

U.S. Department of
Homeland Security

United States
Coast Guard



AUXILIARY MANUAL

COMDTINST M16790.1F



“Proud Traditions – Worthy Missions”



COMDTINST M16790.1F

MAY 18, 2004

COMMANDANT INSTRUCTION M16790.1F

Subj: AUXILIARY MANUAL

1. PURPOSE. This Manual applies to all members of Coast Guard Forces who are involved with the administration of the Coast Guard Auxiliary, including Auxiliarists, military, and civilian personnel.
2. ACTION. Area and District Commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure all Auxiliarists, all Directors of Auxiliary, and any military or civilian Coast Guard member who deals with the Auxiliary become thoroughly familiar with this Manual. Internet release authorized.
3. DIRECTIVES AFFECTED. The previous edition of the *Auxiliary Manual*, COMDTINST M16790.1E, is hereby canceled and should be recycled.
4. DISCUSSION. This Manual outlines policies and procedures necessary for effective administration of the Coast Guard Auxiliary. Most significant is that it provides a new Auxiliary policy foundation in support of the passage of the Department of Homeland Security (DHS) Act of 2002, which created the new Department 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 now assumes the role and responsibility as the Department's lead organization of dedicated volunteers. This Manual further helps set the course for the ready, reliable, and relevant Auxiliary administrative and Operational Support to the full spectrum of Coast Guard missions, both traditional and new, and in a different and far more complex maritime security environment. Further, this Manual has been revised extensively due to the passage of the Coast Guard Auxiliary provisions of the Coast Guard Authorization Act of 1996 (Public Law 104-324), the Maritime Transportation Security Act (MTSA) of 2002, and other changes within the Auxiliary program. This new Auxiliary Manual should be reviewed in its entirety.

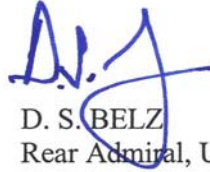
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5. MAJOR CHANGES. This Manual represents a major revision of the previous *Auxiliary Manual* promulgated January 1998. Due to the extensive changes, units are encouraged to conduct a thorough review of the Manual. This edition of the Manual contains the following significant policy changes:
 - a. Improved format of entire Manual to facilitate ease of use, including electronic mapping features throughout Manual including websites, references, and table of contents.
 - b. Updated the grooming, appearance, and uniform standards policy (*Chapter 1*).
 - c. Clarified program responsibility between G-OCX and the districts (*Chapter 1*).
 - d. Allowed for waiver of no weapons handling policy to facilitate the use of Auxiliarists as range coaches (*Chapter 2*).
 - e. Aligned eligibility for membership with Coast Guard Active Duty and Reserve policy (*Chapter 3*).
 - f. Improved wording concerning Auxiliarists' rights and privileges (Primarily *Chapter 3*).
 - g. Modified administrative action processes/procedures to provide a more clear and streamlined process (*Chapter 3*).
 - h. Added Personnel Security Investigation (PSI) Policy/Program section (*Chapter 3*) and a PSI FAQ section (*Appendix K*).
 - i. Clarified the role of the Auxiliary Association, Inc. in terms of fiscal affairs and fundraising. Also, provided authority for limited fund raising by Flotillas to augment funding for program activities (*Chapter 5*).
 - j. Authorized acceptance and use of vessels owned by State and political subdivisions thereof (*Chapter 6*).
 - k. Authorized Patrol Order Management System (POMS) as a mandatory web-accessible patrol order and claim processing application (*Chapter 9*).
 - l. Authorized Standard Auxiliary Maintenance Allowance (SAMA) subject to the availability of funds (*Chapter 9*).
 - m. Updated awards and medals requirements and terminology, including the introduction of the Coast Guard Boat Force Operations Insignia, Auxiliary Personal Watercraft Operator's Insignia, Auxiliary Marine Safety Insignia, and the Auxiliary Cutterman's Insignia (*Chapter 11*).
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined to be not applicable.

7. FORMS/REPORTS. The forms mentioned in this Manual are listed in Appendix G and most are stocked at the Auxiliary National Supply Center. All forms are made available to any Auxiliarist through the Flotilla Staff Officer responsible for materials (FSO-MA) or secondarily, the local Director of Auxiliary. Many of the forms are also available on the World Wide Web at the following address: <http://www.uscgaux.org/~forms/forms.html>.
8. RESPONSIBILITY. Commandant (G-OCX-1) is responsible for the content and upkeep of this Manual. Questions or concerns about this material contained in this Manual should be addressed to Commandant (G-OCX) at (202) 267-1001.



D. S. BELZ
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Operations

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Foreword

From the Chief Director and National Commodore:

The U.S. Coast Guard is pleased to present the Auxiliary Manual to the 37,000 plus member volunteer force and to the Coast Guard community as a whole. Many thanks to the extraordinary Auxiliarists and active duty members of the Coast Guard, who assisted in developing this manual. The U.S. Coast Guard recognizes and highly respects all Auxiliarists, who so generously donate their skills, their time, and their resources to support the full spectrum of Coast Guard operational and administrative missions. The significance and value of Auxiliary support to Recreational Boating Safety, Search and Rescue, Marine Safety and Environmental Protection, Waterways Management, Maritime Domain Awareness and Ports, Waterways and Coastal Security have never been greater, and are essential to America's Maritime Homeland Security. Now and as never before, the Auxiliary is a vital, counted on component of Coast Guard Forces, ready for a new era of volunteer support to our Nation, with new levels and degrees of support breadth, impact and relevancy in a newly defined maritime security environment.

The Auxiliary Manual serves at the primary policy guide for the administration and management of the Auxiliary. Further, the Auxiliary Manual outlines the duties and responsibilities of all Auxiliarists. Our hope is that this manual will serve the Auxiliary and the Coast Guard well in facilitating the critical services provided to the U.S. Coast Guard and American public.

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. Keep up the great work!



DAVID B. HILL
Captain, U.S. Coast Guard
Chief Director, Auxiliary



E.W. (BILL) EDGERTON, JR.
National Commodore
U.S. Coast Guard Auxiliary



Auxiliary Manual



Auxiliary Manual



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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 this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Creation of the Auxiliary	1-3
B	Coast Guard Auxiliary Administration	1-9
C	Auxiliary Administration	1-17
D	Coast Guard Auxiliary Linkage with the Coast Guard	1-21
E	Auxiliary Leadership and Management as Auxiliarists	1-25





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

“The primary purpose of the establishment of the Coast Guard Auxiliary was to indoctrinate all owners and operators of small craft in safety requirements in the operation and navigation of small craft. A secondary purpose of the institution of the Coast Guard Auxiliary was to utilize the Auxiliary craft and personnel, after suitable training and indoctrination in carrying out certain duties of the 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. § 823a(a) 14 U.S.C. § 823a(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 prescribes Auxiliary training and qualifications necessary to perform this assistance and regulates those 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.
<hr/>	
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 <i>Chapter 10</i> .
<hr/>	
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 <i>Coast Guard Uniform Regulations</i> , COMDTINST M1020.6 (series), except as noted in <i>Chapter 10</i> of this manual.
<hr/>	
A.4.b. Grooming	Auxiliarists who desire to wear their hair, jewelry, or maintain a general appearance different from that described in <i>Chapter 10</i> shall wear the Auxiliary Blue Blazer outfit instead of the Auxiliary Uniform. Waivers for any deviations from the grooming and appearance standards described in <i>Chapter 10</i> must be submitted through the chain to the appropriate Director.
<hr/>	
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, which 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.



A.5. Customs and Courtesies

The Auxiliary is non-military and Auxiliarists hold office instead of rank. Certain military and civilian customs and courtesies apply to Auxiliarists, especially while in uniform, as follows:

- Respect for our national traditions.
- Courtesy aboard U.S. military installations, vessels, and aircraft.
- Respect and courtesy toward the flags, vessels, aircraft, officials, and other personnel of all nations.
- Mutual respect and courtesy toward all Coast Guard personnel and personnel of other military services.

A.5.a. Saluting

Saluting is not required between Auxiliarists. Saluting is proper courtesy for Auxiliarists when greeting commissioned officers of the Armed Forces (to include National Oceanic and Atmospheric Administration (NOAA) and U.S. Public Health Service (USPHS) uniformed officers, who serve with the Armed Forces). Auxiliarists, when out of doors, in uniform and covered, should:

- As a courtesy, initiate, or return a hand salute to commissioned officers.
- Return any and all salutes given.
- Salute the National Ensign:
 - When the flag is raised or lowered at morning or evening colors.
 - When the flag passes in a parade.
 - When the National Anthem or Taps is played.
- Observe protocol upon boarding and leaving military vessels:
 - When boarding in uniform, stop at the top of the gangway, turn and salute the National Ensign at the stern staff, even if obscured and not visible. Then, turn and salute the Coast Guard crewmember in charge of the vessel's quarterdeck and verbally request permission to come aboard.
 - When departing in uniform, salute the Coast Guard crewmember in charge of the quarterdeck and verbally request permission to depart. Upon receiving permission, step onto the gangway, turn and salute the National Ensign, and then proceed ashore.
 - If not in uniform, follow the above procedures, but do not render salutes.
 - The above procedure is followed even when the National Ensign is not flying, such as before morning colors or after evening colors.

A.5.b. Pledge of Allegiance

When the Pledge of Allegiance is given, Auxiliarists, in uniform or not, should face the National Ensign and stand at attention with their right hand over their heart.

A.5.c. Posting of Colors and Playing of National Anthem

During the ceremonial posting of colors and/or the playing of the National Anthem, indoors and in uniform, Auxiliarists should stand at attention facing the National Ensign until the colors are posted and/or the Anthem is completed.



Chapter 1 - History, Purpose, and Administration



Section B. Coast Guard Auxiliary Administration

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	The Commandant (G-C), 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. Assistant Commandant for Operations	The Assistant Commandant for Operations (G-O) has the responsibility to develop, coordinate, and direct the Coast Guard operational program. This program includes setting policy, guidance, and providing the resources for the conduct of the defense, law enforcement, navigation, search and rescue, and boating safety missions. G-O is also responsible for the operation and support of Coast Guard facilities on land, at sea, and in the air.



**B.4. Director,
Operations
Capability
Directorate**

Under the general direction and supervision of the Assistant Commandant for Operations (G-O), the Director of the Operations Capability Directorate (G-OC) is the first level supervisor for the Chief Director, Auxiliary.

**B.5. Chief
Director,
Auxiliary**

The Chief Director, Auxiliary (G-OCX) is responsible for Auxiliary administrative and operational controls and support. The Chief Director shall:

- Serve as a G-O Staff officer (G-OCX), on the staff of Director, Operations Capability (G-OC).
- Direct Auxiliary administration within policies established by the Commandant under authority of 14 U.S.C. § 821, *et seq.* (Coast Guard Auxiliary).
- Serve as the Commandant's designated representative to the Auxiliary National Executive Committee (NEXCOM) and Auxiliary National Board.
- In consultation with NACO, NEXCOM, and the National Board, develop and implement policies and procedures that define standards for the development and organization of Auxiliary personnel and programs.
- 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.
- 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.
- 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.
- Delegate to Auxiliary elected and appointed leaders such matters necessary or appropriate for Auxiliary functioning, organization, and internal administration.
- On behalf of the Commandant, review and approve or disapprove recommendations of the National Board that affect official publications, the standing rules and bylaws, awards, uniforms, flags, pennants, burgees, and internal matters of the Auxiliary.
- Actively promote Auxiliary interests.

**B.5.a. Deputy
Chief Director,
Auxiliary,
G-OCXd**

The Deputy Chief Director shall:

- Serve as a G-O Staff officer (G-OCX), on the staff of Director, Operations Capability (G-OC).
 - Serve as Acting Chief Director during absences of the Chief Director.
 - Direct and supervise G-OCX-1 and G-OCX-2 Division Chiefs.
 - Assist Chief Director, Auxiliary with duties and responsibilities as assigned.
 - Maintain liaison with Commandant staff offices to assist in development and maintenance of Auxiliary policies and training.
 - Maintain oversight of and participate in developing and maintaining 5- and 10-year G-OCX strategic plans.
 - Maintain oversight of Auxiliary International engagement.
-



B.5.b. G-OCX-1 The G-OCX-1 Division shall:

- In coordination with the Human Resources (G-W) staff, 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 National Directorate Commodore-Member Services (NADCO-MS) and Department Chief of Training (DC-T). Coordinate the development, review, and approval of all materials used in support of Auxiliarist training, to include electronic and multi-media materials.
- In coordination with the Chief Counsel (G-L) staff, develop policies and procedures for efficient resolution of claims for damages involving Auxiliary facilities or incidents involving death or injury to Auxiliarists.
- In coordination with the Civil Rights (G-H) staff, assure policies affecting Auxiliary administration adhere to the Coast Guard's civil rights, sexual harassment prevention, and diversity training programs.
- 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.
- Oversee management and operation of the Auxiliary national "C" schools programs, distance learning programs, and any international activity (G-CI liaison) involving Auxiliary resources or personnel.
- Maintain liaison with the Auxiliary's Legislative Liaison Committee (LLC) Chairperson. Coordinate contact between the committee and the Congressional Affairs (G-ICA) staff for Federal legislative activities. Coordinate contact between the committee and the State Affairs Division (G-OPB-2) for State and local legislative activities.
- Initiate, build, and maintain resource proposals as necessary to support all Auxiliary programs.
- Initiate, build, and maintain Legislative Change Proposals (LCPs) as necessary to support all Auxiliary programs.
- Engage on legal issues and be a point of contact for the G-L directorate.
- Build and maintain a G-OCX long-term budgeting strategy.
- Maintain liaison with the Auxiliary and G-CI to provide planning and maintenance of the Auxiliary International Engagement Plan.
- Maintain 5- and 10-year G-OCX strategic plans.

B.5.c. G-OCX-2 The G-OCX-2 Division Chief shall:

- Serve as a G-O Staff officer (G-OCX), on the staff of Director, Operations Capability (G-OC).
 - Assist in the development of policy guidance and procedures, which enhance budgetary resources for the Auxiliary program.
 - Develop policies that define the standards for assigning Auxiliary personnel and resources to duty.
 - Develop procedures that govern operation of Auxiliary resources.
 - Coordinate with other Coast Guard programs on training and certification standards for qualifying Auxiliary personnel and resources for duty.
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- Maintain liaison and coordinate with departments of the Auxiliary National Staff on policies and procedures which govern Auxiliary resources used in the functional areas of operations, vessel examination, marine safety, environmental protection, aviation, and recreational boating safety.
 - Assist in the development, review, and approval of all materials used in member training for Auxiliary operations.
 - 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.
 - Monitor Federal and State boating safety equipment requirements to ensure Auxiliary vessel safety check requirements are compatible.
 - Provide oversight of surface operations and air operations manuals.
 - Develop and maintain procedures in conjunction with G-OPB to govern the Auxiliary Recreational Boating Safety (RBS) Program.
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B.6. District Commander

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.7. District Chief of Staff

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.8. Chief, District Operations Division

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

B.9. Director of Auxiliary

The Director of Auxiliary (Director) (oax), 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 within the District Operations Division under the direct supervision of the District Chief of Operations Division 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.9.a. General Responsibilities

Generally, the Director shall:

- Serve as a Staff officer within the district operations division.
- Ensure/facilitate the overall training, readiness, and safe operations of the Auxiliary.
- Provide the right and ready volunteer capability and capacity in support of district missions.
- Support, enable, and provide program guidance to the Auxiliary elected and appointed leaders for the accomplishment of their duties, missions, assignments and responsibilities as defined in appropriate Commandant directives.

B.9.b. Specific Responsibilities

Specifically, the Director shall:

- Serve as a voting member of the Auxiliary District Board.
 - Serve as a member of the District Executive Committee (EXCOM).
 - Interpret Coast Guard policy and guidance for district Auxiliarists.
 - 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.
 - 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, 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/ADSO-CS).
 - In coordination with the DCO, establish and advise a district Auxiliary Awards Board for approval of applicable award recommendations submitted by Auxiliarists (see *Chapter 11*).
 - 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 through the Regional Strategic Assessment (RSA) and Area Readiness Requirements (ARR) processes. DCO and EXCOM make recommendations or requests to the Director. There should be an 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.
 - Administer the enrollment and disenrollment of members according to the standards prescribed by this manual and other Coast Guard directives.
 - Administer the acceptance of facilities in accordance with the *Auxiliary Operations Policy Manual*, COMDTINST M16798.3 (series), and other Coast Guard directives.
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- Facilitate coordination of Auxiliary training and mission specific training for Auxiliarists with appropriate Coast Guard Headquarters, area, and district staff elements and field units.
 - 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.
 - Maintain a system of Auxiliary program records in accordance with *Chapter 3, Section K* of this manual and perform necessary administrative functions including, but not limited to:
 - Maintain individual Auxiliarist records.
 - Administer Auxiliary testing programs for specialty, program, and mission certifications and qualifications.
 - Submit reports prescribed by this manual.
 - Maintain lists of those members converting to retired status.
 - Transfer past members' records to the Federal Records Center two years after disenrollment.
 - Pursuant to current Coast Guard directives, ensure all Auxiliarists are provided the proper personal protective equipment (PPE) for their assigned duties.
 - Pursuant to current Coast Guard directives, facilitate security clearances and the overall Personnel Security Investigation (PSI) Program for Auxiliarists in accordance with current *Physical Security and Force Protection Program Manual*, COMDTINST M5530.1 (series), and district directives.
 - Provide input regarding Auxiliary resources and capabilities for district and area contingency planning.
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B.10. 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), AUXMAN, and other specific Coast Guard directives.



B.11. Director Reports

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

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

NOTE 

The required reports in *paragraph B.11* above significantly reduce the Director’s workload from previous reporting requirements while still providing sufficient information to G-OCX. The following six reports are no longer required by the Chief Director, but still may be required by the District Commander and therefore compiled for district, region, or Auxiliary usage:

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

B.12. Regional/ Assistant Directors

In those districts geographically divided into Auxiliary regions, the Regional Director has the same responsibilities and duties as a Director in other districts not divided into regions. Assistant Directors, under the direction and supervision of the Director, assist in Auxiliary administration. Assistant Directors are usually co-located with the Director, however, each can be stationed in a community remote from the Director’s office. In these cases they are called Assistant Directors (detached) and have the same responsibilities and duties as a Director, if so delegated.



B.13. Auxiliary Liaison

Commands may designate an active duty Coast Guard member to serve as the Coast Guard Auxiliary Liaison (AUXLO) for that command as a primary point of contact for Auxiliary affairs.

NOTE 

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



Section C. Auxiliary Administration

Introduction	<p>As a component of Coast Guard Forces, Auxiliarists are organized into the following four unit levels of administrative and supervisory responsibility:</p> <ul style="list-style-type: none"> • Flotilla • Division • District/Region • National <p>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 the various Auxiliary missions and programs.</p>
C.1. Chain of Leadership and Management	<p>The four administrative levels are coordinated through an Auxiliary chain of leadership and management. This organizational concept functions where current elected members are responsible to elected members on the next higher administrative level and to all members they represent by virtue of elected office.</p>
C.1.a. Definition	<p>In the Auxiliary, the phrase “chain of leadership and management” describes a system of communication and responsibility providing for an effective and efficient path for relaying information through all organizational levels. The process is best described as a chain of leadership and management rather than a chain of command, as no military command authority exists.</p>
C.1.b. Elected Leaders	<p>Auxiliary elected leaders must convey policy 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 the elected leader’s experience offers a great potential to solve problems.</p>
C.1.c. Leadership	<p>When correspondence is submitted via another Auxiliary elected or appointed leader in the chain of leadership and management, that Auxiliarist is obligated to rapidly endorse and forward correspondence as required. 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.</p>
C.1.d. Directors	<p>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. 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.</p>



C.2. Parallel Staffing

Parallel staffing is a second 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) would communicate with the SO-PE.

C.3. Regions

In Coast Guard districts with large geographical areas or large population concentrations, the 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 H*.

C.4. Areas

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

- Atlantic (East)
- Atlantic (West)
- Pacific

Each Auxiliary area is administered by a National Area Commodore (ARCO).

C.4.a. Atlantic Area East

The Atlantic Area East includes:

- First District (Northern and Southern Regions)
 - Fifth District (Northern and Southern Regions)
 - Seventh District
-

C.4.b. Atlantic Area West

The Atlantic Area West includes:

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



C.4.c. Pacific Area

The Pacific Area includes:

- Eleventh District (Southern and Northern Regions)
 - Thirteenth District
 - Fourteenth District
 - Seventeenth District
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Chapter 1 - History, Purpose, and Administration



Section D. Coast Guard Auxiliary Linkage with the Coast Guard

Introduction The Auxiliary program is organizationally aligned under G-O. (see **Figure 1-1**)

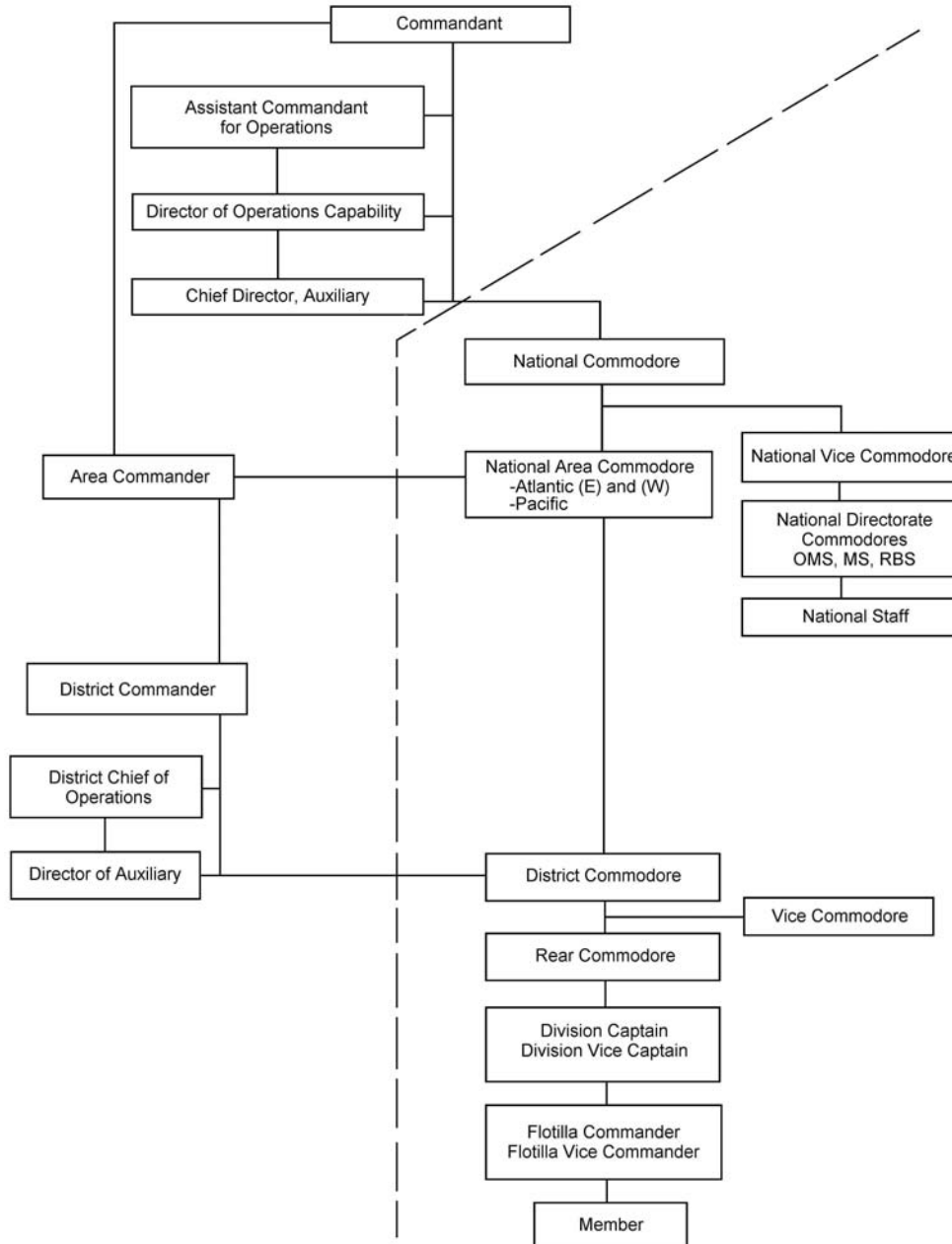


Figure 1-1
Diagram of Coast Guard Auxiliary National Organization – National to Member



D.1. Chief Director, Auxiliary

The Chief Director, Auxiliary (G-OCX), in consultation with the NACO, provides administrative and management guidance and program resource support.

D.2. National Commodore

The National Commodore (NACO) represents the Auxiliary and reports in coordination with G-O, G-OC, and the Chief Director to the Commandant. Additionally, the NACO represents the Auxiliary with all Coast Guard Flag officers and Flag officer equivalent civilians at Coast Guard Headquarters on Auxiliary matters.

In an effort to support the Commandant's Strategic Goals and serve the Auxiliary customers, the NACO, under the general direction and supervision of the Commandant, shall:

- Lead the strategic management of the Auxiliary and ensure corresponding Auxiliary policy and business planning support the Commandant's Strategic Goals.
 - Ensure that appropriate communications and interfaces occur between the Auxiliary, the Coast Guard, other customers, and organizations.
 - Create an environment needed to ensure effective and efficient mission performance at all organizational levels.
 - Create 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.
 - Support and manage diversity throughout the Auxiliary organization.
 - Support the Coast Guard's international program objectives.
 - Evaluate the mission performance of the Auxiliary and report as requested.
 - Serve as the Auxiliary champion, key advisor, and primary representative of the organization internally and externally.
 - Advise G-C, G-O, and G-OC of the overall administration of the Auxiliary.
 - Keep G-C, G-O, and G-OC informed of progress made in planning and executing the policies and programs managed by the Auxiliary.
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D.3. National Vice Commodore

The National Vice Commodore is second to the NACO and supervises the National Directorate Commodores (NADCOs), and, when directed, acts for and on behalf of the NACO in linkage with the Coast Guard. NAVCO links directly with the Chief Director for all matters related to NADCOs, Auxiliary National Staff, and programs under the purview of the NADCOs and the Auxiliary National Staff. The Auxiliary also links with the other Coast Guard Headquarters directorates and program areas through the NAVCO and the 3 ARCOs, NADCOs and their Auxiliary Department Chiefs (DCs) and through direct contact by the Chief Director.

NOTE 

Chief of staff (COS) is referred to and known as the National Vice Commodore (NAVCO).



D.4. Area Level – National Area Commodores – At the Coast Guard Area level, linkage is achieved through direct contact by the ARCOs Atlantic (East and West) and Pacific with the respective Coast Guard Area Commander and staff.

In support of the NACO, the ARCOs, within their respective geographic areas, shall:

- Represent the NACO and Auxiliary programs and policies during regular meetings with the respective Coast Guard Area Commander.
- Maintain close liaison with the DCOs and provide needed advice and counsel.
- Assist DCOs in solving problems not resolvable at district/regional levels.
- Preside over scheduled area planning meetings.
- Be responsible for the conduct of Auxiliary programs.
- Represent their area on the NEXCOM and attend district/regional conferences when directed by the NACO.
- Keep the NACO and other members of the NEXCOM informed of progress made in planning and executing the policies and programs of the Auxiliary.

NOTE

Area Commodores are now referred to as National Area Commodores. Where the acronym ARCO is used, National is implied.

D.5. District/Area Level

At the Coast Guard district level, the Coast Guard Auxiliary District/Region Commodore achieves linkage with the District Commander and staff. The DCO links to the District Commander through coordination with the Director. (see **Figure 1-2**) The DCO reports to and represents the Auxiliary to the District Commander in a similar manner as the NACO to the Commandant. 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 ARCOs 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.

Under normal circumstances, Auxiliarists will generally 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.

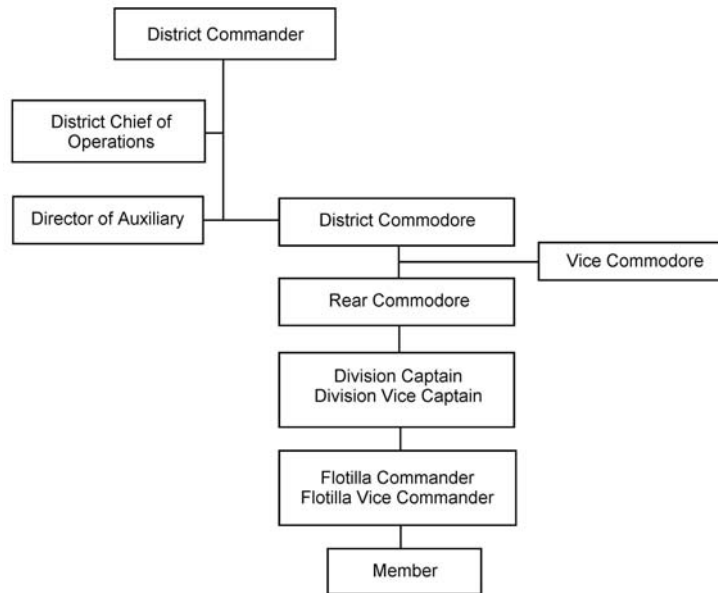


Figure 1-2
Diagram of Coast Guard Auxiliary National Organization – District to Member

D.6. 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, groups, activities, marine safety units, 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.7. Strategic Link

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



Section E. Auxiliary Leadership and Management as Auxiliarists

Introduction	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.
E.1. Leadership	Leadership and management capability rests on the 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.
E.2. Established Management Procedures	There are certain established routines which can help Auxiliary unit management. First and foremost is proper planning. The new Auxiliary unit elected leader should carefully choose a staff, develop a schedule of events and meetings, and establish a budget. The newly elected leader must be thoroughly familiar with Auxiliary and Coast Guard manuals governing Auxiliary missions and programs.
E.2.a. Staff	Staff members, once selected, should be delegated management capability 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.
E.2.b. Auxiliary Unit Liaison	The staff position AUXULO is established by Operation Patriot Readiness following the events of 11 September, 2001. The primary purpose of an AUXULO is to ensure positive linkage by the Auxiliary with each and every administrative, support, and operational Coast Guard command/unit. For more specific information, see the Auxiliary Operations Order – Patriot Readiness, <i>USCG – Operation Patriot Readiness</i> , ALCOAST 010/02 (COMDTNOTE 16790, dated 10 January 2002), and <i>USCG – Operation Patriot Readiness – Phase III</i> , ALCOAST OPRIII 034/04 (COMDTNOTE 16790, dated 30 January 2004). (see <i>Appendix J</i> and the Coast Guard Auxiliary's web site for more information).



E.2.c. Meetings

Use of the following basic ideas will help ensure meeting success:

- Decide the purpose of the meeting.
- Develop a written agenda.
- Choose the time, place, and date to best accommodate the members.
- Conduct the meeting under the rules of parliamentary procedure (Robert's Rules of Order).
- At each meeting, assign an Auxiliarist to welcome guests.
- Ensure senior Auxiliarists and Coast Guard personnel are promptly greeted and introduced, if not generally known.
- 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.

E.2.d. Flotilla Administration

The *Auxiliary Flotilla Procedures Manual*, COMDTINST M16791.5 (series), contains many other ideas and suggestions for successful flotilla administration.

E.2.e. Division Administration

The *Auxiliary Division Procedures Manual*, COMDTPUB P16791.3 (series) contains many other ideas and suggestions for successful division administration.

E.3. 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).

E.4. Auxiliary Information System

The Coast Guard Operations Systems Center (OSC) in Martinsburg, West Virginia operates an Auxiliary database (AUXDATA) which 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 activity input. Complete descriptions of proper Auxiliary forms that provide input data are found on the Auxiliary National web site or the Chief Director's web site. (see *Appendix J*)



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 have 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:

- Member Services
- Recreational Boating Safety
- Operations and Marine Safety
- Fellowship

A.2. Member Services 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:

- Finance Staff (FN)
- Information Services (IS)
- Communications Services (CS)
- Materials (MA)
- Personnel Services (PS)
- Member Training (MT)
- Legal/Parliamentarian (LP)
- Public Affairs (PA)
- Publications (PB)
- Career Counselor (CC)
- 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

The Auxiliary has mission responsibility to support the Office of Boating Safety (G-OPB) 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:

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

The Auxiliary will be included in those Coast Guard (G-OPB) 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

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:

- Operations (OP)
- Aviation (AV)
- Communications (CM)
- Marine Safety (MS)
- AtoN (AN)

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 <i>Auxiliary Operations Policy Manual</i> , 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 the appropriate Coast Guard Operational Commanders.
B.1. Academy Introduction Mission	Auxiliarists are authorized assignment to duty to assist the U.S. Coast Guard Academy with recruitment of cadet candidates. This assignment includes the orientation and counseling of high school students, attendance at college fairs, and participation in academy introduction mission (AIM) week each summer at the United States Coast Guard Academy.
B.2. Administrative Support to Units	Auxiliarists are authorized assignment to duty to assist and to augment administrative functions of any Coast Guard unit.
B.3. Aids to Navigation	Qualified Auxiliarists and their facilities are authorized assignment to duty to support and augment the Coast Guard's aids to navigation (AtoN) program. This includes verifying position and characteristics of private aids to navigation (PAtoN), after qualifying as an aid verifier. Auxiliarists may assist and support 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 in updating nautical and aeronautical charts and publications.
B.4. Bridge Administration	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 the bridge program personnel. Further information regarding Auxiliary support to the Bridge Program is contained in the 29 February 1996 MOU and Joint Action Plan (MOUJAP) addressing Auxiliary support of the Bridge Administration Program. The MOUJAP is provided in <i>Appendix A</i> of this manual.
B.5. 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 as provided for in the MOU between USCGAUX, USCG, CAP, and CAP-USAF.



B.6. 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.7. 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 courses, and provide administrative support for the marine licensing program at the local level.
B.8. 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 programs (MSSEP). 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 Marine Safety Offices (MSOs)/Detachments.
B.9. 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.10. 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: <ul style="list-style-type: none">• Provide facilities and perform unarmed observation and reporting.• Perform harbor and anchorage patrols.• Provide assistance to Coast Guard Forces in safety and security zone enforcement, mostly in the form of Boater Education/advisement areas.• Provide support for low risk armed/unarmed vessel boardings.• Perform port facility and vessel verification visits.• Perform aircraft overflights.• Augment Coast Guard crews.• Perform additional administrative support.
B.11. Public Affairs Support	Auxiliarists are authorized assignment to duty to support Coast Guard and Auxiliary PA programs as described in the <i>Coast Guard Auxiliary Public Affairs Officer's Guide</i> , COMDTINST M5728.3 (series).
B.12. Recreational Boating Safety	Qualified Auxiliarists and their facilities are authorized assignment to duty to support the RBS Program including: <ul style="list-style-type: none">• Conduct PE.• Perform recreational VSCs.• Participate in State Liaison Programs (SLO), RBSVP, boat shows, and National Safe Boating Week (NSBW) activities.



B.12.a. Vessel Safety Check Program	<p>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.</p> <p>Specific VSC program elements are contained in the <i>Vessel Safety Check Program</i>, COMDTINST 16796.7 (series), and the <i>Auxiliary Operations Policy Manual</i>, COMDTINST M16798.3 (series).</p>
B.12.b. Recreational Boating Safety Visitation Program	<p>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 <i>Auxiliary Marine Dealer Visitor (MDV) Manual</i>, COMDTINST M16796.3 (series), contains program details.</p>
B.12.c. National Safe Boating Week	<p>The Coast Guard-sponsored (G-OPB), year-round National Safe Boating Campaign is produced under a grant from the Aquatic Resources (Wallop-Breaux) 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.</p>
B.12.c.1. Media Event	<p>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 <i>Coast Guard Auxiliary Public Affairs Officer's Guide</i>, COMDTINST M5728.3 (series), contains detailed information on this program.</p>
B.12.c.2. Participation	<p>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:</p> <ul style="list-style-type: none"> • Rescue demonstrations. • Static display of vessels or aircraft. • Arrangements of signs, billboard locations, and banner towing. • Press releases, conferences, and interviews. • Regattas, parades, and blessings of fleets. • Local media public service director contacts. • Public access TV opportunities. • Open houses and special classes. • Increased requests for VSCs. • Increased RBSVPs. • Publication of important telephone numbers. (see <i>Appendix J</i>)



B.12.d. Public Education

Because the Auxiliary's PE program supports Coast Guard missions, direct Coast Guard support is authorized. Auxiliarists must conduct Auxiliary PE courses according to the following policy:

B.12.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.

- 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 America's Boating Course (ABC) 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.
- 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 Coast Guard ANSC does not stock PE course materials for issue or sale.
- Instructors may use only those supplemental electronic projections (Power Point, slides, videos, transparencies, motion pictures, etc.) that are approved by the Auxiliary Department Chief of Education (DC-E) or the District Staff officer for 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.
- Creators of electronic projections for use in PE courses need to be vigilant to the unintended infringement upon another's copyright. *Appendix B* 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.12.d.2. Instructors

Auxiliary Instructors (ITs) may create and teach one course 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.12.d.3. Boating Skills and Seamanship	For the 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.12.d.4. Sailing Fundamentals	For the SF course to be NASBLA-approved, instructors will teach all seven lessons, one for each chapter of the text. The total time of instruction must equal at least two hours times the number of chapters taught. State and local requirements must be taught and the examination passed.
B.12.d.5. Advanced Coastal Navigation	For the Advanced Coastal Navigation (ACN) course, there will be a minimum of twelve lessons, one for each text chapter. The total time of instruction must at least equal two hours times the number of lessons taught.
B.12.d.6. Basic Coastal Navigation	For the Basic Coastal Navigation (BCN) course, there will be a minimum of six lessons, one for each of the first six text chapters. The total time of instruction must equal two hours times the number of lessons taught.
B.12.d.7. Boating Safety Circular	For the BSC, all eight chapters must be taught. The total time of instruction must be at least six to eight hours. BSC is NASBLA-approved when State and local regulations are taught and the examination is passed.
B.12.d.8. America Boating Course	For the ABC 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 ABC 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 (or United States Power Squadron (USPS)) class where State and local regulations are taught and an examination is passed.
B.12.d.9. Youth Courses	Youth courses, Boating Fun and Waypoints, will each be one session of at least one-hour duration.
B.12.d.10. On Water Training	On Water Training (OWT) for PE course participants may be conducted as authorized by the Commandant. Only persons who have successfully completed an Auxiliary PE course presented by an Auxiliary unit are eligible for OWT.
B.12.d.11. 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.12.d.12. First Aid	The general topic of First Aid may not be taught in PE classes.



B.12.d.13. 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.
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B.12.d.14. 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 Boat US and other corporate entities) so they may publicize the course content and schedule as broadly as possible.
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B.12.d.15. 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.
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B.12.d.16. 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.
<hr/>	
B.12.e. Legislative Liaison Committee	The Auxiliary 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.
<hr/>	
B.12.e.1. Appointment of District Legislative Liaison Representative	<p>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:</p> <ul style="list-style-type: none">• Knowledgeable of State legislative and regulatory procedures and issues and who resides in reasonably close proximity to the State capitol, and who has the capability of effective communications with elected and appointed State officials on issues of Auxiliary interest.• 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.12.e.2. LLC Chairperson	<p>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.</p> <p>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.</p>
<hr/>	
B.12.f. State Liaison Officer Program	<p>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.</p>
<hr/>	
B.12.f.1. Appointment of SLO	<p>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) and the Auxiliary’s Department Chief for Boating (DC-B). Those States within more than one district or region must have a single SLO acceptable to all DCOs. There should not be more than one SLO per State unless State requested. DCOs should coordinate this recommendation with 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 the BLA Headquarters. This Auxiliarist must be capable of effective communications with elected and appointed officials regarding State boating law issues.</p>
<hr/>	
B.12.f.2. SLO Duties	<p>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 district boating affairs personnel in policy discussion meetings is expected. The SLO should:</p> <ul style="list-style-type: none"> • 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. • Submit a letter report after each meeting to the Director, DC-B, DCO, and district RBS Specialist, summarizing the meeting and outlining significant issues or points of concern. Government mail or email use is authorized for the SLO program. • 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.



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- Provide input to district and division publications informing the Auxiliary of legislative issues of interest.
 - Arrange and attend an annual meeting between the BLA, Director, DCO, and District Boating Safety 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.
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B.13. 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.14. 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.15. Vessel Inspections Qualified Auxiliarists are authorized assignment to duty to assist the Coast Guard in the marine inspection mission to include:

- Supporting and assisting Coast Guard accident investigations.
- Providing platforms for inspectors.
- Conducting vessel inspections.
- Providing remote area surveillance and response.
- Conducting voluntary examinations of uninspected passenger vessels and commercial fishing vessels.
- Providing administrative support and participation.

B.16. Waterways Management Qualified Auxiliarists are authorized assignment to duty to assist in Coast Guard waterways management mission areas by providing facilities and unarmed personnel for Coast Guard and other Federal and State agencies, by providing information and input into the analysis process, and by providing other administrative and operational program support.

B.17. 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:

- Report information about vessel traffic, location, and activities (no intelligence gathering).
- Report and monitor pollution incidents.
- Patrol safety and security zones (no enforcement duties).
- Report AtoN discrepancies.
- Perform other missions as assigned by the Captain of the Port (COTP).



B.18. 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 U.S. maritime domain encompasses all of the following:

- U.S. ports
- Inland waterways
- Harbors
- Navigable rivers
- Great Lakes
- Territorial seas
- Contiguous waters
- Customs waters
- Coastal seas
- Littoral areas
- U.S. Exclusive Economic Zone (EEZ) maritime approaches
- High seas surrounding the U.S.
- U.S. territories
- U.S. interests

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.

