility
AP	Approval Pending Member Status
APC	Administrative Procedures Course
ASC	Auxiliary Sector Coordinator
ASOC	Auxiliary Senior Officer Course
AT/FP	Anti-Terrorism and Force Protection
AtoN	Aids to Navigation
AtoNIS	Aids to Navigation Information System
AUC	Auxiliary Unit Coordinator
AUXACN	Auxiliary Advanced Coastal Navigation
AUXCEN	Auxiliary Center
AUXCHEF	Auxiliary Chef (Food Service Support)
AUXCOM	Auxiliary Boat Commander or Auxiliary Communication Specialty Course
AUXDATA	Auxiliary Database
AUXFAC	Auxiliary Facility

ACRONYM	DEFINITION
AUXLAM	Auxiliary Leadership and Management Course
AUXLEA	Auxiliary Leadership Course
AUXLO	Auxiliary Liaison Officer (active duty unit liaison to local Auxiliary)
AUXMAN	Auxiliary Manual
AUXMIN	Auxiliary Administration Specialty Course
AUXMIS	Auxiliary Management Information System (see **AUXDATA**)
AUXNAV	Auxiliary Navigation Specialty Course
AUXOP	Operational Auxiliarist
AUXOY	Auxiliarist of the Year
AUXPAL	Auxiliary Personnel Allowance List
AUXPAT	Auxiliary Patrols Specialty Course
AUXPATCOM	Auxiliary Patrol Commander
AUXSAR	Auxiliary Search and Rescue Specialty Course
AUXSEA	Auxiliary Seamanship Specialty Course
AUXWEA	Auxiliary Weather Specialty Course
AV	Aid Verifier
AVM	Aviation Management
AVT	Aviation Training
AX	Operational Auxiliarist (aka – AUXOP) Member Status
BC	Branch Chief, National Staff
BCM	Boat Crewmember
BCN	Basic Coastal Navigation
BCQP	Boat Crew Qualification Program
BED	Base Enrollment Date
BG	Brigadier General (1-star)
BGEN, BG	Brigadier General
BLA	Boating Law Administrator
BM	Boatswain’s Mate
BNM	Broadcast Notice to Mariners

ACRONYM	DEFINITION
BO/BTM PQS	Boarding Officer / Boarding Team Member Personnel Qualification Standard
BOAT/US	Boat Owners Association of the U.S.
BOCA	Boat Owners Council of America
BOSAF	Boating Safety Correspondence Course
BQ	Basically Qualified Member Status
BS&S	Boating Skills and Seamanship
BSAC	Boating Safety Advisory Council (NBSAC)
BSC	Boating Safety Circular
BUI	Boating Under the Influence
BWI	Boating While Intoxicated
C2	Command and Control
C4I	Command, Control, Communications, Computers, and Intelligence
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance
CAC	Common Access Card or Crisis Action Center
CAP	Civil Air Patrol
CAPT	Captain (USCG / USN / USPHS)
CASCOR	Casualty Correct
CASREP	Casualty Report
CBN	Chemical, Biological, and Nuclear
CBP	U.S. Customs and Border Protection Agency
CBRN	Chemical, Biological, Radiological, or Nuclear
CCB	Configuration Control Board
CD	Counterdrug Operations
CDAR	Collateral Duty Addictions Representative
CDO	Command Duty Officer
CDR	Commander (USCG / USN / USPHS)
CEU	Civil Engineering Unit or Continuing Education Unit
CFC	Combined Federal Campaign