B.19. Support Missions for the Coast Guard

Auxiliarists augment Coast Guard units by providing a variety of administrative and Operational Support (OS). One general goal is for Auxiliarist participation in Coast Guard unit activities to help allow unit commanders to redirect Coast Guard active duty personnel to conduct law enforcement missions or other missions inappropriate for Auxiliarists. The relationship must be made clear between the Auxiliarist assigned to such duties, the Auxiliary organization, and the Coast Guard unit to which the Auxiliarist is assigned. Assigning an Auxiliarist to duty should not result in the infringement of the responsibility previously delegated to Auxiliarists. The following policies apply when assigning Auxiliarists to provide administrative or OS at a Coast Guard unit:

- Auxiliarists must inform their respective Flotilla Commanders (FCs) before accepting Coast Guard unit support missions.
 - Auxiliarists must wear a proper uniform while on assigned missions.
 - Auxiliarists must report their activities using the Activity Report - Mission Form (ANSC 7030) or the Member Activity Report Form (ANSC 7029).
 - While carrying out support missions, no titles are assigned, formally or informally, which imply supervision, direction, or any leadership role over any other Coast Guard member or Coast Guard Auxiliarist, unless directed in rare and urgent instances by the Coast Guard unit commander.
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- 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. This includes civilian or government employed law enforcement personnel while acting as an Auxiliarist. A waiver to this policy may be obtained for the purpose of utilizing qualified Auxiliarists as range coaches. Waiver requests shall not be submitted by individual Auxiliarists, but rather the operational commander who determines a bonafide need.
 - Only a Coast Guard unit commander will assign any duty, titles, or responsibilities (i.e., communications watchstander, boat crew) to an Auxiliarist. Both the Coast Guard unit commander and the FC must mutually agree to any such assignment duty or title.
 - No management capability held by Auxiliary elected and appointed leaders, or duties held by Auxiliary staff members, will be delegated to any other Auxiliarists on support missions assigned by any Coast Guard authority.
 - 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 will be responsible for Auxiliary program qualifications. For example, only Auxiliarists specially trained and designated as Qualification Examiners (QE), or Coast Guard Station personnel specially trained and designated to perform this role, are responsible for qualifying Auxiliarists in the Boat Crew Program.
 - Complaints concerning Auxiliarist misconduct, while serving on a Coast Guard support mission, must be referred, in writing, to the Auxiliarist's FC, with a copy to the Director, for appropriate action as recommended or required by any provisions of Commandant policy or instructions.
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B.20. 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 Commandant (G-OCX-1) must approve new non-traditional Auxiliary programs in advance.



**B.21. Programs
Not Authorized
for Auxiliarists**

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

- Jaycee Jr. Yacht Clubs.
- Youth Regatta Programs.
- Sea Exploring.
- Boy/Girl Scouts.
- Jr. ROTC.
- Naval Sea Cadets.
- 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.



Chapter 2 - Missions and Programs



Chapter 3 Membership

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

In this Chapter This chapter contains the following sections:

Section	Title	See Page
A	Eligibility	3-3
B	Enrollment	3-7
C	Auxiliary Personnel Security	3-9
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E	Transfers	3-19
F	Auxiliary Administrative Discipline	3-21
G	Informal Disciplinary Action	3-25
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Section A. Eligibility

Introduction	The Auxiliary is an organization of civilian volunteers. Membership is open to any citizen of the U.S. and its territories and possessions, who is seventeen years of age or older, subject to a favorable (FAV) PSI in accordance with the <i>Personnel Security Program Manual</i> , COMDTINST M5520.12 (series), and <i>paragraph C.3</i> of this chapter. Facility (radio station, vessel, or aircraft) ownership and special skills are desirable, but not mandatory. Auxiliary membership is open to all U.S. citizens who are current Coast Guard active duty personnel or former members of any uniformed service and their Reserve components, to include the Coast Guard, discharged under honorable conditions.
A.1. Facility Definition	A facility is a privately owned boat, yacht, aircraft, fixed land, or land, mobile radio station, at least 25% of which is owned by the applicant/Auxiliarist. Under certain conditions, the Director may grant a waiver for corporate owned facilities. All surface facilities, however, must meet the requirements stated for vessels in the <i>Auxiliary Vessel Examiner Manual</i> , COMDTINST M16796.2 (series), and local requirements established by the District Commander. For aircraft or radio facilities, the requirements are in the <i>Auxiliary Operations Policy Manual</i> , COMDTINST M16798.3 (series). To become a facility it must meet applicable requirements, be offered for use, and be accepted by the Director.
A.2. Special Skills	An Auxiliarist's special training and experience can rapidly enhance a flotilla's ability to carry out any of the Auxiliary's programs. Examples of such qualified Auxiliarists include licensed aircraft pilots, those with foreign language skills (Interpreter Corps), health care professionals (<i>Coast Guard Auxiliarists Participation in Coast Guard Health care Activities</i> , COMDTINST 6010.2 (series)), radio operators, professional mariners, or educators. Other qualified skills might include computer technicians or data processors, those with fingerprinting experience, members of the USPS, EMTs, or first aid instructors, or those candidates willing to be trained and participate in Coast Guard or Auxiliary programs.
A.3. Residence Requirements	An Auxiliarist may join any flotilla of their choice regardless of geographic location and/or boundaries, however, assignment to duty will be in accordance with the <i>Auxiliary Operations Policy Manual</i> , COMDTINST M16798.3 (series).
A.4. Criminal Convictions	Application for Auxiliary membership should be denied if the applicant has a felony conviction. The Director may recommend to the Coast Guard Security Center (SECCEN) waiving the denial (under reasonable circumstances), as outlined in the <i>Coast Guard Recruiting Manual</i> , COMDTINST M1100.2 (series).



A.4.a. Major Misdemeanor

Application for Auxiliary membership should be denied if the applicant has a major misdemeanor conviction related to drug possession or use, sexual deviation, aggravated assault, and those other major misdemeanor crimes, as set forth in the *Coast Guard Recruiting Manual*, COMDTINST M1100.2 (series). Notwithstanding any of the above, the Director may recommend to the SECCEN waiving a denial, as provided in those provisions contained in the *Coast Guard Recruiting Manual*, COMDTINST M1100.2 (series).

A.4.b. Minor Misdemeanor

Application for Auxiliary membership should not normally be denied if a prospective Auxiliarist has a record of minor misdemeanor offenses - traffic and non-traffic conviction(s). A Director may deny an application upon showing proof that these convictions provide evidence of character inconsistent with Coast Guard core values.

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

A.4.c. Procedures

The following procedures deal with enrollment, disenrollment, felony records, waivers, and mitigating or extenuating circumstances when applying for Auxiliary membership.

A.4.c.1. Applicants With a Felony Conviction

Applicants with a felony conviction shall submit the following:

- Enrollment package, including fingerprints (FPs).
- Any records regarding the felony.
- Letter briefly explaining the situation (mitigating circumstances).

If the felony is a waivable offense, the Director shall submit the FPs to the Coast Guard Security Center (SECCEN) with a notation that the Director will waive the felony. If it is not a waivable offense, the Director must reject the application.

A.4.c.2. Current Auxiliarist With Waiver on File

Current Auxiliarists with waivers on file must have their submitted items annotated to show the waiver status before sending to SECCEN. A copy of the waiver is sufficient notification to SECCEN that the Auxiliarist has a waiver on file.

A.4.c.3. Current Auxiliarist Who Joined Before Question Was Asked

Current Auxiliarists who joined the Auxiliary before being asked about their history shall submit:

- FPs and/or NACLIC package.
- Any records concerning the felony.
- Letter briefly explaining the situation.

If it is a waivable offense, the Director shall submit the FPs to SECCEN with a notation that the Director is requesting that SECCEN waive the felony. If it is not a waivable offense, the Director may advise the Auxiliarist to disenroll/retire.



A.4.c.4. Current
Auxiliarist Who
Joined After
Question Was
Asked, but Not
Forthright

Current Auxiliarists who joined after the question was asked, but were not entirely forthright with their answers, shall be disenrolled.

A.5. Recruiting

The *Membership Recruiting and Retention Guide*, COMDTPUB P16794.12 (series), contains valuable ideas for attracting new Auxiliarists and retaining current Auxiliarists.

**A.6. Fitness
Requirements**

There are no specific physical standards for participating in Coast Guard Auxiliary surface or radio operations. Any Basically Qualified (BQ) Auxiliarist, regardless of physical limitations, may participate in training to achieve certification in an operational position. However, to become certified in an operational position Auxiliarists must demonstrate their ability, mobility, and endurance to complete performance based training and qualifying tasks utilizing the procedures outlined in the appropriate qualification guide(s) as established by Commandant (i.e., *Auxiliary Boat Crew Training Manual*, COMDTINST M16794.51 (series), and associated qualification guides). Once certified, the Auxiliarist must maintain the process of Currency Maintenance, which ensures their continued ability, mobility, and endurance to safely perform any qualification task for which they are certified. Each Auxiliarist is charged with an ongoing responsibility to use good judgment and common sense when evaluating their continuing ability to carry out their assignments. If a physician has advised a condition exists which may preclude safe and reliable performance while performing Coast Guard or Coast Guard Auxiliary operational duties, that Auxiliarist must decline patrol orders and notify the flotilla commander and Director via the Auxiliary chain of communication. If an operational commander/order-issuing authority is made aware of, or observes a physical condition that may preclude safe and reliable performance while on orders, no orders should be issued pending notification and guidance from the Director via the chain of command. This policy is not an attempt to establish either a requirement or an expectation for a person to schedule a physical examination solely for the purpose of evaluating physical capabilities. This policy is intended to ensure the safety of the Auxiliarist, the crew, the facility, and the public.





Section B. Enrollment

Introduction	This section describes the criteria for applicants and former Auxiliarists to become enrolled as Auxiliarists.
B.1. Initial Enrollment	The Director is responsible for approving applications for enrollment. An individual becomes an official Auxiliarist after the applicant receives a FAV determination from the SECCEN based on 5 CFR, and the Director has approved their application, thus officially accepting the individual into the Auxiliary. Member acknowledgment is accomplished by taking the Auxiliarist pledge at a flotilla meeting. (see Figure 3-1)
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 administratively disenrolled for cause. To re-enroll, a written request must be submitted to the Director, via the Flotilla Commander (FC) and applicant must have passed a fingerprint (FP) check in accordance with <i>paragraph B.1</i> above. The Director may re-establish such Auxiliarists to previous status, as appropriate. To participate in authorized Auxiliary programs, these Auxiliarists must meet all current requirements, where certification and/or qualification requirements exist.
B.3. Member Identification Number	<p>When an individual has been accepted into the Auxiliary by the Director, an individual member identification number (EMPLID) is assigned. The EMPLID is critical for entering accomplishments and other information into AUXDATA. The EMPLID is composed of seven separate digits.</p> <p>Beginning in early 2002, a new seven-digit individual EMPLID was issued to each Auxiliarist. With the implementation of AUXDATA, this number replaced the old EMPLID, and is the only identification number issued. AUXDATA will retain the district, division, and flotilla portions of old EMPLIDs in conjunction with the new EMPLID where appropriate for referencing purposes.</p>
B.3.a. Lost Identification and Re-Enrollment	There are no reissued numbers after the aforementioned date for lost EMPLIDs since each Auxiliarist receives a unique identification number, which may be rendered inactive when an Auxiliarist is disenrolled. Upon return to active status, a re-enrolled Auxiliarist is re-issued their former seven-digit EMPLID by the Director regardless of whether or not they are located in a different district from the original enrollment location.
B.3.b. Flotilla Charter	When a flotilla is chartered, no unique EMPLIDs are issued.



Prologue and Pledge for New Members

The pledge you are about to 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 The Coast Guard's personnel security program was promulgated by *Coast Guard Auxiliary Personnel Security*, ALCOAST 550/03 (COMDTNOTE 5520, dated 18 December 2003). This ALCOAST promulgated a personnel security policy/program to assess the suitability for membership of each Auxiliarist and prospective Auxiliarist, and articulated specific plans, policies, and procedures. Terms related to the Coast Guard's personnel security program can be found in *Appendix L*. A list of frequently asked questions (FAQs) can be found in *Appendix K*.

C.1. Background Since establishment of the U.S. Coast Guard Auxiliary by law in 1939, this organization of Auxiliarists has played a vital role in support of Coast Guard missions. As the leading volunteer organization in the Department of Homeland Security, the role of Auxiliary forces has significantly expanded in the area of maritime security. Most significant is on-the-water and in-the-air support to the Ports, Waterways, and Coastal Security (PWCS) mission and to develop Maritime Domain Awareness (MDA). Following the events of 11 September 2001, the Auxiliary set the nation's standard for volunteerism and patriotism. On our coasts, bays, rivers and lakes, the Auxiliary supported the Coast Guard's Maritime Homeland Security (MHLS) at unprecedented levels - conducting multi-mission harbor safety patrols, providing administrative support, and backfilling at stations for B-0 SAR standby duties. To increase their overall readiness and capability, the Auxiliary initiated Operation Patriot Readiness and now stands prepared to support the Coast Guard across the board at even higher levels within the maritime domain of PWCS.

C.2. Policy In CY 2003 the Commandant mandated that all Auxiliarists shall be required to undergo a Personnel Security Investigation (PSI) as a condition for enrollment in the Auxiliary. There are many reasons why this policy was enacted, including the Coast Guard's move to the Department of Homeland Security (DHS) and the results of the terrorist attacks on 11 September 2001. These reasons can be further broken down, but certainly not limited to:

- The Coast Guard has new and sensitive missions.
- The Coast Guard is working with new and higher level security conscious partners.
- Daily there are more Auxiliarists augmenting Coast Guard billets.
- Auxiliarists have never been more visible to the public, the Coast Guard, and other DHS agencies.
- Auxiliarists act as trusted agents of the Government.

C.2.a. Base
Enrollment Date
Prior to
1 February 2004

Auxiliarists with a base enrollment date prior to 1 February 2004 are governed by policy as outlined in this section. However, they will retain their membership in the Coast Guard Auxiliary pending the results of the PSI.



C.2.b. Base Enrollment Date of 1 February 2004 and Later

New Auxiliarist or re-enrollment applicants (retirees/disenrollees), who wish to become Auxiliarists on 1 February 2004 and later, are governed by the policies set forth in this section.

C.3. Personnel Security Program

There are two types of PSI requirements:

- Fingerprint (FP) Check – basic or entry level Operational Support (OS) determination.
- National Agency Check, Law and Credit (NACLC) – Direct Operational (DO) determination.

Once an Auxiliarist has submitted a PSI package for a determination, there is no requirement that they ever submit another one, unless it is to change from an OS designation to a DO designation for the first time or unless a security clearance is needed.

C.3.a. Fingerprint Check

The purpose of the FP check is to:

- Validate citizenship.
- Determine if there are felony convictions that would require an unfavorable (UNFAV) determination.
- Conduct a wants/warrants check.
- Verify eligibility for basic membership.

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 okay.

C.3.b. NACLC

The purpose of the NACLC is as follows:

- Encompasses all that is included in the FP check.
- Determines eligibility to participate in DO.
- Establishes eligibility to receive a SECRET clearance. It does not give a SECRET clearance. A SECRET clearance must be requested and justified by the Coast Guard active duty command requiring it, with concurrence by the Director.

C.4. Categories of Auxiliarist Participation

There are two categories of Auxiliarist participation:

- Direct Operational (DO)
- Operational Support (OS)

C.4.a. Direct Operational

DO is defined as Auxiliarists whose qualifications involve the following:

- Surface Operations
- Air Operations
- Operations Planning
- Interpreters
- Command Center/OPCEN/COMMS Watchstanding



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- Fixed/Mobile Radio Facility Operators
 - Port Security
 - Marine Safety and Security
 - Health Care Professionals who are CGAUX Volunteers (G-WK program supported by *Coast Guard Auxiliarist Participation in Coast Guard Health Care Activities*, COMDTINST 6010.2 (series))
 - Some Auxiliary Staff Officers (as determined by active duty Operational Commander, Director of Auxiliary, or the Chief Director)
 - As directed by a Coast Guard Operational Commander
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C.4.b. Operational Support OS is defined as all Auxiliarists who are not designated as DO. Auxiliarists involved in Operational Support must undergo a FP check to, at a minimum, verify data provided on the Auxiliary enrollment application form. Results of this process will be incorporated into the SECCEN personnel security suitability database and entered into AUXDATA by SECCEN personnel. Visibility will be normally 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, again 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.4.c. Clearances The purpose of the Auxiliary PSI program is not to grant clearances to DO designated Auxiliarists, but to determine their eligibility. To receive a SECRET clearance, the Coast Guard active duty command that requires it must submit the request to the SECCEN to obtain it. To receive a clearance higher than SECRET, the Auxiliarist must follow the process as outlined in the *Personnel Security Program Manual*, COMDTINST M5520.12 (series). Security clearances are only good for designated periods of time and may have to be resubmitted/renewed.

C.5. Security Center Determinations The SECCEN shall make all determinations as to an Auxiliarists' or new Auxiliarist/re-enrollee applicants' suitability for participation in the various Auxiliary programs. The SECCEN shall be governed by policy as set forth in the *Personnel Security Program Manual*, COMDTINST M5520.12 (series). The SECCEN and Director of Security (CG-86) are responsible for adjudicating all appeals and their decision is final.

C.5.a. Types of Determinations The SECCEN shall make two types of determinations for both DO and OS participations as follows:

- Favorable (FAV)
- Unfavorable (UNFAV)



C.5.a.1. Pending Determination	<p>New applicants are entered into AUXDATA with the status “Approval Pending” (AP), and shall remain in an applicant status until results of the required determination are received.</p> <p>Former Auxiliarists desiring re-enrollment will be retrieved from the archive and their status changed to AP, until results of the required determination have been received.</p>
C.5.a.2. Favorable Determination	<p>If a new applicant receives a FAV determination, their status will be changed to IQ or BQ, as appropriate, and entered on the rolls of their new flotilla.</p> <p>If a re-enrollee applicant receives a FAV determination, their status will be changed to IQ, BQ, or AX, as appropriate, and entered on the rolls of their new flotilla.</p> <p>If an Auxiliarist requesting certification for a DO designation receives a FAV determination, that Auxiliarist becomes eligible to, or continues eligibility for, participation in any of the DO disciplines.</p>
C.5.a.3. Unfavorable Determination	<p>If a new applicant or re-enrollee applicant receives an UNFAV OS determination by the SECCEN, they shall be denied membership.</p> <p>If a current Auxiliarist requesting certification for a DO designation receives an UNFAV, the competencies required for participation in any of the DO disciplines shall be un-certified, using ADMIN as the reason. If any appeal and adjudication is FAV, the Auxiliarist is to be re-certified. If any appeal and adjudication is UNFAV, the competencies required for participation in any of the DO disciplines shall be removed.</p> <p>If a current Auxiliarist receives an UNFAV determination for OS, they shall be administratively disenrolled from the Auxiliary.</p>
C.5.b. Determination Notification Process	<p>The process for notifying an Auxiliarist of their determination is as follows:</p>
C.5.b.1. Favorable Determination	<p>If an applicant receives a FAV determination for SO or DO, the Director need not notify them, but is encouraged to.</p> <p>New applicants and re-enrollees will know that they have received a FAV determination by receipt of their new member certificate or notice of re-enrollment as appropriate.</p>



C.5.b.2. Unfavorable Determination	<p>The confidentiality of the applicant and Auxiliarist during the determination and appeal process is paramount. If the SECCEN makes an UNFAV determination, they shall notify the applicant via the Director in letter format (or other medium if more timely method is warranted).</p> <p>For new Auxiliarist and re-enrollment applicants, the Director shall notify the FC (only) of the flotilla for which the applicant is applying for membership. The FC is not authorized to notify anyone else until completion of the appeal and adjudication process. If, at the completion of the adjudication process, the applicant is still found UNFAV, the FC may notify the mentor. The mentor shall not notify anyone else. Only the applicant may notify others, if they so desire.</p> <p>For Auxiliarists, the Director shall notify the FC and DCO. If the Auxiliarist is a Division Staff officer, then the Director shall notify the Division Captain (DCP). If the Auxiliarist is a National Staff officer, then the Director shall notify NACO and the Chief Director. No person who has knowledge of a suspension is authorized to notify any other person. If the FC or DCP wish to inform someone else, they must obtain permission from the DCO. If the DCO is unavailable, then the Director may grant approval. This authority cannot be delegated.</p>
C.5.c. Appeals	<p>Any new member/re-enrollment applicant or Auxiliarist who receives an UNFAV determination has the right to appeal. They shall remain suspended in a pending status, as outlined in <i>paragraph C.5.a</i>. If, after the completion of the appeal process, they are found UNFAV at either level, they shall be either disenrolled, denied membership/re-enrollment, or uncertified at the DO level, whichever applies. Auxiliary members have a right to appear in person before the appeals board, but they are responsible for all associated personal expenses. Additionally, they have the right to consult with an attorney, but they may not be represented by an attorney during appeals board proceedings.</p>
C.6. Certifications	<p>To upgrade a certification into any of the DO disciplines in <i>paragraph C.4.a</i>, a DO PSI application package (SF-86, DOT 1631, FP cards, etc.) must be submitted to the Director. The DO PSI application package must be reviewed by the Director and deemed to have no obvious errors, omissions, or glaring issues prior to receiving a DO designation.</p>
C.7. AUXDATA	<p>AUXDATA has been designed to assist Auxiliarists, Auxiliary leadership, the 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.</p>
C.7.a. Security Access	<p>In accordance with the requirements of 5 U.S.C. 552a, <i>The Privacy Act of 1973</i>, 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, Senior Coast Guard Petty officers, and</p>



senior civilian assistants, and requires a special additional access authorization. This access 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 to G-OCX by the Director, SECCEN, or representative.

C.7.b. Exceptions to Access Requirement

One of the few exceptions to the 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 offices to free up paid 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, 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 PSI information for Direct Operations and after careful personal review by the Director to ensure there are no glaring, potentially derogatory/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/G-OCX and may be immediately revoked if deemed appropriate. The following procedures apply for requesting a waiver to the “paid Federal Government employee” requirement:

- The Director shall send G-OCX a Coast Guard memo, including results of attempts to realign office work to free up the paid employee to perform the AUXDATA work and justification to clearly establish the agency need. Additionally, the Director shall include any information about the Auxiliarist that may assist in G-OCX’s evaluation of the waiver request.
 - Blanket waivers will not be issued as a matter of controlling/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/agency need.
 - Waiver request memos from Directors shall be signed by the Director and sent to G-OCXd.
 - To ensure control and accountability/responsibility, Director signature requirement for this memo shall not be delegated.
 - G-OCX responses shall be via return memo with copy to SECCEN.
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Section D. Membership Accession

Introduction	To become an Auxiliarist, an applicant must meet the general eligibility requirements for membership, complete the New Member Initial Orientation, and Entry Training Program, and be approved by the Director for enrollment.
D.1. Membership Privileges	<p>Once an applicant has been approved as an Auxiliarist, the Auxiliarist shall have the following privileges:</p> <ul style="list-style-type: none"> • Entitled to receive current copies of certain Auxiliary publications and <i>The Navigator</i> magazine at Government expense. • Entitled to attend all Auxiliary national, district, division, and flotilla meetings, training sessions, and social events. • Entitled to vote on any flotilla matter. • Entitled to be carried on the district membership rolls and receive an Auxiliary membership photo identification card. • Entitled to wear an Auxiliary uniform with proper devices and insignia of the current or highest past office held. • Eligible for any elected or appointed office for which qualified. • Eligible to receive Coast Guard orders and be assigned to duty. • Entitled to fly the Auxiliary Ensign on any currently inspected facility, including vessel, aircraft or radio facilities, and 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. While underway, an Auxiliarist must be on board when flying the Auxiliary Ensign. 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. • Entitled to Coast Guard and Auxiliary advanced training. • Authorized to use Coast Guard Exchange System (CGES) exchanges, pursuant to the restrictions contained in the <i>Nonappropriated Fund Activities Manual</i>, COMDTINST M7010.5 (series). • Authorized to use Department of Defense exchanges only when purchasing articles and accessories of the uniform. • Authorized by proper Coast Guard authority to use Government vehicles to perform official business, such as when augmenting a recruiting office. • Granted access to the Coast Guard's Mutual Assistance Program, which provides no interest loans or grants for emergencies and student loans. • Authorized to use Coast Guard Morale, Well-Being, and Recreation (MWR) programs as specified in the <i>Coast Guard Morale, Well-Being, and Recreation Manual</i>, COMDTINST M1710.13 (series). This does not include the patronage of Child Development Centers (CDCs). Any eligibility to use Coast Guard CDCs may be found in the <i>Child Development Services Manual</i>, COMDTINST M1754.15 (series).



D.2. Retired Status

Retired status is designed to recognize the continuous significant contributions of those Auxiliarists who no longer desire or are unable to participate in the authorized activities. Retired status is not a membership category and is not intended for all Auxiliarists. Retired status should be recognized by a suitable certificate presented at an appropriate ceremony.

D.2.a. Requirements

An Auxiliarist must have been in the Auxiliary for at least fifteen years to achieve retired status. Under rare, extraordinary, and special circumstances, the Director may waive this requirement.

A request letter for retired status must be submitted through the chain of leadership and management to the Director who must approve the request.

D.2.b. Restrictions

The following restrictions apply to retired Auxiliarists:

- Cannot vote.
 - Cannot hold office.
 - Cannot participate in other than Auxiliary social programs.
 - Cannot receive Coast Guard orders to perform a specific duty or be assigned to duty.
 - Cannot use Government exchanges, vehicles, or postage.
 - Must return unexpired U.S. Government Auxiliary ID card and other Auxiliary or Government property to appropriate Coast Guard authority.
-

D.2.c. Privileges

The following privileges apply to retired Auxiliarists:

- Authorized to wear the Auxiliary uniform with such insignia as the highest past office entitles at appropriate functions.
 - May have their facility inspected as a retired facility and display the Auxiliary Ensign on any currently inspected vessel facility, and 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, an 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.
 - Will no longer pay dues.
 - If circumstances change, a retiree may apply to the Director or return to a previous full membership category.
 - May attend Auxiliary meetings and participate in fellowship activities.
-

D.3. Life Membership

This membership category is awarded to DCOs at the conclusion of their term of office in recognition of services given. This does not change the Auxiliarist's status or carry any special rights, except exemption from paying national dues by past DCOs. A certificate is presented at the National Conference (NACON) or other appropriate occasion (district/region conference).



D.4. Honorary Membership

Individuals, who are not Auxiliarists, may be awarded Honorary Membership. This distinction is intended for individuals who have provided a notable service to the Auxiliary and its programs. This award is made upon the recommendation of the DCO and the Director, with the approval of the District Commander. The term of this award may be one year to conform with a period of service, such as a yacht club commodore, or lifetime (if warranted). An appropriate certificate will be presented to such individuals by the approving District Commander or a designated representative.

D.5. 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. While only the Commandant can award this honorary title, recommendations for such action may be made by the NACO with concurrence of the National Board or a DCO after obtaining concurrence of the respective district board. Recommendations of a DCO will be submitted to the NACO for endorsement by the National Board and 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 a designated representative.





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 District	An Auxiliarist may request transfer to another flotilla. The request is submitted on the Member Transfer Request (ANSC 7056) to their Director, via the Auxiliarist's FC, and endorsed by the FC of the prospective flotilla. Information copies are provided to appropriate DCPs. Provided the Auxiliarist is current in financial obligations, has no administrative actions pending, and has accounted for all assigned property, the Auxiliarist's FC must favorably endorse the transfer. The request is sent through the chain of leadership and management, according to district policy, to the Director. If the Auxiliarist is delinquent, the FC should withhold approval of the transfer until the Auxiliarist fulfills all current financial or property obligations. The transfer is effective when approved by the Director.
E.2. Between Districts	An Auxiliarist should, but is not required to, request transfer between districts upon a change in permanent residence from one district to another. The Auxiliarist will submit the request using the ANSC 7056 to the Auxiliarist's FC. Provided the Auxiliarist is current in financial obligations and has accounted for all assigned property, the FC will endorse the transfer. The Auxiliarist's request is sent through the chain of leadership and management, according to district policy, to the Director at the district from which the Auxiliarist is transferring. The Director will contact the Director of the district receiving the Auxiliarist regarding appropriate flotillas in the Auxiliarist's new location. The Auxiliarist is obligated to update their records with the new address and other pertinent information through their Flotilla Staff Officer-Information Services (FSO-IS). It is important the Auxiliarist's original FC or Director has a way of communicating with the Auxiliarist until the transfer is completed. If the Auxiliarist has already selected and met with a flotilla, the gaining FC should advise the new Director through the usual channels. Finally, after the gaining FC officially contacts the transferring Auxiliarist, the new Director will approve the transfer. The records are then sent to the gaining district from the original district. The Auxiliarist retains their EMPLID upon transfer to a new Coast Guard Auxiliary district.
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 if the Auxiliarist: <ul style="list-style-type: none">• Is delinquent in any financial obligation.• Did not return Auxiliary or Coast Guard property.• Is the subject of any pending administrative or disciplinary investigation or proceeding.





Section F. Auxiliary Administrative Discipline

Introduction The purpose of Auxiliary administrative disciplinary actions is to correct inappropriate behavior. Normally, only when all other reasonable attempts to correct the inappropriate behavior have failed shall disenrollment be considered.

Certain offenses are so unacceptable that they may cause such serious discredit to the organization's core values and principles that disenrollment becomes appropriate. The Director (or Chief Director for National Auxiliary leaders/Staff) shall make these determinations following the procedures in *Section G and H* of this chapter. Although the Auxiliary is a uniformed organization of civilian volunteers, Auxiliarists are not subject to the Uniform Code of Military Justice (UCMJ). Auxiliarists may be subject to various administrative penalties, however, including disenrollment from the Auxiliary. Such administrative actions may be initiated when Auxiliarists violate the policies and procedures that govern the Coast Guard Auxiliary established by the Commandant and for conduct unbecoming of an Auxiliarist.

F.1. Auxiliarist Rights Membership in the Coast Guard Auxiliary is not a constitutionally protected liberty or property interest. However, membership shall be provided the minimal due process protections set forth below.

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 policies prescribed by the Commandant for the Auxiliary and its missions, as contained in this manual, may make a request for a preliminary investigation. Prior to instituting any Coast Guard or Auxiliary disciplinary action towards an Auxiliarist (see **Figure 3-2**), 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 senior elected leader (who is not personally involved in the complaint subject matter) at the lowest level of the organization capable of handling the complaint. Normally, this would be the FC. When the matter involves SOs or flotilla elected leaders, it would be appropriate to refer the complaint to the DCP. Complaints regarding district staff or Division elected leaders should go to the DCO. National Staff or district elected leader complaints should go to the respective ARCOs, NADCOs, the NAVCO, or NACO (as appropriate). The Director/Chief Director shall assist in determining the appropriate level of organization to address the complaint.

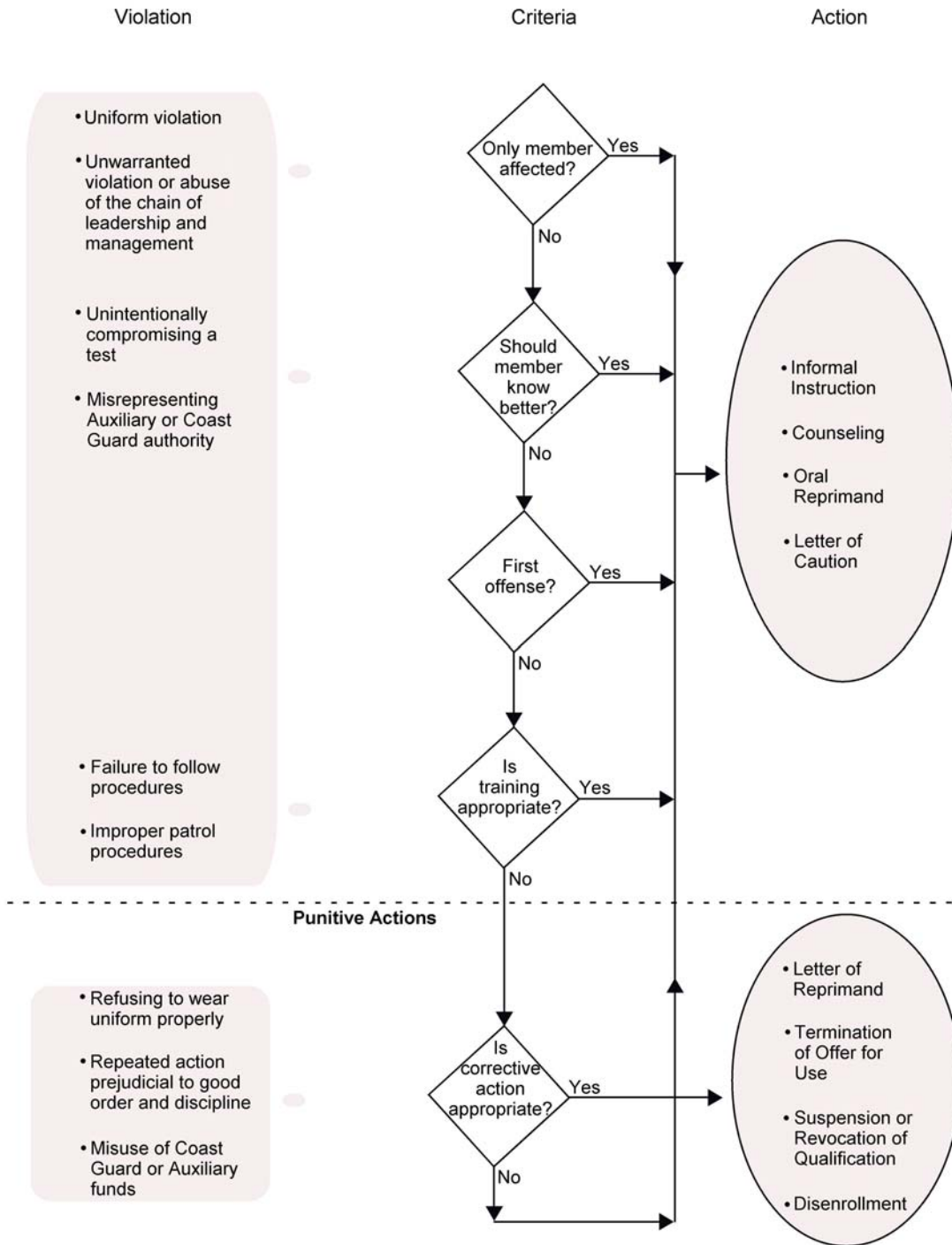


Figure 3-2
Disciplinary Action Decision Tree



**F.3. Elected
Leader Options**

If the elected leader receiving the request needs additional information and/or documentation to determine whether a valid request for an investigation has been made, the elected leader receiving the request may ask in writing, or orally, for further information from the complainant, or may appoint an Auxiliarist or committee to determine the facts. If an Auxiliarist or committee is appointed, the elected leader must inform the suspected Auxiliarist that an accusation regarding them has been made and that an appointed Auxiliarist or committee is looking into the matter. The Auxiliarist has the right to address, in writing, the appointed Auxiliarist/committee prior to any report to the elected leader. If the elected leader appoints a committee, it will consist of two to three people who may be any members of Coast Guard Forces.

**F.4. Elected
Leader
Determination**

Once the Auxiliary elected leader has received the investigation report and supporting documents (if any), a determination shall be made by this leader as to whether the facts as presented could be a violation of Auxiliary policy that might subject an Auxiliarist to discipline. This initial determination shall be made within fifteen days of receipt of the investigation report and any supporting documents in consultation with the DSO-LP or DC-L.

**F.5.
Non-Violation
Determination**

If the preliminary facts are deemed not to be a violation of Auxiliary policy or the guidelines as set forth in this manual, or if there is insufficient evidence, the elected leader will notify (in writing) the Auxiliarist who requested the investigation that no action will be taken or that minor corrective action will be taken. Those actions could include training and/or counseling of the offending Auxiliarist where that is the only step needed to correct the inappropriate behavior or conduct.

**F.6. Minor
Violation**

If the preliminary facts, as determined by the investigation and/or the elected leader, indicate a minor violation has been committed, the Auxiliarist shall be advised of the unacceptable conduct, specific deficiencies, and acceptable standards of performance by informal disciplinary action (as deemed appropriate by the elected leader).





Section G. Informal Disciplinary Action

Introduction Informal disciplinary action involves an elected leader correcting minor violations of Auxiliary policy made by an Auxiliarist, and documenting that action. The subject of the administrative action shall be advised of the unacceptable conduct or standards, specific deficiencies, and acceptable standards of performance by the elected leader. If no further disciplinary actions are recorded or pending during the next two-year (or up to three years for a Letter of Caution, see *paragraph G.2.c*) period, the documentation will be removed from the Auxiliarist's file. A separate permanent record shall be retained by the elected leader or Director for the sole purpose of documenting prior discipline should the need arise.

G.1. Infractions Warranting Informal Disciplinary Action Infractions that may warrant informal disciplinary action include:

- Flagrant and/or repeated uniform or grooming violations.
- Unintentionally compromising or mishandling Coast Guard or Auxiliary examinations, privacy act information, or sensitive official message traffic or correspondence.
- Unwarranted violations or abuse of the chain of leadership and management. See *Chapter 1, paragraph C.1* of this manual relative to policies regarding the chain of leadership and management.
- Failure to follow procedures prescribed by Coast Guard and/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.
- Misrepresentation in official correspondence or reports.
- Misrepresenting Coast Guard authority, rank, Government title, or Auxiliary position or status, either implied or by design.
- Failure to follow established patrol procedures as prescribed by written directives or policies.
- Failure to follow published Auxiliary web policies and guidelines.

G.2. Appropriate Sanctions for Minor Infractions Appropriate sanctions for minor infractions include:

- Counseling Session
- Denial of Web Privileges
- Letter of Caution



G.2.a. Counseling Session A counseling session, ideally consisting of a frank discussion between the elected leader, complainant (if other than the elected leader), and the subject Auxiliarist, may facilitate corrective action. This counseling session is documented in writing and retained by the elected leader involved and/or Director for a period of two years. If no further disciplinary actions are recorded or pending during the two-year period, the documentation will be removed from the Auxiliarist's file. A separate permanent record shall be retained by the elected leader or Director for the sole purpose of documenting prior discipline should the need arise.

National department chiefs and DSOs are authorized to conduct oral counseling sessions with their department or staff members regarding their performance of assigned duties and responsibilities.

G.2.b. Denial of Web Privileges Denial of Auxiliary web privileges may suffice as a corrective action for violation of Auxiliary web policies and guidelines.

G.2.c. Letter of Caution A letter of caution is an informal, corrective letter issued to the Auxiliarist by a Director, any Auxiliary unit elected leader, NADCO, or Auxiliary Department Chief.

- The NACO may issue a letter to NEXCOM members, NADCOs, and National Staff members regarding performance of assigned staff duties and responsibilities.
- NAVCO may issue a letter to those Department Chiefs or staff to which supervisory responsibility has been delegated.
- A NADCO may issue a letter to their Directorate Department Chiefs or staff.

The letter will advise the Auxiliarist of specific improper action(s) and that any statements submitted by the Auxiliarist were considered, with a notation as to how the facts influenced the decision for the chosen course of action. The Auxiliarist is to be advised that a written reply may be made within thirty days of receipt of a letter of caution and that such reply will be retained by the Director, along with the letter of caution for a specified period. The period may be up to three years, but shall not exceed three years without the concurrence of both the DCO and Director.

Disciplinary letters placed into an Auxiliarist's file in accordance with this section may be removed from the Auxiliarist's file, at the discretion of the Director and DCO, when they feel the situation is corrected. In any event, if after the specified period of up to three years from the date of the letter of caution no further adverse action is reported, the letter will be removed from the Auxiliarist's file. A separate permanent record shall be retained by the Director for the sole purpose of documenting prior discipline should the need arise.



Section H. Formal Disciplinary Action

Introduction

If a violation is deemed to be serious by the elected leader after conducting the preliminary investigation to determine the facts, the Auxiliary elected leader shall notify the DCO and the Director in writing, via the chain of leadership and management, of a recommendation to commence formal disciplinary action. This written recommendation will contain all supporting documents and the factual basis for the recommendation.

H.1. Infractions Warranting Formal Disciplinary Actions

Infractions that may warrant formal disciplinary actions include:

- Any action which may or does bring discredit to the Coast Guard or Coast Guard Auxiliary, to include violation of the Commandant's zero tolerance policy on drug/alcohol abuse, as evidenced by driving under the influence or while intoxicated (DUI/DWI) convictions while identified as an Auxiliarist or acting in an Auxiliary capacity as covered in *Chapter 1, Section A* of this manual.
 - Refusing to follow regulations for the wearing of the Auxiliary uniform or insignia, including misrepresentation as a Coast Guard officer or petty officer, or flagrant or repeated misuse of rank, titles, or insignia.
 - Misuse of Coast Guard or Auxiliary funds or property.
 - Repeated actions prejudicial to the good order of the Auxiliary or any of its programs, as documented in the Auxiliarist's record.
 - Failure to follow appropriate Equal Employment Opportunity Commission, civil rights laws, and/or the Commandant's Human Relations and Sexual Harassment Policy.
 - Any knowingly false official statement, oral or written, to include enrollment application data submissions, facility offer of use and inspection forms. This includes forging signatures on any official document and/or falsifying of records.
 - The use of a Coast Guard boat loaned to, or in the custody of, the Auxiliary or an Auxiliary unit owned boat, aircraft, vehicle, mobile trailer or radio, without proper Coast Guard orders or for unauthorized purposes.
 - 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.
 - Any other actions that, in the Director's judgment, warrant disenrollment proceedings.
-

H.2. Time Requirements

If the DCO, with the counsel of the DSO-LP and Director, conclude that formal disciplinary action is warranted, then, the DCO shall commence formal disciplinary action within thirty days of the receipt of the recommendation by an Auxiliary elected leader.