ACRONYM	DEFINITION
CFO	Chief Financial Officer
CFR	U.S. Code of Federal Regulation
CFVE	Commercial Fishing Vessel Examination
CFVS	Commercial Fishing Vessel Safety
CG-00	Commandant, U.S. Coast Guard
CG-09	Vice Commandant, U.S. Coast Guard
CG-1	Assistant Commandant for Human Resources
CG-2	Assistant Commandant for Intelligence and Criminal Investigations
CG-4	Assistant Commandant for Engineering and Logistics
CG-5	Assistant Commandant for Marine Safety, Security, and Stewardship
CG-54	Director of Prevention Policy
CG-6	Assistant Commandant for Command, Control, Communications, Computers, and Information Technology
CG-7	Assistant Commandant for Capability
CG-8	Assistant Commandant for Resources
CGAP	Coast Guard Acquisition Procedures
CGAR	Coast Guard Acquisition Regulation
CGAUX - CRC	Civil Rights Coordinator (Auxiliarist)
CGAuxA, Inc.	Coast Guard Auxiliary Association, Incorporated
CG-DCMS	Deputy Commandant for Mission Support
CG-DCO	Deputy Commandant for Operations
CGDF	Coast Guard Dining Facility
CGDN+	Coast Guard Data Network Plus
CGES	Coast Guard Exchange System
CGHQ	Coast Guard Headquarters (Washington, DC)
CGI	Coast Guard Institute (Oklahoma City, OK)
CGIS	Coast Guard Investigative Service
CGMA	Coast Guard Mutual Assistance
CGPC	Coast Guard Personnel Command (Shirlington, VA)

ACRONYM	DEFINITION
CGRC	Coast Guard Recruiting Command
CHDIRAUX	Chief Director of Auxiliary
CIO	Chief Information Officer
CIP	Common Intelligence Picture; Container Inspection Program
CISM	Critical Incident Stress Management
CM	Configuration Management or Communications
CNO	Chief of Naval Operations
CO/OIC	Commanding Officer/Officer-in-Charge
COCO	Chief of Contracting Officer
COL	Colonel
COLREG	International Regulations for Preventing Collisions at Sea
COMCEN	Communications Center
COMDTINST	Commandant Instruction or Manual
COMDTNOTE	Commandant Notice
COMDTPUB	Commandant Publication
COMMCEN	Communications Center
COMMS	Communications
COMO	Commodore
CONOPS	Concept of Operations
CONUS	Continental United States
COOP	Continuity of Operations Plan
COP	Common Operating Picture
COTP	Captain-of-the-Port
COTR	Contracting Officer’s Technical Representative
CPC	Commandant’s Performance Challenge
CPO	Chief Petty Officer (USCG, USN)
CPRL	Contingency Personnel Requirements List
CPT	Captain (USA, USAF, USMC)
CQA	Commandant’s Quality Award

ACRONYM	DEFINITION
CR	Continuing Resolution
CRC	Civil Rights Coordinator
CRM	Crew Resource Management
CRO	Civil Rights Officer
CS	Communications Services
CVS	Commercial Vessel Safety or Contractor Verification System
CWO	Chief Warrant Officer
DA	Direct Access Information System (aka – PeopleSoft)
DAC	Diversity Advisory Council
DANTES	Defense Activity for Non-Traditional Education Support
DAPA	Drug and Alcohol Program Administration
DAPI	Drug and Alcohol Program Inspector
DBIDS	Defense Biometrics Identification System
DCAPT	District Captain
DCDR	Division Commander
DCO	District Commodore
DCOS	District Chief of Staff
DDC	District Directorate Chief
DEERS	Defense Enrollment Eligibility Reporting System
DES	Digital Encryption Standard
DFSO	District Flight Safety Officer
DGPS	Differential Global Positioning System
DHS	Department of Homeland Security
DI	Direct Informational
DIR	Auxiliary National Directorate Chief
DIR-A	Directorate Chief of Marketing and Public Affairs
DIR-B	Directorate Chief of Boating
DIR-D	National Deputy Directorate Chief
DIR-E	Directorate Chief of Education

ACRONYM	DEFINITION
DIR-I	Directorate Chief of Information and Communication Services
DIR-M	Directorate Chief of Marine Safety and Environmental Protection
DIR-O	Directorate Chief of Operations
DIR-P	Directorate Chief of Personnel
DIR-T	Directorate Chief of Training
DIR-V	Directorate Chief of Vessel Examinations
DIRAUX	Director of Auxiliary (District or Region)
DIST	District
DIV	Division
DLLR	District Legislative Liaison Representative
DMA	Defense Mapping Agency
DMDC	Defense Manpower Data Center
DNACO	Deputy National Commodore
DO	Defense Operations or Direct Operational
DoD	Department of Defense
DOG	Deployable Operating Group
DOJ	U.S. Department of Justice
DOL	U.S. Department of Labor
DOS	Department of State
DOT	Department of Transportation
DPA	District Office Designator for Director of Auxiliary
DRMO	Defense Reutilization and Marketing Office
DSC	Digital Selective Calling
DSO	District Staff Officer
DTG	Date Time Group
DV	Distinguished Visitor or Diversity
DVC	National Division Chief
DWO	Deck Watch Officer
EA	Executive Assistant