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- H.3. Notification** Auxiliarists who are the subject of formal disciplinary action, including disenrollment and/or the issuance of a letter of reprimand, shall, prior to imposition of the discipline, be provided notice of the allegations that prompted the action and an opportunity to respond to those allegations.
-
- H.4. Notice/Written Response** The Director shall inform the subject of formal disciplinary action in writing of the allegations against them. The written notice should clearly state the reason for the proposed action as set forth in *paragraphs H.1 or H.8* of this section, as well as facts and information upon which the Director has based the action. The letter shall also inform the Auxiliarist of their right to respond.
- Within 30 days from mailing the notification required above, the Auxiliarist may submit a written statement either admitting, denying, or admitting with an explanation of the allegation(s). Any denials not made in good faith may alone provide sufficient basis to warrant additional disciplinary action. This written response is in addition to anything submitted during the investigation.
-
- H.5. District Commodore Review** The DCO will review the request for formal discipline and the investigation record, and will then make recommendations as to appropriate sanction(s) (if any). This report shall be in writing and forwarded to the Director with a copy to the DSO-LP. Normally, the appropriate sanction will consist of a letter of reprimand. If the recommendation is for disenrollment, the entire investigation package shall be forwarded to the Director for further consideration.
-
- H.6. Letter of Reprimand** A letter of reprimand is a formal corrective letter issued to an Auxiliarist by the DCO or Director. The Chief Director or NACO may issue a letter of reprimand to the National Board members, NADCOS, or National Staff members regarding their performance of assigned duties and responsibilities. Before issuing the letter of reprimand, the Director and DCO (or Chief Director and NACO) should discuss the situation and agree on the appropriate wording for the letter.
-
- H.6.a. Content** The 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. The subject Auxiliarist will be advised that a written reply may be made within thirty days of receipt of the letter of reprimand, and such a reply will be retained by the Director, along with the letter of reprimand.
-



H.6.b. Time Requirements For all Auxiliarists, except National Staff, a letter of reprimand is valid up to three years, but shall not exceed three years without the concurrence of both the DCO and Director. The time period for nonavailability for elected and appointed offices, if any, including vacating elected or appointed office, and the denial of a right for the wearing of any insignia or past officer pin for such office, shall be determined by the Director and DCO. For National elected leaders and staff officers, the same requirements apply, but cannot exceed three years without the concurrence of the Chief Director and NACO.

H.6.c. Removal of Letter Disciplinary letters placed into an Auxiliarist's file in accordance with this paragraph may be removed from the file at the discretion and agreement of the Director and DCO (or Chief Director and NACO), as appropriate, when they feel the situation is corrected. If, after the specified period of time from the date of the letter of reprimand, no further adverse action is reported, any letters relating to the letter of reprimand will be removed from the Auxiliarist's file. A separate permanent record of the letter of reprimand shall be retained by the Director for the sole purpose of documenting prior discipline should the need arise.

H.7. Disenrollment Authority The authority for disenrolling an Auxiliarist rests with the Commandant, who has delegated this authority to the Director. No Auxiliarist may disenroll another Auxiliarist.

H.8. Immediate Disenrollment In accordance with 33 CFR § 5.17, a Director may exercise the authority to disenroll a member for any one of the following causes:

- Upon Auxiliarist's request.
 - Upon ceasing to possess the qualifications for membership.
 - For cause.
 - Upon direction of the Commandant.
 - Upon death.
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H.8.a. Auxiliarist's Request The Auxiliary is an organization of volunteers and an Auxiliarist may resign at any time. The resignation 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 DCP and the DSO-PS. This action will enable the DSO-PS to have the SO-PS or FSO-PS discuss the reason for resignation with the Auxiliarist before the final paperwork is completed by the Director. If the Auxiliarist still wishes to resign after consultation with the SO-PS or FSO-PS, the Director will request the Auxiliarist's ID card and return of any Government or Auxiliary owned property in the Auxiliarist's possession. Upon receipt of the written request, the Director will remove the Auxiliarist's name from the district rolls. All resignations shall be acknowledged in writing by the Director.

H.8.b. Ceasing to Possess Qualifications For Membership The Director may disenroll an Auxiliarist whenever the Auxiliarist ceases to possess any of the qualifications for membership set forth in *Sections A* and *C* of this chapter.



H.8.c. For Cause

Any infraction outlined in this section and *Sections F* and *G* may lead the Director to immediately 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*, has a disruptive impact that adversely affects the operations/administration/functions of the Auxiliary, Coast Guard unit, or other entity, the Director may take the appropriate disciplinary action including disenrollment. 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.8.d.
Commandant
Direction

When so directed in writing by the Commandant, an Auxiliarist will be disenrolled by the Director.



Section I. Temporary Suspension During Formal Proceedings

Introduction	During formal proceedings, Auxiliarists may be temporarily suspended, pending the outcome of the proceeding. This section describes suspension authorization, effect on duties, and other related matters.
I.1. Authorization	The Director is authorized to suspend any certifications, duties of office (elected and appointed), or membership of an Auxiliarist during formal disciplinary proceedings (the seriousness of the matter may result in the disenrollment of an Auxiliarist). This suspension must be in writing, detailing the reason and length of the suspension.
I.2. Effect on Leader Duties	If the membership is suspended, the suspension will include elected and/or appointed office duties. If the certifications are suspended, and the Auxiliarist is the senior elected leader of an Auxiliary unit, the suspension will include elected leader duties. If the Auxiliarist whose certifications are suspended is an elected leader, but not the senior elected leader of an Auxiliary unit or an appointed leader, the suspension may include elected and/or appointed office duties, as determined by the DCO and Director (or NACO and Chief Director). The Auxiliarist may resume the duties of these offices, if and when full Auxiliary rights and privileges are regained (if the term of office has not expired).
I.3. Extensions	If the investigation requires additional time, the suspension may be extended accordingly. The extension's circumstances must be explained in writing and the Auxiliarist may appeal the extension to the Director's supervisor.
I.4. Auxiliarist Rights and Privileges	An Auxiliarist under suspension, for any offense that may lead to disenrollment, is not entitled to any Auxiliary rights or privileges, except as may be determined by the Director. The Director shall specify in writing what rights or privileges (if any) the suspended Auxiliarist retains during the suspension.
I.5. Appeal	An Auxiliarist who receives notice of temporary suspension of qualification and/or membership may appeal the Director's action to the Director's supervisor. Temporary suspensions will remain in effect, unless overturned on appeal.
I.6. Notification	The Director shall notify NACO and the Chief Director of any suspension of qualifications and/or membership of a NEXCOM member, NADCO, National Staff member, or National Board member.





Section J. Appeals of Disciplinary Actions

Introduction	Appeals may be made for both informal and formal disciplinary actions. This section describes the requirements for appeals under these circumstances.
J.1. Informal Disciplinary Actions	<p>Appeals of informal disciplinary actions shall be made directly to the Auxiliary leader or Coast Guard officer below without obtaining endorsements from the chain of leadership and management.</p> <ul style="list-style-type: none"> • Appeal of an informal disciplinary action taken by an Auxiliary elected leader is to the senior Auxiliary elected leader at the next higher level in the chain of leadership and management within the district or region. • Appeals of a DCO's action are made to the appropriate ARCO. • Appeals of NAVCO, ARCO, NADCO, and Department Chiefs' actions are made to NACO. • Appeals of NACO action are made to the Chief Director. • Appeals of Director action are made to the Director's supervisor, unless otherwise noted. <p>An appeal must be filed within thirty days of the date of an informal disciplinary action. Once an appeal has been determined, there is no further appeal.</p>
J.2. Formal Disciplinary Actions and Disenrollments	Requirements for appeals of formal disciplinary actions and disenrollments are as follows:
J.2.a. Appeal of DCO's Action	Appeals of DCO's formal disciplinary action must be submitted to the appropriate ARCO. Any appeal must be filed with the ARCO within thirty days of the DCO's mailing of the letter to the subject Auxiliarist. The NAVCO's action shall include a complete review of the entire record of the disciplinary action, with appropriate legal counsel from the DC-L. The standard of review is limited to whether the disciplinary procedures have been followed. The ARCO's decision is final.
J.2.b. Appeal of NACO's Action	Appeals of NACO's formal disciplinary action (letter of reprimand) must be submitted to the Chief Director within thirty days of the NACO mailing the letter to the subject Auxiliarist. The Chief Director's action shall include a complete review of the entire record of the disciplinary action. The standard of review is limited to whether the disciplinary procedures have been followed. The Chief Director's decision is final.



J.2.c. Appeals of Director's Action	Appeals of the Director's formal disciplinary action (letter of reprimand) must be submitted to the Director's supervisor. Any appeal must be filed within thirty days of the Director's action. The supervisor's action shall include a complete review of the entire record of the disciplinary action. The standard of review is limited to whether the disciplinary procedures have been followed. The Director's supervisor's decision is final.
J.2.d. Appeals of Chief Director's Action	As the Commandant's program manager for the Auxiliary, the Chief Director's decision/action is final and cannot be appealed..
J.2.e. Disenrollment Appeals	Appeals of disenrollment must be submitted to the District Commander. Any appeal must be filed within thirty days of the Director mailing the notification to the subject Auxiliarist. Appeals of disenrollment to the District Commander shall include a complete review of the entire record of the disciplinary action. The District Commander may make independent findings of facts and conclusions. The District Commander's decision is 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, will in any way suspend the implementation of any disciplinary action once issued during the processing of the appeal.
J.3.b. Right to Appeal	The right of appeal extends only to an Auxiliarist who is the subject of disciplinary action and to no other person. Notwithstanding this section, a complainant may seek relief from an initial determination that no action be taken, or that action taken was of an insufficient nature, by a written request to the senior Auxiliary elected leader at the next higher level in the Auxiliary chain of leadership and management.



Section K. Information Retention and Handling

Introduction	This section describes the requirements for retaining information obtained during the course of investigating complaints and handling of processing appeals to disciplinary actions.
K.1. Records	Copies of any records of any disciplinary action taken with regard to an Auxiliarist will be retained for the specified period of time, up to three years from the date of the action by the Director.
K.2. Record Removal	As described above, these records will be removed from the Auxiliarist's file if no subsequent disciplinary action has neither been initiated nor finalized during the specified period of time. A separate permanent record shall be retained by the Director for the sole purpose of documenting prior discipline 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:

- Flotilla
- Division
- District/Region
- National

In this Chapter This chapter contains the following information:

Section	Title	See Page
A	Flotillas	4-3
B	Divisions	4-9
C	Districts/Regions	4-13
D	National	4-15
E	Supervisory Administration and Duties of Boards, Committees, and Leaders	4-17
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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 only by the District Commander, and then only when exceptional local conditions dictate a departure from the AUXMAN. The use of flotilla detachments (see <i>paragraph A.7</i> below) should be considered before waiving the minimum flotilla membership requirements.
A.2. 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 DCP 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 DCP should clear the proposal, via the District Rear Commodore (RCO), with the DCO. The DCO will obtain the concurrence of the Director before advertising for, or accepting, any Auxiliarist transfer or enrollment applications. Following this procedure for starting a new flotilla avoids duplication of effort and shows correct procedure to new Auxiliarists.
A.3. Designation	Auxiliary flotillas are designated by Arabic numerals. The first numeral indicates the division, followed by the flotilla number. The name of the city or town in which the flotilla is located completes the designation. For example, Flotilla 32, St. Louis, is 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.4. Administration	<p>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:</p> <ul style="list-style-type: none"> • Material Supply • Recordkeeping • Finance • Information Services • Fellowship • Administration • Managing Recruiting/Retention • Training <p>The <i>Auxiliary Flotilla Procedures Manual</i>, COMDTINST M16791.5 (series), details guidance for flotilla administration.</p>



A.5. 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 authorizing formation and the effective date.

A.6. Disestablishment

Disestablishment must be considered if a flotilla falls below the required minimum acceptable membership level of ten Auxiliarists or the flotilla member's 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:

- Failure to meet financial obligations to division, district, or national levels.
- Continued under-strength membership.
- Failure to comply with the 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 determine flotilla activity or inactivity, and decide on the need to retain flotillas as part of the division reorganization.

A.6.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 DCP shall inform each flotilla member of the reasons, probationary period, and conditions for probation removal. The probationary period will not exceed one year. If the problem is not resolved during the probationary period, the DCP will initiate the disestablishment recommendation at the first Division Board meeting following that period. The DCP shall inform the DCO and the Director of the action.

A.6.b. Division Board Meeting

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

The passage of a disestablishment recommendation requires a two-thirds majority Division Board members vote. The DCP 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.6.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 DCP, DCO, and Director. The DCP 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. 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.6.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.

**A.7. 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.7.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, which 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.7.b. Detachment Leader	The detachment has a leader, appointed by the FC, who holds the status of and wears the insignia of a FSO. 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.7.c. Sponsoring Flotilla Responsibilities	The sponsoring flotilla has the following responsibilities to the detachment: <ul style="list-style-type: none">• The flotilla will recognize, accept, and nurture detachment members as full flotilla members.• The flotilla will provide full staff support, including member training and qualification.• 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.• The FC will ensure the detachment's activities and members support Auxiliary purposes and follow all established governing policies.
A.7.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.7.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 DCP and will state facts to support the request. The DCP, with the DCO concurrence and upon Director notification, may authorize detachment formation.
A.7.f. Detachment Disestablishment	A request for disestablishment of a detachment must be submitted to the DCP. 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 DCP may disestablish the detachment with the concurrence of the DCO. The DCO shall then advise the Director of the disestablishment.
A.8. 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 or VFC. If either of these two office holders are not present, a past FC or other senior leader may preside but Auxiliary unit business cannot be conducted.



A.8.a. Motions	Provided a quorum is present, a majority of the eligible Auxiliarists voting can carry a motion.
A.8.b. Absentee Voting	<p>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.</p> <p>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.</p>
A.8.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.8.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.



Chapter 4 - Auxiliary Organizational Structure



Section B. Divisions

Introduction	The division is the next higher administrative organizational level above the flotilla. It consists of five or more flotillas in the same geographic area. The division provides administrative, training, communication, and supervisory support to flotillas and promotes district policy. Each division is led and managed by a Division Captain (DCP).
B.1. Chartered Unit	In the unlikely event a division is to be chartered with fewer than five flotillas, a waiver must be obtained from the District Commander. Waiver requests should be initiated by the DCO at the time of the request for division establishment. The request should show when the division will reach full strength, normally no more than one year. The District Commander's approval must be contingent on the division reaching full strength within the allotted time frame.
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. 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 <i>Auxiliary Division Procedures Guide</i> , COMDTPUB P16791.3 (series) contains detailed guidance for division administration.
B.6. Disestablishment	If, despite all attempts, a division falls below the required five flotillas, one of two actions is required. The District Commander may act to disestablish the division or grant a waiver. Flotilla detachments are not included to achieve the minimum five flotillas.
B.6.a. Reduction in Division Strength	If there is a reduction in division strength to four or fewer flotillas, the DCO shall appoint a study group to determine the division's viability and to develop a plan to rebuild the division or to recommend disestablishment.



B.6.a.1. Study Group Composition	The study group will consist of the RCO in whose area the division is located and two Auxiliarists who have the necessary abilities, and who are familiar with the Auxiliary.
B.6.a.2. Study Group Findings and Recommendations	Upon completion of their study, the RCO shall submit a written report of their findings, opinions, and recommendations to the DCO. If sufficient promise in restoring the division to full strength exists, the study group may recommend probation for a period not to exceed one year. Otherwise, a recommendation to disestablish is the most reasonable option. The recommendation will include a plan for reassignment of the existing Flotillas.
B.6.a.3. Final Report Submission	A copy of the study group's proceedings shall be furnished to the DCP and the Director. Email reports are permitted.
B.6.b. Activities of Negative Impact	Similar action is required 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 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. The DCO will request from the DCP, 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 DCP's report. A letter will be sent to the DCP advising of the agenda item and suggesting the DCP and/or VCP attend. The District Board will review the study group's report at the scheduled meeting. Attention will be given to the DCP's letter of mitigation and appeal. The District Board shall vote on final action. Approval of a recommendation to disestablish requires a two-thirds 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 after which, disestablishment may be directed by the District Commander (if full strength has not been obtained). The Director shall present the study group proceedings and District Board recommendation to the District Commander for consideration/final approval.



B.6.b.4. Recommendation for Probation	When probation is recommended, the division may be placed on probation for up to one year from 1 January of the year following the probation decision. The District Commander will advise the Division Board of the probationary period. When placing a division on probation, the original study group will remain active, functioning as an advisory group to the DCP and managing the district's effort to assist. At the end of each calendar quarter during probation, the RCO or study group chairman shall submit a written progress report to the DCO. Email reports are permitted.
B.6.b.5. Recommendation for Disestablishment	If the action is to disestablish, then disestablishment takes place as of the date set by the District Commander. The Director will transfer the division's flotillas to the nearest division.
B.6.b.6. Exception to Disestablishment	In very few exceptional cases, it may not be practical to maintain five flotillas, due to geographic or other unusual constraints. The District Commander may, in these cases, authorize the division to continue permanently with less than five flotillas.
B.6.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 from the Coast Guard authorizing formation and the effective date.
B.6.b.8. Assets of Disestablished Divisions	Disestablished division property and assets will go to the district. The District Board should consider the allocation of some or all of the assets to divisions receiving flotillas from the disestablished division.



Chapter 4 - Auxiliary Organizational Structure



Section C. Districts/Regions

Introduction	The district is the next higher administrative organizational level above the division. It may be subdivided into two or more regions. The district level of administration contains the EXCOM presided over by the DCO. The district provides administrative, training, communication, and supervisory support to divisions and promotes National policy. Each district is lead and managed by a DCO.
C.1. Rear Commodores	Each district/region must have a minimum of two RCOs, except Districts 14 and 17 that may have a minimum of one RCO. These RCOs 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. Additionally, whenever a Coast Guard unit is commissioned, an RCO must be assigned the primary duty of coordinating between the Auxiliary district/region and the Coast Guard unit commander. The DCO may appoint an Auxiliarist to liaise with a specific Coast Guard unit to assist the RCO in carrying out these coordination duties (i.e., providing expert assistance for using Auxiliary services, training, and support across division/flotilla boundaries).
C.2. District Staff Officers	The DCO appoints, with Directors concurrence, District Staff Officers (DSOs) and assistants to manage the district departments and programs. A list of authorized DSOs is found in <i>paragraph G.6</i> of this chapter.
C.2. 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.3. Past Division Captain's Association	The District Commander may authorize a Past Division Captain's Association where such an Association can be of district benefit. The Association's president may be allowed a vote on the District Board provided the DCO and the Director have approved the Association's standing rules and attendant bylaws. Further, the district's standing rules must authorize such a vote.
C.4. Geographical Boundaries	Geographical boundaries are divided as follows:
C.4.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 subdivided 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 District Commander.
C.4.b. Region	Geographical limits of a region are for administrative purposes and are assigned by the District Commander.



**C.5.
Administration**

Administration at the district level is a combination of the Auxiliary District Standing Rules and applicable district policy as written into district directives. District policy shall always supercede Auxiliary Standard 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 (NIPCO), NAVCO, and ARCOs. The National Directorate Commodores (NADCO-MS, NADCO-RBS, NADCO-OMS) may attend NEXCOM meetings, 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 Staff comprise the Auxiliary national organization, which maintains general Auxiliary leadership and management over all Auxiliary programs and activities.

D.1. National Directorate Commodores

The process for appointing the National Directorate Commodores for Member Services (NADCO-MS), Operations and Marine Safety (NADCO-OMS), and Recreational Boating Safety (NADCO-RBS) is as follows:

- Prior to NACON, in the year a national election is held, the NACO shall appoint a DCO from each area and the Chief Director shall appoint one Director to comprise the selection committee. The selection committee shall evaluate resumes from interested and qualified candidates and will provide the NACO-elect with a list of the top three candidates for each position.
- The NACO-elect will select a NADCO for each of the three directorates from the list provided or the Auxiliarist currently holding the NADCO position.
- The NACO-elect will present the NADCO selections to the NEXCOM-elect for confirmation prior to submitting the nominations to the Chief Director for approval.
- Incumbent NADCOs are eligible for reappointment with approval resting with the Chief Director. NADCOs desiring reappointment will not be evaluated by the selection committee.

D.2. National Department Chief Appointments

The NACO appoints, with Chief Director concurrence, National Staff department chiefs and deputy department chiefs to manage the Auxiliary National Staff departments and programs. An appendix to the *National Program* lists National Staff duties. NAVCO shall approve appointment of all other Auxiliary National Staff members.



D.3. National Department Chiefs

The National Staff is divided into departments under supervision of the National Directorate Commodores (OMS, RBS, MS). These departments and department chief symbols are:

- Marketing and Public Affairs (DC-A)
- Boating (DC-B)
- Education (DC-E)
- Information Communications Services (DC-I)
- Legal Affairs (DC-L)
- Marine Safety and Environmental Protection (DC-M)
- Operations (DC-O)
- Personnel (DC-P)
- Member Training (DC-T)
- Vessel Examination (DC-V)

The departments are 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 department chief. Staff structure and assignments for each department may be seen in the annually published *National Program*.

D.4. Auxiliary Chief Counsel

The DC-L shall serve as Auxiliary Chief Counsel and must be a licensed attorney. The DC-L shall also serve as advisor to NACO and the Chief Director on Auxiliary issues.

D.5. Deputy Department Chief

A Deputy Department Chief is designated for each department. This position wears the insignia of a DVC. The deputy designation is the same as the department chief's designation with a "d" added, i.e., DC-Ad.

D.6. 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.7. NACO Staff

NACO may appoint NACO support Staff officers. 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 DCP 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, is an ex officio voting member of all District Boards. The DCO may delegate in writing the ex officio voting status to the VCO, RCO, or Immediate Past District Commodore (IPDCO). The NACO may delegate in writing such ex officio voting status to any NAVCO or NIPCO. A copy of this written authorization from the DCO or NACO should be provided to the presiding Auxiliary leader for the meeting minutes.
E.1.c. Voting by Boards	<p>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.</p> <p>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 <i>paragraph A.8.b</i> of this chapter.</p> <p>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 <i>paragraph A.8.d</i> of this chapter.</p>



E.2. Division Board

The Division Board is composed of the following:

- DCP
- VCP
- Immediate Past DCP (IPDCP)
- 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 through coordination to promote Auxiliary policy with 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 DCP, DCO or Director may call additional meetings. The DCP will publish an agenda for each Board meeting. The Division Board should meet at regular intervals determined locally to be most responsive to Auxiliarists' needs. To conduct business, the DCP or VCP must be present. In instances where attendance is impractical, the Division Board may transact routine business by mail. Regular annual elections shall not be held by mail or electronic means unless specifically authorized by the Director. Only in unusual circumstances, and when approved by the Director, may a regular election be held by mail.

E.3. District Board

The District Board is composed of the following:

- Director of Auxiliary (DIRAUX)
- DCO
- IPDCO
- District Vice Commodore (VCO)
- RCOs
- All DCPs in the District

The NACO is an ex officio member of this board.

The President of the Past Division Captain'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.

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



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 or VCO 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 by mail.



E.4. District Executive Committee

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

- DCO
- DIRAUX
- VCO
- RCOs
- IPDCO

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

E.5. National Board

All District/Regional Directors along with the Division Chiefs (G-OCX-1 and G-OCX-2) are expected to be present at National Board meetings in an advisory capacity.

The National Board is composed of the following:

- NACO
- Chief Director
- NAVCO
- 3 ARCOs
- NIPCO
- All DCOs
- President NAPDIC

A National Association of Past District Commodores (NAPDIC) president is authorized a National Board seat and is entitled to one vote as long as the NAPDIC 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 as a board of directors, the Auxiliary and to develop, approve, and carry out Auxiliary national policies. In this leadership role, the National Board proposes new or proposed policy changes for Commandant approval.

The NAVCO is responsible for the coordination and direction of the National Staff through the Directorate Commodores for Operations and Marine Safety, Recreational Boating Safety, and Member Services in carrying out the NACO's policies.



For national administration, the Auxiliary is divided into three areas:

- Atlantic East
- Atlantic West
- Pacific

See the map in *Appendix H* for delineation of the ARCO 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, who are encouraged to attend and observe.

E.6. National Executive Committee

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

- NACO (as chairperson)
 - Chief Director (will normally be accompanied by the Deputy Chief Director in an advisory role)
 - NAVCO and the 3 ARCOs
 - Immediate Past National Commodore (NIPCO)
-

E.6.a. Purpose

The NEXCOM is charged with managing the national aspects of the day-to-day Auxiliary operations as well as the responsibility for strategic and long-range planning. It is responsible for those items not otherwise assigned 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. The NACO shall:

- Represent the Auxiliary to the Commandant and the Coast Guard Headquarters Flag Corps in all matters concerning Auxiliary activities.
 - Represent the Auxiliary on other occasions as directed by the Commandant.
 - Preside over National Board meetings.
 - Maintain close liaison, through the ARCOs, with all DCOs.
 - 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 the membership.
 - Coordinate with the Chief Director in calling National Board meetings.
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- 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.
 - Appoint the NADCOs with the Chief Director's approval.
 - Appoint the Department Chiefs and Deputy Department Chiefs with the Chief Director's approval.
 - Appoint all other members of the National Staff in coordination with the NAVCO who acts for NACO by direction.
 - 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 aims.
 - Serve as an ex officio voting member of each national standing committee and District Board.
 - Supervise Auxiliary activities using the Auxiliary chain of leadership and management.
 - 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.
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E.6.d. NAVCO
Duties

The NAVCO shall:

- Assist the NACO in all duties and, when circumstances warrant, shall act as NACO by direction.
 - In the NACO's absence, preside over National Board meetings.
 - Coordinate and direct the National Staff through the National Directorate Commodores (NADCOs) for OMS, RBS, and MS in carrying out Auxiliary policies.
 - Serve as an ex officio voting member of each national standing committee.
 - Oversee the Auxiliary Departments of Legal (DC-L) and Information and Communication Services (DC-I).
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E.6.e. ARCO
Duties

ARCOs shall assist the NACO in the performance of various duties as follows:

- Be responsible for Auxiliary program conduct within their AOR.
 - Become familiar with and support Auxiliary related policies established by the Coast Guard and the National Board.
 - Represent their area on the NEXCOM and other areas where appropriate. Attending district Conferences when directed by the NACO.
 - Preside over the area meetings at the National Board's semi-annual meetings.
 - Preside over the National Area Planning Meetings (NAPM) held in their area.
 - Maintain close liaison with the DCOs and provide needed advice and counsel. Assisting DCOs in solving problems not resolvable at district/regional levels.
 - Ensure Coast Guard and Auxiliary policy compliance using the chain of leadership and management.
 - Represent the Auxiliary and assigned districts/Regions to the respective Coast Guard Area Commanders.
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E.6.f. NADCO-MS, NADCO-OMS, and NADCO-RBS Duties

National Directorate Commodore for Member Services (NADCO-MS), Operations and Marine Safety (NADCO-OMS) and Recreational Boating Safety (NADCO-RBS) assist the NACO in duty performance. Under NAVCO's direction, they shall:

- Plan, organize, and coordinate all activities within their program areas.
- Ensure policies established by the Coast Guard, the National Board, and NACO are effectively implemented.
- Keep the NACO, Chief Director, and NAVCO informed of directorate matters and provide correspondence copies to NEXCOM.
- Consult via electronic communications, telephone, or mail with their department chiefs to proactively coordinate their activities.
- Work continuously toward the immediate and long-term Coast Guard and Auxiliary goals, which are specific directorate responsibilities.
- Submit progress reports to the NEXCOM and appropriate Coast Guard Headquarters' offices and DVCs (including the Chief Director) of their directorate activities.
- Effect direct coordination with NACO and NAVCO on specific problems or requests for needed assistance.
- 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.
- In consultation with NEXCOM and respective Department Chiefs, develop plans, policies, and procedures to achieve and maintain Auxiliary capabilities consistent with identified Coast Guard requirements.
- Ensure compliance with Coast Guard and Auxiliary policy, using the chain of leadership and management.

E.6.g. NIPCO Duties

The NIPCO's duties shall be to 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 serving NACO.

E.6.h. Chief Director Duties

The Chief Director's responsibilities are defined in *Chapter 1, paragraph D.1* of this manual. This office fulfills the Commandant's duty under law to train, qualify, and examine Auxiliarists before they are assigned to duty.

In coordination with the Chief, Office of Boat Forces (G-OCS); Chief, Office of Boating Safety (G-OPB); other Headquarters program managers; and the NACO 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 and DCOs.

E.8.a. NACO Aides

The NACO may appoint one or more Administrative Assistants (N-As) and NACO aides (N-Ds) as necessary. Because of the unique position demands, NACO is authorized additional aides or assistants as approved by the Chief Director.

E.8.b. DCO Aides

The DCO may appoint two aides - an Administrative Assistant (D-AA) and an Aide (D-AD). The aides will be considered district staff members. Aides may also hold simultaneous elected or appointed office.



Section F. Elections

Introduction	Every Auxiliary administrative level holds annual elections, except the national level. <i>Appendix D</i> 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	<p><i>Appendix D</i> outlines the specific eligibility requirements for elected offices. The following are general eligibility requirements applicable to all elected offices:</p> <ul style="list-style-type: none"> • To ensure Auxiliarists have sufficient knowledge concerning requirements of the various elected offices, the completion of a twelve-month regular term of office at one level (flotilla, division, district) is required before advancement to the next higher level. • An individual must have been an Auxiliarist for a minimum of twelve months before nomination for offices of FC or VFC, unless a waiver is granted by the Director. • To be eligible for nomination to an elected Auxiliary office, Auxiliarists must first have satisfactorily completed the AUXMIN specialty course, or Administrative Procedures Course (APC) or a Flotilla Elected Leader's Course (FELC). This eligibility shall be verified and certified by Directors for district, division and flotilla offices and the Chief Director for national offices. This may not be delegated. • If eligible Auxiliarists are unavailable or unwilling to seek elected office, the Director may waive the prerequisites and eligibility requirements, as appropriate, consistent with district needs. • Auxiliarists who fulfill all eligibility requirements, on transferring from another district/region, shall not be denied the opportunity for election to an office within their new district, provided such transferee has resided in the AOR of the office sought for at least 12 months.
F.3. Election Guidelines	<p>The following election guidelines apply to all levels of Auxiliary offices as applicable:</p> <ul style="list-style-type: none"> • 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 positions held. • 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.



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- 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.
 - Auxiliary leaders conducting elections are responsible for ensuring the eligibility of each candidate, except as stated above.
 - Directors are responsible for approving and certifying all election results.
 - If a flotilla fails to hold a valid annual election by 15 December, the DCP may appoint an interim FC and VFC. This action is done only after consultation and approval by the DCO and the Director.
 - All elections shall be by secret ballot unless there is only one candidate for a particular office. Proxy voting is not authorized.
 - Only in unusual circumstances, when approved by the Director, may a regular division election be held by mail. Only in unusual circumstances, when approved by the District Commander, may a regular district election be held by mail.
 - The senior elected leader at the next higher level shall be notified in advance of any election.
 - 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 ARCO, who shall render a final decision after consultation with the Department Chief, Legal Affairs (DC-L), the NACO, and the Chief Director.
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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 DC-L. (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 District/Regional Director or Chief Director, as appropriate, may authorize an interim election to be conducted by mail ballot. A vacancy notice shall be sent to all eligible candidates at least fifteen 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, 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, the Commandant, in consultation with the Assistant Commandant for Operations 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	<p>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 <i>Chapter 3</i> of this manual can justify administrative action against an Auxiliarist and are sufficient reasons for this action.</p> <p>Copies of the minutes of the removal proceedings shall be provided to the Auxiliarist concerned. Copies are also provided to the immediate superior in the Coast Guard chain of command, and the Auxiliary leader in the next higher position in the chain of leadership and management.</p>
F.7. Certification of Eligibility for Election	When an Auxiliarist's name is placed in nomination for national office, the Chief Director certifies to the NACO that the nominee is current or not current in one Auxiliary program. Auxiliarists must be active in a program (e.g., PE, VE, OPS) to be eligible to run for that office. After assuming additional responsibilities of that position, the Auxiliarist does not need to maintain the certification(s) to take or hold that office. Auxiliarists must be active to run for re-election or election to another office.



F.8. Personnel Security Investigations

Upon notification of selection and prior to assuming office, the NACO-elect, all NADCO-selects, NAVCO-elects, ARCO-elects, DCO-elects, VCO-elects and RCO-elects must complete and forward all required forms, documents and information necessary to perform a Coast Guard DO PSI through the Director. Failure to file appropriate paperwork or to receive an approved security clearance makes the Auxiliarist ineligible for the office. All commodores must maintain PSI SECRET clearance eligibility status at all times. If any commodore, prominent, significant, 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 and the SECCEN. Normally, notification above the director level shall be accomplished personally by the director. For additional information pertaining to PSI, refer to *Chapter 3, paragraph C.3*.

F.8.a. Specific Offices

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

Any Auxiliarist, unwilling or unable to undergo such an investigation, shall vacate their respective office, without appeal, within thirty calendar days of receipt of notification. Notification must be by certified mail from either their Director or the Chief Director. Investigative material may also be used under the provisions of *Chapter 3* of this manual for further action as deemed appropriate by the investigating authorities.

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 NAVCO and the 3 ARCOs 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 on the NEXCOM may again run for re-election to that office or any lower national office after an absence from the NEXCOM for at least six years.

The outgoing DCO and VCO are not eligible to succeed themselves in office. RCOs may be elected to no more than a second one-year term. The DCO and VCO 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, VCO, and RCOs are eligible to run immediately, or any time thereafter, for any division or flotilla elected office provided they meet all the other qualifications for those offices as outlined herein.



F.11. Duties of Elected Auxiliarists

The duty of senior elected Auxiliarists in all Auxiliary leadership positions (NACO, DCO, DCP, 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:

- Conduct of unit meetings.
- Supervision and successful execution of unit activities to accomplish Auxiliary missions and goals.
- Support and compliance with Auxiliary and Coast Guard policies.
- Prompt submission of required reports and correspondence.
- Membership recruiting and retention.
- Leadership, management, supervision, and operation of their unit, and unit member training, qualification, assignment to duty, recognition, and corrective action.
- Liaison with Coast Guard units in the Auxiliary area of operations in coordination with the designated Auxiliary Unit Liaison (AUXULO), which is an Auxiliary staff position. (See *Appendix L*)

NOTE 

The Auxiliary Liaison (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 Liaison (AUXULO) is an experienced Auxiliarist assigned by the District Commodore in consultation with the Director of Auxiliary and the Coast Guard unit commander, works 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 (NAVCO, VCO, VCP, and VFC) is to help the unit's senior Auxiliarist as follows:

- Function as the unit's chief of staff.
- Carry out authorized programs according to existing policies and with an acceptable quality standard.
- Offer advice and help, as needed.
- Visit other Auxiliary units to maintain liaison, if applicable.
- Supervise Auxiliary unit Staff officer activities. Each Auxiliary unit's Staff officers report to their Vice.
- Review and act on reports submitted by unit Staff officers.
- Vote as the acting senior elected Auxiliarist when substituting for the unit senior elected Auxiliarist at meetings or functions, of where that Auxiliarist is prohibited from voting by virtue of having another position.



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- Assist with ensuring compliance with Coast Guard and Auxiliary policy by using the Auxiliary chain of leadership and management.
 - VCOs will chair one or more District Board standing committees and committees for special events. VCOs are responsible for district staff coordination and direction.
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F.11.b. Rear Commodores

District Rear Commodores (RCO) perform the following duties:

- Assist their respective DCOs and, if requested, attend meetings or act in specific matters for their DCO.
 - RCOs charged with geographic responsibilities shall maintain close liaison with the DCPs in their area of responsibility. They supervise, help, counsel (as necessary) and visit the divisions. RCOs foster Auxiliary growth through development of an active membership recruiting program. They assist division officers in organizing new flotillas and in developing interesting and varied meeting programs. RCOs ensure compliance with Coast Guard and Auxiliary policy by all Auxiliary units and members, using the Auxiliary chain of leadership and management.
 - RCOs may also be charged with programmatic responsibilities within their district or region. They shall coordinate the planning of activities in those program areas for the DCO and serve as the DCO's liaison to the applicable national Directorate and/or department.
 - Whenever a Coast Guard unit is commissioned, an RCO 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. RCO duties may cross division/flotilla boundaries.
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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.



Chapter 4 - Auxiliary Organizational Structure



Section G. Staff Officers

Introduction Every unit's senior elected Auxiliarist leader appoints Staff officers. Staff duties are purely administrative, providing functional supervision 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, in conducting Auxiliary activities, 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 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 only with Director's concurrence. National Staff officer appointments are made only with the NACO approval. National Department Chiefs and Deputy Department Chiefs are appointed by NACO with the Chief Director's concurrence.

G.2. New Auxiliarist New Auxiliarists are not normally offered Staff officer appointments during their first membership year. They should use their 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.

G.3. Staff Officer Responsibilities To be successful, elected leaders must make certain Staff officers are well briefed on their duties and responsibilities. To carry out these duties, Staff officers are encouraged to appoint committees to help them. Staff officers must report progress monthly to the Vice or appointing elected leader. Staff officers will maintain records and correspondence concerning their office. These documents are turned over, with all publications and other pertinent material, to the successor when relinquishing office.



**G.4. Elected
Leader or
Auxiliarist
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.



**G.6. Flotilla and
Division Staff
Officers List**

To carry out the Auxiliary program, DCPs and FCs may appoint up to seventeen 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 nineteen DSOs from the group listed below. In addition, the DCO may appoint a DSO - Legal/Parliamentarian (DSO-LP), who shall be a licensed attorney. If a licensed attorney is not available to serve, the DC-L shall designate a department attorney to handle that district's legal matters. In this case, an appointed DSO-LP may serve as the District Parliamentarian.

- Aids to Navigation (AN)
- Aviation (AV) (district level only)
- Career Counselor (CC)*
- Communications (CM)
- Communications Services (CS)
- Finance (FN)
- Flight Safety Officer (DFSO) (district level only)**
- Information and Communication Services (IS)
- Legal/Parliamentarian (LP) (district level only)
- Recreational Boating Safety Visitation Program (RBSVP)
- Marine Safety and Environmental Protection (MS)
- Marketing and Public Affairs (PA)
- Materials (MA)
- Member Training (MT)
- Operations (OP)
- Personnel Services (PS)
- Public Education (PE)
- Publications (PB)
- Secretary/Records (SR)
- Vessel Examination (VE)

* The Coast Guard Academy Office of Admissions staff shall be notified by the CC of new CC appointments to ensure training in Academy Introduction Mission (AIM) and Recruiting Assistance Program (RAP) assignments.

** 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 listed in *paragraph G.6* above, with the exception of DFSO, AV, and LP. 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**.

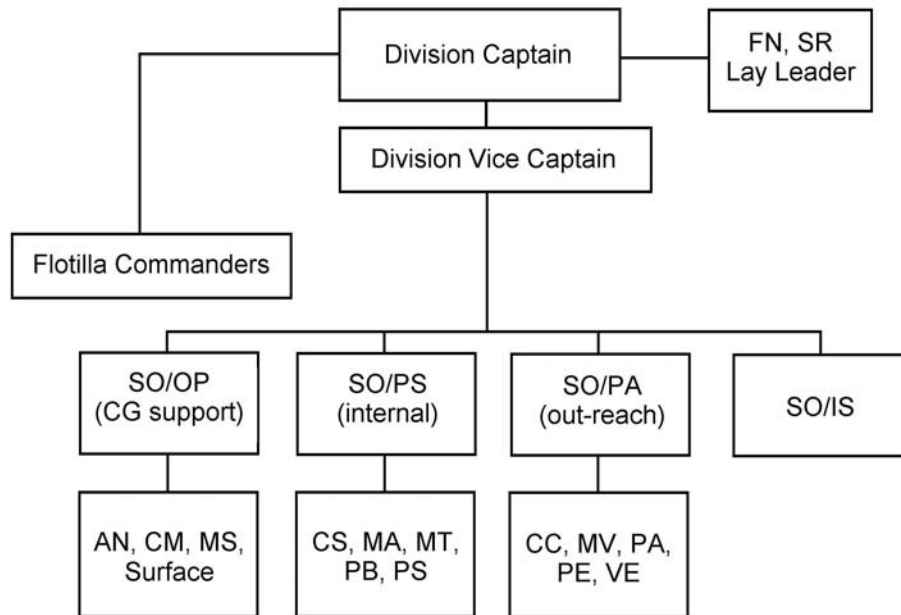
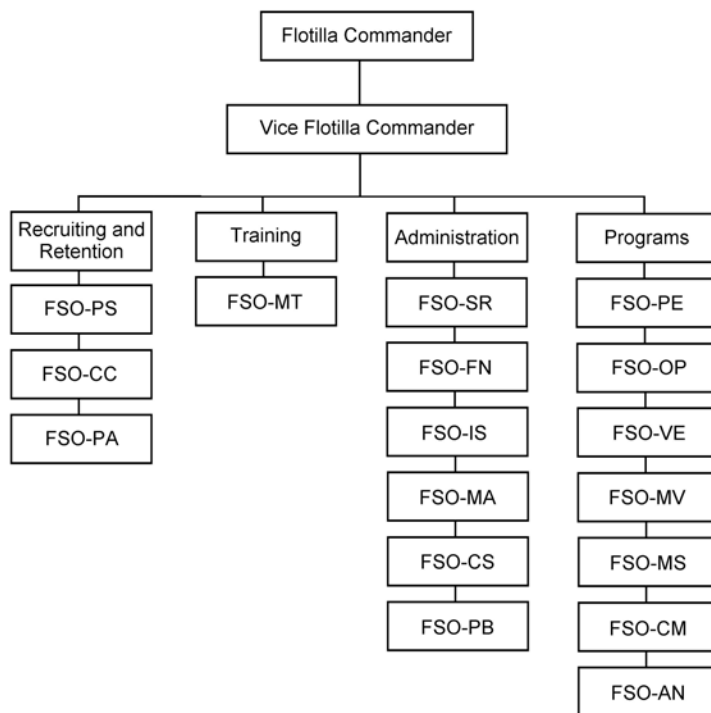


Figure 4-2
Consolidation of Responsibility – Division Model



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. 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:

- District Historian – ADSO-PAH
- 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:



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- Aviation Training – ADSO-AVT
 - Aviation Management – ADSO-AVM
 - Assistant Flight Safety Officer – ADSO-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 National Staff branch assistant or (DVC).

G.11. Auxiliary Civil Rights Coordinator

Each district or region’s CGAUX-CRC is normally selected from the group of past DCOs. Alternatively, other experienced Auxiliarists who have served as DCP or higher may be selected. The Auxiliarist’s education, training, business, or professional experience should be considered in the selection process. 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 or 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

Auxiliary unit elected leaders may designate a Lay Leader to serve at their pleasure. The position is not an authorized staff position and will not be recorded in AUXDATA, but an Auxiliarist so serving may wear an appropriate level staff insignia. The title and any insignia relating to a chaplain will not be used for this position. The duties associated with chaplains are not authorized for those so assigned. Lay leaders, in performing invocations, moments of silence, and other activities, must ensure offered content is non-sectarian to avoid offending persons of different beliefs, and to recognize the inherent diversity in a national organization such as the Auxiliary. Lay leaders may be reviewed by Coast Guard chaplains for consistency with policy.



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.
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. Distribution	The FC, DCP, or DCO must sign 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: <ul style="list-style-type: none"> • FC to Director, DCP, and DSO-LP • DCP to Director, DCO, and DSO-LP • DCO to Director, NACO, DC-L, and DSO-LP
H.3. 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.4. Signature and Submission	After review by the DC-L, the NACO dates and signs, in duplicate, National Board standing rules or amendments, and submits them to the Chief Director for approval. One signed copy will be returned to the NACO and DC-L, and one copy will remain on file at Coast Guard Headquarters.
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 DC-L.



Chapter 4 - Auxiliary Organizational Structure



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:

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Section A. Public Law Excerpts

Introduction

The Auxiliary is a non-military organization of uniformed civilian volunteers 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 shall do business for the purpose of trade, or by way of advertisement to induce the effect of leading the public to believe that any such individual, association, partnership or corporation has any connection with the Coast Guard. No individual, association, partnership or corporation shall falsely advertise, or otherwise represent falsely by any device whatsoever, that any project or business in which he or it is engaged, or product which he or it manufactures, deals in, or sells, has been in any way endorsed, authorized, or approved by the Coast Guard. Every person violating this section shall be fined not more than \$1,000, or imprisoned not more than one (1) year, or both.

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)

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

(4)

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

(5)

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



(6)

Other matters related to non-contractual civil liability.

(c)

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

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).



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

**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 personal services, incident to such operation, other than to personnel of the Coast Guard or the Reserve. The term "actual necessary expenses of operation" as used in this section, shall include payment for fuel, oil, power, water, supplies, provisions, replacement or repair of equipment, repair of any damaged motorboat, yacht, aircraft, or radio station and for the constructive or actual loss of any motorboat, yacht, aircraft, or radio station where it is determined, under applicable regulations, that responsibility for the loss or damage necessitating such replacement or repair of equipment, or for the damage or loss, constructive or actual, of such motorboat, yacht, aircraft, or radio station rests with the Coast Guard.



**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 Boating Law Administrator (BLA). (see <i>Chapter 2</i> 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.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.
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. The Coast Guard and/or Auxiliary may distribute coupons, pamphlets, videos, and other materials provided by corporations to Auxiliary units using official business mail.





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	<p>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.</p> <p>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.</p> <p>The Congressional Affairs Staff (G-ICA) 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.</p>
C.2.b. State Legislative Hearings	Auxiliarists shall notify their District Commander in advance of any appearance related to the Coast Guard or the Auxiliary at State legislative hearings. If the appearance is made in an official capacity (in uniform and using their Auxiliary title), the District Commander's approval is required.



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 the service's 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 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. A clipping 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. A clipping 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 national elected leader or DCO. For VCOs or RCOs and division or flotilla leader, the name is followed by the office title. For example, Mr. Sam Rosenberg, Rear Commodore or Mr. Xing Hueng, Flotilla Commander. These guidelines are also the proper form of address when speaking to, writing to, or introducing Auxiliary elected 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 J*) contain additional useful information regarding marketing and public affairs.



Section E. Privacy and Freedom of Information Acts

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. Initiatives by the Auxiliary to collect and store information as well as responses to requests for information shall be referred to the Director of Auxiliary for that region to ensure compliance with the *Coast Guard Freedom of Information Act (FOIA) and Privacy Acts Manual*, COMDTINST M5260.3 (series). Directors should seek assistance in these matters from the District legal staff, or from Commandant (G-LGL).

E.1. Privacy Act of 1974

The Privacy Act of 1974, with certain exceptions prohibits disclosure of personal information about an individual from Coast Guard or Auxiliary records. The home address, home telephone number, social security number, and spouse's name are examples of such protected information. Requests for this information from other than the Coast Guard or Auxiliary shall be immediately referred to the Director, without taking any action on the request. Violations of these requirements may result in administrative action being taken and civilian criminal action involving a fine of up to \$5,000.

E.2. Mailing Lists

As a policy matter, rosters of Auxiliarist names, home addresses, and home telephone numbers shall not be made available to any external person or organization, nor used for any non-Auxiliary purpose. Privacy of all rosters shall be maintained. The Auxiliary shall maintain its voluntary noncommercial position. Privacy of mailing lists prevents the membership from being deluged with advertising literature.

E.3. 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 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.4. Auxiliary Database

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 *paragraph E.1* of this chapter. 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.5. Authorized Disclosure

Any Auxiliarist may grant permission to disclose certain personal contact information for dissemination to the public. Examples may include CC, PA, and PE Auxiliarists, and any others who wish to be contacted regarding Auxiliary programs.



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 <i>U.S. Coast Guard Postal Manual</i> , 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. Locally, the District 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 <i>Coast Guard Auxiliary Mailing Guide</i> , COMDTPUB P16794.49 (series), provides detailed guidance for official business mail 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	<p>Auxiliarists may send the following as official mail:</p> <ul style="list-style-type: none"> • Auxiliary information and forms. • Notices of Auxiliary meetings. • Official Auxiliary program statistics. • Correspondence to the Director and any Coast Guard unit. • Auxiliary texts and workbooks. • Auxiliary unit publications, if Director approved. • Requests for lodging reservations and conference registration for official Auxiliary meetings.
F.2.b. Unofficial Mail	<p>Unofficial mail, not authorized for the official business mail privilege, includes:</p> <ul style="list-style-type: none"> • 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. • Orders for, and shipment of, Auxiliary uniforms and insignia from any commercial source. • Requests for information concerning uniforms and insignia from any source other than Coast Guard or Coast Guard Auxiliary sources. • Personal information between Auxiliarists. • Any Auxiliary newspaper, magazine, newsletter, or other publication containing advertising.



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:

- Refuse the mail delivery.
 - Use Government postage for due fees, as use of Government stamps is authorized for this purpose.
 - 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 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 exemptions for each State have been applied for by the Department Chief, Legal Affairs, who maintains records of the sales tax exemption status for each State. In addition, the appropriate 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 fiscal support 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. 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

The 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 by the local flotilla as specifically defined and authorized below.

H.1.a. CGAuxA, Inc. Officers and Agents

The 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 the CGAuxA, Inc. shall be appointed agents for the CGAuxA, Inc. for some fundraising programs. The CGAuxA, Inc. directors shall always seek written approval and coordinate efforts with the President and Director of Development of the 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 the CGAuxA, Inc.



H.1.b.
Representation

The 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 the CGAuxA, Inc. shall not represent themselves as representing any organization other than the CGAuxA, Inc. and shall not conduct any activities on behalf of the CGAuxA, Inc. in the uniform authorized for wear by Auxiliarists. Gifts offered to the 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. Gifts and
Donations -
Solicited

District corporations, or other units of the Auxiliary, shall neither actively solicit gifts or donations from outside organizations, persons or entities nor accept such, if offered, except as provided for below. Approved District corporations shall be permitted for those limited purposes described in *Section M* of this chapter.

H.1.c.1.
Authorized Flotilla
Auxiliary
Programs

With prior written approval and concurrence of both the DCO and Director, who will perform a prohibited source determination with respect to the proposed solicitation in accordance with *Appendix E*, flotillas are expressly authorized to solicit and accept money, materials and/or services from commercial firms and private individuals, strictly local in nature, for local support of authorized flotilla Auxiliary programs.

NOTE

The fact that the potential gift source is a prohibited source does not, by itself, mean that the gift cannot be solicited or accepted.

Receipt of donations, gifts of funds or services from local community charitable agencies, businesses and merchants who have a mutual interest in supporting Auxiliary units and missions is permitted not to exceed \$2500 per transaction and \$5000 cumulative in total value in a calendar year. Participation by flotillas in the annual local United Way Campaign is authorized.

H.1.c.2. Sale of
Goods

When the sale of goods is contemplated by a flotilla for local events, both the DCO and Director in consultation with the DSO-LP, must provide written consent in advance of such proposed sale. DCO and Director shall determine the appropriateness of the goods to be sold and the applicability of local laws and ordinances. Purchase of items for resale shall be from the AUXCEN operated by the CGAuxA, Inc. unless such item is not reasonably available from the AUXCEN. The flotilla shall assume full responsibility for compliance with all local laws, ordinances and regulations, including the collection and payment of sales tax. Revenues from the sale of items allowed by the provisions of this paragraph shall not be limited in total amount and shall be in addition to any amounts defined in *paragraph H.1.c.1* above.

H.1.c.3. Free
Space and
Advertising

Auxiliary units are authorized to accept the free use of physical space, free advertising, and other services from any private organization or business to conduct authorized Auxiliary activities provided it is obtained in compliance with *paragraph H.1.c* or *H.1.d*.



H.1.c.4. Banquet Raffles	Auxiliary units may be permitted, subject to review and the written joint approval of the DCO and Director, to conduct raffles and to award door prizes in connection with Auxiliary functions which are not held on Coast Guard property, provided such activities comply with local law.
<hr/>	
H.1.c.5. 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) within two weeks of receipt all gifts thus received and accepted.
<hr/>	
H.1.d. Gifts and Donations - Unsolicited	Unsolicited gifts or donations that are offered to an Auxiliarist or Auxiliary unit by any entity other than a Governmental entity may not be accepted directly by the Auxiliarist. The DCO may accept unsolicited gifts if the market value of the gift does not exceed \$2500 after review, and a favorable prohibited source analysis is performed by the DSO-LP. For gifts exceeding \$2500, authorization to accept must be granted by the District Commander, subject to favorable prohibited source analysis as referenced in <i>Appendix E</i> , and the market value of the gift does not exceed \$5000. The Commandant may authorize the Auxiliary to accept gifts with a market value greater than \$5000.
<hr/>	
H.1.d.1. Unit Ownership	For those cases in which the unsolicited gifts, grants, or services are intended for an Auxiliary unit and are of a nature that are permitted to be accepted by an Auxiliary unit, the DCO, District Commander, or Commandant shall authorize receipt by the Auxiliary. If the gift is of a kind other than money, the DCO and Director should initially determine if the gift is appropriate for the support of Auxiliary missions and include a recommendation as to the appropriateness of the gift. Inappropriate gifts should be refused (<i>paragraph H.1.c</i> above does not apply).
<hr/>	
H.1.d.2. Written Acknowledgement	Every flotilla, which receives any gift or donation from a private source, must, after consultation with the DCO and DSO-LP, provide written acknowledgement of the donation or gift, which has a market value of \$250 or more. This written acknowledgement is necessary to comply with the applicable IRS regulations regarding donations.
<hr/>	
H.2. Return of Donation	Funds, property, or services solicited or received without compliance with established procedures must be returned.



**H.3. Sale of
Previously
Donated Items**

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 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.



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 DC-A, 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 <i>Section F</i> 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 capability 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.

NOTE

Electronic AUXMAN is available on www.cgaux.info/g_ocx, the Chief Director's web site. Click "AUXMAN" link in left margin of web site.



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 area of responsibility. Auxiliarists are encouraged to visit the Auxiliary Internet Resources Site (AIRS), via the Auxiliary National web site, 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 which 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 Chesapeake’s web site. (see *Appendix J*) New schedules are posted each fall for the fiscal years 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 Department 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 pages of the Auxiliary’s national web site, should be regarded as official statements. 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. There is no intent 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 and 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 capability 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



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. The seal may not be reproduced for other purposes, without approval of the Chief Director via the NACO or the NACO's designated representative. The seal shall not be included within the design of any other seal, emblem, coat-of-arms, or escutcheon.



Figure 5-2
Coast Guard Auxiliary Official Seal



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 will be authorized in support of Auxiliary programs or Coast Guard units. The Auxiliarist performing such duties is considered to have been assigned to duty within the meaning of 14 U.S.C. § 831 and 823, when these activities have been authorized. The Commandant has specifically delegated the authority to assign qualified Auxiliarists to duty for authorized activities as outlined below. This policy promotes valued volunteer support and provides the Auxiliarists the benefits and protections allowed by law.

J.1. Injury or Death

An Auxiliarist who is physically injured or dies while performing such activities may be entitled to statutorily prescribed medical treatment and/or death or disability compensation. The Department of Labor (DOL) will make a final determination in certifying the Auxiliarist as an employee within the scope of employment conducting authorized Coast Guard duties as a Federal employee in accordance with 14 U.S.C. § 823(a).

As a matter of policy, the Coast Guard will not cover Auxiliarists for third-party liability while performing local travel enroute to attend flotilla meetings. Such travel is considered travel to and from the Auxiliarist's normal duty station for which coverage is excluded. Local travel for other authorized activities, even if to the same destination, may be covered (i.e., official training sessions).

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 accident. 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. This determination will be based on the recommendation from Commandant, Claims and Litigation Division (G-LCL).



**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 written Coast Guard orders or verbal authorizations from appropriate Auxiliary elected and/or appointed leaders, that are documented (via telephone log or other means) and written Auxiliary orders or duty rosters for authorized events. (see **Table 5-1**) 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.



**Table 5-1
Authorized Activities (Not All-Inclusive)**

ACTIVITY TYPES	APPROPRIATE STAFF OFFICER ASSIGNMENT
<ul style="list-style-type: none"> • AtoN Verification and Discrepancy Reporting • Chart Updating Activities • Federal Aids Program 	Aids to Navigation (AtoN)
<ul style="list-style-type: none"> • Aircraft Patrols • Aircraft Facility Inspection 	Aviation (AV)
<ul style="list-style-type: none"> • Publicizing and Administering the Academy Introduction Mission (AIM) • Activities and the Recruiting Assistance Program (RAP) 	Career Counselor (CC)
<ul style="list-style-type: none"> • Communications Watchstanding 	Communications (CM)
<ul style="list-style-type: none"> • Communications Facility Inspection • Webmaster/Webwatcher 	Communications Services (CS)
<ul style="list-style-type: none"> • Auditing, Bill Paying, and Procurement Activities 	Finance (FN)
<ul style="list-style-type: none"> • Collecting, Collating, Input, and Dissemination of Auxiliary Activity Data and Internet 	Information Services (IS)
<ul style="list-style-type: none"> • Obtaining, Storing, and Transporting Materials 	Materials (MA)
<ul style="list-style-type: none"> • Government Supply Agent Contact • Recreational Boating Safety Visitation Program 	Recreational Boating Safety Visitor (RBSVP)
<ul style="list-style-type: none"> • Member Recruiting and Retention Activities 	Personnel Service (PS)
<ul style="list-style-type: none"> • Member Training Activities 	Member Training (MT)
<ul style="list-style-type: none"> • Marine Safety Activities • Commercial Fishing Vessel Examiner • Uninspected Passenger Vessel Examiner 	Marine Safety (MS)
<ul style="list-style-type: none"> • Vessel and Aircraft Patrols • Aircraft Facility Inspection • Coast Guard and State Operational Support 	Operations (OP)
<ul style="list-style-type: none"> • Establishing and Serving in Boating Safety Booths • General Activities Publicizing the Auxiliary 	Public Affairs (PA)
<ul style="list-style-type: none"> • Producing and Delivering Unit Publications 	Publications (PB)
<ul style="list-style-type: none"> • Public Education Activities 	Public Education (PE)
<ul style="list-style-type: none"> • Vessel Safety Checks • Recreational Boating Safety Visits • Vessel Facility Inspections 	Vessel Examiner (VE)
<ul style="list-style-type: none"> • Obtaining and Providing Legal Opinions and Advice • Conducting Investigations or Hearings 	Legal/Parliamentarian (LP)
<ul style="list-style-type: none"> • Participating, Observing, and Contributing 	Auxiliarist



J.4. Elected and Appointed Leaders

Incumbent (elected and appointed) Auxiliary leaders 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 the leader's letter of appointment. Auxiliarists performing such duties and activities are considered to be assigned to duty within the definition of 14 U.S.C. § 832.

J.5. Facility Operators

Operators of Auxiliary vessel, aircraft, and radio facilities are authorized to schedule Auxiliarists to duty as crew, air observers, watchstanders, or trainees aboard their facilities. The scheduling shall constitute assignment to duty under the provisions of 14 U.S.C. § 832 and 823a(b).

J.6. Patrol Orders

Every deployment of a facility for any activity for the Coast Guard or the Auxiliary must be under Coast Guard reimbursable or non-reimbursable orders. This mandate applies to all facilities (surface, aircraft, or land mobile radio facilities while used in vehicles or mobile trailers). The operation and movement of any such facility without Coast Guard orders is performed as a private U.S. citizen and not as an Auxiliarist, and therefore, may not be covered by 14 U.S.C. § 831, 832, and 823a(b).

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 or third party liability protection. 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 missions. Appropriate orders and contingency (pocket) orders may be issued to operators of fixed land and land mobile radio and radio direction finding facilities. Auxiliarists who choose to use their private motor vehicles for Auxiliary activities without orders, do so at their own risk. An Auxiliarist's decision to use a private motor vehicle for Auxiliary activities does not necessarily obligate the Coast Guard to assume potential third-party liability arising from the use of a private motor vehicle. Assignment to duty with Coast Guard orders will facilitate favorable potential third party liability determinations by Coast Guard leadership and the Department of Justice.

J.8. Trailing Coast Guard Owned Vessels

Trailing of Coast Guard owned vessels with Auxiliary vehicles and/or trailers is generally prohibited, but can be authorized by the Chief Director with concurrence by G-LGL and subject to the provisions of a Gratuitous Services Agreement. The Auxiliary may continue to tow Coast Guard owned vessels using Government owned vehicles and trailers.



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.
K.1. Injury	<p>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.”</p> <p>This section has been interpreted to mean Auxiliarists are entitled to payment for their medical and hospital bills for emergency care without the need to show a causal relationship between the illness or injury and their assigned duties.</p> <p>Persons who are not Auxiliarists who are killed or injured on board an Auxiliary facility are not covered by these provisions.</p>
K.2. Emergency Care	Auxiliarists who are injured while assigned to duty and who require immediate attention should obtain emergency care from the local Coast Guard unit’s contract provider, military hospital, U.S. Public Health Service facility, or nearest treatment facility if none of the others are available.
K.2.a. Payment of Bills	<p>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.</p> <p>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.</p>
K.2.b. Information Required for Reimbursements	<p>Auxiliarists who are filing for reimbursement for emergency care must provide the following information within thirty days of the injury:</p> <ul style="list-style-type: none"> • 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. • <i>Section A</i> of the Report of Non-Federal Health Care Certification (CG-5534). • Report of Potential Third Party Liability Form (CG-4899). • Claim for Reimbursement for Expenditures on Official Business (SF-1164). • 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. • All paid receipts for the care received. • For every invoice (bill) received, a medical report should be included



(ambulance, EMT/paramedic, emergency room, follow-up care, etc.).

- DOL claim forms are available on the DOL web site. (see *Appendix J*)
- The completed forms should be mailed to the Auxiliarist's Director, who will verify and endorse the claim and fax the completed Report of Traumatic Injury Form (CA-1) to the Chief Director for electronic submission to the DOL. Once the DOL receives the electronic submission, they will send the Chief Director an electronic receipt and case file number. The Chief Director then provides the Director the case file number and the Director mails all additional documentation to the DOL office in Washington, D.C. (attention to the case number) to the following address: Department of Labor, OWCP Special Claims Branch (District 25), 800 North Capital Street, N W., Room 800, Washington, D.C. 20211.

**K.3. Follow-Up
(Non-Emergency)
Care**

Follow-up care for an injury or illness which 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.3.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 further misunderstandings.

**K.3.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.3.c. Payment
Bills**

Payment of bills for follow-up care to the DOL, shall be submitted via the Director, in the following manner:

- 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.
 - 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.
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- 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.
 - The completed forms should be mailed to: Department of Labor Special Claims Examiner, 800 North Capital Street, Room 800, Washington, D.C. 20211.
 - The DOL and Coast Guard forms are available from the Director or the local Coast Guard Civilian Personnel Office.
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K.4. Dental Care Emergency dental care is only authorized due to direct trauma or injury while performing Coast Guard authorized duties.

K.5. Claims for Disability Auxiliarists may be entitled to Federal Employee’s Compensation Act benefits for a disability incurred while assigned to duty.

K.5.a. Basis Compensation is based upon a percentage of the base pay for grade GS-9 of the General Schedule in effect on the date of the injury. Specific entitlement depends on the nature of the disability (total or partial) and the familial status of the member (single, married, married with dependents [114 U.S.C. § 832]).

K.5.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.6. Death of an Auxiliarist While Assigned to Duty The Federal Employee’s Compensation Act (FECA) provides benefits to an Auxiliarist’s spouse and dependent children if the Auxiliarist dies while assigned to duty or from physical injuries incurred while assigned to duty (14 U.S.C. § 832).

K.6.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.6.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) 267-2100. Coast Guard field units shall report via the chain of command. Auxiliarists should report via their Coast Guard order-issuing authority or a local Coast Guard command.



K.6.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.7.
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, 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.

An investigation must be conducted by the Coast Guard order-issuing authority to determine if the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series), requires a Coast Guard Mishap Report.

**K.8. Reporting
of Accident or
Incidents**

Upon an accident or incident which occurs while assigned to duty, notification of the facts and circumstances must be made to the Director, the Coast Guard order-issuing authority, the DSO-LP and the Auxiliarist's personal insurance company as soon as possible.

K.8.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 are also sent to the Coast Guard order-issuing authority, the DSO-LP, and the Auxiliarist's personal insurance company. The Director will make further distribution of the report to other Coast Guard addressees as appropriate.

K.8.b. Operator's
Report of Accident

The driver of a Government motor vehicle (including a rental vehicle or a privately owned vehicle being used in the performance of official duties) involved in an accident, shall complete an Operator's Report of Motor Vehicle Accident (SF-91) and Data Bearing Upon Scope of Employment of Motor Vehicle Operator (Optional Form-26). A copy of the applicable forms shall be filed with the Director, and the original forwarded to the Coast Guard order-issuing authority within 48 hours of the accident.



**K.9.
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:

- 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.
 - 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.
 - 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.
 - 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.
 - Any copy of the State Boating Accident report, Coast Guard Boating Accident Report (CG-3865), police report, and motor vehicle or other Government accident reports should be included.
-





Section L. Public Education Course Fees

Introduction	The conduct of the Auxiliary's PE program requires 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 as AIM. Such surcharges should be added to the administrative fee and not separately advertised. A small, general increase to the course materials costs is the preferred method of supporting other programs.

**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 authorized to receive excess Coast Guard property, in accordance with the provisions of 14 U.S.C. § 641. The CGAuxA, Inc. is the only corporation authorized to conduct fundraising. In addition, the Coast Guard may contract with CGAuxA, Inc. to procure required goods and services. The corporation is also eligible to receive boating safety or other grants and funds, and accept other items for appropriate purposes.
M.2. District/Regional	<p>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:</p> <ul style="list-style-type: none"> • 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. • To accept State grants and funding which cannot be given directly to Auxiliary units. • To obtain and hold copyrights, patents, trademarks, and service marks. • To provide for the ownership of motor vehicles, aircraft, vessels, motors, and trailers (vessel, storage, communications, etc).
M.3. 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.4. 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 flotilla or division. The district corporation shall be authorized to hold title to property and, pursuant to the terms of a written exclusive use agreement, permit the exclusive use by the intended division or flotilla. (see <i>paragraph H.1</i> of this chapter)



**M.5.
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.6. 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.

**M.7. Status of
Unapproved
Corporations**

The status of presently existing unapproved corporations shall not change, and the Coast Guard reserves the right to monitor the activities of such corporations as a result of their potential impact on the Coast Guard and the Auxiliary.

**M.8. 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.9.
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 corporation are responsible for ensuring the corporation adheres to these specific details (*Appendix F*).



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 DCPs 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/CG-4750-1). No other form is authorized for this purpose. Funds are defined as monies received or disbursed as dues, course registration fees, sale of publications, etc. FCs are responsible for forwarding copies of the report to the DCP on or before 31 January. The DCP will review the 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.

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 F*.



Section O. Auxiliary Identification Means

Introduction This section provides information for Auxiliarists to obtain identification cards, retired status cards, and vehicle decals.

O.1. Auxiliary Identification Card When applicants have passed the initial FP background check and have been approved by the Director for enrollment, each will be issued the Department of Homeland Security United States Coast Guard Auxiliary Identification card that is the only authorized ID card (see **Figure 5-3**). The identification will be issued and signed by the Director or the Director's designated paid Government employee and according to district/regional policy. To facilitate ID card issuance, District Directors, with the help of technical computer support staff and procurement officials shall procure and maintain appropriate/current equipment/software. The card must be signed and laminated prior to issue. ID card photographs of Auxiliarists shall be uncovered (no hat or other headgear) and in Coast Guard uniform or Auxiliary Blue Blazer outfit with red background.



DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD AUXILIARY

PHOTO WITH RED BACKGROUND HERE

STATUS VOLUNTEER	NAME JANE DOE	EMPL. ID # 1234567
ISSUED BY: _____ DIRAUX OFFICE SIGNATURE		GRADE BQ

DATE OF BIRTH 04/04/1947	WEIGHT 130	HEIGHT 70"	HAIR COLOR BROWN	EYE COLOR HAZEL								
AUTHORIZED PATRONAGE COAST GUARD EXCHANGE/MWR <table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>S</td> </tr> </table>					1	2	3	4	5	6	7	S
1	2	3	4	5	6	7	S					
DATE OF ISSUE 04/01/2004	EXP. DATE 03/31/2009	BLOOD TYPE UNK	GENEVA CONV CATEGORY IV									

NON-MILITARY ID

This card is the property of the United States Coast Guard, and is issued for official purposes and for identification only. Improper use, possession, or alteration is subject to the penalties under Title 18, USC499, 506 and 701. If found, return to:
United States Coast Guard Commandant (G-OCK)
Washington, DC 20593-0000
Return Postage Guaranteed

COAST GUARD AUXILIARY performs essential duties for the Federal Government in support roles to the UNITED STATES COAST GUARD in non-law enforcement and non-combat roles as search and rescue missions, boating education, vessel safety checks, environmental protection missions and aids to navigation. Please provide any assistance necessary to the bearer of this card in reaching his/her duty assignment. Authorized medical care while under competent orders.
GENEVA CONVENTIONS IDENTIFICATION CARD - FORM 2658A

DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD AUXILIARY

PHOTO WITH RED BACKGROUND HERE

STATUS VOLUNTEER	NAME JOHN DOE	EMPL. ID # 1234567
ISSUED BY: _____ DIRAUX OFFICE SIGNATURE		GRADE AUXOP

DATE OF BIRTH 10/21/1927	WEIGHT 128	HEIGHT 6'1"	HAIR COLOR GRAY	EYE COLOR BLUE								
AUTHORIZED PATRONAGE COAST GUARD EXCHANGE/MWR <table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>S</td> </tr> </table>					1	2	3	4	5	6	7	S
1	2	3	4	5	6	7	S					
DATE OF ISSUE 03/25/2004	EXP. DATE 02/28/2009	BLOOD TYPE UNK	GENEVA CONV CATEGORY IV									

NON-MILITARY ID

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GENEVA CONVENTIONS IDENTIFICATION CARD - FORM 2658A

DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD AUXILIARY

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STATUS VOLUNTEER	NAME COMO JANE DOE	EMPL. ID # 1234567
ISSUED BY: _____ DIRAUX OFFICE SIGNATURE		GRADE AUXOP

DATE OF BIRTH 12/04/1950	WEIGHT 145	HEIGHT 64"	HAIR COLOR BLONDE	EYE COLOR BLUE								
AUTHORIZED PATRONAGE COAST GUARD EXCHANGE/MWR <table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>S</td> </tr> </table>					1	2	3	4	5	6	7	S
1	2	3	4	5	6	7	S					
DATE OF ISSUE 04/01/2004	EXP. DATE 03/31/2009	BLOOD TYPE O+	GENEVA CONV CATEGORY IV									

NON-MILITARY ID

This card is the property of the United States Coast Guard, and is issued for official purposes and for identification only. Improper use, possession, or alteration is subject to the penalties under Title 18, USC499, 506 and 701. If found, return to:
United States Coast Guard Commandant (G-OCK)
Washington, DC 20593-0000
Return Postage Guaranteed

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GENEVA CONVENTIONS IDENTIFICATION CARD - FORM 2658A

DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD AUXILIARY

PHOTO WITH RED BACKGROUND HERE

STATUS VOLUNTEER	NAME COMO JOHN DOE	EMPL. ID # 1234567
ISSUED BY: _____ DIRAUX OFFICE SIGNATURE		GRADE BQ

DATE OF BIRTH 03/26/1968	WEIGHT 140	HEIGHT 68"	HAIR COLOR BROWN	EYE COLOR BLUE								
AUTHORIZED PATRONAGE COAST GUARD EXCHANGE/MWR <table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>S</td> </tr> </table>					1	2	3	4	5	6	7	S
1	2	3	4	5	6	7	S					
DATE OF ISSUE 03/25/2004	EXP. DATE 02/28/2009	BLOOD TYPE B-	GENEVA CONV CATEGORY IV									

NON-MILITARY ID

This card is the property of the United States Coast Guard, and is issued for official purposes and for identification only. Improper use, possession, or alteration is subject to the penalties under Title 18, USC499, 506 and 701. If found, return to:
United States Coast Guard Commandant (G-OCK)
Washington, DC 20593-0000
Return Postage Guaranteed

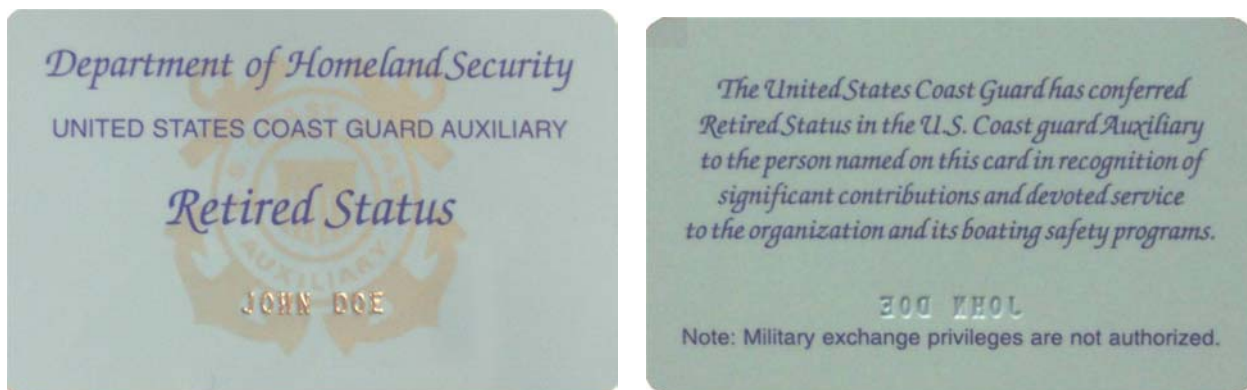
COAST GUARD AUXILIARY performs essential duties for the Federal Government in support roles to the UNITED STATES COAST GUARD in non-law enforcement and non-combat roles as search and rescue missions, boating education, vessel safety checks, environmental protection missions and aids to navigation. Please provide any assistance necessary to the bearer of this card in reaching his/her duty assignment. Authorized medical care while under competent orders.
GENEVA CONVENTIONS IDENTIFICATION CARD - FORM 2658A

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 Auxiliaries

Auxiliaries 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).



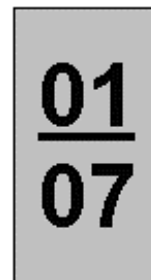
Officer



Enlisted



Civilian



Auxiliary



Contractor

**Figure 5-6
Coast Guard Decal – Personally Owned Vehicle**



O.3.a. Terms of Use	<p>Under no circumstances will the POV Decal be used as 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.</p> <p>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 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:</p> <ul style="list-style-type: none"> • Alteration of decal or the date tab. • Possession of more than one decal or date tab for the same vehicle. • Possession of unauthorized decal or date tab. • Possession of fraudulently obtained decal or date tab. • Possession of decal or date tab when not currently an Auxiliarist authorized under the provisions of this instruction.
O.3.b. Registration Objectives	<p>POV registration objectives are as follows:</p> <ul style="list-style-type: none"> • Provide safeguards against financially irresponsible or careless drivers. • 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). • Define conditions under which vehicle access may be granted and revoked.
O.3.c. Eligibility	<p>Auxiliarists are eligible for POV registration provided there is a frequent demonstrated need 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 for duty in support of Coast Guard operational missions.</p>
O.3.c.1. Vehicle Eligibility	<p>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.</p>



O.3.c.2. Vehicle Ineligibility

The following vehicles shall not be registered:

- Official local, State, and Federal vehicles.
- Commercial use vehicles owned by eligible personnel if the vehicle is registered in the name of a company, corporation, or partnership.
- Vehicles designed exclusively for construction and material handling.
- Vehicles used solely off the road.
- Bicycles with fractional horsepower engines.
- POVs registered with another armed force displaying a DoD decal.
- 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 for vehicular access to the facility and shall provide the following documents:

- Valid Federal Government identification card.
- Valid State motor vehicle drivers license for the type of vehicle being registered.
- 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.
- 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.
- 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.



Registrants shall complete items 1-6, 9, and 10 of the Certificate of Compliance - Private Motor Vehicle Registration Form (CG-3308A). The expiration date shall either be as close to the anticipated date of expiration of the service contract, or a maximum of four years from date of issuance, whichever is earlier. Recertification registrants shall complete item 14 for a maximum of an additional four years provided the decal is in good condition.

O.3.e. Decal Display

The POV Decal and expiration tabs must be readily visible to security forces in accordance with the following:

- 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.
 - 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 should be terminated, and the Auxiliarist may be subject to disciplinary action or criminal prosecution.
 - 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.
 - Optional rank tabs shall not be permanently affixed to the POV, and will be mounted on a removable placard. For the purpose of operational security (OPSEC), these placards will 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:

- The owner fails to comply with or maintain State or Coast Guard registration and/or licensing requirements.
 - The registrant's service with the Coast Guard is terminated.
 - The owner uses or permits the use of the POV in connection with illegal activities.
 - The owner's driving privilege is revoked on any Coast Guard facility
 - The owner's eligibility or registration is terminated.
 - The owner has been debarred from a Coast Guard or any other Federal facility.
 - 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.
 - The current decal becomes effaced, illegible, or incomplete (just cause for re-issuing the decal).
 - The owner is no longer entitled access to Coast Guard units.
 - Decals may be seized for just cause by any Commanding officer, designated representative, or by any security organization of the Armed Forces.
-





Section P. Accommodation of Physically Challenged Individuals Enrolled in Boating Safety Classes

Introduction This section describes the provisions for accommodating physically challenged individuals enrolled in boating safety classes.

P.1. Requests Auxiliary units may receive requests to accommodate physically challenged individuals for boating safety education courses.

NOTE 

Under provisions of the Rehabilitation Act of 1973, the Auxiliary is not required, but may take reasonable steps to accommodate physically challenged individuals who want to participate in Auxiliary PE classes.

P.2. Accommodation To accommodate physically challenged individuals, 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 attempt to identify Auxiliarists who can serve their needs.

P.3. Advertisement The actions to accommodate a physically challenged individual should be taken in a reasonable period of time, which does not necessarily mean immediately. The individual should provide reasonable notice of their disability so the Auxiliary unit can attempt to arrange suitable accommodation. If suitable accommodation cannot be arranged for a pending class, the individual's participation may be delayed to a future class when/if accommodation is available. Once an accommodation has been arranged for a course, units should notify the Director and aggressively advertise the availability of the course with the accommodation, in order to attract the maximum number of individuals who would benefit from such.





Section Q. Weapons

Introduction

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, including regularly scheduled division, flotilla, or detachment 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 extends to periods immediately preceding and following Auxiliary functions (i.e., during the fellowship periods). Weapons are excluded at all times from Government facilities, buildings, property, and military installations. Certified law enforcement officers who are required by their agency policy to carry a weapon shall be subject to the policy of the facility they are entering and may be required to check the weapon or be denied entry.





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:

Section	Title	See Page
A	General	6-3
B	Government Property	6-5
C	Coast Guard Personal Property	6-7
D	Auxiliary License Signature Authority	6-11
E	Other Agencies and Partnerships	6-13
F	Work-Life Program	6-15





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	<p>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:</p> <ul style="list-style-type: none"> • Available Coast Guard shore facilities for Auxiliary meetings and for conducting authorized educational and training programs. • Appropriate Coast Guard training aids and operational equipment such as (but not limited to) dewatering pumps, computers, fax machines, radios and pagers. • Services of Coast Guard personnel assigned to administrative, training, and educational activities. • Coast Guard Exchanges for the purchase of goods and services, except alcohol and tobacco products.
A.2. Auxiliary National Supply Center – Granite City, IL	The Coast Guard maintains the ANSC, which is operated at Government contract expense by a commercial contractor. The Chief Director is the Contracting Officer’s Technical Representative (COTR). ANSC supplies Auxiliary units with training publications, forms, manuals, pamphlets, posters, and initial issue of medals and ribbons. These items are provided at Government expense by the Coast Guard for Auxiliary training and administration. Auxiliary unit elected leaders, National Staff members, unit materials officers, and Directors may order from the ANSC.
A.3. Auxiliary Center – St. Louis, MO	The AUXCEN stocks Auxiliary flags, pennants, burgees, certain uniform accessories, and PE materials. These items are available for sale through 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 Coast Guard 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 <i>Real Property Management Manual</i> , 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 or fixtures 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 and, 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	<p>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 Director's property inventory record in Oracle's Fixed Asset Module (FAM) and returned to the Government upon request. 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.</p>
C.1. Auxiliary Leaders	<p>All elected and appointed leaders shall develop and maintain 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 being replaced in office or not.</p>
C.2. Appropriated Funds	<p>Auxiliary activity support may entail the budgeting of additional appropriated funds. In addition, appropriated funds may be budgeted and expended for equipment and materials purchased for an Auxiliary unit's internal administration. Such materials include, but are not limited to:</p> <ul style="list-style-type: none"> • Office equipment and furnishings and computers • Training devices, equipment, workbooks, and texts • Stationery and related office supplies • Projectors, slide kits, motion pictures, or transparencies • Classroom equipment or furnishings • Public relations materials, cameras, and videotapes • Operational equipment
C.3. Coast Guard Issued Property	<p>The Coast Guard may purchase, loan, or issue equipment to Auxiliary units. This action applies to equipment used for training of Auxiliarists, operations, other authorized activities, or internal unit administration. Such equipment loaned or issued by District Commanders will be documented by custody receipts. The Auxiliary unit must show a definite need for the equipment for Auxiliary purposes. The equipment will be treated as Coast Guard property while in custody of the Auxiliary unit, and Directors will report and account for all items in their property records in FAM. Directors will be supplied with periodic reports, as required, accounting for all property on loan to Auxiliary units. Each Auxiliary unit will conduct an annual physical inventory count of all items on loan to them from the Coast Guard. Government furnished equipment is authorized for use to support the Auxiliary's PE efforts.</p>



C.4. Excess 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.5. Non-Excess 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:

- Let them know of items required by the Auxiliary to avoid inadvertent labeling of Coast Guard property as either surplus or excess.
 - Screen required items, and obtain for use by the Auxiliary in support of Coast Guard missions.
-

C.6. 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. Processing

Acquisition of excess/surplus Federal property by Auxiliarists shall be processed and accounted for by Directors when the material is intended for use in the district. Auxiliary National Staff officers, however, shall forward their requests to the Chief Director, via their department chief for processing and later accounting. Appropriate district property personnel will verify compliance with the *Property Management Manual*, COMDTINST M4500.5 (series).



C.6.c. 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 Auxiliarists. Types of Coast Guard surplus property considered appropriate for donation or Coast Guard property for loan include, but are not limited to:

- Office labor-saving devices (computers, adding machines)
- Audio visual equipment
- Training devices and texts
- Furniture and rugs
- Classroom equipment
- Radio transceivers and TV receivers
- Household and galley appliances
- Tools for building and grounds improvement and maintenance
- Boats and other operational equipment
- Any other equipment or material considered appropriate by the District Commander to support mission needs

C.6.d. Procedures

The following procedures shall be used in acquiring Coast Guard surplus property for the Auxiliary:

- An Auxiliary unit must identify their need for surplus property in writing to the Director.
- The Director must verify the need for this property and ensure the unit can support the equipment if acquired.
- Upon approval of the Director, the request is forwarded to the Chief Director, who is responsible for determining the relative need if the property is desired by more than one Auxiliary unit.
- Once verified by the Chief Director, the request is forwarded to CG-842 (Asset Management Division) for action.
- If the property is available, CG-842 will approve the request and prepare the required transfer documents for signature.
- The property is then donated to the Auxiliary unit.