ACRONYM	DEFINITION
EAD	Extended Active Duty
EAP	Employee Assistance Program
EDF	Enlisted Dining Facilities
ELC	Engineering Logistics Center or Elected Leader's Course
ELT	Emergency Locator Transmitter or Enforcement of Laws and Treaties
EMCON	Emission Control
EMI	Extra Military Instruction or Electro-Magnetic Interference
EMPLID	Employee ID Number
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ENS	Ensign (USCG, USN, USPHS)
EO	Engineer Officer
EOCT	End-of-Course Test
EOD	Entry on Duty
EPA	U.S. Environmental Protection Agency
EPIRB	Emergency Position Indicating Radio Beacon
E-QIP	Electronic Questionnaire for Investigations Processing
ESA	Endangered Species Act
ESD	Electronics Support Detachment
ESO	Educational Services Officer
ESU	Coast Guard Electronic Support Unit
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETR	Estimated Time to Repair
EXCOM	District Executive Committee or Extended Communications
FAA	Federal Aviation Administration
FAR	Family Advocacy Representative or Federal Acquisition Regulations
FAV	Favorable Determination for Personnel Security Investigation
FC	Flotilla Commander

ACRONYM	DEFINITION
FECA	Federal Employees Compensation Act
FEDEX	Federal Express
FEMA	Federal Emergency Management Agency
FINCEN	Finance Center
FIR	Field Intelligence Report
FLC	Flotilla Leadership Course
FLIR	Forward-Looking Infrared heat-imaging system
FMV	Fair Market Value
FN	Finance Staff Officer - Auxiliary
FOC	Final Operating Condition
FOIA	Freedom of Information Act
FOSC	Federal On-Scene Coordinator
FOUO	For Official Use Only
FPA	Family Program Administrator
FPCON	Force Protection Condition
FSO	Flotilla Staff Officer or Food Services Officer
FTR	Federal Travel Regulations
FWPCA	Federal Water Pollution Control Act
FWS	Fish and Wildlife Service
FY	Fiscal Year
G-A	Assistant Commandant for Acquisitions
GAR	Green-Amber-Red
GEN	General (4-star)
GIG	Global Information Grid
GMDSS	Global Maritime Distress and Safety System
GMT	Greenwich Mean Time (see ZULU)
GOV	Government Owned Vehicle
GP	General Purpose
GPO	Government Printing Office

ACRONYM	DEFINITION
GPS	Global Positioning System
GS	General Service Federal Employee Designation
GSA	General Services Administration
GTA	Government Transportation Account
GTR	Government Travel Request
GV	Government Vehicle
HARPAT	Harbor Patrol
HAZCOM	Hazardous Communication
HAZMAT	Hazardous Material
HAZWASTE	Hazardous Waste
HAZWOPR	Hazardous Waste Operator
HCPV/HIV	High Capacity Passenger Vessel/High Interest Vessel
HDC	Harbor Defense Command
HDCU	Harbor Defense Command Unit
HITRON	Helicopter Interdiction Tactical Squadron
HIV	High Interest Vessel
HLS	Homeland Security
HS	Homeland Security
HSAS	Homeland Security Advisory System
HSC	Harbor Safety Committee
HSPD	Homeland Security Presidential Directive
HUMINT	Human Intelligence
HVA	High Value military Assets
IALA	International Association of Lighthouse Authorities
IAMSAR	International Aeronautical and Maritime Search and Rescue
I-AtoNIS	Integrated Aids to Navigation Information Systems
ICAO	International Civil Aviation Organization
ICC	Intelligence Coordination Center
ICE	U.S. Immigration and Customs Enforcement Agency