C.6.e. Survey of Loaned Property

District Commanders may direct the survey of Coast Guard property loaned to the Auxiliary to:

- 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.
 - Report the condition of property recommended for replacement or disposal.
 - Authorize adjustment of accountable supply records.
-



**C.7. Auxiliary
Unit-Owned
Property**

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 published directives. All Auxiliary unit-owned property, except administrative support equipment, must be covered by a private insurance policy for liability as approved by the DSO-LP prior to its acquisition to cover storage, transportation, and use. Such Auxiliary unit-owned property must be used for Auxiliary unit administration, Auxiliary MT, operations, PE, 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.

**C.8.
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.9. 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	<p>Under the authority of 14 U.S.C. § 92(f), 821, 822 and 49 CFR 1.46(b), all Auxiliary FCs, DCPs, 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 appropriate DC-L and/or 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 redelegation of this authority is permitted only as follows:</p> <p>VFCs in the absence of the FC, and in an emergency, may request a DCP 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.</p> <p>VCPs in the absence of the DCP, 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.</p>
D.1. Sample	<p>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.</p>
D.2. Auxiliary Licensee/Party	<p>The licensor's agreement, if used, must specify the Auxiliary unit, not the Coast Guard, is the licensee or party to the agreement.</p>
D.3. Monetary Payment	<p>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.</p>
D.4. Additional Guidance	<p>Additional guidance on this matter may be obtained from the DC-L, in conjunction with the Headquarters Office of General Law (G-LGL).</p>





Section E. Other Agencies and Partnerships

Introduction	This section describes some of the Auxiliary's cooperative efforts with other Government agencies and new partnerships.
E.1. Agencies	<p>Various agencies help the Auxiliary promote VSCs and PE activities on water resource projects under their control. These agencies include:</p> <ul style="list-style-type: none"> • Corps of Engineers • National Park Service • Bureau of Land Management Tennessee Valley Authority <p>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.</p>
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 G-LGL will review and recommend an appropriate course of action consistent with policy and long-range goals of the Auxiliary program.





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	<p>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:</p> <ul style="list-style-type: none"> • Family Program Administrator • Wellness Coordinator • Dependent Resources Coordinator • Employee Assistance Program Coordinator • 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 <i>Appendix J</i>)
F.2. Coast Guard Mutual Assistance Program	Coast Guard Mutual Assistance 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 <i>Appendix J</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	Sexual Harassment Prevention	7-7
C	Rape and Sexual Assault	7-11
D	Civil Rights Program	7-13





Section A. Diversity Management

Introduction	The Auxiliary is guided by the current 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 policy 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. Office of Leadership and Diversity	The Coast Guard's Office of Leadership and Diversity (G-WTL) is responsible for establishing and maintaining an effective liaison between the 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 and NEXCOM are responsible for supporting the Commandant's Diversity Policy Statement and promoting diversity and diversity management principles throughout the organization.
A.2. Policy	All 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, D.C. 20593-0001


**DIVERSITY POLICY
STATEMENT**

Our people are the core of our capability and are the main focus of my attention. Our ability to attract, develop, retain, and deploy a quality, diverse workforce is the key to the Coast Guard's success - it must be a top priority for everyone. We must draw on the strength of our differences and similarities to:

 Create a positive environment, through consistent leadership, where all members of the Coast Guard can achieve their potential and make their greatest contribution to accomplishing the mission.

 Continuously strive for a workforce that reflects America, and promote an environment that places high value on individual dignity, respect, and professional growth.

Diversity in the workforce contributes measurably to creative thinking and innovation so critical to excellence. Each of us must ensure that our actions conform to the spirit and intent of this policy, based on our core values of Honor, Respect, and Devotion to Duty.



T.H. Collins
Admiral, U.S. Coast Guard

Figure 7-1
Diversity Policy Statement



A.3. Coast Guard Auxiliary Diversity Vision Statement

As an organization of volunteers, the Auxiliary has its own uniqueness. Auxiliarists serve in communities throughout the country, come from different social, religious, ethnic, and economic backgrounds, and yet join together to contribute their time and talents toward the common cause of supporting Coast Guard missions. They recognize diversity and remove all barriers, real or perceived, so that current and potential Auxiliarists will feel an increased pride and honor in their membership.

The Coast Guard Auxiliary will:

- HONOR the Auxiliarists' desire for training and meaningful involvement, so that we can enhance the Coast Guard's capability and promote safety in the boating community.
- RESPECT the volunteer nature of our organization and its unique attributes, which enable us to fulfill our role as an integral part of Coast Guard Forces.
- Recognize and encourage DEVOTION TO DUTY, while understanding the diversity of our Auxiliarists and their varying abilities to give of their time.
- PROVIDE our current and potential Auxiliarists with a positive environment that will promote membership in all segments of our population, enhance their opportunities to serve, and increase their desire to remain as long-term contributing Auxiliarists.
- FULFILL our missions and provide adequate resources to our membership and inspire pride in the Auxiliary. This will enable us to expand our membership diversity and strengthen our ability to be Semper Paratus.

A.4. Auxiliary Diversity Goals and Objectives

The Coast Guard Auxiliary has established three goals and related objectives to support and promote diversity such as:

- Positive environment.
- Value all Auxiliarists.
- Promote individual success.

A.4.a. Positive Environment

Goal 1 – Positive Environment - Create a positive volunteer environment for managing membership diversity. Objectives to meet this goal are as follows:

- Enlighten leaders to manage diversity as a membership retention issue.
 - Achieve a diverse volunteer membership that represents all segments of the population.
 - Gain an understanding of current Auxiliary culture to enable the identification and removal of barriers to a positive environment for Auxiliarists.
 - Ensure plans, resources and policies fully support managing diversity.
-



A.4.b. Value All Auxiliaries

Goal 2 – Value All Auxiliaries - Be an organization that highly values its Auxiliaries and respects their differences. Objectives to meet this goal are as follows:

- Ensure leaders and Auxiliaries understand and value differences.
- Recognize and reward individual and group contributions to managing diversity.
- Provide fair, equal, and rapid conflict resolution.
- Communicate effectively with all Auxiliaries.

A.4.c. Promote Individual Success

Goal 3 – Promote Individual Success - Ensure all Auxiliaries have the opportunity to reach their full potential as individual Auxiliaries. Objectives to meet this goal are as follows:

- Ensure every Auxiliary understands task requirements and responsibilities and is coached to achieve success.
- Remove or reasonably attempt to remove physical barriers to participation consistent with law.

A.5. Implementation

In order to effectively implement the Auxiliary’s diversity goals and objectives, NACO will appoint a National Diversity Advisor who will head the National Diversity Team.

A.5.a. Team Composition

The team will include:

- District Diversity Advisor from each of the 16 districts/regions.
- Representatives from the Training and Personnel Departments.
- The Auxiliary on the Commandant’s Diversity Advisory Council (DAC).

A.5.b. Team Duties

The National Diversity Team will:

- Maintain a knowledge base of current diversity and diversity management initiatives through reading and research.
 - Conduct district and national seminars, workshops, forums, and panel discussions to educate the membership on diversity and its effect on the organization.
 - Work closely with the NEXCOM and the EXCOMS to encourage implementation of tasks relative to the Auxiliary’s diversity goals and objectives.
 - Share practical experiences in managing diversity through Auxiliary publications.
 - Utilize the results of surveys and exit interviews to determine diversity issues and intervention strategies that effect the satisfaction of the membership.
-



Section B. Sexual Harassment Prevention

Introduction	<p>Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment. This also encompasses unwelcome display or communicating of sexually offensive materials.</p> <p>Harassment based on perceived or stated sexual orientation is considered sexual harassment and is prohibited.</p>
B.1. Responsibilities	<p>The Coast Guard and Auxiliary must have people who work together effectively to accomplish missions and are responsible for enabling and ensuring this for each of its members.</p>
B.1.a. Fair Treatment	<p>All persons are entitled to be treated fairly and with dignity and respect. All must be allowed to work and to enjoy an environment free of unlawful discrimination.</p>
B.1.b. Adverse Affects of Harassment	<p>The economic costs of sexual harassment are significant. Even more harmful are the negative effects of sexual harassment on productivity and readiness. These areas include increased absenteeism, greater personnel turnover, lower morale, and decreased effectiveness. Adverse actions also result in a loss of personal, organizational, and public trust. While not easy to quantify, these costs are real and seriously affect the Coast Guard and Auxiliary’s ability to accomplish missions.</p>
B.1.c. Prevention Through Leadership and Commitment	<p>The key to preventing sexual harassment is personal leadership and commitment. Those who serve in Auxiliary leadership and staff positions must commit themselves to promoting equitable treatment. Auxiliary leaders must convey this commitment clearly and unequivocally to all Auxiliarists by holding themselves and their Auxiliarists accountable. This section provides tools for preventing sexual harassment and for addressing sexual harassment incidents, should such actions occur. There must be an affirmative will to use these tools in meeting the Commandant’s goals as stated in this chapter.</p>
B.1.d. Prevention of Gender Discrimination	<p>Sexual harassment is a form of prohibited discrimination based upon sex. Discrimination against people based upon their gender is also a significant problem. Gender or sexual discrimination exists when a person is treated differently because of gender. Prevention of gender discrimination must be pursued with the same vigor as that for preventing sexual harassment.</p>



B.2. Policy

The Coast Guard is committed to maintaining a work environment free from unlawful discriminatory practices and inappropriate behavior. In support of this commitment, the Coast Guard's policy is:

- All Auxiliarists will receive training in the areas of identification, prevention, resolution, and elimination of sexual harassment. This training is a mandatory condition for enrollment and is an integral portion of the initial orientation. It must be reinforced annually thereafter.
- Individuals who believe they have been sexually harassed shall be afforded the opportunity and venues to seek resolutions and redress. All leaders within the chain of leadership and management will ensure that Auxiliarists are aware of the process through which to file reports of allegations of sexual harassment. The climate shall not tolerate acts of reprisal, intimidation, or further acts of harassment. All Auxiliarists must be aware of the avenues of resolution and redress available.
- All reported incidents of sexual 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.
- 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 Sexual Harassment Policy Statement.



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

**SEXUAL HARASSMENT
POLICY STATEMENT**

Sexual harassment violates our core values of honor, respect, and devotion to duty. It includes unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature that is made a condition of employment, affects employment decisions, unreasonably interferes with work performance and creates an intimidating or hostile work environment. It will not be tolerated.

All members of the Coast Guard—military, civilian, Auxiliary—expect an environment free of sexual harassment and discrimination. Sexual harassment degrades productivity and effectiveness as well as unit cohesion and readiness. We must all take prompt and decisive action to prevent and eliminate sexual harassment.

Every Commander, Commanding Officer, Officer-in-Charge, and supervisor is accountable for maintaining a work environment that does not tolerate sexual harassment. Each of us must foster an environment of dignity and respect that is a fundamental reflection of our core values. Tolerance of sexual harassment is poor leadership. Therefore, it is critical that each of us hold accountable anyone who commits sexual harassment and take immediate corrective action.

I expect each of you to uphold the standards of conduct that support this policy.

A handwritten signature in black ink, appearing to read "T.W. Allen".

**T.W. Allen
Vice Admiral, U.S. Coast Guard
Commanding Officer Coast Guard Headquarters**

**Figure 7-2
Sexual Harassment Policy Statement**



B.3. Procedures

The following procedures apply when addressing sexual harassment issues:

- Those in leadership or supervisory positions shall not condone or ignore sexual harassment of which they have knowledge, or should have reason to have knowledge.
- Reprisal action shall not be taken against a person who in good faith, raises an allegation of or provides information on, an incident of alleged sexual harassment.
- Auxiliarists who believe they have been sexually harassed are encouraged to address their concerns or objections about the incident directly with the person demonstrating the harassing behavior. If this approach fails to bring satisfactory results, or places the Auxiliarist at greater risk, the Auxiliarist shall file a complaint using the procedures for a civil rights complaint as listed in *paragraph D.4* of this chapter.
- Auxiliarists found to have engaged in sexual harassment may be administratively disenrolled from the Auxiliary, or receive an oral or written reprimand, depending on the magnitude of the violation.

B.4. Training

The following forms of training are provided for Auxiliarists:

- All Auxiliarists, when joining the Auxiliary, will receive training in the prevention of sexual harassment as part of initial orientation.
- The Office of Civil Rights has developed and implemented a training program that includes communications and marketing features. It also contains a guide to resolving harassment actions and a new interactive videotape that addresses the policy and applicable laws.
- Each flotilla is required to conduct the Coast Guard's sexual harassment prevention training annually. The training consists of either a Coast Guard supplied visual media or on-line training or CD-ROM (AVI or MPEG digital version), and a script for conducting a facilitated discussion. Sexual Harassment Prevention Training (SHPT) will be reported/recorded into AUXDATA as a workshop.
- National and district elected and appointed leaders and District Staff officers may receive instruction about the Commandant's sexual harassment prevention policy at either the annual National Training Conference (N-TRAIN) or NACON.

B.5. Assistance

Assistance on the subject of sexual harassment prevention is available through the Coast Guard Auxiliary Civil Rights Coordinator (CGAUX-CRC), Coast Guard active duty Equal Opportunity Advisors, and district advisors.



Section C. Rape and Sexual Assault

Introduction

Rape and sexual assault will not be tolerated in the Coast Guard as stated in *Rape and Sexual Assault in the Coast Guard* ALCOAST 161/04, dated 02 April 2004. These criminal acts violate the Coast Guard's core values.

C.1. Responsibilities

All Coast Guard personnel are directed to 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:

- Mandatory annual training.
- Reiteration of requirement 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).
- Steps to ensure victims are not further traumatized by the investigation.
- Requirement for a trained victim support person for each Coast Guard unit.
- Clarification of roles and responsibilities.

C.2. Policy

All allegations of alleged rape or sexual assault by any member of the Coast Guard Auxiliary shall be immediately reported to the servicing CGIS office and the servicing legal office in accordance with *Mandatory Reporting of Incidents to the Coast Guard Investigative Service and Requesting Investigative Assistance*, COMDTINST 5520.5 (series). Commands shall avoid local administrative investigations to prevent damaging evidence hindering later litigation, or inadvertently re-traumatizing the victim. All allegations will be promptly investigated by CGIS. Commands shall take appropriate disciplinary action, where evidence dictates, and report the action taken to the servicing CGIS and legal offices.



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

EQUAL OPPORTUNITY POLICY STATEMENT

All Coast Guard personnel—military, civilian, Auxiliary—shall be treated with respect. The Coast Guard prohibits all forms of discrimination that violate law or policy in any action affecting our personnel, those seeking employment with us, and those benefiting from our public services or sponsored programs.

Toward this end, we shall:

Reach out widely to identify the best—qualified applicants for enlistment, officer accession, civilian employment, and Auxiliary enrollment. Our goal is to recruit, retain, train, and deploy a highly capable, diverse, and flexible workforce;

Ensure that all people are given fair and equal treatment in personnel decisions; evaluate personnel based on their job performance; provide advancement and retention opportunities based on demonstrated performance and potential; and

Take prompt, appropriate, and effective measures to enforce this policy and to ensure personal accountability.

Every Commander, Commanding Officer, Officer-in-Charge, and supervisor is to be personally committed to and responsible for fair and equal treatment of all Coast Guard Personnel and those with whom we interact. We must be a model organization that ensures no unlawful discrimination in recruitment, selection, assignment, retention, training, or general treatment of any member of the Coast Guard.

A handwritten signature in black ink, appearing to read "T.W. Allen".

T.W. Allen
Vice Admiral, U.S. Coast Guard
Commanding Officer Coast Guard Headquarters

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 policy 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 the Coast Guard equal opportunity program administration within the Auxiliary.
D.1.b. Assistant Commandant for Civil Rights	The Assistant Commandant for Civil Rights (G-H) is responsible for evaluating the Auxiliary's compliance with civil rights and equal opportunity principles and objectives. G-H is also responsible for establishing and maintaining effective liaison 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 equal opportunity program.
D.1.c. District Commanders	District Commanders are responsible for carrying out the spirit and intent of the equal opportunity program. Coast Guard civil rights counselors are members of the Coast Guard District Civil Rights program staff and are used to support the equal opportunity program.
D.2. Coast Guard Auxiliary Civil Rights Coordinator	Each District or region's CGAUX-CRC will be selected from experienced Auxiliarists (past Division Captains 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.
D.2.a. Guidance and Advice	The CGAUX-CRC has unrestricted access to consult with the Coast Guard District Civil Rights Officer and staff for guidance and advice in the conduct of civil rights matters affecting Auxiliarists.
D.2.b. Funds	Any funds required for CGAUX-CRC mission related travel shall be provided by the District's civil rights staff.



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. Informal Resolution

Complaints of discrimination shall first be filed informally in writing with the Auxiliarist's FC or other higher Auxiliary elected leader. If the complaint is unresolved at this level, an informal 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.3.c. Alternative Dispute Resolution

If informal resolution by the CGAUX-CRC is unsuccessful, the complaint may be referred to Alternative Dispute Resolution (ADR) as an additional resolution measure prior to filing a formal complaint. Coast Guard and Auxiliary mediators should be made available during the entire complaint process upon request.

D.3.d. Notice of Right to File

In the event the matter cannot be resolved informally, the complainant will be provided with final counseling and a written Notice of the Right to File a formal complaint with the Coast Guard District Civil Rights Office.

D.4. Filing Complaint - Informal

Informal 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 higher Auxiliary elected leader that will contain:

- The complainant's full name.
 - Complainant's EMPLID.
 - Date of incident.
 - Statement indicating the Auxiliarist's wishes to file an informal complaint of discrimination in accordance with this chapter.
-

D.4.b. Meeting with FC or Higher

Upon receipt of the Auxiliarist's complaint, the FC or higher elected leader shall meet with the complainant, and then separately with the alleged offender in an attempt to resolve the complaint informally. Many problems can be resolved between the parties themselves. Upon resolution, the FC or 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	<p>If the complaint cannot be resolved informally at the local level within fifteen days of receipt of the written complaint by the FC, the FC (or other Auxiliary elected leader) will arrange for the complainant to meet with the CGAUX-CRC.</p> <p>The designated CGAUX-CRC is the key in all discrimination complaint procedures. All Auxiliarists have the unrestricted right to communicate informally and directly with the CGAUX-CRC instead of the FC if so desired.</p>
D.4.d. Time Requirements	<p>The CGAUX-CRC will 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.</p>
D.4.e. CGAUX-CRC Report to Complainant's FC	<p>The CGAUX-CRC shall advise the complainant's FC or other Auxiliary elected leader of the following:</p> <ul style="list-style-type: none"> • That a complaint has been filed and the nature of the complaint, without identifying the complainant or discriminator. • Whether or not the complaint may have merit. • An internal inquiry is being conducted in an effort to informally resolve the complaint at the lowest level. • Date the complaint was received.
D.4.f. Alleged Offender's Rights	<p>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. The alleged offender is a witness and is entitled to no more rights than any other witness. 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.</p>
D.4.g. Safeguarding of Confidential Information	<p>Any oral or written information provided to the CGAUX-CRC by the complainant during the informal counseling 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. Once a formal complaint is filed, confidential information can be shared in conformance with the formal complaint process.</p>
D.4.h. Resolution	<p>When an informal resolution of a complaint has been reached within the thirty day period from notification of the CGAUX-CRC, 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 informal resolution. The acceptance note will state, "I hereby certify, upon execution of the terms agreed herein, I consider my complaint resolved and hereby withdraw my complaint of (subject), dated _____." The CGAUX-CRC will attach it to the accepted resolution document. The report shall be forwarded to the Director who shall retain the report on file for three years.</p>



D.4.i. Non-Resolution

If the complaint cannot be resolved informally within the prescribed thirty days from notification of the CGAUX-CRC, there are several options.

- The complaint may be referred to the ADR process as an additional resolution measure prior to filing a formal complaint. Coast Guard and Auxiliary mediators will be made available during the entire complaint process upon request.
- If a resolution appears probable within a reasonable period of time, the complainant can voluntarily make a time extension agreement. The written extension agreement cannot exceed an additional sixty days.
- The CGAUX-CRC will provide the complainant with a written statement documenting all counseling held and advise that:
 - The complaint was not informally resolved within thirty days (or extended period).
 - The complaint cannot be informally resolved at all.
 - The complainant will also be advised of the Notice of Right to File a written discrimination complaint with the Coast Guard District Civil Rights Office. The CGAUX-CRC shall explain the procedure for submitting the formal complaint, found in *Chapter 5* of the *Coast Guard Equal Opportunity Program Manual*, COMDTINST M5350.4 (series).

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 or the Auxiliary elected leader, the Coast Guard District Civil Rights Officer, and appropriate Director of the details and results of the efforts made.

D.5. Filing Complaint - Formal

Written, formal complaints received by the district will be processed according to the following procedures:

D.5.a. Written Complaint

When the complaint is not resolved through informal means, the complaint will be filed with the Coast Guard District Civil Rights Officer. All such complaints must be in writing and must be signed by the complainant or the complainant's representative. The formal complaint must be filed within fifteen days from the date the complainant received the Notice of Right to file a discrimination complaint. In the event a complaint is made in other than written form, the person receiving the complaint must instruct the complainant to reduce the complaint to writing and submit the document to the appropriate Coast Guard District Civil Rights Officer.

The complaint should contain:

- Complainant's name, address, and telephone number.
- Basis of the complaint (race, color, national origin, religion, sex or reprisal).
- Issues (incident or action) giving rise to the complaint.
- Date of the incident or action.

The complaint must clearly and concisely specify the remedy requested, including the factual basis for the complainant's belief that discrimination occurred.



D.5.b. Acknowledgement of Complaint	The receipt of all complaints shall be acknowledged to the complainant in writing by the Coast Guard District Civil Rights Officer within seven working days. At the same time, the alleged offending party (if any) shall be notified that a complaint has been filed.
D.5.c. Preliminary Determination	Upon receipt of the written complaint information, a preliminary determination will be made to accept or dismiss the complaint. This determination shall be made within thirty working days after receipt of the complaint. If the complaint is accepted, an investigation will be conducted. A complaint can be dismissed if the complaint is not timely, the complainant cannot be located, the complaint is withdrawn, a settlement agreement between the parties has been reached, or the complaint is determined to be frivolous or trivial.
D.5.d. Request for Additional Information	If additional information is required to make a preliminary determination, the Coast Guard shall request that the complainant provide specific information. This request shall be made within thirty calendar days after receipt of the complaint. The information requested must be furnished to G-H within thirty working days from the date of receiving this request. Failure to provide requested additional information may result in a determination to dismiss the complaint due to complainant failing to cooperate.
D.5.e. Disposition Decision Notification	A disposition decision notification will be sent from the Coast Guard District Civil Rights Officer within five days. The notification will be sent registered mail to the complainant and the party charged. The notification will either state the reason for a decision not to investigate, or shall inform the parties that an investigation will take place. The notification may request any additional information needed to assist the investigator in preparing for the investigation.
D.6. Investigation of Complaints	The Coast Guard District Civil Rights Officer will coordinate investigations on complaints concerning the Auxiliary. Investigators assigned to Auxiliary cases should be Coast Guard officers (0-3 or above).
D.6.a. Letter of Investigation Process	The Coast Guard District Civil Rights Officer will send a letter to the alleged discriminating party outlining the investigative process, and naming the investigator assigned to the complaint.
D.6.b. Negotiated Settlement	Prior to initiating an investigation, the investigator will attempt to resolve the complaint through a negotiated settlement. The investigator will write a memorandum to the investigative file articulating the results of the informal resolution effort. If the settlement efforts are unsuccessful, the investigator will proceed with the investigation. Informal resolution may be initiated again at any point during the investigation. The investigation shall be completed in a timely manner in accordance with established time frames.



D.6.c. Concluding Report	<p>A written report will be prepared at the conclusion of the investigation. This report will not contain any opinions or conclusions, however, it will include the following:</p> <ul style="list-style-type: none">• Summary of the complaint, including the statement of issues raised by the complainant and the alleged offending party's reply to each of the allegations.• Citations of relevant Federal, State, and local laws, regulation, rules, and guidelines, etc.• Details of the investigation, including a list of the persons contacted and a summary of the interviews conducted.• A statement of the investigator's findings and recommendations to resolve/dispose of the complaint.
D.6.d. Safeguarding of Information	<p>To assure the conduct of an independent investigation, and to avoid possible allegations of interference and improper influence, the investigator shall not disclose the contents of the investigative file during the investigation. Pertinent evidence may be made available to the alleged offender if the investigator determines that there is no other method to develop essential information. This process also is allowed, if deemed necessary by the Coast Guard District Civil Rights Officer, to afford the party charged a fair opportunity to respond to the allegations of discrimination.</p>
D.6.e. Letter of Disposition	<p>The disposition of the complaint will be communicated by letter to the complainant and the party charged (if any), as well as the approval or disapproval of the investigative report after a review by the Coast Guard Chief Counsel (G-L) and G-H.</p>
D.7. Appeals	<p>The complainant may appeal the Coast Guard District Civil Rights Officer's decision in writing to the NACO within thirty calendar days after the receipt of the decision. The NACO, with the advice of the Chief Director and G-H, will conduct a technical review of the decision to ensure all discrimination allegations have been appropriately addressed. After a final decision, the formal complaint will be retained for five years by the Chief Director. The NACO technical review of Auxiliary appeals is considered final.</p>
D.8. Discipline	<p>Auxiliarists who have been found to have violated the Commandant's civil rights policy at the conclusion of the procedures outlined in this chapter may be subject to administrative discipline as set forth in <i>Chapter 3, Section F</i> of this manual. Payment of damages and/or attorney fees is not authorized through the processes described in this section as this is not a civil action.</p>



Chapter 8

Member Training and Qualifications

Introduction

Auxiliary applicants must complete the New Member (NM) Initial Orientation and Entry Training Program to participate in the Auxiliary's programs and Coast Guard activities. Following this orientation, new Auxiliarists have an opportunity to gain additional knowledge, skills and qualifications by participating in training programs. Participation in training enhances the Auxiliarist's competence and enables increased professionalism in the performance of most Auxiliary service. The Auxiliary programs requiring additional qualifications along with related training opportunities are defined in this chapter.

Coast Guard activities 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. The responsibility for assuring member opportunity and participation in MT rests with the FC. All qualified Auxiliarists 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:

Section	Title	See Page
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C	Advanced Level Training	8-13
D	Other Available Coast Guard Education	8-15





Section A. Authority

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 advisement from G-WT.

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, 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.



Chapter 8 - Member Training and Qualifications



Section B. Training and Qualification Opportunities

Introduction	Auxiliarists can pursue training in the 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, RBSVs, 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.
<hr/>	
B.1. Qualifications	The following provides the criteria for becoming qualified as an Auxiliarist.
<hr/>	
B.1.a. Initially Qualified	<p>To become an Auxiliarist, an applicant must become initially qualified (IQ) by meeting the eligibility requirements for membership provided in <i>Chapter 3</i> of this manual and by completing the following additional requirements:</p> <ul style="list-style-type: none"> • Using the Prospective Member Interview Record (ANSC 7036), complete the interview with a designated flotilla member. • Complete the Auxiliary Enrollment Application (ANSC 7001). • Successfully complete the NM Initial Orientation and Entry Training Program and then successfully pass, at 80% or better, the current open book examination. This examination may be administered by any elected leader, MT staff officer, PS staff officer, or designated IT. Examination results are recorded on the Enrollment Application (ANSC 7001). • Forward the Prospective Member Interview Form, the Enrollment Application and the NM Course Examination answer sheets to the Director. • When accepted as an Auxiliarist by the Director, the new Auxiliarist will be administered the Pledge (see Figure 3-1) and presented a certificate, EMPLID, and identification card at an appropriate flotilla ceremony.
<hr/>	
B.1.b. Basically Qualified	<p>To become BQ, an Auxiliarist must have completed all of the requirements of IQ and must have passed or successfully challenged the following courses:</p> <ul style="list-style-type: none"> • Boating Skills and Seamanship (BS&S) • Sailing Fundamentals (SF) • Boating Safely Course • America's Boating Course (ABC) • United States Power Squadron (USPS) Public Boating • Boat Smart Courses
<hr/>	
B.1.c. Operational Auxiliarist	The requirements for becoming an Operational Auxiliarist (AUXOP) are provided in <i>paragraph C.1</i> of this chapter.



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 Training Course as follows:

- Candidates to become ITs will be issued both Parts A and B of the current *Auxiliary Instructor Qualification Course (IQC)*, COMDTPUB P16794.44 (Part A) (series) and COMDTPUB P16794.45 (Part B) (series).
 - For IT qualification, the candidate completes Part A of the current IQC, passes the open book examination with a three-hour time limit and passing grade of 90%, 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.
 - 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:

- 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.
 - USPS members, who have completed the USPS Instructor Qualification course and are graduates of the Coast Guard's Basic Instructor Course (BIC), 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 2 or 4 hours performed during this recertification process. The candidate must then complete the annual certification requirements to retain certification for the following year.

When any required IT workshop is not attended prior to 31 May, recertification will be accomplished by attending the required workshop prior to 30 September. Subsequent to that date, recertification will be required as outlined above.

B.3. Boat Crew Program

There are three qualifications in the boat crew program. They are:

- Crew Member
- Coxswain
- 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 principle document for the Auxiliary Aviation program. There are five levels of qualification in air operations program.



B.5. Other Operational Programs

Training programs are available for those Auxiliarists wishing to take part in other Auxiliary operational programs. Additional details may be found in the *Auxiliary Operations Policy Manual*, COMDTINST M16798.3 (series). Some of these additional programs include:

- Watchstanding at Coast Guard active duty units or Auxiliary radio facilities
- Private aides verification and AtoN repair
- Commercial fishing vessel examinations (CFVE)
- Augmentation of Coast Guard boats as crew or engineer
- Assistant Container Inspector (AUX-CI)
- Assistant Pollution Investigator (AUX-ED)
- Assistant Harbor Safety Specialist (AUX-EK)
- Assistant Pollution Response Specialist (AUX-ET)
- Assistant Facilities Inspector (AUX-EU)
- Assistant Liferaft Inspector (AUX-LR)
- Marine Environmental Education Specialist (AUX-MEES)
- Marine Safety Administrative and Management Specialist (AUX-MSAM)
- Marine Safety Watchstander (AUX-MSW)
- Uninspected Passenger Vessel Examiner (AUX-UPV)

Additional opportunities for training and duty in the operations program may become available from time-to-time depending upon the specific Coast Guard needs. Specific details will be announced in Commandant Notices and Instructions for these programs.

B.6. Recreational Boating Safety Visitor Program

Auxiliarists may seek qualification as a Recreational Boating Safety Visitor (RBSV). 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 *Auxiliary Marine Dealer Visitor (MDV) Manual*, COMDTINST M16796.3 (series).

B.6.a. Initial Qualification

For initial qualification as a RBSV, the Auxiliarist must take and pass the current RBSV qualification examination. This examination is open book with a three-hour time limit and a passing score of 90%. In addition, two practice visits must be conducted with a currently certified RBSV. To remain certified, RBSVs must conduct at least four recreation boating safety visits each year.

B.6.b. Regaining Certification

In order to regain certification the RBSV must perform two practice visits as a trainee under the supervision of a certified RBSV. Only the certified RBSV receives credit for the two recertification visits.

B.7. Vessel Examiner

Auxiliarists wanting to become active in the VSC program must be BQ and become familiar with the *Vessel Safety Check Program*, COMDTINST M16796.7 (series), and the Auxiliary Supplement to the *Vessel Safety Check Manual*, COMDTINST M16796.8 (series).



B.7.a. Qualification For initial qualification as a VE, Auxiliarists must take and pass the current VE qualification examination. In addition, they must satisfactorily conduct five VSCs, and/or facility inspections under the observation of a qualified VE. The VE qualification examination is an open-book exam with a three-hour time limit and a passing score is 90%.

B.7.b. Maintaining Certification To remain certified, VEs must perform at least five passing or failing VSCs and/or facility inspections each year following initial qualification.

B.7.c. Regaining Certification In order to regain certification, if a qualified VE fails to perform the annual certification procedures, they must complete two satisfactory VSCs, as a trainee, under the supervision of a certified VE. Only the certified VE receives 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. Auxiliary Administrative Procedures Course The Auxiliary Administrative Procedures Course (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% passing score.

B.9. Auxiliary Leadership Courses The Auxiliary Leadership courses are available as either a “C” school or as part of a district conference training workshop. Part A or part B of the Coast Guard Leadership Course curriculum is taught to Auxiliarists able to attend either a roadshow taught throughout the U.S. or the residential one-week course at the Coast Guard Academy. In addition, an Auxiliary Leadership and Management (AUXLEA) short course is an alternative designed to orient and train flotilla members in some of the basics of Auxiliary leadership, interpersonal communications, motivation of volunteers in a diverse world, management of Auxiliary flotillas, rewards and recognition procedures, etc. Flotilla MT officers can avail themselves of overhead transparency masters and an instructor’s guide that covers the basics of this course. Qualified Auxiliarists who have demonstrated leadership and management experience should be encouraged to offer this course as an in-flotilla training weekend short course devoted to fundamentals of leadership.



Five-day courses offered at Coast Guard Training Centers (TRACEN) or roadshow convenings are especially useful for Auxiliary elected and appointed leaders. There is a leadership continuum consisting of three specific “C” schools designed for elected leaders (FC/VFC, DCP/VCP, or RCO/ VCO). These “C” schools are designed to offer Auxiliarists leadership focused training opportunities. Other courses available to the Auxiliarist are focused on specific administration issues, management of AUXDATA, or specific mission related training (e.g., marine safety, fishing vessel inspection, etc.).

B.10. 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.

B.11. “C” Schools Managed by G-OCX

“C” Schools are short-term resident schools that are funded by Coast Guard Operating Guide 56 (OG-56). Some are “road shows” where instructors are funded through OG-56 to travel to local regions. They are usually conducted at Coast Guard Training Centers. Funding levels vary from year to year.

B.11.a. “C” School Schedule

Commandant Notice 1540 (series), published by the Coast Guard Training Quota Management Center, lists the “C” School schedule for each year. See the commandant instruction for course descriptions. Flotilla Commanders should review training course availability quarterly with flotilla members, and follow their district’s procedures for members’ applications.



B.11.b. Example
of "C" Schools

The following is an example of "C" schools either available or under development that are managed by the Chief Director's Office for Fiscal Year 2004:

- **AUX-01 – Management Training, Senior Director of Auxiliary.** This course is for Coast Guard Active Duty Directors of Auxiliary.
 - **AUX-02A – Auxiliary Leadership and Management Roadshow, Part A.** This course is the equivalent of the Coast Guard Leadership and Management Institute's Leadership and Management, Part A course. (see *paragraph B.9* of this section)
 - **AUX 02B – Auxiliary Leadership and Management Roadshow, Part B.** This school is the equivalent of the Coast Guard Leadership and Management Institute's Leadership and Management, Part B course. (see *paragraph B.9* of this section)
 - **AUX 03 – Recruiting Accessions Training.**
 - **AUX 04 – Distance Education Technical Training, Basic.**
 - **AUX 05A – Auxiliary Leadership and Management Officers Course (AMLOC).** This course is intended for Division Captains, NAVCO, and the 3 ARCOs.
 - **AUX 06 – Auxiliary Aids To Navigation (AtoN) and Chart Updating Course.**
 - **AUX 07 – Auxiliary Senior Officer Course.** This course is intended for the Auxiliary National Bridge.
 - **AUX 10 – Information Systems (AUXDATA/AUXINFO) Training.**
 - **AUX 11 – Management Training for Junior Auxiliary Directors.** This course is for Coast Guard Active Duty Directors of Auxiliary Staff members.
 - **AUX 12 – Auxiliary Public Affairs and Marketing Training.**
 - **AUX 13 – Coxswain Training (under development).**
 - **AUX 15 – Air Coordinator Training.**
 - **AUX 17 – Crew Resource Management Training (Aviation).** This course was combined with AUX 18 for quota management.
 - **AUX 18 – Spatial Disorientation Training.**
-



Chapter 8 - Member Training and Qualifications



Section C. Advanced Level Training

Introduction	This section describes the Auxiliary's requirements for completion of specialty courses and Coast Guard "C" school attendance.
C.1. Specialty Courses	<p>Every Auxiliarist can specialize in any or all of six different specialty areas in the operational and administrative fields. Successful completion of a specialty course signifies the Auxiliarist has gained considerable knowledge in that field. The six specialty areas with associated closed-book testing are:</p> <ul style="list-style-type: none"> • Seamanship (AUXSEA) • Advanced Coastal Navigation (AUXACN) • Communications (AUXCOM) • Search and Rescue (AUXSAR) • Patrols (AUXPAT) • Weather (AUXWEA)
C.1.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. For each specialty course, there is a national Coast Guard closed-book examination. An Auxiliarist completing all six courses receives the AUXOP designation, a certificate, and a uniform insignia to wear.
C.1.b. Administration of Exams	The Chief Director controls and distributes the 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 tests.
C.1.c. Requests for Exams	Requests for specialty course examinations must be submitted by a SO/FSO-MT or by the DCP or FC to the Director. Such written requests are made to the Director containing the needed ordering information. Adequate time should be allowed for the letter request to be received and reviewed, and for examinations to be sent to an assigned proctor. Examination responses will be recorded on the machine-readable Auxiliary Operational Specialty Course Examination Answer Sheet (CG-4886).
C.1.d. Pass/Fail Requirements	<p>All specialty course examinations are closed book with a minimum passing grade of 75%. These examinations have no time limits, but must be taken in one sitting without breaks. If a student fails to attend the scheduled examination meeting, the proctor shall return the examination envelope unopened to the Director. The student must then request the examination again.</p> <p>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.</p>



C.1.e. Exercises	Other than those exercises completed during the classroom work, there are no separate practical demonstrations required for the specialty courses.
C.1.f. 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. Coast Guard “C” Schools for the Auxiliary	<p>The Coast Guard “C” school Vision Statement views training as a three-tiered educational process and delivery system. These three tiers are:</p> <ul style="list-style-type: none">• Flotilla training and certification.• District/division training (including the annual N-TRAIN).• Coast Guard “C” schools.
C.2.a. Eligibility and Prerequisites	National schools are conducted at Coast Guard training facilities in different parts of the country. All national schools have course prerequisites and are now classified as Coast Guard “C” school training for purposes of messing, berthing, classroom, and logistics. On base berthing and meals are required when available. Any exceptions must have the Auxiliary Chief Director’s (G-OCX) approval in advance. Auxiliarists, active in their mission area, who meet course prerequisites and who agree to further train Auxiliarists in their own district/division upon return, are eligible to apply. Conversion of most “C” schools to either online or CD-ROM delivery is planned, so other Auxiliarists can participate.
C.2.b. Endorsements	Applications endorsed by the Auxiliarist’s Director, with the concurrence of the FC, are submitted to the Chief Director using the Short-Term Training Request (STTR) Form (CG-5223), <i>Appendix G</i> .
C.2.c. Ineligibility	Due to the extremely limited quotas available to these schools, Auxiliarists are ineligible to attend if previously enrolled in any Auxiliary national school within the past thirty-six months. Waivers of this policy must be submitted directly to the Chief Director.



Section D. Other Available Coast Guard Education

Introduction	This section describes several other courses available to Coast Guard Auxiliaries.
D.1. Coast Guard Correspondence Courses	With the exception of classified courses, a training catalog of CGI correspondence courses is offered to Auxiliaries. Of special interest is the CGI NAVRULES course with color flash cards and excellent studies to assist in requalification for Auxiliaries. Details can be obtained from the Staff officers (MT) or the Director. The CGI also maintains an Internet web site. (see <i>Appendix J</i>)
D.2. Distance Learning Educational Opportunities	Distance education is defined as a non-classroom based program and Auxiliaries can receive such services through CGI's Distance Learning Center or the Auxiliary homepage on the Internet/World Wide Web. The Internet has enormous potential for expanding Auxiliary training and testing opportunities at the flotilla level. The FSO-PS, FSO-IS, and FC should coordinate efforts to take full advantage of this resource as more Auxiliary training programs are developed online with computer support.
D.3. E-Learning Opportunities	E-learning is defined as any form of learning that utilizes a network for delivery, interaction, or facilitation. The network could be the Internet, a TRACEN school, a college Local Area Network (LAN), or even a corporate Wide Area Network (WAN). The learning can take place individually (guided or instructed by a computer) or as part of a class. On-line classes meet either synchronously (at the same time) or asynchronously (at different times), or some combination of the two. Auxiliaries may register for over 1500 courses on-line through any Internet connection after verification of active Auxiliary status.
D.4. Coast Guard Public Affairs Officer Course	Auxiliaries assigned PA duties in support of Coast Guard active duty commands, or assigned to the Auxiliary Department of Marketing and Public Affairs, or appointed as a DSO - PA may apply to attend the five-day Coast Guard Public Affairs Course (AFISCOPAC) held at Fort Meade, Maryland. Many other courses are available as well. Specific course information, schedules, and prerequisite information for all courses is posted on TQC's web site. (see <i>Appendix J</i>) Auxiliaries filling a PA role at Coast Guard units need the command's and Director's endorsement on their STTR Form (CG-5223). Auxiliaries assigned to the Auxiliary Department of Marketing and Public Affairs or DSO-PAs need their Director's endorsement, with the DCO's concurrence. Directors should send all STTR's for his course by mail or fax to TQC, via the Chief Director for staff endorsement.



Chapter 8 - Member Training and Qualifications



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. Although reimbursement is authorized by statute, it is subject to availability of funds and members must be aware that resources are limited and each Coast Guard District Commander is responsible for insuring 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	9-9
D	Travel Claim Procedures	9-13





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 <i>Chapter 5</i> 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.
A.1.a. Trip Orders	Trip orders, reimbursable or non-reimbursable, are issued to an Auxiliarist to attend a specific function (conference, school, meeting). They are written for a specific location and period of time. An Auxiliarist serving at a 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 using the Patrol Order Management System (POMS) to order the use of an Auxiliary facility (vessel, airplane, and communication station). Use of POMS is mandatory.



A.1.c.1. Patrol Order Management System

As mandated by *Innovation: E-Coast Guard: Auxiliary Patrol Order Management System (POMS) Implementation*, ALCOAST 177/04 (COMDTNOTE 16798, dated 13 April 2004), POMS shall be used for all types of orders, including those for surface, air, and mobile radio facilities. 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 Auxiliaries 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 and claim data. POMS receives daily qualification updates from AUXDATA to ensure accuracy. The approved claim is transmitted directly to FINCEN for reimbursement.

A.1.c.2. Meals For Auxiliaries 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 $\frac{1}{30}$ of the monthly enlisted BAS. Subsistence-in-kind is authorized for recruits, cadets, non-prior-service officer candidates, and Auxiliaries. 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 Auxiliary may receive verbal orders to proceed on a mission. These orders can be reimbursable or non-reimbursable. The orders must be noted in the Coast Guard unit logs of the unit issuing the order and must be followed up with written orders as soon as conditions permit (for reimbursement if authorized, or with nonreimbursable orders if injury, damage, or mishap occurs).

A.1.e. Invitational Orders

Invitational orders are issued to 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. The specific procedures for invitational orders are covered in the *Invitational Travel*, COMDTINST 12570.3 (series), and will be administered by the Chief Director.

A.1.f. Official Foreign Travel Orders

All Auxiliaries intending to conduct foreign travel for the Coast Guard must have written orders in hand prior to departure from the U.S. Official foreign travel by Auxiliaries must be cleared through G-CI and approved by the Commandant. Foreign travel orders require a minimum of 60 days advance approval by G-C/G-CI. Auxiliaries must realize that although they are traveling 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.



A.2. Coast Guard TAD Orders

Auxiliarists are normally assigned to temporary additional duty (TAD) using Form CG-4251 (Rev 04/01). (see *Appendix G*) 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, it is important the traveler understands the necessity to resolve their concerns before departure. The following information is contained on the form:

- Boxes 5 and 6 contain the departure date and estimated days absent.
- Box 9 indicates the place (or places) scheduled for visit. It should be specific, indicating more than just the city to be visited.
- 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.
- Box 11 indicates the mode of travel authorized. If a privately owned car is going to be used, it must be indicated here. If not, reimbursement will not be available.
- 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.
- Box 13 is signed by the traveler, indicating acceptance of the orders and the conditions listed therein.
- 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.
- Boxes 16 and 17 indicates 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 should be received before departing.

A.3. Non-Reimbursable Orders

Non-reimbursable orders do not entitle the Auxiliarist to any type of reimbursement. These orders are issued to provide liability coverage for the Auxiliarist while performing duties for the 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.



Chapter 9 - Reimbursement of Auxiliarists



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 also 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 continue to be reimbursed separately from maintenance and fuel. When 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 the claim for fuel-only reimbursement. The procedures for obtaining reimbursement for these items are listed in the <i>Auxiliary Operations Policy Manual</i> , COMDTINST M16798.3 (series).
B.2. Standard Auxiliary Maintenance Allowance	This reimbursable allowance, although authorized by policy, is subject to the availability of funds. Formerly known as hourly maintenance allowance (aviation program), Standard Auxiliary Maintenance Allowance (SAMA) was established as a standard actual and necessary reimbursement rate for the 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 each facility. 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 rate established would reimburse the facility owner for routine maintenance costs incurred while assigned to Coast Guard duties. The SAMA rate would not be based on expenses currently payable under patrol orders, or those expenses eligible for payment under the claims process (including the wear and tear claims policy), or any expense that is either purely service or prospective in nature. For example, the SAMA rate would help cover more minor/routine expenses such as oil and filter changes, transmission fluid replacement and air filter replacement. Reimbursement rates would be based on categories including vessel length, single or multiple engines and a horsepower rating etc. SAMA facilities are not intended to be reimbursed for 100% of maintenance. For detailed information on SAMA, review the appropriate sections in the <i>Operations Policy Manual</i> , (COMDTINST M16798.3 (series)).



**B.3.
Catastrophic
Failure**

When there is a catastrophic failure to an Auxiliary surface facility, where the facility is damaged by reason of its use, such a claim may be payable for repair and replacement of the facility or equipment subject to the availability of funds. More information about catastrophic failure is available in the *Coast Guard Claims and Litigation Manual*, COMDTINST M5890.9 (series).

**B.4. Damage and
Loss Claims**

At the Coast Guard order-issuing authority's discretion, Auxiliaries 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. These minor damage/loss claims must be submitted on Form CG-4112 and forwarded to the Coast Guard order-issuing authority for processing and payment. This claim must include a statement by the Auxiliary 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 Auxiliary's statement. If approved, these claims 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 Maintenance and Logistics Command (MLC) 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).



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). This section contains general guidance for specific reimbursement issues for Auxiliaries.
C.1. Per Diem Allowance	Auxiliaries traveling on official orders may be authorized per diem. This per diem is provided to cover the costs of lodging, meals, and certain incidentals while traveling.
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. Auxiliaries 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 Auxiliary liable for the difference between the contract carrier and actual rates. Directors are encouraged to provide pre-paid tickets for transportation whenever possible. These rates are available upon presentation of the Auxiliary's ID card and a copy of the official orders.
C.2.b. Personally Owned Vehicle	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. Reimbursement will be provided based on mileage at the prevailing FTR mileage rate when deemed to be advantageous to the Coast Guard. The Claim For Reimbursement form should be utilized whenever possible for local POV mileage. (see <i>Appendix G</i>)
C.2.c. Rental Cars	When authorized, Auxiliaries may use rental cars while on official travel. Rental car costs, together with the costs of gas, 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	<p>When authorized (under orders) to remain overnight, the Auxiliary will be reimbursed for lodging at a rate not to exceed the prescribed per diem rate for that particular geographic area. The prescribed maximum per diem rates are listed in the FTR and are available through the Director or civilian travel office.</p> <p>If lodging is required at a rate exceeding the maximum lodging rate, prior authorization for actual lodging expenses must be obtained in order to get full reimbursement. This authorization should be attached to the orders and submitted with the travel claim.</p>



C.4. Subsistence	Auxiliaries 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 Auxiliaries plan to dine there, especially at the smaller facilities, to ensure sufficient meals are prepared. The charges and procedures for dining in these facilities are as follows:
C.4.a. Access to Dining Facility/ Reimbursable orders	Assigned to duty at a place under reimbursable orders that is accessible to a Coast Guard dining facility. If Auxiliaries have to pay for their meals they will be reimbursed for what they pay. The Auxiliary’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 at a place under nonreimbursable orders that is accessible to a Coast Guard dining facility, Auxiliaries shall be provided with partial rations, entitling them to dine without paying. Auxiliaries are eligible to receive meals at the discounted daily meal rate. The Auxiliary’s orders must be endorsed at the dining facility to show the number and type of meals provided. Auxiliaries 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, Auxiliaries 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. The prevailing per diem rates are listed in <i>Appendix A, Chapter 301</i> of the FTR, and are available from the Director or viewable on the Personnel Service Center (PSC) web site. (see <i>Appendix J</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 Coast Guard dining facility, Auxiliaries must pay for their own meals, subject to reimbursement at the prevailing per diem rates for that geographic area. The prevailing per diem rates are listed in <i>Appendix A, Chapter 301</i> of the FTR, and are available from the Director.



C.4.e. Flight Status Assignment	When assigned to duty while serving in flight status on Coast Guard aircraft, Auxiliaries are entitled to flight rations. If meals are provided to the aircrew, Auxiliaries 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 Auxiliary should do the same and file for reimbursement.
C.4.f. Not Assigned to Duty	When not assigned to duty, Auxiliaries may dine at a Coast Guard dining facility, 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 in advance by the Coast Guard unit CO/OIC. CO/OICs normally pay for Auxiliary meals at their own personal expense for Auxiliaries.
C.4.g. Cutter/Boat Assignment	When assigned to duty on a cutter or boat that has dining facilities, Auxiliaries are expected to eat at the provided 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 for Auxiliaries.
C.5. Additional Expenses	<p>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:</p> <ul style="list-style-type: none"> • Local travel reimbursement is allowed for the normal costs of taxi/limo services (including reasonable tips) between airports or other terminals, and the Auxiliary's home. Fares over \$75 require a receipt. • Tips for handling baggage containing Government property necessary for the travel will be reimbursed. Excess baggage charges, when specifically authorized, will be reimbursed. Tips for handling personal baggage are not reimbursable. • The cost of conference/meeting rooms for Government business, when authorized on the orders, is reimbursable. • Auxiliaries are entitled to 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. • Transaction fees for traveler's checks purchased in conjunction with official travel are reimbursable.



Chapter 9 - Reimbursement of Auxiliarists



Section D. Travel Claim Procedures

Introduction The final step for any travel process is the filing of a travel claim to liquidate/reimburse travel expenditures. The Personnel Service Center (PSC) information is seen in (Figure 9-1).

PSC

U. S. Coast Guard
Personnel
Service
Center
Topeka, Kansas

PSC Mission:

Pay and Personnel Services for all Coast Guard Active Duty, Reserve, Retiree and Annuitant members.

Process Travel Claims for all Coast Guard Employees including Auxiliaries.

History of PSC:

In 1979 the Coast Guard established a temporary pay center outside Washington, D.C., while searching for a permanent home. In 1982 the Center was moved to Topeka, Kansas, ensuring a geographically centered location. At about this time the Center's name was established as the Pay and Personnel Center, reflecting a broader range of personnel related functions beyond just pay. Over the ensuing years the Center continued to shoulder increasing personnel data management responsibilities leading to the Center's renaming to Human Resources Service and Information Center (HRSIC) in 1997. As we continued to grow and offer additional services we adopted the new title of Personnel Service Center (PSC) in 2003. Today PSC delivers pay and personnel services to more than 90,000 customers worldwide.

Figure 9-1
Personnel Service Center Information Brochure



Our Services:

- Pay services for all Active Duty and Reserve Coast Guard members.
- Pay services for all Active Duty NOAA Officers.
- Retired pay for all CG Retirees and surviving annuitants.
- Process travel claims for all Coast Guard employees including Auxiliaries.
- Administer Enlisted performance evaluation and advancement system for the Coast Guard.
- Monitor and implement all statutory and regulatory changes impacting pay and personnel services for all Active Duty and Retired Coast Guard personnel.
- Maintain and administer the IT systems related to all the services above.
- Publish Coast Guard-wide manuals, guides and newsletters related to pay and personnel issues.
- Provide legal determinations, financial reporting and research efforts related to pay and personnel.

Who our customers are:

- 38,000 Active Duty Members
- 11,000 Reservists
- 42,600 Retirees and Annuitants
- 240 Active Duty NOAA Corps Members
- 180 NOAA Corps Retirees
- 1,000 Coast Guard Academy Cadets
- 6,500 Civilian Employees
- 33,000 Auxiliary members

Each year, we process:

- Over 2 million payment transactions
- \$2.5 billion in disbursements
- 6,000 separations
- 170,000 travel claims
- \$90 million in travel claim payments
- Over \$21 million in court ordered payments

Our work force consists of:

- 17 Officers
- 131 Enlisted
- 137 Civilians
- 22 Reservist

For more information about the PSC, address your inquiries to:

Commanding Officer (PERS)
Coast Guard Personnel Service Center
444 S.E. Quincy Street
Topeka, Kansas 66683-3591
(785) 339-3600

Visit our website at: www.uscg.mil/hq/hrsic/

**Figure 9-1
Personnel Service Center Information Brochure - Continued**

D.1. Direct Deposit

Prior to the Auxiliaries' first travel claim submission, the Auxiliaries must register for electronic transfer/direct deposit of the reimbursement check. Electronic funds transfer is required by Government request. The Electronic Transfer/Direct Deposit Form (SF-1199A) and instructions are contained in *Appendix G*. This necessary action is completed by the Finance Center.



D.2. Claims for Reimbursement

Claims for reimbursement of administrative travel must be completed on the Coast Guard Travel Voucher Form (DD-1351-2). A copy is provided in *Appendix G* and may be copied for use. 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 the 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, telephone calls, and miscellaneous expenses. (see *Appendix G*)

D.3. Completing the DD-1351-2

Current instructions and tips for the completion of the travel vouchers are available in many different formats on the PSC–Travel web site found in *Appendix J*. If Internet access is not available, the order-issuing official or Director can provide printed information for use.

D.3.a. Payment

Payment of travel claims will be made directly to the financial institution and account number provided on the SF-1199A. If payment has not been deposited after 30 days of submission, it is recommended that the Auxiliarist contact the PSC Customer Care Branch for status at 1-866-PSC-USCG (772-8724) or email PSCCUSTOMERCARE@HRSIC.USCG.MIL. Detailed payment status for travel expenditures is available via the FINCEN web site. (see *Appendix J*)

D.3.b. 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% of advance funding of the estimated cost of travel expenses, an approved request must be forwarded by the order-issuing official at least 7 working days prior to the commencement of travel. Once the request has been approved, it is forwarded to the PSC–Travel for payment. It is imperative that a travel claim is submitted upon completion of travel to liquidate any advances and prevent debt collection activity.

D.3.c. 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 official. An example of a required amendment to order authorization is remaining overnight at a location not designated on the original set of orders. If you plan to deviate or find it necessary to deviate from the stated original set of orders, contact the order-issuing official to obtain approval and the amendment to orders as soon as practicable.



D.3.d. Travel Voucher Summaries

Every member who files a travel claim will be provided a Travel Voucher Summary (TVS) which explains in detail the entire payment. The TVS is provided electronically to the Auxiliarist's selected email address or will be manually mailed to the address provided on the travel claim (DD-1351) if no email address is available on the PSC-Travel database. Although there is a block for an email address on the travel claim (DD-1351), it is not used for distribution of the TVS. Detailed explanation of the TVS is available on the PSC-Travel web site. (see *Appendix J*)

D.3.e. Errors in Reimbursement

Occasionally, situations occur where a travel claim is not reimbursed accurately. Discrepancies can occur by omitting expenses or processing errors which were intended to be paid on the initial travel claim. If a discrepancy is noted in reimbursement after reviewing the TVS, a supplemental claim will normally be required. A supplemental claim is a new claim, with the words "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 PSC-Travel. Up-to-date instructions for the completion of supplemental claims are available on the PSC-Travel web site. (see *Appendix J*)

D.3.f. Common Errors to Avoid When Filing Travel Claims

The following are common errors to avoid when filing travel claims:

- 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.
 - Official phone calls must be authorized on orders (or amendment).
 - 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.
 - 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.
 - 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 processing of member privately owned conveyance mileage expenses.
 - Incomplete itineraries. Please ensure itineraries are complete for accurate reimbursement.
-

D.4. Required Attachments to the DD-1351-2

The Auxiliarist should send the following original data and retain a copy of all travel claim documentation:

- Original of the orders.
 - Original lodging receipt.
 - Original airline ticket receipt.
 - Original receipts for any expense over \$75.
-



**D.5. Coast
Guard Finance
Center**

The Coast Guard Finance Center (FINCEN) has established a web site (see *Appendix J*) for checking on payment status of patrol and travel claims. This can be accessed from an Auxiliary's home computer.



Chapter 9 - Reimbursement of Auxiliarists



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 wear a uniform when participating in some Coast Guard and Auxiliary programs and activities. Uniforms shall be worn as prescribed in *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 as well as the personal flags, pennants and burgees of Auxiliary Leaders. They show how certain insignia identify qualifications and office (elected and appointed) status (present or past) within the Auxiliary.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	When Uniforms are Required and Prohibited	10-3
B	Procurement of Uniforms	10-7
C	Standards	10-9
D	Uniform Components	10-13
E	Auxiliary Unique Items	10-19
F	Uniform Accessories	10-21
G	Men's Uniforms	10-39
H	Men's and Women's Uniforms	10-57
I	Women's Uniforms	10-69





Section A. When Uniforms are Required and Prohibited

Introduction	This section describes Auxiliary procedure for proper uniform use.
A.1. Auxiliarists	All Auxiliarists on board vessel facilities, during an ordered mission, shall wear the Working or Undress uniform, Hot Weather uniform (when authorized), or the Jump suits appropriate to the climate. In areas where required, survival suits shall be substituted for the uniform. Auxiliarists, when considered appropriate, should replace the insignia of their current or highest past office with the member device. The uniform selection is the coxswain's choice and it should be the same for all crew members.
A.2. Authorized Wearers	Examiners shall wear the Working or Undress uniform, the Jump suit, or the Polo shirt uniform appropriate to the climate when conducting VSCs. When conducting CFVEs, examiners may wear Coast Guard issued coveralls. Auxiliarists conducting VSCs may replace the insignia of their current or highest past office with the member device.
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 pilot's choice and should 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 <i>paragraph H.5</i> of this chapter)
A.4. Instructors and Assistants	All ITs and assistant ITs in PE classes shall be in a uniform appropriate to the climate. Authorized uniforms include the Undress Blue (Alpha), Tropical Blue, Winter Dress Blue, or Service Dress Blue uniforms. The Auxiliary Blue Blazer outfit may also be worn. The uniform worn should be consistent with the one worn by the senior IT, if practical.
A.5. Recreational Boating Safety Visitation Program	Auxiliarists serving as RBSVs shall wear either the Service Dress Blue or Tropical Blue uniform (as appropriate for climate and geographic location) for their first visit. Uniforms are encouraged for subsequent visits, although civilian clothes are allowed.
A.6. Environmental Conditions	When environmental conditions warrant, the District Commander may authorize the wear of the Hot Weather uniform for all participants (Coast Guard active duty, Reserve, and Auxiliarists) in the below listed activities: <ul style="list-style-type: none"> • Personnel participating as part of a boat crew or as a boat crew trainee. • Personnel conducting VSCs or CFVEs. • AtoN missions.
A.7. Vessel Examiners	For VEs, the Polo shirt is authorized for wear as an optional uniform shirt worn as part of the Undress Blue Summer (Bravo), Working Blue, Operational Dress (OD),



Examiners

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, embroidered oak leaves or acorns on the ball cap visor or sun hat. The AUXCEN carries the only shirt authorized. The VE shirt may be worn with civilian attire.

A.8. 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.9. Assignment to Duty

A Coast Guard authority may prescribe an Auxiliary uniform as a condition for assignment to a specific duty. When performing duty on a Coast Guard vessel, Auxiliarists shall wear a uniform consistent with those of the vessel's personnel. Auxiliarists, when working as crew on a Coast Guard vessel, shall wear only the member device (Auxiliary emblem) as collar insignia.

A.10. Formal Events

Wearing of the Auxiliary uniform is additionally authorized as follows:

- At civilian and military events requiring formal wear, Dinner Dress Blue Jacket and Dinner Dress White Jacket. Auxiliarists who do not own Dinner Dress Blue/White Jacket may wear Dinner Dress Blue.
 - Service Dress Blue or White may be worn on occasions where Coast Guard and other military persons would wear the same uniform.
-

A.11. 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 RAP missions and boating safety booths. When so mandated, the uniform shall be the prescribed uniform for the event or activity.

A.12. Prohibited Occasions

Wearing of the Auxiliary uniform or insignia without proper authority is a violation of law. Prohibited occasions are as follows:

- Auxiliarists shall not wear the uniform in public places of dubious reputation where the uniform might be discredited or disgraced.
 - Auxiliarists must never wear any Auxiliary uniform when engaged in political activities.
 - Auxiliarists may not wear uniforms during paid employment or sports.
-



-
- Unless specifically authorized by the appropriate Coast Guard authority, Auxiliarists shall not wear uniforms into foreign countries. This authorization might be given in the following cases:
 - A scheduled patrol that might enter foreign territories.
 - An approved SAR mission involving foreign borders or territories.
 - A guest on a Coast Guard cutter or aircraft entering foreign territories.
 - Visiting a foreign country as an Auxiliary representative on official business.
 - Unless a facility is on an authorized patrol, Auxiliarists shall not wear a uniform aboard an Auxiliary aircraft or vessel facility.
 - Auxiliarists may not wear any distinctive part of the uniform or official Auxiliary insignia with civilian clothing.
 - Home manufacture of uniforms is not authorized. Special measurement uniforms are available through the Uniform Distribution Center, Woodbine, NJ. (see *Appendix J*)
-





Section B. Procurement of Uniforms

Introduction	This section provides sources from which Auxiliarists may purchase uniforms.
B.1. Auxiliary Center	Many uniform accessories and special items are available through the AUXCEN. (see <i>Appendix J</i>) This Center 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 delegation extends to the outlets of other 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.
B.3. Coast Guard Uniform Distribution Center	Auxiliarists may also order uniforms by mail from the Coast Guard Uniform Distribution Center (UDC), Woodbine, NJ. Order forms are available from the ANSC. Dinner Dress and Service Dress White uniforms may be procured from Navy Exchange Uniform Shops. (see <i>Appendix J</i>)
B.4. Commercial Sources	<p>Auxiliarists may use commercial sources for buying uniforms and insignia. 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 <i>Appendix J</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.</p> <p>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 the purchase of insignia supplied to the district by the AUXCEN or ask the MA officer.</p>





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 should be a matter of personal pride. When in uniform, the Auxiliarist is a representative of DHS, the Coast Guard, 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 should 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.

C.2. Uniforms and Accessories 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.

C.3. Uniformity 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 Auxiliary members wearing the Coast Guard 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 should 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. When not wearing a tie, only the collar button will 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. There shall be no more than two rings on each hand. Eccentricities in color and manner of wear (for example, rings on every finger) shall not be worn when in uniform.
C.3.h. Earrings/Body Piercing	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.
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, which 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 lipline 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 Items	If wearing the Coast Guard uniform, religious/ethnic items must be concealed or worn only during religious services. They must not detract from the general uniform appearance of Coast Guard Auxiliary personnel.





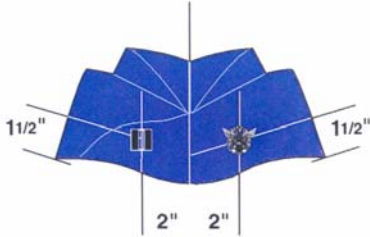
Section D. Uniform Components

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 and functions they will attend. Dinner Dress uniforms and Service Dress White, in particular, have a very limited use. Service Dress Blue (Alpha or Bravo) and Dinner Dress Blue uniforms are, most often, appropriate for any occasion. For most social events, including conference banquets, the Auxiliary 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 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 (Alpha), and Dinner Dress uniforms. It is a military cap with black visor and has a rigid standing front with a flaring circular rim. It is worn with a blue cap band with blue mount in front for the hat device, with a silver chin strap and Auxiliary 24-ligne 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 (Alpha). The combination hat crown shall be stiffened and oval in shape. The blue brim shall be rolled at the sides and straight in front and back. The hat 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 hat.

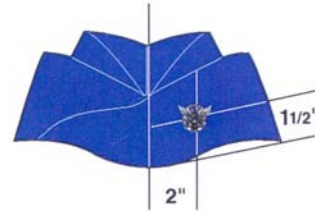


D.2. Garrison Cap

Auxiliarists may wear the garrison cap (see **Figure 10-1**) with Service Dress, Tropical, Winter Dress, or Undress 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 (Alpha), Working Blue, OD, 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 figures below, with both men's and woman's uniforms.



Auxiliary Elected or Appointed Leader/Staff Officer Garrison Cap



Auxiliarist Garrison Cap

**Figure 10-1
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 1 1/4 inches above the visor, no office insignia, no lettering.



D.3.b. Dark Blue Auxiliary Baseball Cap	<p>The dark blue Auxiliary baseball cap does not display the Coast Guard Auxiliary emblem. It has a full front panel that should display “USCG Auxiliary” spelled out or “U.S.C.G.” arched over “Auxiliary”. Letters are silver colored, ½ inch high. Auxiliarists wear their member device or miniature office insignia device between the “U.S. Coast Guard” and “Auxiliary.” Embroidered/sewn-on insignia may be used on this cap. Beneath this lettering Auxiliarists may have inscribed, in the same type lettering, the number of their flotilla, division or district/region. An example would be “FLOT 11-4”. The cap for DCPs and above may have a silver embroidered visor ornamentation, similar to that on the combination cap visor. Caps may have mesh backs.</p>
D.3.c. Unit Baseball Cap	<p>If an Auxiliary unit (flotilla/division) is affiliated with a specific Coast Guard unit, Auxiliarists, when serving at that Coast Guard unit may wear the Coast Guard unit baseball cap in the same manner as the Coast Guard active duty and Reserve, as authorized by the Coast Guard unit Commanding officer. The miniature Auxiliary garrison cap device shall be worn with this cap.</p>
D.3.d. White Safety Hard Hat	<p>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.</p>
D.3.e. Air Force Cold Weather Cap	<p>Air Force Cold Weather caps shall be the approved Air Force commercial design with ear and neck flaps, ribbon tie or strap with covered metal snap fastener. This cap is worn with the Auxiliary combination cap device. The Director will prescribe the proper season for wearing this cap, but wearing it is optional. It may be worn with the Service or Winter Dress, Undress, Working, or Jump suit uniforms.</p>
D.3.f. Auxiliary Sun Hat	<p>The Auxiliary sun hat is a dark blue wide-brimmed cotton hat, with the words “USCG AUXILIARY” embroidered in silver on the front. The sun hat may be worn in lieu of the baseball cap or blue utility cap when wearing Undress Blue Summer (Bravo), Working Blue, OD, the Jump suit, Hot Weather uniform, or when on patrol or on VE missions (includes VSCs, personal watercraft (PWC) safety checks, and examinations of 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.</p>



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 OD uniform 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 Air Force light blue tunic is also authorized.
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.
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 may be worn with Working Blue, OD, Undress Blue, Tropical Blue, Service Dress Blue (Bravo), and Winter Dress Blue uniforms. It is authorized for wear indoors, outdoors (within the limits of the Coast Guard activity), or under an authorized outer garment. It may be worn under the trench coat, reefer coat, bridge coat, and windbreaker. When worn under an outer garment it should not be visible. No name tags, ribbons, or breast insignias are worn. The sweater is worn either buttoned or unbuttoned. The enhanced or soft shoulder boards are worn on the sweater epaulets.
D.7. Wooly-Pully Sweater	Auxiliarists may wear the Coast Guard blue wooly-pully sweater with the Service Dress Blue and Tropical Blue. The sweater may be worn in office or work spaces when the blouse is removed. The wooly-pully may be worn in place of the Service Dress blouse. Auxiliarists may wear it with the Undress and Working uniforms between mission area and home. The sweater is not an outer garment for travel purposes and should not be worn on commercial transportation. The wooly-pully may only be worn beneath the trench coat, windbreaker, reefer coat, and work jacket. When worn with a short sleeve, open collar shirt, the shirt collar will be worn outside the sweater. Auxiliarists will wear enhanced or soft shoulder boards on the wooly-pully. When worn over the Undress Blue Summer or the Winter Dress Blue, collar services on the shirt collar will not be removed. Auxiliarists will not wear ribbons, breast insignia, name tags, or other devices on the wooly-pully sweater.
D.8. Scarves	Scarves are white or blue, and made of tightly woven wool or silk material of plain design. Auxiliarists may wear the white or dark blue scarf with the reefer coat, overcoat, or trench coat. The blue scarf may be worn by Auxiliarists with Undress Blue, Working Blue, or OD uniforms and all outer garments authorized with those uniforms.



D.9. Uniform Accessories

Uniform accessories may include the following:

- Gloves
 - Handbags
 - Umbrella
-

D.9.a. Gloves

Authorized gloves are white or black. White gloves are made of cotton, lisle or other suitable cloth material. Black gloves are made of leather or a synthetic leather substitute material. Glove stitching will match glove color and may be short or medium length.

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 (while the items may not be available through regular Coast Guard supply sources, they may continue to be worn until no longer serviceable):

D.10.a. Air Force Poly/Wool Windbreaker

The Air Force poly/wool windbreaker with a removable thinsulate liner is authorized for wear. It is an outer garment and may be worn over all shirts and sweaters, including the wooly-pully. Auxiliarists may wear it in place of the Service Dress Blue coat, unless the coat is prescribed or considered more appropriate. Auxiliarists wear the large metal shoulder insignia with this windbreaker. No name tags or other patches or devices are worn on this jacket. When worn it shall be zipped at least ²/₃ of the way up. This windbreaker may be worn with all uniforms. Cotton and Dacron (old style) windbreakers with no liner 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 all Undress and Working uniforms. No insignia, name tags, or patches are worn with this work jacket.



D.10.c. All
Weather Parka

The all weather parka is fully waterproof with a removable liner. It is of upper thigh length with a Coast Guard blue laminated supplex nylon and Gore-Tex™ outer shell with a foldaway hood and a wind stopping polar-fleece zip-in liner which also serves as a stand-alone jacket and is rated for use in temperatures down to 0 °F. It has a tab on the front for placement of collar device size office insignia. Auxiliarists may wear the all weather parka with Tropical Blue, Winter Dress Blue, Undress Blue, Operational Dress, and Working Blue uniforms. Members may wear it in place of the Service Dress Blue Coat, unless the coat is prescribed or considered more appropriate.

D.10.d. Reefer
Coat

The reefer coat is Coast Guard blue, double breasted, hip length with convertible collar and set-in pockets. The four gold Coast Guard buttons down each fore part are replaced with four large silver Auxiliary buttons. Auxiliarists wear hard shoulder boards on the coat. Auxiliarists may wear the reefer coat with all Service Dress, Winter Dress, and Undress uniforms.

D.10.e. Trench
Coat

The trench coat is made of a dark blue polyester/cotton water repellent material. It is double-breasted with four button closure, shoulder epaulets, belted waist, sleeves and includes a removable liner. It is knee length. When worn, all four large, dark breast buttons and the belt must be fastened. Auxiliarists wear the large metal office insignia on the epaulets. Auxiliarists may wear the trench coat with all uniforms.

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. The single row of gold Coast Guard buttons are replaced with four large silver Auxiliary buttons. Auxiliarists may wear the overcoat with all Service Dress and Undress uniforms. Hard shoulder boards are worn.

D.10.g.
Organizational
Clothing

For organizational clothing, see *Uniform Regulations*, COMDTINST M1020.6 (series).



Section E. Auxiliary Unique Items

Introduction	This section describes uniform items that are unique to the Auxiliary.
E.1. Authorized Items	<p>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.</p> <ul style="list-style-type: none"> • Auxiliary ring (contact AUXCEN). • Auxiliary lapel and longevity Pins - Auxiliarists may wear them only on civilian attire. • 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	<p>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 <i>Section C</i> of this chapter) 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 OD 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 as follows:</p>
E.2.a. Women's Blue Blazer Outfit	<p>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 2$\frac{3}{8}$-inch high heels complete the outfit. Black socks may be worn with slacks.</p> <p>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.</p>
E.2.b. Men's Blue Blazer Outfit	<p>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.</p> <p>A white dress shirt and a dark blue necktie are worn for normal occasions, and black bow tie for formal occasions.</p>



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 collar devices may 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. Caps	The blue unit baseball or blue working utility caps, and windbreakers are authorized.



Section F. Uniform Accessories

Introduction	This section describes the 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. Commodore shoulder boards are designed exactly like Coast Guard flag officers except they are silver instead of gold.
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, NADCOs, ARCOs, the NAVCO, and the NACO, insignia appropriate to office held is the same as illustrated for shoulder boards. DCOs, NADCOs, ARCOs, the NAVCO, 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 NADCO wear one 2-inch stripe. ARCOs and the NAVCO 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. Large Metal Shoulder 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 embroidered collar devices on the dark blue, long or short sleeve shirts worn with the Working Blue and OD uniforms, and Auxiliary Jump suit.
F.2. Aiguillette	A cord hung in loops from the left shoulder, known as an aiguillette, may be worn by VCO, 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 (Bravo) 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 (Alpha) uniforms at official ceremonies. This includes occasions requiring special honors and ceremonies. It is worn at social functions when prescribed, and at social functions for which formal invitations have been extended.

F.2.d. Purchase

Aiguillettes are normally purchased with Auxiliary unit funds and 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 VCO 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.

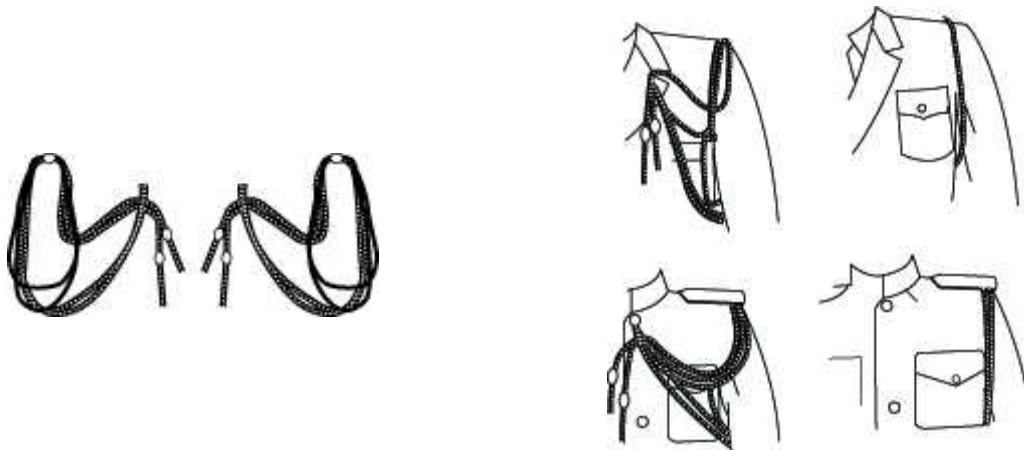


Figure 10-3
Aiguillettes



F.3. Name Tags Name tags identify an Auxiliarist by name and as an Auxiliarist. Name tags will be $3\frac{3}{16}$ inches wide, and $\frac{5}{8}$ inch high. They are white with Coast Guard blue lettering. Only the surname will be used and it will be horizontally centered in $\frac{1}{4}$ -inch letters. Beneath the name will be centered horizontally, in $\frac{3}{16}$ -inch letters, "U.S. Coast Guard Auxiliary." The tags are made of Bakelite or similar material to hold the hard finish and will have clutch-type fasteners. Auxiliarists may wear these name tags on civilian attire when serving in an Auxiliary capacity.

F.4. Embroidery Options Auxiliarists may have last names and "**USCG AUXILIARY**" embroidered in $\frac{1}{2}$ -inch white lettering directly onto Working Blue shirt and Jump Suit or the lesser preferred option of navy blue (black) cloth tapes with $\frac{1}{2}$ -inch white lettering sewn on the Working Blue shirts and Jump Suit. The embroidery or tape with Auxiliarist's last name shall be over the right breast pocket. The embroidery or tape with the words "**USCG AUXILIARY**" shall be over the left breast pocket. The tape shall extend the width of the pocket. Though authorized, cloth tapes tend to fade faster than uniforms and need to be replaced more often than the shirt itself. Member device replicas embroidered on cloth tape may be sewn on the collars of all Working Blue uniforms, ODUs, and Auxiliary Jump suits. The sew-on coxswain insignia is authorized to be sewn above the nametape over the left breast pocket. No other sew-on devices are authorized.

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 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, from inboard to outboard. When wearing more than one row, the precedence is 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 $\frac{1}{4}$ 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 Jacket and Dinner Dress White Jacket uniforms, miniature medals shall be worn on the lapel of the jacket. The holding bar of the lowest row of medals is placed in the same relative position as on the men's jacket, approximately 1/3 of the way down from the top, between the shoulder seam and the jacket hem. If the length of the holding bar exceeds the width of the lapel it shall extend over the edge of the lapel onto the left breast of the 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 Jacket and Dinner Dress White Jacket uniforms, the holding bar of the lowest row of miniature medals shall be positioned 3 inches below the 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, 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 10-1
Miniature Medal Placement**

No. of Medals to be Worn	Prescribed No. of Rows	Top Row	2 nd Row	3 rd Row	4 th 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 Undress

For Working Blue, ODU, and Undress short sleeve shirts without epaulettes, the insignia shall be centered on the collar, along an imaginary line bisecting the angle of the collar point. (see **Figure 10-4**)

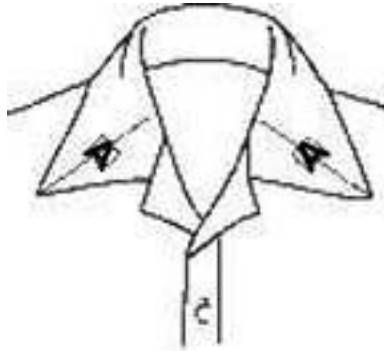


Figure 10-4
Working Blue, ODU, and Undress Short Sleeve Collar Insignia

F.7.b. Undress Blue Winter, Short Sleeve, and Winter Dress Blue

For Undress Blue winter, 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.

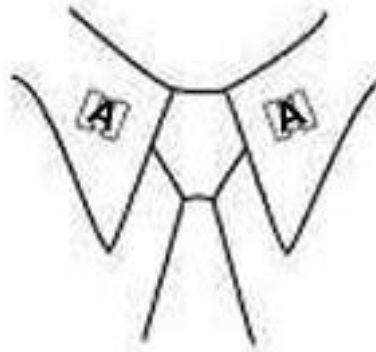


Figure 10-5
Undress Blue Winter, Short Sleeve, and Winter Dress Blue Shirt Collar Insignia



F.7.c.
Commodore
Insignia

Auxiliarists authorized to wear the insignia of Commodore shall wear the device centered on the collar between the visible top and bottom collar edges, with the first star of the device 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
Qualification
Devices**

The following describes the proper placement of ribbons, name tags, and qualification devices.

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 devices. As shown, the lowest row of ribbons is $\frac{1}{4}$ inch above the top left pocket. The first breast device, the coxswain insignia, is placed $\frac{1}{4}$ inch above the top row of ribbons. The second breast device, if worn, is placed $\frac{1}{4}$ inch below the pocket top. Auxiliarists wear ribbons and breast devices 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 $\frac{1}{4}$ inch above the pocket. An AUXOP device, if authorized, is worn $\frac{1}{4}$ inch above the name tag. Auxiliarists wear the past officer device, if appropriate, $\frac{1}{4}$ inch below the top of the pocket. No other ribbons or devices are authorized.

Although the illustration shows a Tropical Blue uniform shirt, Auxiliarists wear these items in the same relative position on the Service Dress Blue coat and the Winter Dress Blue uniform shirt.

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, Working Blue, and ODU shirts, Auxiliarists do not wear ribbons. The first Auxiliary qualification breast device is worn $\frac{1}{4}$ inch above the top of the left pocket. The second is worn $\frac{1}{4}$ inch below the top of the left pocket.

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 on all but Dinner Dress uniforms. On the Dinner Dress Blue, males wear it immediately above the pocket. Females wear it in the same relative position. On the Dinner Dress White or Blue jacket, males wear it centered on the right lapel about 3 inches below the notch. Females wear it on the right 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

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. 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 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 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 wear the insignia of the highest office held, if held for at least six months. VCOs and above must have held office for one year or longer. When insignia no longer indicates the current office, Auxiliarists must wear the past officer device. This device does not come with a red or blue "A" to distinguish past staff from elected leader status. 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 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 or balanced with the AUXOP device in whatever precedence is desired.



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 normally worn above the ribbons or medals over the left breast pocket. (see **Figure 10-10**)



Figure 10-10
Auxiliary Coxswain Insignia

F.9.e. Aviation
Insignia

The Auxiliary aviation insignia may be worn by qualified Auxiliary pilots and aircrew. It is worn above ribbons or medals over the left breast pocket. (see **Figure 10-11** and **Figure 10-12**)



Figure 10-11
Auxiliary Aviator Insignia



Figure 10-12
Auxiliary Air Crew Insignia



F.9.f. Marine Safety Insignia

The Coast Guard Marine Safety insignia is a pebble finished rectangle with a polished gold horizontal trident and a centered compass rose. A rope entwines the tridents and compass rose. Centered on the compass rose is a polished silver shield. The Coast Guard 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 a trident. After completion of the Marine Safety personal qualification standard (PQS) program and after meeting other criteria, Auxiliarists may earn entitlement to wear the Coast Guard Marine Safety Insignia providing they receive a recommendation by the Commanding officer of a Marine Safety Office. (see **Figure 10-13**)



Figure 10-13
Marine Safety Insignia

F.9.f.1. Conditional Award Status

An Auxiliarist reaches conditional award status when all requirements for permanent award are met, with the exception of having completed four (4) 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.

F.9.f.2. Conditional Award Consideration

In order for a member to be considered for a conditional award, they shall have completed the following requirements:

- A member shall be actively and continuously engaged in support of Marine safety missions.
- A member shall have successfully completed all required courses of study.
- A member shall hold four (4) Letters of Designation for approved Auxiliary or active duty PQSs at the time of application for conditional award.
- 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.3.
Requirement
Failure

Should a member fail to be actively and continuously engaged until all requirements have been met for permanent entitlement, the COTP for whom the member provides his services 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 in effect at the time the conditional award is vacated.

F.9.f.4.
Conditional
Award
Application

Application for the conditional award shall be made by the Auxiliarist and be accompanied by a letter of recommendation from the COTP of the marine safety field unit 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. Recruiting
Badge

Auxiliarists at recruiting offices may wear the Coast Guard recruiting badge, in addition to any others. In order for Auxiliarists to wear this badge, they shall:

- Meet the Commandant's weight standards.
- Meet the Commandant's grooming and uniform appearance standards.
- Have completed recruiter training or the recruiter PQS.
- Be actively working for a Coast Guard recruiting office and receive a positive recommendation from the OIC.
- Additionally, the OIC of the recruiting office must forward a request to the regional recruiting commander via the OIC's enlisted recruiting supervisor. The request shall contain full length front and profile photographs of the Auxiliarist and a short narrative supporting the request. The regional recruiting command will then authorize, in writing, the Auxiliarist to wear the recruiting badge. (see **Figure 10-14**)



Figure 10-14
Coast Guard Recruiting Badge



F.9.h. Auxiliary
Personal
Watercraft
Insignia

The Auxiliary Personal Watercraft (PWC) Operators insignia dull silver metal pin may be worn by Auxiliarists that are qualified and certified as PWC Operators in the Auxiliary boat crew qualification program. It is normally 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. Auxiliarists are not authorized to wear the device on a temporary basis. 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. For qualification requirements for either insignia, refer to the *Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST 16114.32 (series). For manner of wear, refer to the *Coast Guard Uniform Regulations Manual*, 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

Auxiliarists may wear only two breast devices at one time and these are worn on the uniform's left side only. Breast devices include the following qualification devices: coxswain, aviator, air crew and PWC operator. Other authorized devices include those earned during U.S. military service, such as the combat infantryman and medic badge, aviation wings, Air Force specialty badges, pathfinder, airborne and air assault badges, submariner dolphins, etc. The wearer may select any two and decide their precedence. 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

Although various military services allow for particular military awards, decorations and badges on the uniform's right side (i.e., Army Unit Awards), such is not the case for the Auxiliary uniform. All prior military awards, badges and devices will be worn on the left side of the uniform. The right side of the Auxiliary uniform is reserved for Auxiliary badges and name tags (i.e., AUXOP pin, past officer pin, name tag, and Auxiliary National Staff badge, or other service staff or service identification badges). Appropriate ribbon sizes are available for purchase to include such Coast Guard unit awards on the ribbon bar worn over the left breast pocket.