ACRONYM	DEFINITION
ICGS	Integrated Coast Guard Systems
ICS	Incident Command System
IDC	Instructor Development Course
IDT	Inactive Duty for Training
IIP	International Ice Patrol
IMO	International Maritime Organization
IMPAC	International Merchant Purchase Authorization Card
IOETP	Initial Orientation and Entry Training Program
IP	Immediate Past Office (Except National Commodore)
IQ	Initially Qualified Member Status
IQC	Initial Qualification Code
IRIS	Incident Reporting Information System
IS	Information Services
ISAR	International Search and Rescue
ISC	Integrated Support Command
ISMS	Integrated Security Management System
ISO	International Standards Organization
IT	Instructor; Information Technology
JFTR	Joint Federal Travel Regulations
JHOC	Joint Harbor Operations Center
JIATF	Joint Interagency Task Force
JIC	Joint Information Center
JQR	Job Qualification Requirement
KO	Contracting Officer
L	Legal Affairs
LCDR	Lieutenant Commander (USCG, USN, USPHS)
LCP	Legislative Change Proposal
LE	Law Enforcement
LEDET	Law Enforcement Detachment

ACRONYM	DEFINITION
LLC	Legislative Liaison Committee
LM	Life Member
LMR	Living Marine Resource
LO	Liaison Officer or Logistics Officer
LOGREQ	Logistics Requirement
LORAN-C	Long-Range Aid to Navigation
LORSTA	Loran Station
LP	Legal/Parliamentarian
LSC	Legal Services Command
LT	Lieutenant (USCG, USN, USPHS)
LTCOL, LTC	Lieutenant Colonel (USA, USMC, USAF)
LTG	Lieutenant General (3-star)
LTGEN, LTG	Lieutenant General (USA, USMC, USAF)
LTJG	Lieutenant Junior Grade (USCG, USN, USPHS)
M&IE	Meals and Incidental Expenses
MA	Materials
MAJ	Major (USA, USMC, USAF)
MARPOL	International Convention for the Prevention of Pollution from Ships
MARS	Military Affiliate Radio System
MARSEC	Maritime Security Condition
MC&R	Maintenance, Repair, and Construction
MCM	Manual for Courts-Martial
MCPO	Master Chief Petty Officer (USCG, USN)
MDA	Maritime Domain Awareness
MDZ	Maritime Defense Zone
MEP	Marine Environmental Protection
MER	Marine Environmental Response
MG	Major General (2-star)
MGEN	Major General (USA, USMC, USAF)

ACRONYM	DEFINITION
MGIB	Montgomery G.I. Bill
MHLS	Maritime Homeland Security
MILSTRIP	Military Standard Requisitioning and Issue Procedure
MISHAP	Standard Report of Accident
MISLE	Marine Information for Safety and Law Enforcement data system
MJM	Military Justice Manual
MLE	Maritime Law Enforcement
MLEM	Maritime Law Enforcement Manual
MMD	Merchant Mariner Document
MMPA	Marine Mammal Protection Act
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MOM	Maritime Observation Mission
MS	Member Services, Marine Safety
MSC	Marine Safety Council
MSD	Marine Sanitation Device or Marine Safety Detachment
MSFCMA	Magnuson-Stevens Fisheries Conservation and Management Act
MSN	Marine Safety Network
MSS	Marine Safety and Security
MSSEP	Marine Safety, Security, and Environmental Protection
MSST	Maritime Safety and Security Team
MT	Member Training or Mandated Training
MTC	Meritorious Team Commendation
MTS	Marine Transportation System
MTSA	Marine Transportation Security Act
MWR	Morale, Well-Being, and Recreation
NAC	National Association of Commodores or National Agency Check
NACI	National Agency Check and Inquiries
NACLC	National Agency Check and Law and Credit

ACRONYM	DEFINITION
NACO	National Commodore
NACON	National Conference
NAFA	Non-Appropriated Fund Activity
NAPM	National Area Planning Meeting
NASBLA	National Association of State Boating Law Administrators
NAVRULS	Navigation Rules
NBF	National Boating Federation
NBSAC	National Boating Safety Advisory Council
NESU	Naval Engineering Support Unit
NEXCOM	National Executive Committee
NIMS	National Incident Management System
NIPCO	Immediate Past National Commodore
NJP	Non-Judicial Punishment
NLT	No Later Than
NMLBS	National Motor Lifeboat School
NOAA	National Oceanic and Atmospheric Administration
NOK	Next of Kin
NORTHCOM	Northern Command
NRC	National Response Center (Washington, DC)
NRP	National Response Plan
NRT	National Response Team
NSBC	National Safe Boating Council
NSBW	National Safe Boating Week
NSC	National Safety Council
NSF	National Strike Force
NSFCC	National Strike Force Coordination Center
NSN	National Stock Number
NSS	National Search and Rescue Supplement
N-TRAIN	National Training Conference