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 will distinguish 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:

- Perform a minimum of 52 days per year (equivalent to 1 day per week per year) aboard a cutter, 65' 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 *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.
- Complete the Personnel Qualification Standard (PQS) for Damage Control, NAVEDTRA 43119-H (series) – Watch stations 301-308, or for cutters 175' 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).
- Complete qualifications to support the cutter in a minimum of one Watch Quarter Station Bill (WQSB) position. The suitability of this position for the individual shall be a Commanding Officer or OIC determination. Watchstander certification shall be achieved by completing any required Coast Guard 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 Administrative Remarks (CG-3307). A copy of the Administrative Remarks shall be presented to the appropriate FSO via the Auxiliarist for verification and submission to the District Director of Auxiliary. The Director shall provide the initial insignia and certification notification to the Auxiliarist's Flotilla Commander for presentation.



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Figure 10-18
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 for formal evening occasions. (see Figure 10-18)
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 uniforms. 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 trench coat and overcoat may be worn with this uniform.



G.2. Dinner Dress White Jacket Uniform

The Dinner Dress White Jacket uniform may be prescribed for formal evening occasions.

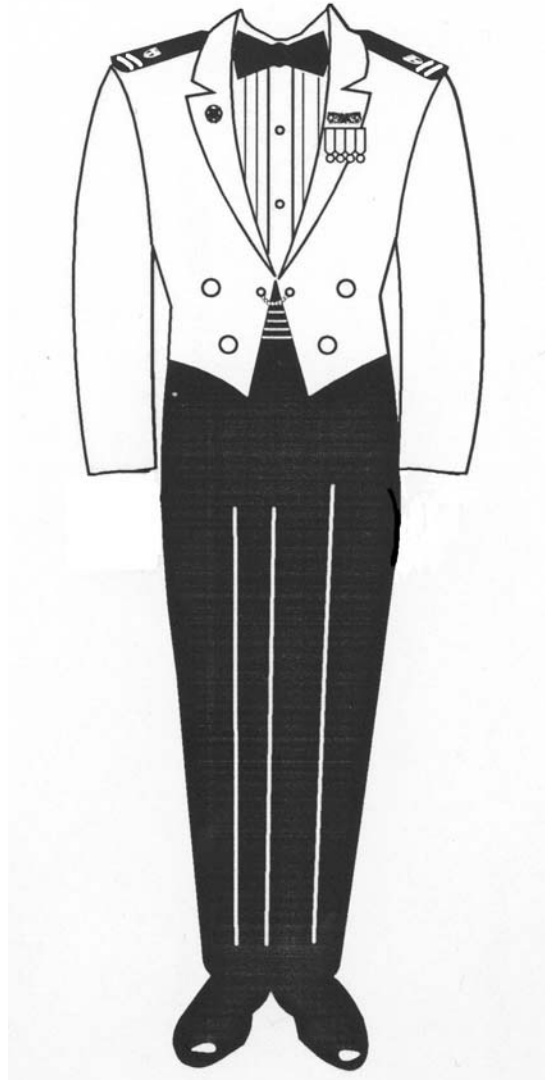
This uniform is the same as the Dinner Dress Blue jacket uniform, except for the following items.

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 10-19**)

G.2.b. Insignia

Hard shoulder boards are worn on the jacket.



**Figure 10-19
Dinner Dress White Jacket (Men)**



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G.3. Service Dress Blue (Bravo)

The Service Dress Blue (Bravo) uniform is the official Uniform of the Day appropriate for wear at all meetings, in classrooms, and at all other similar functions. (see **Figure 10-20**)

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 soft or enhanced shoulder boards are worn on the shirt.

G.3.i. Breast Insignia/Devices

This uniform is worn with ribbons, breast insignia, qualification devices, and name tag.

G.3.j. Hat

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

G.4. Accessories

The reefer coat, overcoat, and trench coat may be worn with all uniforms above.

A wooly-pully or cardigan may be worn instead of the Service Dress Blue blouse in an office or classroom.

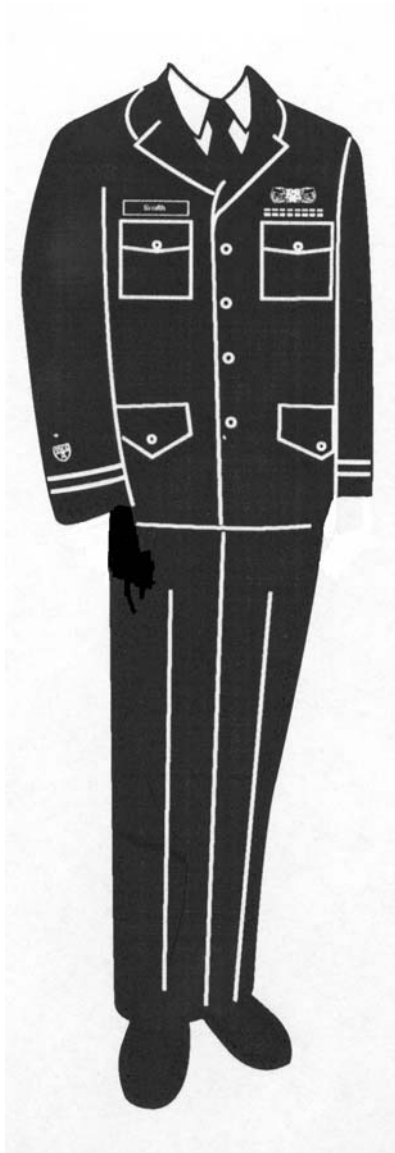


Figure 10-20
Service Dress Blue (Bravo) (Men)



G.5. Service Dress Blue (Alpha)

The Service Dress Blue (Alpha) uniform is appropriate for solemn occasions such as funerals and, when prescribed, for ceremonies and after 1800 at social activities. It is the same as the Service Dress Blue (Bravo), except for the following items. (see **Figure 10-21**)

G.5.a. Shirt

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

G.5.b. Hat

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



Figure 10-21
Service Dress Blue (Alpha) (Men)



G.6. Dinner Dress Blue

The Dinner Dress Blue uniform is worn for formal evening occasions when the Auxiliarist does not have Dinner Dress Blue or White jacket. It is the same as the Service Dress Blue (Alpha), except miniature medals, miniature breast devices, and a plain black bow tie are worn instead of ribbons, name tag, and the four-in-hand necktie. The AUXOP and past officer devices, for which there are no miniatures, are also worn. (see **Figure 10-22**)



Figure 10-22
Dinner Dress Blue (Men)



G.7. Service Dress White

The Service Dress White uniform may be prescribed for ceremonies and official functions. (see **Figure 10-23**)

G.7.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.7.b. Trousers

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

G.7.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.7.d. Socks

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

G.7.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.7.f. Insignia

Hard shoulder boards are worn.

G.7.g. Breast Insignia/Devices

Name tag, ribbons, and qualification devices are worn.

G.7.h. Hat

The combination cap is worn with this uniform.

G.7.i. Accessories

The overcoat or trench coat may be worn.

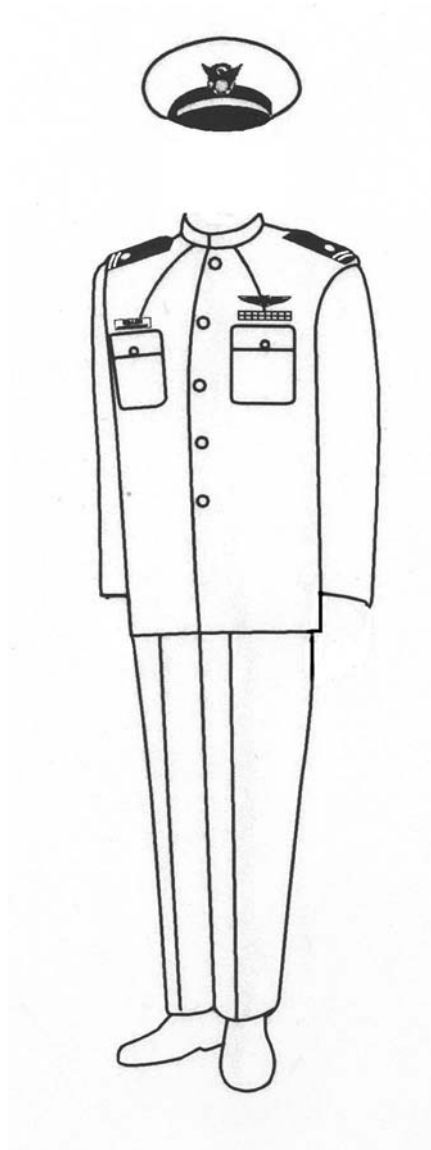


Figure 10-23
Service Dress White (Men)



G.8. Winter Dress Blue

This winter uniform may be worn instead of the Service Dress Blue (Bravo) uniform, except when a coat and tie are more appropriate. (see **Figure 10-24**)

G.8.a. Trousers

Trousers shall be the same as those prescribed for the 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 an approved Auxiliary emblem.

G.8.c. Shirt

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

G.8.d. Tie

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

G.8.e. Socks

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

G.8.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.8.g. Insignia

Metal collar devices are worn.

G.8.h. Breast Insignia/Devices

Name tag, ribbons and qualification devices are worn.

G.8.i. Hat

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

G.8.j. Accessories

The reefer coat, all weather parka, overcoat, windbreaker, trench coat, and wooly-pully or cardigan, with enhanced (or soft) shoulder boards, may be worn with the uniform. This uniform is approved for year-round wear.



Figure 10-24
Winter Dress Blue (Men)



G.9. Tropical Blue (Long)

This uniform may be worn instead of the Service Dress Blue (Bravo) uniform, except when a coat and tie are more appropriate. (see **Figure 10-25**)

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 is worn. The buckle may be plain or display the Auxiliary emblem.

G.9.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.9.d. Socks

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

G.9.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.9.f. Insignia

Enhanced shoulder boards are worn on the epaulet style shirt.

G.9.g. Breast Insignia/Devices

Name tag, ribbons, and qualification devices are worn.

G.9.h. Hat

The garrison or combination cap is worn with this uniform.

G.9.i. Accessories

The reefer coat, all weather parka, overcoat, windbreaker, trench coat, and woolly-pully or cardigan, with enhanced shoulder boards, may be worn with the uniform.



Figure 10-25
Tropical Blue Long (Men)



G.10. Undress Blue – Winter	This winter uniform is worn for more formal situations and is appropriate in classrooms, unit meetings and boating safety booths. (see Figure 10-26)
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 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.10.d. Tie	A Coast Guard Blue four-in-hand tie of suitable length is worn. Clip-on types are optional.
G.10.e. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
G.10.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.10.g. Insignia	Metal collar devices are worn. Enhanced (or soft) shoulder boards are not worn.
G.10.h. Breast Insignia/Devices	Name tag and qualification devices are worn. Ribbons are not worn.
G.10.i. Hat	The garrison, combination or Air Force cold weather cap is worn with this uniform.
G.10.j. Accessories	The reefer coat, all weather parka, overcoat, trench coat, windbreaker, work jacket, and wooly-pully or cardigan, with enhanced shoulder boards, may be worn with the uniform.

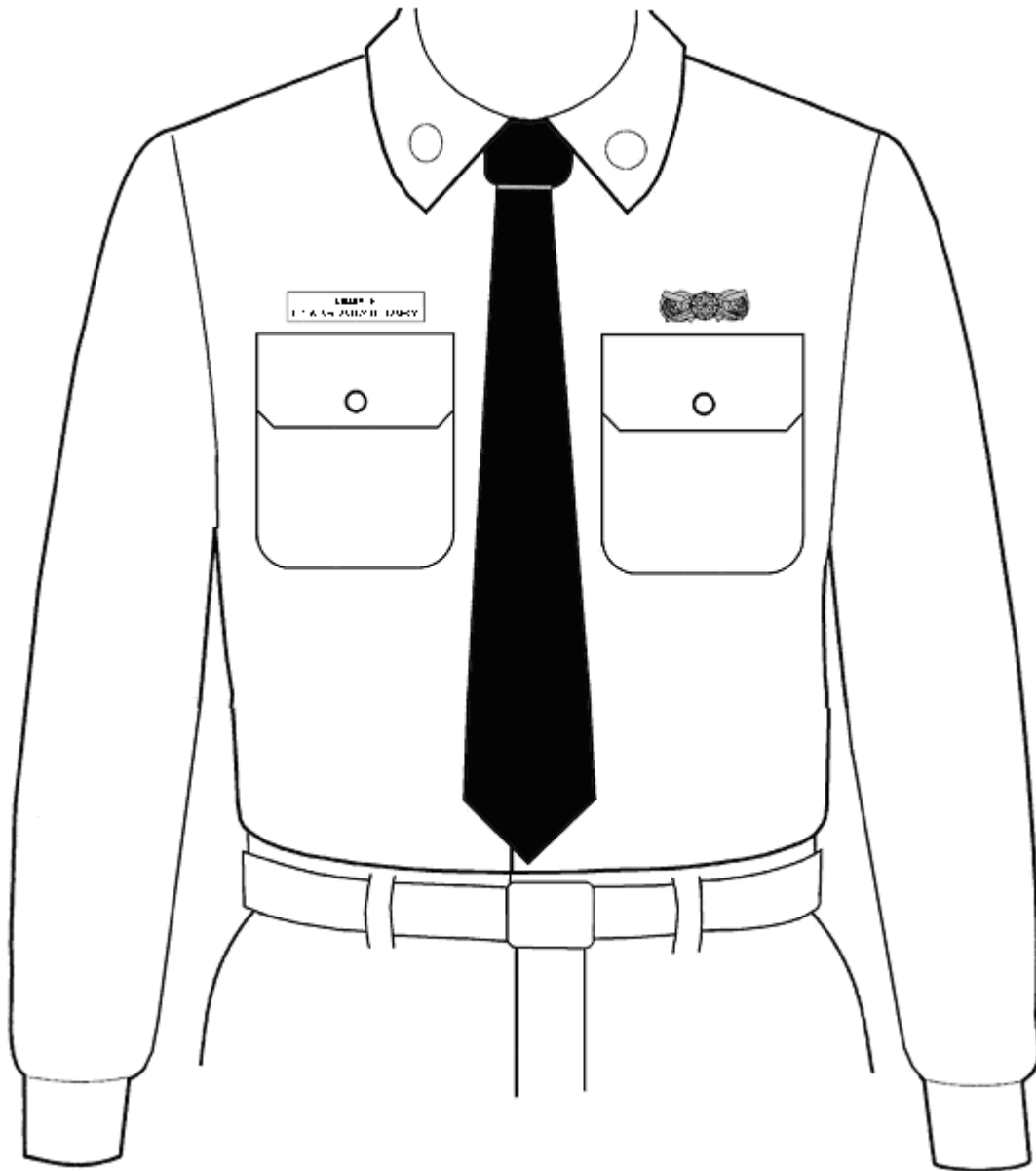


Figure 10-26
Undress Blue – Winter (Men)



G.11. Undress Blue – Summer (Alpha)

This summer uniform is worn for dressy situations. It is appropriate for wear in classrooms, at unit meetings, and at Boating Safety Booths. (see **Figure 10-27**)

G.11.b. Trousers

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

G.11.c. Belt

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

G.11.a. 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.11.d. Socks

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

G.11.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.11.f. Insignia

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

G.11.g. Breast Insignia/Devices

Name tag and qualification devices are worn. Ribbons are not worn.

G.11.h. Hat

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

G.11.i. Accessories

The reefer coat, all weather parka, overcoat, trench coat, windbreaker, work jacket, and wooly-pully or cardigan, with enhanced shoulder boards, may be worn with the uniform.

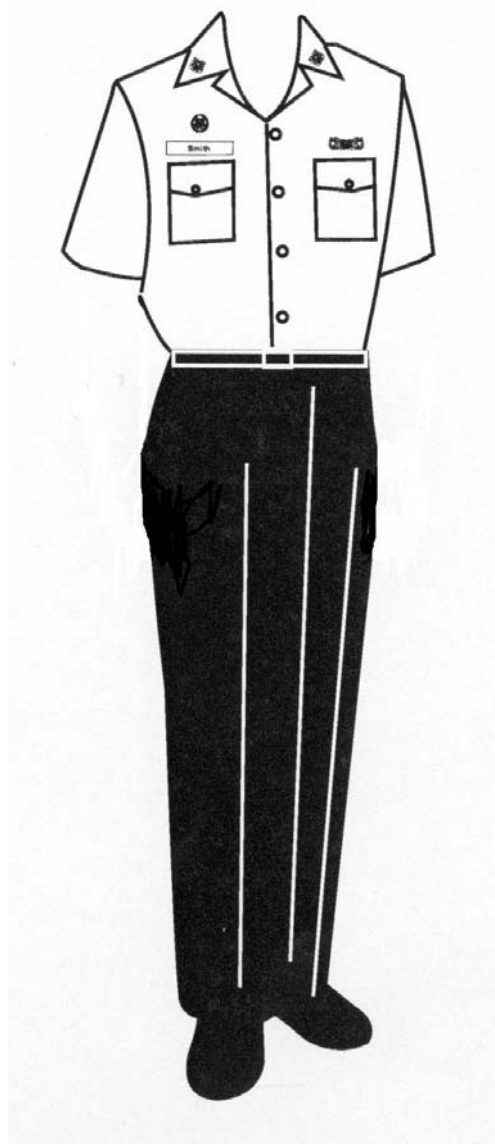


Figure 10-27
Undress Blue – Summer (Alpha) (Men)

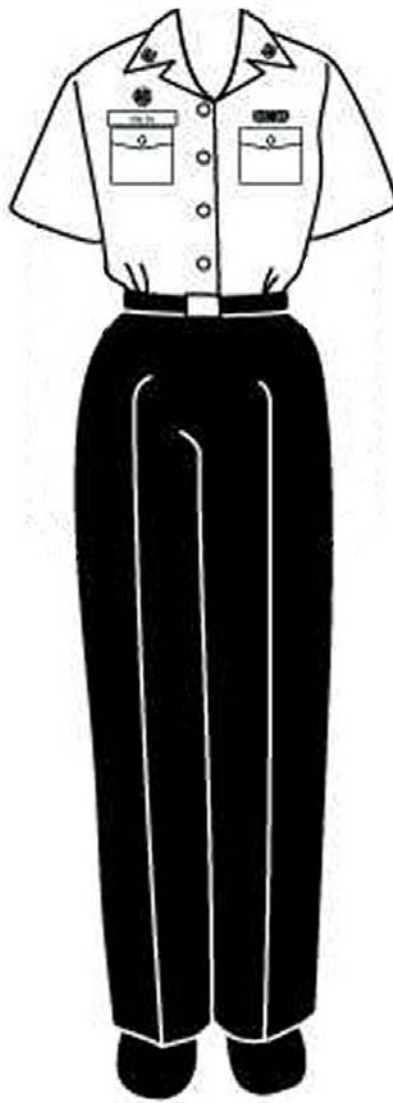


Figure 10-28
Undress Blue – Summer (Bravo) (Men and Women)



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)	This summer uniform is worn for working situations and is appropriate for operations and conducting VSCs. (see Figure 10-28)
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, white 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 (or soft) shoulder boards are not worn on the Coast Guard epaulet style shirt.
H.1.h. Breast Insignia/Devices	Name tag and qualification devices are worn. Ribbons are not worn.
H.1.i. Hat	A unit baseball cap with member collar device, blue working utility cap with miniature cap device or Auxiliary sun hat may be worn with this uniform.
H.1.j. Accessories	The reefer coat, all weather parka, overcoat, windbreaker, work jacket, trench coat, and wooly-pully or cardigan, with enhanced (or soft) shoulder boards, may be worn with the uniform. Women only, may carry a black or white handbag when appropriate.



H.2. Working Blue	This Working Blue uniform and ODU is appropriate for operations and in conducting VSCs. (see Figure 10-29)
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 and is made of Coast Guard dark blue basket weave polyester and cotton material with an open-notched lapel collar forming a V-neck. The shirt has both long and short sleeve versions. It has two patch pockets with button flap closure (women's shirt).
H.2.e. Socks	Socks shall be black, made of knitted or rib knit, undecorated material.
H.2.f. Shoes	Blue, white 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 devices are worn.
H.2.h. Breast Insignia/Devices	Name tags and qualification devices are worn. Ribbons are not worn. Embroidered letters directly on the uniform or sew-on cloth "NAME" and "USCG AUXILIARY" tapes may be used.
H.2.i. Hat	A unit baseball cap with metal collar or sew-on devices or a blue working utility cap with miniature cap device, or the Auxiliary sun hat is worn with this uniform.
H.2.j. Accessories	The all weather parka, windbreaker, work jacket, trench coat, and wooly-pully or cardigan, with enhanced shoulder boards, may be worn with this uniform.



Figure 10-29
Working Blue and ODU (Men and Women)



H.3. Hot Weather Outfit

The Hot Weather Outfit is appropriate in locations where humidity and high temperatures cause physical discomfort for personnel performing outdoor activities. This outfit is similar to the standard work uniforms described earlier in this chapter, except the standard Working Blue (ODU) utility trousers or ODU trousers are modified into shorts hemmed 1-4 inches above the knee. Local prescribing authorities may authorize use of the Coast Guard blue crew neck T-shirt stenciled with the words “**USCG AUXILIARY**” across the front left chest in white ¾ inch tall block-style letters. When T-shirts are authorized, then all must be stenciled identically to promote unit identity and professional appearance. This uniform is considered an optional work uniform and falls under the same guidelines as the Working Blue or OD uniform for traveling to and from work.

H.3.a. Shirt One of two shirts may be worn, either the standard Coast Guard light blue (Air Force) shirt or the standard Coast Guard dark blue short sleeve shirt. Shirts must be worn tucked into the shorts. The optional VE shirt may be worn when conducting vessel safety checks.

H.3.b. Shorts Modified standard Coast Guard blue utility trousers hemmed 3-6 inches above the knee are worn.

H.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.

H.3.d. Socks Socks shall be all white, athletic type, crew length.

H.3.e. Shoes Shoes may be dark brown boat/deck shoes with nonskid/nonmarking soles or all white or all black, low top, athletic shoes with nonskid/nonmarking soles.

H.3.f. Insignia Metal collar or sew-on devices are worn with this outfit.

H.3.g. Breast Devices This outfit is worn with breast insignia, qualification devices and name tags (unless the Auxiliarist is wearing a PFD). Ribbons are not worn. Sew-on nametape, “USCG Auxiliary” tape and coxswain insignia, if earned, are authorized on the Coast Guard dark blue shirt.

H.3.h. Hat The Auxiliary sun hat without insignia or a unit baseball cap with member pin-on or sew-on device or a blue working utility cap with the miniature garrison cap device centered above the visor.

H.3.i. Procurement of Items Instructions concerning the procurement of the items for this outfit are contained in the *Uniform Regulations*, COMDTINST 1020.6 (series).



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H.4. Operational Dress Uniform

The ODU may be worn in any situation where any form of dress uniform is not required or more appropriate and while commuting, including brief stops for gas and drive-through business. Though 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**). For more information on proper ODU wear and care, visit the Chief Director's web site. (see *Appendix J*)

H.4.a. Trousers

ODU trousers bloused with boots, straight with deck shoes are worn.

H.4.b. Belt

A black web belt with subdued black open-faced buckle is worn.

H.4.c. Shirt

Coast Guard blue ODU top with sleeves rolled up accordion style, with only the cuff showing or down.

H.4.d. Socks

Socks should be black, undecorated.

H.4.e. Shoes

Shoe/boot, high top black lace up or The optional boat shoe (dark brown leather) low cut shoe of moccasin type construction with functional rawhide lacing, brass eyelets, and nonmarking sole may be worn. Dress oxford (black, lace, plain toe) sole and heel must be same color as the shoe. Heel will be no higher than 1 inch.

H.4.f. Insignia

Metal or sew-on collar devices are worn.

H.4.g. Breast Insignia/Devices

Cloth nametape with "**USCG AUXILIARY**" is sewn above left pocket. Direct embroidery on shirt is not authorized.

H.4.h. Hat

A unit baseball cap with metal or sew-on collar devices or a working blue (ODU) utility cap with miniature cap device, or a knit watch cap (cold weather only) may be worn with this uniform.

H.4.i. Accessories

The all weather parka, windbreaker, work jacket, trench coat, and wooly-pully or cardigan, with enhanced shoulder boards, may be worn with this uniform.

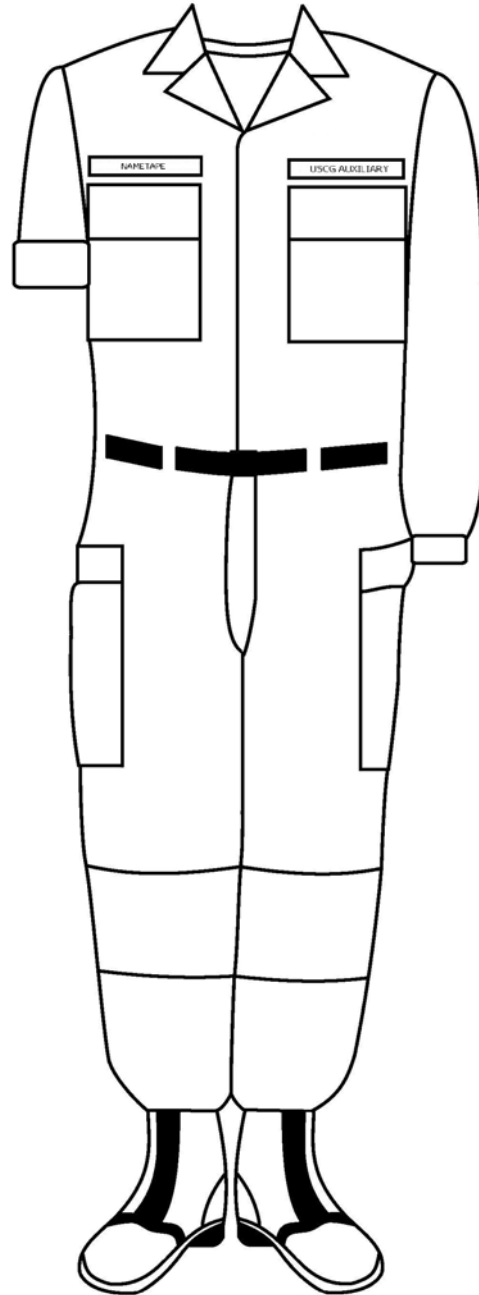


Figure 10-30
Operational Dress Uniform (Men and Women)



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:

- Flight Suit with insignia (see **Figure 10-31**).
- Outerwear as specified by the Coast Guard order-issuing authority.
- Footwear and undershirt as specified by the Coast Guard order-issuing authority.
- Headgear, either Garrison Cap, baseball cap, or protective gear, as required.

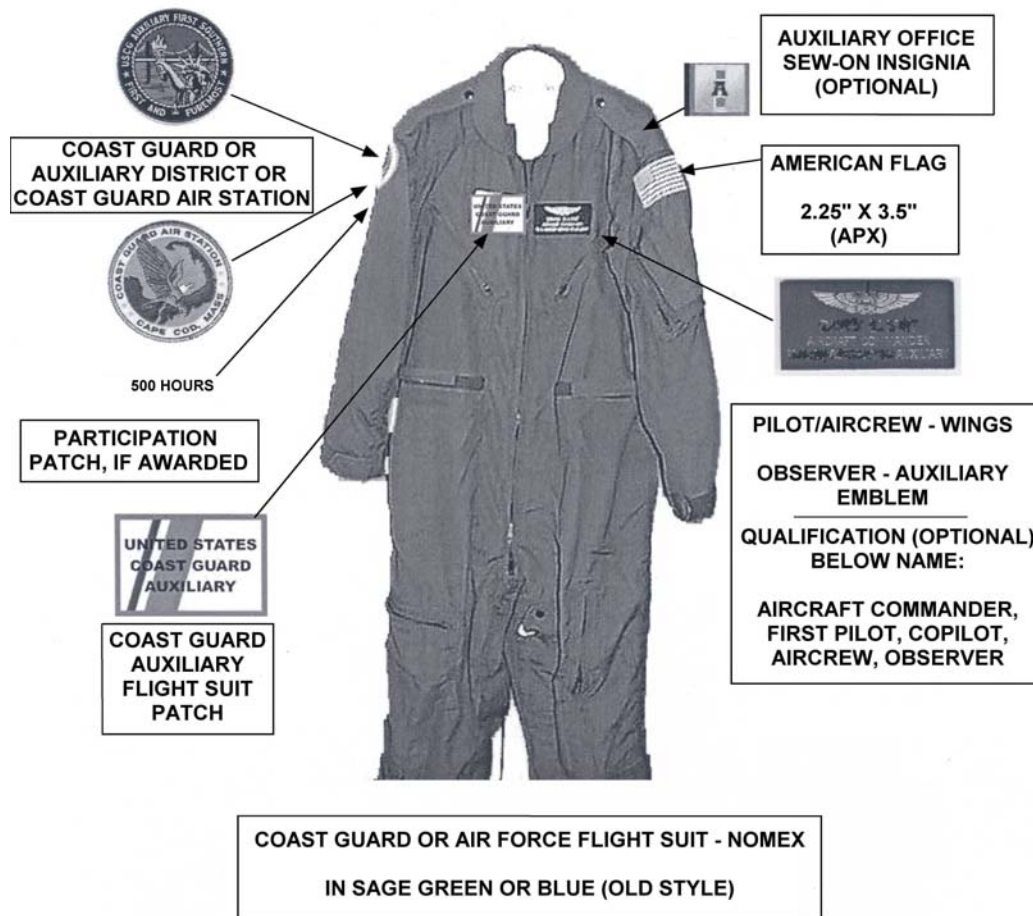


Figure 10-31
Auxiliary Flight Suit

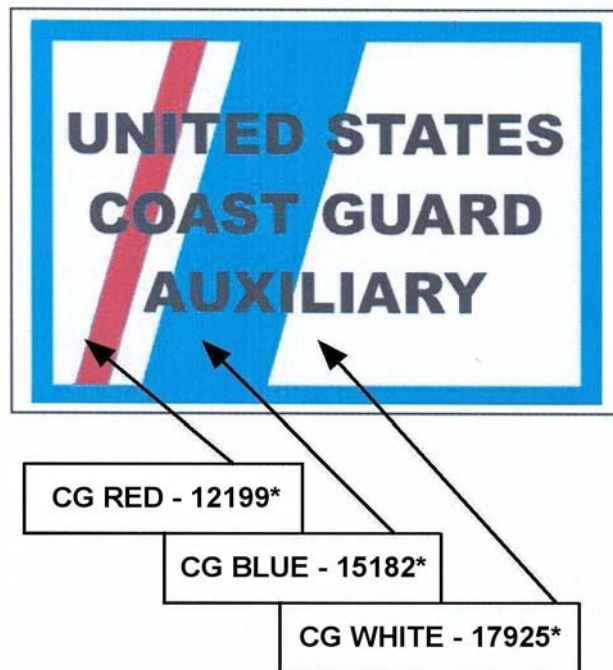


H.5.b. Patches

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 3³/₈ 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.

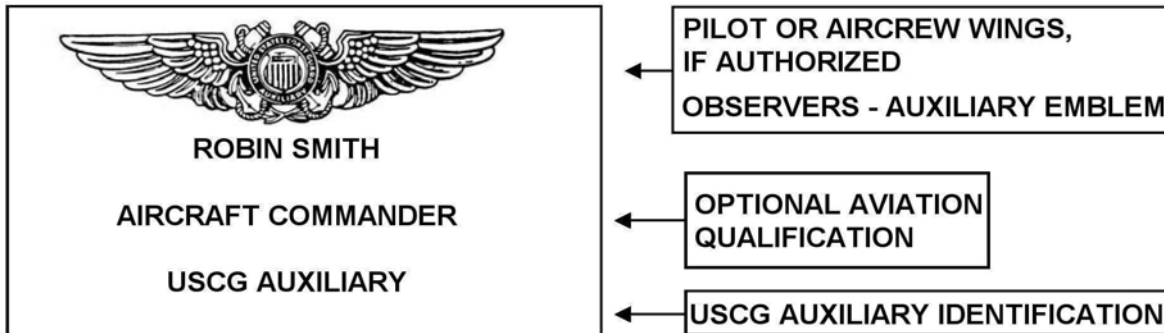


Figure 10-33
Auxiliary Flight Suit Left Breast Patch

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 $\frac{3}{4}$ inch below the shoulder seam. The flag shall be positioned with the field forward. This patch shall be approximately $2\frac{1}{4}$ by $3\frac{1}{2}$ 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 $\frac{3}{4}$ 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 $\frac{3}{4}$ 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 $\frac{1}{4}$ inch below the District or Air Station Patch on the right sleeve. This patch shall be approximately $\frac{3}{8}$ 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.5.e. Flight Suit
Care

It is recommended that a new coverall be laundered prior to use in order to soften the fabric and eliminate any possible skin irritation that might occur due to original fabric harshness. The fabric is drip-dry requiring no special handling and may be washed as frequently as needed. The coverall may be laundered at home or in a commercial washer and dryer.

H.5.f. Flight Suit
Cleaning

For comfort and the protection of flame-retardant properties, the following recommendations for cleaning are as follows:

- Wash the Flight Suit in water up to 140 °F. To reduce “piling” of fabric, the coveralls should be laundered inside out.
- Use of a commercial fabric softener in the rinse will remove body oils during the laundering process. The fabric softener also inhibits static generation.
- After tumble-drying or during drip-drying, the coverall should be hung on a wooden hanger.
- After each third laundering, the coveralls should be dry cleaned. Dry cleaning or laundering will not compromise the flame-retardant properties, and no renewable flame-retardant treatment is required. Coveralls, which are heavily soiled and/or stained with oil or grease, may be cleaned with solvents normally used in commercial dry cleaning establishments.
- Ironing or pressing is permissible; however, it is difficult to remove wrinkles or creases due to the high temperature-resistant qualities of the material.





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 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	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.
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. An optional tiara is available for wear. The tiara consists of a small crescent shaped head piece that fits over the crown of the head. The tiara shall be made of black velvet and embroidered in the center with the Auxiliary cap device. DCPs, and higher, shall have the appropriated visor ornamentation embroidered on either side of the device.



I.1.k. Accessories

The trench coat and overcoat 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 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.

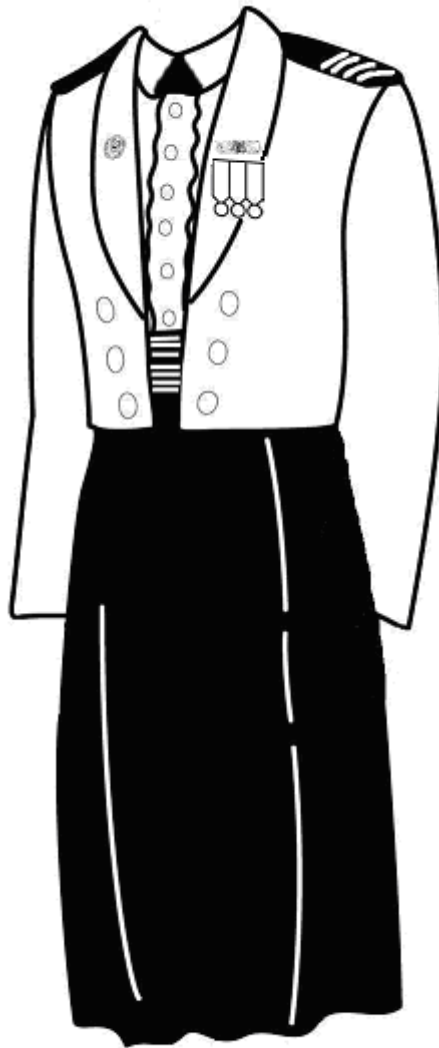


Figure 10-36
Dinner Dress White Jacket (Women)



I.3. Service Dress Blue (Bravo)

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

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 2 $\frac{5}{8}$ inches. Heel widths may be no less than $\frac{1}{2}$ inch at the floor. Flat wedge style soles that rise to 1-inch heels are authorized. Sole edges and heels must be black. Optional service shoes, for wear with trousers, are black, plain, lace up, oxford style with heels, made of smooth leather or a synthetic leather substitute. Shoes shall have three to six pairs of eyelets for lacing. A seam around the toe is authorized. Heel height may not exceed 1 inch. Sole edges, heels, and laces must be black.

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, qualification devices, and name tags.

I.3.j. Hat

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

I.3.k. Accessories

The reefer coat, overcoat, and trench coat may be worn with the uniform. A sweater (wooly-pulley/cardigan) may be worn in lieu of the coat in office or classrooms. A black or white handbag should be included where appropriate.



Figure 10-37
Service Dress Blue (Bravo) (Women)



I.4. Service Dress Blue (Alpha)

Though this uniform is discontinued as a Coast Guard uniform, it remains an authorized uniform for the Auxiliary. This uniform is appropriate for solemn occasions like funerals and, when prescribed, for ceremonies and after 1800 at social activities. It is the same as the Service Dress Blue (Bravo), except for the below items. (see **Figure 10-38**)

I.4.a. 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. No insignia or devices are worn on the white shirt.

I.4.b. Tie

The black tab tie shall be worn.



Figure 10-38
Service Dress Blue (Alpha) (Women)



I.5. Dinner Dress Blue

This uniform is worn for formal evening occasions. It is the same as the Service Dress Blue (Alpha), except that miniature medals and breast devices are worn instead of ribbons and name tag. The AUXOP and past officer devices, for which there are no miniatures, are also worn when authorized. Only the combination cap is appropriate for wear with this uniform. (see **Figure 10-39**)



Figure 10-39
Dinner Dress Blue (Women)



I.6. Service Dress White	The Service Dress White uniform may be prescribed for ceremonies and official functions. (see Figure 10-40)
I.6.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.6.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.6.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.6.d. Tie	The black tab tie is worn.
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, white socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.
I.6.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 2 ⁵ / ₈ 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.6.g. Insignia	Hard shoulder boards are worn with this uniform.
I.6.h. Breast Insignia/Devices	Name tag, ribbons, and qualification devices are worn.
I.6.i. Hat	The combination cap is worn with this uniform.
I.6.j. Accessories	The overcoat and trench coat may be worn with this uniform. A black or white handbag should be included where appropriate.



Figure 10-40
Service Dress White (Women)



I.7. Winter Dress Blue	This winter uniform may be worn instead of the Service Dress Blue (Bravo) uniform, except when a coat and tie are more appropriate. This option is only authorized from 1 November through 30 April. (see Figure 10-41)
I.7.a. Trousers	Trousers shall be the same as prescribed for Service Dress Blue (Bravo). Women may wear a skirt (optional) that is the same as prescribed for the Service Dress Blue (Bravo).
I.7.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.7.c. Shirt	A long sleeve, Coast Guard blue winter shirt is worn, that matches the color and material of the trousers.
I.7.d. Tie	A Coast Guard blue four-in-hand tie of suitable length is worn. Clip-on types are optional.
I.7.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.7.f. Shoes	Dress shoes are the same as prescribed for the Service Dress Blue (Bravo) uniform. For wear with trousers, optional service shoes are the same as prescribed for the Service Dress Blue (Bravo) uniform.
I.7.g. Insignia	Metal Collar devices are worn.
I.7.h. Breast Insignia/Devices	Name tag, ribbons, and qualification devices are worn.
I.7.i. Hat	The garrison, combination, or Air Force cold weather cap is worn.
I.7.j. Accessories	The reefer coat, all weather parka, overcoat, trench coat, wooly-pully, and cardigan with enhanced (or soft) shoulder boards may be worn with the uniform. A black or white handbag should be included where appropriate.



Figure 10-41
Winter Dress Blue (Women)



I.8. Tropical Blue Long

This uniform may be worn instead of the Service Dress Blue (Bravo) uniform, except when a coat and tie are more appropriate. This uniform is approved for year round wear. (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 as a stand-up collar, short sleeves, epaulets, two front pockets, and button packet is worn. With this shirt, the collar is worn open with no tie.

I.8.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.8.d. Shoes

Dress shoes and service shoes are the same as prescribed for Service Dress Blue (Bravo) uniform.

I.8.e. Insignia

Enhanced shoulder boards are worn on the shirt.

I.8.f. Breast Insignia/Devices

This uniform is worn with ribbons, breast insignia, qualification devices, and name tags.

I.8.g. Hat

The garrison or combination cap is worn with this uniform.

I.8.h. Accessories

The reefer coat, all weather parka, overcoat, trench coat, wooly-pully, and cardigan with enhanced (or soft) shoulder boards may be worn with the uniform. A black or white handbag should be included where appropriate.