ACRONYM	DEFINITION
NTSB	National Transportation Safety Board
NVDC	National Vessel Documentation Center
NVIC	Navigation and Vessel Inspection Circular
NWS	National Weather Service (NOAA-Dept. of Commerce)
OAS	Organizational Assessment Survey
OCMI	Officer-in-Charge, Marine Inspections
OCONUS	Outside of the Continental United States
OCS	Officer Candidate School
ODU	Operational Dress Uniform
OE	Coast Guard Operating Expenses Appropriation
OER	Officer Evaluation Report
OFI	Office of Federal Investigations
OGE	Office of Government Ethics
OIA	Order Issuing Authority
OIC	Officer-in-Charge
OJT	On-the-Job Training
OMB	U.S. Office of Management and Budget
OMMP	Occupational Medical Monitoring Program
OMS	Operating Materials and Supplies or Operations and Marine Safety
OMSEP	Occupational Medical Surveillance and Evaluation Program
OOD	Officer of the Deck/Day
OP	Operations
OPA	Oil Pollution Act
OPAREA	Operational Area
OPC	Offshore Patrol Cutter
OPCEN	Operations Center
OPCOM	Operating Committee
OPCON	Operational Control
OPFAC	Coast Guard Operational Facility (e.g., station, cutter, support center)

ACRONYM	DEFINITION
OPFOR	Opposition Forces
OPLAN	Operation Plan
OPM	U.S. Office of Personnel Management
OPORD	Operation Order
OPS	Operations Officer
OPSEC	Operations Security
ORM	Operational Risk Management
OS	Operational Support
OSC	Operations Systems Center (Martinsburg, WV)
OSHA	Occupational Safety and Health Administration
OTC	Officer in Tactical Command
OTO	Operations Training Officer
OWT	On-the-Water Training
P	Past Officer (when used before officer title acronym)
PA	Privacy Act or Public Affairs
PAL	Personnel Allowance List
PAO	Public Affairs Officer
PATCOM	Patrol Commander
PAWSS	Ports and Waterways Safety System
PB	Publications
PCS	Permanent Change of Station
PDCA	Past Division Commanders Association
PDD	Presidential Decision Directive
PDR	Personnel Data Record
PE	Public Education
PERSRU	Personnel Reporting Unit
PFD	Personal Flotation Device
PI	Personnel Inspection
PIE	Partnership in Education

ACRONYM	DEFINITION
PII	Personally Identifiable Information
PIR	Priority Intelligence Requirements
PIV	Personal Identification Verification
PKI	Public Key Infrastructure
PMS	Preventive/Planned Maintenance System
PO	Petty Officer (USCG, USN)
POE	Projected Operation Environment
POLREP	Pollution Report Message
POM	Plaque of Merit
POMS	Patrol Order Management System
POSH	Prevention of Sexual Harassment
POTUS	President of the United States
POV	Privately Owned Vehicle
PPC	Pay and Personnel Center
PPE	Personal Protective Equipment
PQS	Personnel Qualification Standard
PS	Personnel Services or Port Security Specialist
PSI	Personnel Security Investigation
PSQ	Personnel Security Questionnaire
PSS	Port Safety and Security
PSU	Port Security Unit
PWC	Personal Watercraft
PWCS	Ports, Waterways, and Coastal Security
PWO	Personal Watercraft Operator
PWSA	Ports and Waterway Safety Act
PY	Promotion Year
QC	Quality Control
QE	Qualification Examiner
QEB	Qualification Examining Board

ACRONYM	DEFINITION
QM	Quartermaster (USN, USPHS)
R&D	Research and Development
RADM	Rear Admiral, Upper-Half (2-star, USCG / USN / USPHS)
RAPIDS	Real-time Automated Personnel Identification System
RBS	Recreational Boating Safety
RBSV	Recreational Boating Safety Visitor
RBSVP	Recreational Boating Safety Visitation Program
RDML	Rear Admiral, Lower-Half (1-star, USCG / USN / USPHS)
REC	Coast Guard Regional Examination Center
REP	Representative
RET	Retired
REWK	Required Workshop, Not Met
REYR	Required Yearly, Not Met
RFO	Ready for Operation
RIK	Rations-in-Kind
RMS	Readiness Management System
ROE	Rules of Engagement
RP	Responsible Party or Resources Proposal
SAC	Special Agreement Check
SAI	Small Arms Instructor
SAR	Search and Rescue
SAREX	SAR Exercise
SARMIS	Search and Rescue Mission Information System
SCPO	Senior Chief Petty Officer (USCG, USN)
SDB	Service Dress Blue
SECCEN	Coast Guard Security Center (Chesapeake, VA)
SELRES	Selected Reserve
SEPRAT	Separate Ration
SES	Senior Executive Service

ACRONYM	DEFINITION
SF	Safety Factor or Sailing Fundamentals
SHPT	Sexual Harassment Prevention Training
SILC DET	Shore Infrastructure Logistics Center Detachment
SIPRNET	Secret Internet Protocol Routing Network
SITREP	Situation Report
SK	Storekeeper
SLO	Auxiliary State Liaison
SMART	Self-contained Mobile Auxiliary Response Team
SMC	SAR Mission Coordinator
SN	Seaman (USCG, USN)
SO	Division Staff Officer
SOFA	Status of Forces Agreement
SOLAS	Safety of Life at Sea
SO-OP	Auxiliary Division Operations Officer
SOP	Standard Operating Procedure
SOQ	Sailor of the Quarter
SORN	System of Record Notice
SR	Secretary/Records (also Seaman Recruit)
SRA	Short-Range Aids to Navigation
SSBI	Single Scope Background Investigation
SSL	Standard Support Level
SSN	Social Security Number
STA	Station
STA OPS	Station Operations
STAN & RFO	Readiness and Standardization Program
STTR	Short-Term Resident Training Request
SWSIII	Standard Workstation Three
TACON	Tactical Control
TAD	Temporary Additional Duty

ACRONYM	DEFINITION
TBO	Time Between Overhauls (re – aircraft facilities)
TCOW	Telecommunications Watchstander
TCT	Team Coordination Training
TDY	Temporary Duty
THREATCON	Threat Condition
TISCOM	Telecommunications and Information Systems Command (Alexandria, VA)
TMT	Training Management Tool
TOI	Target of Interest
TONO	Travel Order Number
TPAX	Travel Preparation and Examination System
TQC	Training Quota Management Center
TRACEN	Training Center
TRADET	Training Detachment
TRATEAM	Training Team
TSA	Transportation Security Administration
TVS	Travel Voucher Statement
UAS	Unmanned Aircraft System
UCMJ	Uniform Code of Military Justice
UDC	Coast Guard Uniform Distribution Center (Woodbine, NJ)
UNFAV	Unfavorable (determination, especially in regards to PSI)
USA	United States Army
USACOE	United States Army Corps of Engineers
USAF	United States Air Force
USAFR	United States Air Force Reserve
USA-NG	United States Army - National Guard
USAR	United States Army Reserve
USBP	United States Border Patrol
USC	United States Code
USCA	United States Code Annotated

ACRONYM	DEFINITION
USCG	United States Coast Guard (also CG)
USCGA	United States Coast Guard Academy
USCGAUX	United States Coast Guard Auxiliary
USCGR	United States Coast Guard Reserve
USFWS	U.S. Fish and Wildlife Service
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USN	United States Navy
USNR	United States Navy Reserve
USPS	U.S. Power Squadrons
VADM	Vice Admiral (3-star, USCG / USN / USPHS)
VCDR	Vice Commodore
VE	Vessel Examiner, Vessel Examination
VFC	Flotilla Vice Commander
VIP	Very Important Person
VNACO	National Vice Commodore
VSC	Vessel Safety Check
VTS	Vessel Traffic Services
WWM	Waterways Management
XO	Executive Officer
XPO	Executive Petty Officer
YN	Yeoman
ZULU	Time Zone “Alpha” designation, “Z” “Zulu time”

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