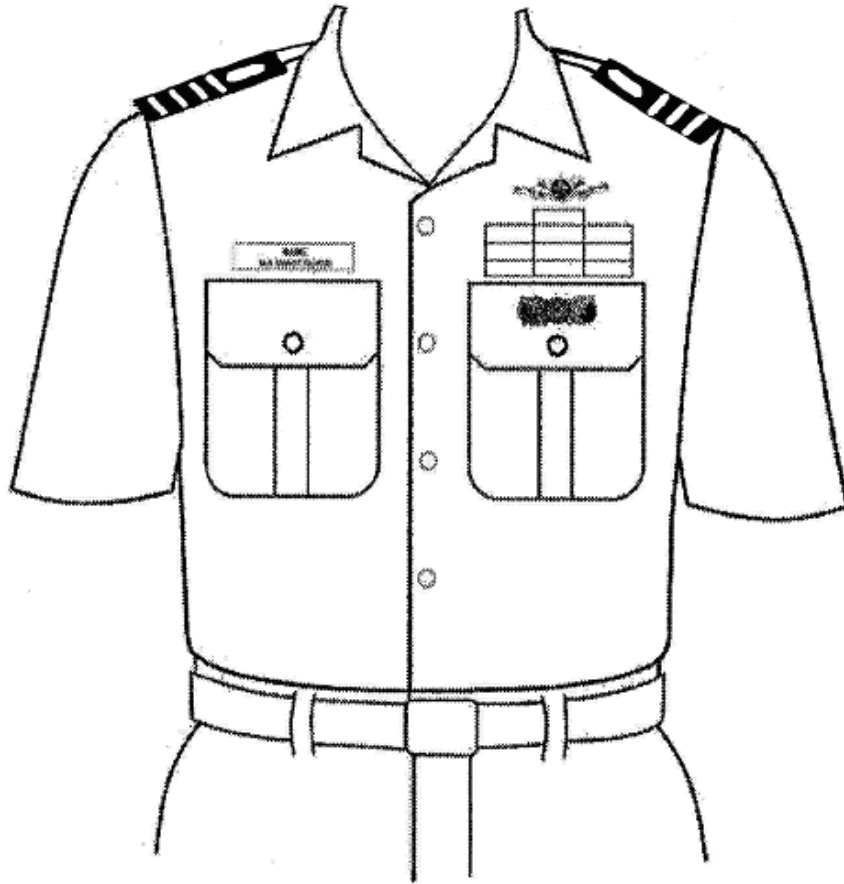


Figure 10-42
Tropical Blue Long (Women)



**I.9. Undress
Blue – Winter**

This winter uniform is worn for dressy situations and is appropriate for classrooms, unit meetings and boating safety booths. (see **Figure 10-43**)

I.9.a.
Skirt/Slacks/Belt

Skirt/Slacks/Belt - The skirt, optional slacks, and belt are the same as prescribed for the Service Dress Blue uniform.

I.9.b. Shirt

The shirt is the light blue 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.10.c* of this chapter)

I.9.c. Tie

The Coast Guard blue tab tie is worn.

I.9.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.9.e. Shoes

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

I.9.f. Insignia

Metal collar devices are worn. Shoulder boards are not worn.

I.9.g. Breast
Insignia/Devices

This uniform is worn with breast insignia, qualification devices and name tags. Ribbons are not worn.

I.9.h. Hat

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

I.9.i. Accessories

The reefer coat, all weather parka, overcoat, trench coat, windbreaker, work jacket, and wooly-pully or cardigan, with enhanced (or soft) shoulder boards, may be worn with the uniform. A black or white handbag should be included where appropriate.

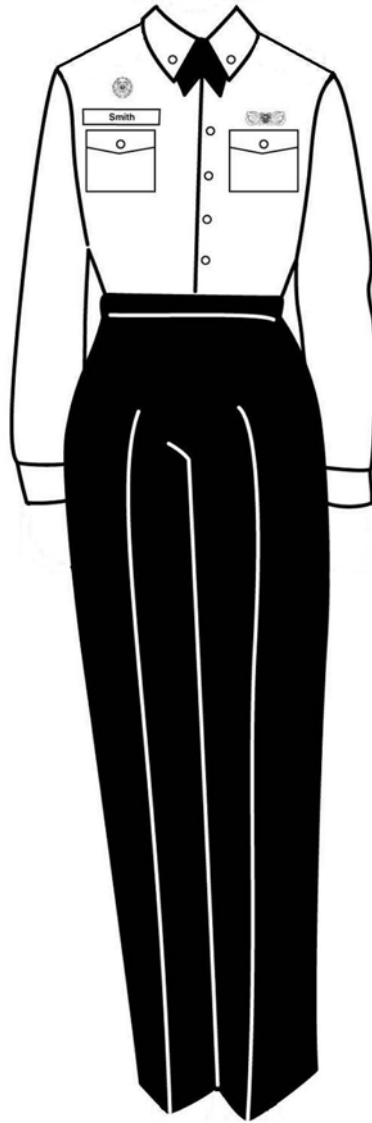


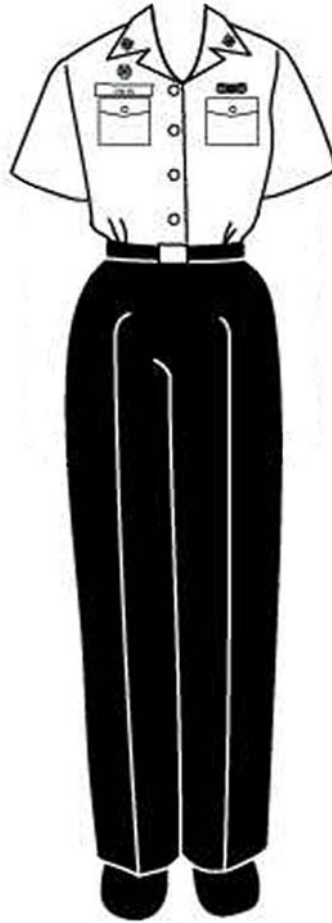
Figure 10-43
Undress Blue – Winter (Women)



**I.10. Undress
Blue – Summer
(Alpha)**

This summer uniform is worn for dressy situations. It is appropriate for wear in classrooms, at unit meetings and at Boating Safety Booths. It is the same as the Undress Blue - Winter, except for the shirt. (see **Figure 10-44**)

The shirt is light blue with a stand-up collar, short sleeves, epaulets, two front pockets, and button packet. The shirt is worn open, without a tie.



**Figure 10-44
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, XO's, 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 *Coast Guard Medals and Awards Manual*, COMDTINST M1650.25 (series), except as noted in this chapter.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Auxiliary Awards	11-3
B	Applicable Coast Guard Awards	11-15
C	Applicable Non-Military Awards	11-19
D	Making a Recommendation	11-23
E	Procurement of Awards	11-25
F	Manner of Wearing Miniatures and Ribbon Attachments	11-27
G	Precedence for Awards	11-31
H	Informal Recognition	11-41
I	Terms for Referencing Awards	11-43





Section A. Auxiliary Awards

Introduction	This section provides a description of Auxiliary awards.
A.1. Auxiliary Distinguished Service Medal	The Auxiliary Distinguished Service Medal (DSM) recognizes Auxiliarists who distinguish themselves by contributing exceptionally meritorious and distinguished service to the Coast Guard Auxiliary. The Coast Guard Auxiliary Distinguished Service Award is only awarded by the Commandant.
A.1.a. Eligibility Criteria	<p>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.</p> <p>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.</p>
A.1.b. Award Elements	This award consists of a Commandant's citation letter, a plaque, ribbon, miniature medal, and lapel pin. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by $\frac{5}{16}$ -inch gold or silver stars as appropriate.
A.2. Auxiliary Plaque of Merit	The Auxiliary Plaque of Merit is given to Auxiliarists in recognition of extreme skill in performing an assist or rescue that involves risk to the Auxiliarist's life. The Auxiliary Plaque of Merit may be awarded by any Flag officer with Chief Director of Auxiliary concurrence.
A.2.a. Eligibility Criteria	<p>This award recognizes heroism in the face of grave personal risk and which clearly stands out as above normal expectations.</p> <p>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.</p>
A.2.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 $\frac{5}{16}$ -inch gold or silver stars as appropriate.



A.3. Auxiliary Meritorious Service Medal

The Auxiliary Meritorious Service Medal (MSM) 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 Auxiliary MSM may be awarded by any Flag officer.

A.3.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.3.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.4. Medal of Operational Merit

The Medal of Operational Merit is given to Auxiliarists in recognition of outstanding skill in performing an assist, rescue, or other meritorious operational service. The Medal of Operational Merit may be awarded by any Coast Guard Commanding officer (06 and above) of an operational unit or serving as DVC or higher at a district office, MLC, HQ, or serving as a Director.

A.4.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.4.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.5. 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 (06 or above) of an operational unit or serving as DVC or higher at a district office, MLC, HQ, or serving as a Director.



A.5.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.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
Achievement
Medal**

The Auxiliary Achievement Medal (AAM) is given to Auxiliarists in recognition of their sustained 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 an operational unit or serving as a DVC or higher at a district office, MLC, HQ or Director.

A.6.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.6.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.7. 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.7.a. Eligibility
Criteria**

The award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for an 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. Commanding officers/Group Commanders, Directors, DVCs of HQ, MLC, ISC or district offices, O-4 and above, can approve the ACLOC. 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.7.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 $\frac{5}{16}$ -inch gold or silver stars.

**A.8. 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.8.a. Eligibility Criteria	<p>Service rendered in the act or operation being considered must meet the following criteria:</p> <ul style="list-style-type: none"> • Must be above and beyond normal duties. • Must have major significance. • Must have provided immediate relief, relieved human suffering and should have saved lives. • Must have affected the outcome of the situation. • Must have specific dates and must be restricted to the period of immediate relief. <p>Examples of the types of acts or operations which may qualify for this award include:</p> <ul style="list-style-type: none"> • 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. • Support or resettlement of refugees or evacuees. • Significant acts or operations directly related to humanitarian service, which are above and beyond routine service.
A.8.b. Award Elements	<p>This award consists of a ribbon and miniature medal. There is no certificate. For subsequent awards, a $\frac{3}{16}$-inch bronze star is authorized to be worn on the suspension ribbon and ribbon bar.</p>
A.9. Multiple Awards	<p>Auxiliarists indicate multiple awards of any of the above by adding $\frac{5}{16}$-inch or $\frac{3}{16}$-inch gold or silver stars as specified above.</p>
A.10. Auxiliary Annual Service Performance Awards	<p>These awards recognize the individual contributions of Auxiliarists in Auxiliary Recruiting, VE, RBSV, PE, and Operations programs.</p>
A.10.a. Eligibility Criteria	<p>Similar to the discontinued AMOS awards, the annual performance awards are to promote activity in critical areas and recognize individual efforts.</p> <p>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.</p>



A.10.b. Award Elements	<p>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 $\frac{3}{16}$-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” or “S” device as prescribed below (only one device may be worn, and the “O” device takes precedence). 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.</p>
A.10.c. Auxiliary Recruiting Service	<p>The Auxiliary Recruiting Service award is awarded for recruiting seven or more new Auxiliarists into the Auxiliary as determined and credited through the FC.</p>
A.10.d. VE/RBSVP Service	<p>The VE/RBSVP Service award is awarded for completing sixty or more VSCs, which include examinations of recreational boats, personal watercraft, commercial fishing vessels and uninspected passenger vessels, or conducting sixty or more RBSVPs or conducting a combination of VSCs, CFVEs and RBSVPs, which totals at least sixty checks/visits. Also, the award may be earned by conducting a total of twenty CFVEs.</p>
A.10.e. PE Service	<p>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).</p>
A.10.f. Operations Service	<p>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.</p>



A.10.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 included in category 07, 20, 21, 23, and 55 on AUXDATA report 4 (ANSC 7030).
A.10.f.2. “O” Device	Displays the operational “O” device for underway (excluding underway for training), surface mission activity (sixty or more hours), or for airborne aviation mission activity (excluding training) (thirty 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 categories 01, 02, 03, 24, 25, 26, 27, 28, 30, 31, 32, 33, 51, 52, 53, and 54 identified on AUXDATA report 4. Activities 30 (AtoN-Federal) and 31 (AtoN-private) and 32 (Bridge Administration) should be for afloat activity, vice ashore, for this award.
A.10.f.3. 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-PS. 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.10.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.11. Posthumous Awards	All of the above awards may be made posthumously.
A.12. Auxiliary Specialty Ribbon	This recognition is presented to an Auxiliarist who has satisfactorily completed any of the specialty courses. Auxiliarists add ³ / ₁₆ -inch bronze or silver stars to show completion of additional courses. This designation recognizes the satisfactory completion of all six specialty courses, which entitles the Auxiliarist to wear the AUXOP device. After earning the device, Auxiliarists no longer wear the Specialty Ribbon.
A.13. Auxiliary Program Ribbons	Ribbons are awarded for the following Auxiliary programs: <ul style="list-style-type: none"> • Operations • Operational Excellence • Examiner • Instructor



A.13.a.
Operations
Program

This ribbon recognizes qualifications in the various operations program areas. Auxiliarists who qualify as an Auxiliary crew member, air observer, AtoN verifier, Coast Guard watchstander, Coast Guard boat crewman, or Coast Guard boat engineer 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 show multiple qualifications by adding $\frac{3}{16}$ -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 QE. No miniature “E” device for miniature medals is authorized.

A.13.b.
Operational
Excellence
Program

The Operational Excellence Program will provide Coast Guard Auxiliary boat crews with a challenging opportunity to highlight their proficiency and skills through the completion of a series of evaluated scenarios. Boat crew members will receive a letter of successful completion, and Coxswains will be issued the Operational Excellence Program E-Decal (see **Figure 11-1**). The Coast Guard Auxiliary Excellence “E” ribbon will be issued to those team members who earned the Operational Excellence Program E-Decal award. This operational recognition program is not mandatory, and does not replace qualifications or certification. It is intended to give Auxiliarists certified in the Boat Crew Program an incentive to train and increase proficiency by working together as a highly trained and coordinated crew and to encourage additional Auxiliarists to offer their boats as Facilities. The team’s FC, at a regularly scheduled Auxiliary meeting to promote recognition and achievement among all Auxiliarists, presents the award.



Figure 11-1
Operational Excellence Program E-Decal



A.13.c. Examiner Program The ribbon recognizes qualifications in various examiner program areas. Auxiliarists who qualify as a VE, RBSV, or a CFVE may wear the Examiner Program Ribbon. Auxiliarists show multiple qualifications by adding ³/₁₆-inch bronze or silver stars.

A.13.d. Instructor Program This ribbon recognizes qualification in the IT program.

A.14. Auxiliary Service Awards Auxiliary Service Awards are presented for sustained Auxiliary Service and Auxiliary Member Service.

A.14.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 until the tenth award is achieved. 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, 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.14.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. Appropriate service certificates will be provided to Directors by the Chief Director to accompany all hourglass awards.

A.14.c. Auxiliary Member Service Award This award is presented to any Auxiliarist who completes five cumulative (needs not be consecutive) years 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 award increment, includes a miniature medal, ribbon, and certificate. Subsequent awards receive the star device and a certificate showing the numbered years of service.

A.15. Additional Auxiliary Awards The following are additional Auxiliary awards presented to deserving Auxiliarists.



A.15.a. Life Membership	This award is given to DCOs in recognition of service at the conclusion of their office term. Award of Life Membership does not change membership status or carry any special rights, except exemption from paying National dues by past DCOs. The award consists of a certificate to be presented by the Chief Director and NACO at an appropriate ceremony at a national level meeting. There is no ribbon, medal or plaque connected with Life Membership.
A.15.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.15.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.15.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.15.e. 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.15.e.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.15.e.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 <i>Chapter 3, paragraph D.5</i> of this manual for specific information.



A.16. 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 $\frac{5}{16}$ -inch gold or silver stars.

A.17. Discontinued Awards

The following listed awards are no longer issued:

- Air Observer/Pilot Ribbon
 - Auxiliary Service Award
 - Flotilla Achievement Medals (the six GAP ribbons)
 - $\frac{3}{16}$ -inch bronze star denoting qualification as Master IT
-



Chapter 11 - Auxiliariist Recognition/Awards



Section B. Applicable Coast Guard Awards

Introduction	This section describes the Coast Guard awards that Auxiliarists are eligible to receive. Table 11-1 depicts the relationship between Coast Guard and Auxiliary awards and is provided at the end of this section.
B.1. Coast Guard Unit Commendation Medals	Auxiliarists are eligible to receive the Coast Guard Unit Commendation and the Coast Guard Meritorious Unit Commendation Medals. The award consists of a ribbon only, there are no miniature medals. A Flag officer must approve these awards. To be eligible, an Auxiliarist must have participated directly in at least 50% of the action in a single operational incident for which the Coast Guard unit involved received a citation for one of these awards. The operational "O" is attached when authorized. Auxiliarists indicate multiple awards by $\frac{5}{16}$ -inch gold or silver stars. Specific Auxiliary units awarded the Coast Guard Unit Commendation are authorized to fly the award pennant for three years after the award.
B.2. 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. Auxiliarists indicate multiple awards by adding $\frac{5}{16}$ -inch gold or silver stars as appropriate.
B.3. 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.4. Coast Guard Meritorious Team Commendation Medal	The Meritorious Team Commendation (MTC) Award 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.



<p>B.4.a. Recommendations</p>	<p>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. Awards involving Auxiliary flotilla, division, or district staffs must be forwarded to the applicable Director who will process via an Auxiliary or District Awards Board, as appropriate. Recommendations involving Auxiliary National Staff members must be forwarded to the Chief Director for action.</p> <p>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.</p>
<p>B.4.b. Eligibility Criteria</p>	<p>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, EMLID, and current office held. For Coast Guard members, include full name, rank/grade, SSN, and current unit assignments.</p>
<p>B.4.c. Award Elements</p>	<p>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 $\frac{5}{16}$-inch gold or silver stars as appropriate.</p>
<p>B.4.d. Retired Award</p>	<p>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.</p>
<p>B.5. Special Operations Service Ribbon</p>	<p>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.</p>
<p>B.6. Awards for Recruiting Personnel into the Coast Guard Active Duty or Reserves</p>	<p>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 Director, Coast Guard Recruiting Center.</p> <p>Recommendations should be forwarded to: Director (CGPC-CGRC-3) Coast Guard Recruiting Center 4200 Wilson Blvd., Suite 450 Arlington, VA 22203-1804</p>



**B.6.a. Enlisted
Recruit**

Awards issued for recruiting per *Revised Incentive Program for Assistance for Recruiting*, ALCOAST 095/98 (COMDTNOTE 1100, dated 06 October 1998), have been modified, and 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. This includes recruiting under the RAP. Auxiliarists apply via the Coast Guard recruiter at the recruiting office they augment. Approval authority is the Director, Coast Guard Recruiting Center.

**B.6.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 Academy Introduction Mission (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.7. Award for
Team Coast
Guard Members**

Coast Guard active duty/Reserve military personnel, and civilian employees may be awarded the DSM to recognize any person who makes significant contributions to the Auxiliary on the national level. Coast Guard active duty military personnel are not authorized to wear any Auxiliary miniature medal, ribbon, badge, or device on any uniforms.

Auxiliarists are encouraged to work through the Coast Guard chain of leadership and management to ensure Team Coast Guard members who make significant contributions to the Auxiliary program receive due recognition. DCOs, DCPs, and FCs should work closely with their Coast Guard active duty, Reserve, and civilian counterparts to recommend deserving Coast Guard members for appropriate military and civilian awards.



**Table 11-1
Relationship Between Coast Guard and Auxiliary Medals**

Coast Guard Auxiliary Medal	Coast Guard Medal	Reason For Coast Guard Medal	Final Approval Authority
Auxiliary Distinguished Service Medal	Distinguished Service Medal	Exemplary meritorious achievement	Commandant via Chief Director and G-O
(none)	Legion of Merit	Outstanding meritorious service	
Auxiliary Plaque of Merit	Coast Guard Medal	Heroism not involving conflict with an enemy	Commandant via Chief Director and G-O
Auxiliary Meritorious Service Medal	Meritorious Service Medal	Meritorious service in the performance of duty	G-O via Chief Director
Auxiliary Medal of Operational Merit	Coast Guard Commendation Medal with "O" device	Outstanding operational achievement	Chief Director
Auxiliary Commendation Medal	Coast Guard Commendation Medal without "O" device	Outstanding administrative achievement	Any operational Commanding Officer (O-6 or above) or Chief Director
Auxiliary Achievement Medal	Coast Guard Achievement Medal "O" on device optional	Individual sustained service	Any operational Commanding Officer (O-5 or above) or Director of Auxiliary
Auxiliary Commandant Letter of Commendation	Commandant Letter of Commendation "O" device optional	Superior performance of duty	Any operational Commanding Officer or Director of Auxiliary



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 is 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 is authorized for the following personnel:
C.2.a. Eligibility Criteria	<ul style="list-style-type: none"> • Posthumously presented to those who lost their lives during the terrorist attacks of 11 September 2001 that had immediate family employed by DOT. • 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. • 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. • 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. • 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.2.b. Submission Requirements	Commanding officers of Coast Guard Units or Flotilla Commanders shall forward a complete list of names for those individuals eligible, a brief description of involvement, and TAD orders if applicable via the chain of leadership and management to G-WPM-1. Commander, Activities New York shall prepare packages on behalf of merchant marine and non-military vessel operators and crews outlined in eligibility requirements above.
C.2.c. Sample Citations	A sample citation is available from G-WPM-1.



C.3. Department of Transportation 9-11 Ribbon

This ribbon is awarded to an individual serving 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

Specifically, it may be awarded to the following authorized personnel:

- 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.
 - 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.
 - 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.3.b. Submission Requirements

Commanding officers of eligible Coast Guard units or FCs shall submit a complete list of all Auxiliarists who have participated in any of the above events with a brief description of involvement, and copies of orders if applicable to G-WPM-1 via the chain of leadership and management. The Commander, Activities New York shall prepare packages on behalf of merchant marine and non-military vessel operators and crews outlined in requirements above.

C.3.c. Sample Citation

A sample citation is available from G-WPM-1.

C.4. Department of Transportation Guardian Medal

This medal is awarded to senior Government transportation officials, who through visionary leadership, have re-directed the focus and resources of their organization, or major entities within their organization, and had a profound impact in their field, Federal Government, or on the general public in providing for the protection and security of the U.S. and its citizens.

C.4.a. Eligibility Criteria

To justify this decoration, nominations must demonstrate exceptional performance of duty while in a position of great responsibility, clearly above that normally expected, which has contributed materially to the betterment of the U.S.

C.4.b. Submission Requirements

Commanding officers of Coast Guard Units or FCs shall forward completed nominations, with CG-1650 and a draft citation available from G-WPM-1, via the chain of leadership and management to G-WPM-1.



C.5. 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.6. Public Service Awards

Under the provisions of the *Public Affairs Manual*, COMDTINST M5728.2 (series), Auxiliarists are not normally eligible for Coast Guard Public Service Awards. If recommended by the District Commander, however, such recommendations will be considered on a case-by-case basis by the Commandant.

C.7. 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.8. 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 Coast Guard Headquarters, Office of Search and Rescue (G-OPR), via the NACO through the National Awards Committee and the Auxiliarist's chain of leadership and management. Award nominations are due at G-OPR 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.



Chapter 11 - Auxiliarist Recognition/Awards



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 Chief Director of Auxiliary. For consideration of all listed awards (except the DSM 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 desired, and forward to the Auxiliary Awards Board for appropriate 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 <i>Coast Guard Auxiliary Program Awards Booklet</i> . Coast Guard personnel will use the appropriate chain of leadership and management with appropriate copies to the Director. 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 Auxiliarist elected or appointed leader. (see *Appendix G*)

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 Auxiliarist 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:

- Specific examples.
- Service impact.
- Positive results.
- Monetary savings.
- Eyewitness statements.
- Nature of action.
- Date or inclusive dates.
- Precise location.
- Time of day.
- Names of all involved.
- Detailed weather conditions.
- Amount of natural or artificial light.
- Any other pertinent information.

The Summary of Action is not required for the Medal of Operational Merit, Auxiliary Commendation Medal, the Auxiliary Achievement Medal, or the ACLOC Award. The Summary of Action for the Auxiliary MSM 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.



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 (G-WPM-1).
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	<p>Figure 11-2 shows the proper placement of various ribbon attachments to include stars, the operational silver letter “O” device, and hourglass device.</p> <p>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.</p>
F.3.a. Silver “O”	The silver “O” attachment may be worn on the Auxiliary MSA, Auxiliary Achievement Medal, ACLOC and Annual Service Performance Operations Service 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 Award), unit, and discontinued AMOS awards by wearing large gold or silver $\frac{5}{16}$ -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 $\frac{3}{16}$ -inch stars on the Annual Service Performance Award ribbons, the Sustained Auxiliary Service Award, the Membership Service Award, and Specialty ribbons. The $\frac{3}{16}$ -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 to
Retired Ribbons**

Auxiliarists are not authorized to wear anchors, the letter "X", 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**

Coast Guard personnel who have received awards from other military services or departments of the U.S. Government, foreign Governments, or other agencies will wear such awards on the Coast Guard uniform only as prescribed.



Ribbons with the “O”

Ribbons without an “O”



First Award



Second Award



Third Award



Fourth Award



Fifth Award



Sixth Award



Seventh Award



Eighth Award



Ninth Award



Silver Letter “O”

Tenth Award



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

Eleventh Award



	5/16" Silver Star
	3/16" Silver Star

Twelfth Award



Thirteenth Award



**Figure 11-2
Ribbons With and Without “O”**



Chapter 11 - Auxiliarist Recognition/Awards



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 (G-WPM-1) 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 most awards, which may be worn by Auxiliarists is provided in **Table 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	Legion of Merit
19	Distinguished Flying Cross
20	Auxiliary Plaque of Merit
21	Coast Guard Medal
22	* Navy/Marine Corps Medal
23	Soldier's Medal
24	Airman's Medal
25	Gold Lifesaving Medal
26	Bronze Star Medal
27	Purple Heart Medal
28	Auxiliary Meritorious Service Medal
29	Defense Meritorious Service Medal
30	Meritorious Service Medal
31	Merchant Marine Meritorious Service Medal




**Table 11-2
Personal Decorations - Continued**

Order of Precedence	Award
32	PHS Meritorious Service Medal
33	Air Medal
34	Silver Lifesaving Medal
35	Secretary's Award for Meritorious Achievement (DOT Individual Silver Medal)
36	Auxiliary Medal of Operational Merit
37	Auxiliary Commendation Medal
38	* Joint Service Commendation Medal
39	Coast Guard Commendation Medal
40	Commendation Medals: Navy; Army; Air Force
41	Merchant Marine Mariner's Medal
42	PHS Outstanding Service Medal
43	PHS Commendation Medal
44	Secretary's Award for Superior Achievement (DOT Individual Bronze Medal)
45	Auxiliary Achievement Medal
46	Joint Service Achievement Medal
47	DOT 9/11 Medal
48	* Coast Guard Achievement Medal
49	Achievement Medals: Navy; Army; Air Force
50	PHS Achievement Medal
51	NOAA Corps Director's Ribbon
52	Sustained Auxiliary Service Award
53	Auxiliary Commandant's Letter of Commendation Ribbon Bar
54	Commandant's Letter of Commendation Ribbon Bar
55	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/Marksmanship Ribbon
2	Coast Guard Expert Pistol Shot Medal or Sharpshooter/Marksmanship 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.



Chapter 11 - Auxiliarist Recognition/Awards



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:

- Certificates or letters of appreciation to Auxiliarists from the Auxiliary unit’s senior elected or appointed leader.
- Public recognition at all Auxiliary unit gatherings and social events.
- 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.
- 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).



Chapter 11 - Auxiliarist Recognition/Awards



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 $1\frac{3}{8}$ inches by $\frac{3}{8}$ inch (see Figure 11-3).
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 $\frac{1}{2}$ scale of the original (see Figure 11-4). 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.



	COAST GUARD AUXILIARY DISTINGUISHED SERVICE MEDAL			
	GUARDIAN MEDAL			
	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			
	SECRETARY'S OUTSTANDING UNIT AWARD			
	$\frac{5}{16}$ " (Gold Star) Denotes each subsequent award of the same meritorious unit or unit award.		Silver – Denotes support activities not involving the movement of a facility (Auxiliary Operations Service Award) denotes performance in member recruiting support. Worn centered on ribbon.	
	$\frac{5}{16}$ " (Silver Star) Worn in the same manner as the gold star, in lieu of five gold stars.		Silver – Denote performance in vessel examinations/RBSVP service area. Worn centered on ribbon.	
	$\frac{3}{16}$ " (Bronze Star) Denotes additional qualifications and multiple awards.		Silver – Denotes performance in public education service area. Worn centered on ribbon. Denotes QE designation.	
	$\frac{3}{16}$ " (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 (80 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 11-3
Coast Guard Auxiliary Awards (In Order of Precedence)



	COAST GUARD UNIT COMMENDATION				
	COAST GUARD MERITORIOUS UNIT COMMENDATION				
	COAST GUARD MERITORIOUS TEAM COMMENDATION				
	COAST GUARD BICENTENNIAL UNIT COMMENDATION				
	COAST GUARD AUXILIARY HUMANITARIAN SERVICE AWARD				
	TRANSPORTATION 9/11 RIBBON				
	COAST GUARD SPECIAL OPERATIONS SERVICE RIBBON				
	COAST GUARD RECRUITING SERVICE RIBBON				
	SPECIALTY TRAINING RIBBON				
	OPERATIONS PROGRAM RIBBON				
	EXAMINER PROGRAM RIBBON				
⁵ / ₁₆ " (Gold Star) Denotes each subsequent award of the same meritorious unit or unit award.			Silver – 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 – Denote performance in vessel examinations/RBSVP service area. 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 (80 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 11-3
Coast Guard Auxiliary Awards (In Order of Precedence) - Continued**



	INSTRUCTOR PROGRAM RIBBON				
	AUXILIARY MEMBERSHIP SERVICE RIBBON				
	FLOTILLA MERITORIOUS ACHIEVEMENT MEDAL				
	COAST GUARD AUXILIARY GROUP ACTION AWARD				
	AUXILIARY RECRUITING SERVICE AWARD*				
	AUXILIARY VESSEL EXAMINATIONS				
	RECREATIONAL BOATING SAFETY VISITATION PROGRAM SERVICE AWARD*				
	AUXILIARY PUBLIC EDUCATION SERVICE AWARD*				
	AUXILIARY OPERATIONS SERVICE AWARD*				
	U.S. COAST GUARD AUXILIARY EXCELLENCE "E" RIBBON				
*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 – 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 – Denote performance in vessel examinations/RBSVP service area. 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 (80 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 11-3
Coast Guard Auxiliary Awards (In Order of Precedence) - Continued**



CG Auxiliary Distinguished Service Medal



Guardian Medal



Auxiliary Plaque of Merit



CG Auxiliary Meritorious Service Medal



Medal of Operational Merit



Auxiliary Commendation Medal



Transportation 9/11 Medal



Auxiliary Achievement Medal



Auxiliary Commandant Letter of Commendation



Sustained Auxiliary Service Award



CG Auxiliary Humanitarian Service Award



Operations Program Ribbon



Examiner Program Ribbon



Instructor Program Ribbon



Auxiliary Membership Service



Flotilla Meritorious Achievement Medal

**Figure 11-4
Auxiliary Miniature Medals (In Order of Precedence)**



Auxiliary Recruiting Service Award



Auxiliary Vessel Examinations/Recreational Boating Safety Visitation Program Service Award



Auxiliary Public Education Service Award



Auxiliary Operations Service Award

Authorized "S" and "O" device "O" takes precedence over "S" device. Only one device is authorized.

**Figure 11-4
Auxiliary Miniature Medals (In Order of Precedence) - Continued**



COLLAR INSIGNIA

NACO	NAVCO	DCO	DC & N-A	DVC	BC	BA	VCO & RCO	DSO & D-AA	ADSO & D-AD	Auxiliary Aviator	Coxswain Device	Auxiliary Button	AUXOP Device

SHOULDER INSIGNIA

NACO	NAVCO	DCO	DC & N-A	DVC	BC	BA	VCO & RCO	DSO & D-AA	ADSO & D-AD	Auxiliary Aviator	Coxswain Device	Auxiliary Button	AUXOP Device

FOR INFORMATION ONLY - NOT INTENDED TO BE EXACT SCALE

CAP ORNAMENTATION

NACO	NAVCO	DCO	DC & N-A	DVC	BC	BA	VCO, RCO, DCP, DC, DVC, N-A	NACO, NAVCO, DCO

Other Insignia:

- Past Officer Device (Silver)
- Shield Elected Officer and Member (Embroidered)
- Shield Officer Staff Officer (Embroidered)
- Combination Cap Device
- Auxiliary National Staff Identification Badge
- Garrison & Working Cap Device
- Auxiliary Name Tag (Example: SMITH, U.S. COAST GUARD AUXILIARY)
- Retired Pin

Cap Ornamentation (men): VCO, RCO, DCP, DC, DVC, N-A

Cap Ornamentation (women): NACO, NAVCO, DCO

Figure 11-5 Authorized Coast Guard Auxiliary Uniform Insignia



Current and past National Commodore



Current and past National Vice Commodore and Area Commodore



Current and past District Commodore



Current and past National Directorate Commodore

**Figure 11-6
Auxiliary Flags, Pennants, and Burgees**

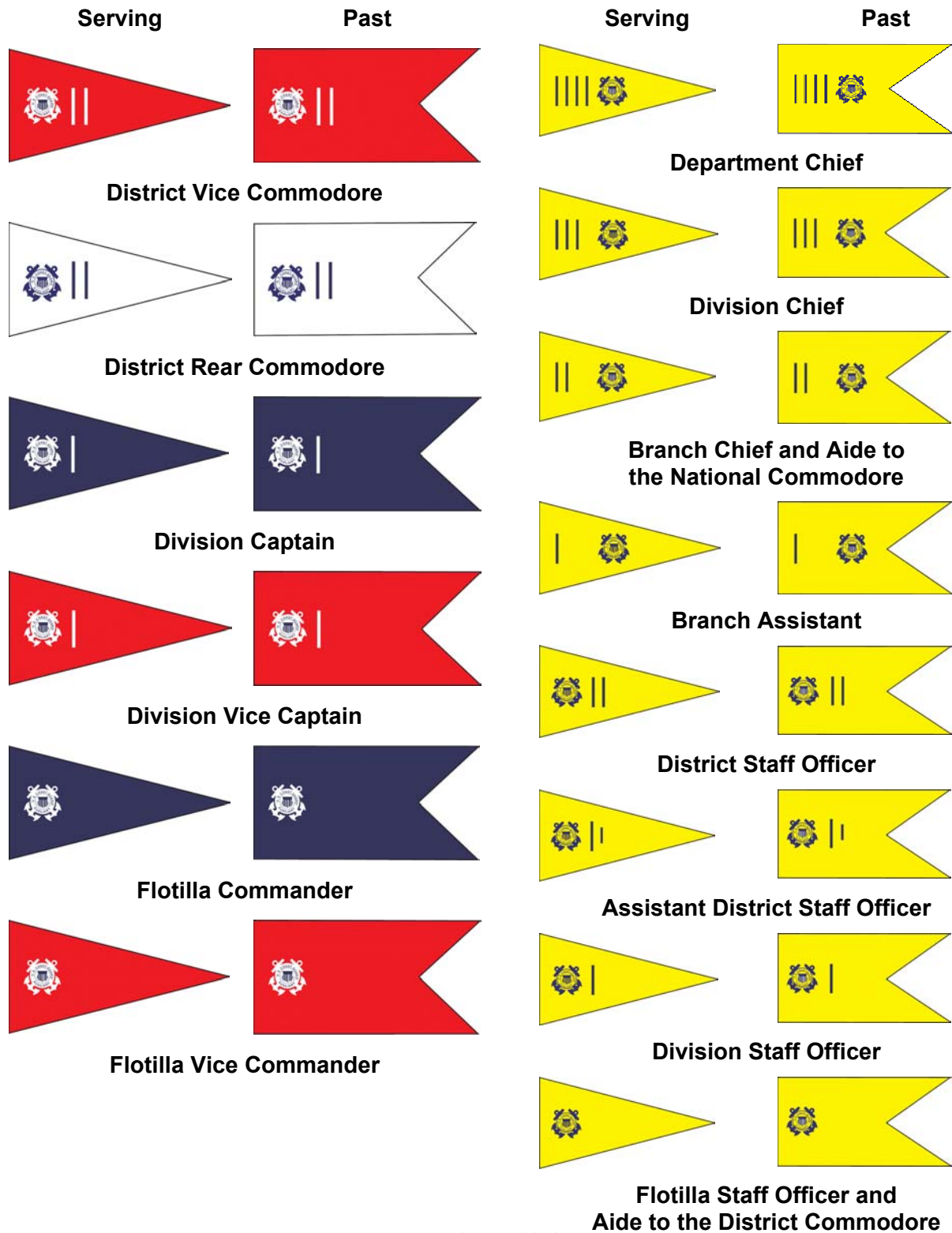


Figure 11-6
Auxiliary Flags, Pennants, and Burgees - Continued



Chapter 11 - Auxiliarist Recognition/Awards



Chapter 12

Guide to 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.

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:

Section	Title	See Page
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C	Boarding or Departing a Military Vessel	12-7
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Section A. Saluting

Introduction	This section describes the protocol Auxiliaries use when saluting in various situations.
A.1. Greetings	The hand salute is a long-established form of greeting and recognition exchanged between persons in the armed services. Saluting between Auxiliaries is not usually the custom. 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	When out of doors, (in uniform) and addressing the National Ensign, or whenever the National Anthem 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 a rendition of the National Anthem when the flag is displayed, all those present in uniform 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, those present should face toward the music and act in the same manner they would if the flag were displayed there.
A.3. Civilian Clothes	When out of doors and not in uniform, the civilian salute is rendered for the same situations. The civilian salute is made by standing at attention and placing the right hand over the heart. Any civilian headdress should be removed and held in the 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 <i>paragraph A.1</i> 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	When the Pledge of Allegiance is given, all (in uniform or not) should place the right hand over the heart.



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:

- Failure to hold the position of the salute until it is returned by the person saluted.
- Failure to look at the person or colors being saluted.
- Failure to assume the position of attention when saluting.
- Failure to have the fingers, hand, and arm in the proper position for saluting as mentioned in the previous paragraph.

Gross errors include:

- Saluting with a cigarette in the hand or mouth.
 - Saluting while the left hand is in a pocket.
 - 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 breach 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 Auxiliary facility, 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).
-



Chapter 12 - Guide to Courtesy and Protocol for Auxiliary Units and Auxiliarists



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.



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Section D. Wardroom Etiquette

Introduction	This section describes the proper wardroom etiquette for Auxiliaries.
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 located within 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.



Chapter 12 - Guide to Courtesy and Protocol for Auxiliary Units and Auxiliarists



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:

- There should be places for coats and hats.
 - Reserved seating should be pointed out as guests arrive.
 - For open seating, appropriate seating arrangements should be pointed out to guests.
 - Meal tickets should be given to guests as they arrive, if appropriate.
 - The program should be explained or distributed.
 - The host should ensure that guests are offered drinks.
 - 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 through 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.



Chapter 12 - Guide to Courtesy and Protocol for Auxiliary Units and Auxiliarists



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 Coast Guard 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, MSO Commanding officer, Group Commander, ship's 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 Charge of Watch Dinner

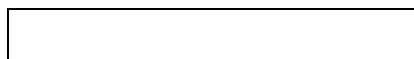
Sample seating arrangements for the head table at a Division Change of Watch Dinner when the persons listed as present, are shown below, both for mix and match seating and for the seating of guests as couples. In the examples, some ladies may be seated next to each other to avoid placing them at the end of the table. Other senior (non-Flag) Coast Guard officers (Sector Commander, MSO Commanding officer, Group Commander, ship's CO, or station OIC) or Auxiliary leaders (visiting DCO, NADCO, National Department chief, etc.) may be present and not representing an Auxiliary leader and not part of the program. Such Auxiliaries need not be seated at the head table, but could be seated at an honors table and appropriately recognized.

- (1) Division Captain (presiding leader)
- (2) Division Captain's Spouse
- (3) District Commodore
- (4) Spouse of District Commodore
- (5) Director
- (6) Spouse of Director
- (7) District Vice Commodore
- (8) Spouse of District Vice Commodore
- (9) District Rear Commodore (Area)
- (10) District Rear Commodore 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 Captain
- (2) Spouse of Division Captain
- (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)

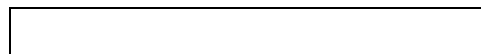


Audience

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:

- 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), District Operations Officer (o), 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**.
 - 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 Operations Capability (G-OC), the Assistant Commandant for Operations, etc.) will speak in the position normally accorded the Commandant when the Commandant is not present, otherwise as shown in **Table 12-1**.
 - 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 Rear Commodore(s)
4	District Vice Commodore
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	Area Commodores (currently serving in office)
14	District Commodore, National Directorate Commodore (currently serving in office)
15	Coast Guard Captains
16	District Vice Commodores, District Rear Commodores, Department Chiefs (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 (Alpha) 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 Manual*, COMDTINST M1770.1 (series).



Chapter 12 - Guide to Courtesy and Protocol for Auxiliary Units and Auxiliarists



Appendix A. Memorandum of Understanding and Joint Action Plan

Introduction This appendix provides the Memorandum of Understanding and Joint Action Plan (MOUJAP) for employment of the U.S. Coast Guard Auxiliary in support of the Coast Guard’s Bridge Administration Program.

In this Appendix This appendix contains the following information:

Topic	See Page
Memorandum of Understanding and Joint Action Plan	A-3





**MEMORANDUM OF
UNDERSTANDING &
JOINT ACTION PLAN**



**U. S. C. G.
AUXILIARY
SUPPORT OF THE
BRIDGE ADMINISTRATION
PROGRAM**

29 FEBRUARY 1996



**Memorandum of Understanding
and
Joint Action Plan
for
Employment of the U. S. Coast Guard Auxiliary
in Support of the
Coast Guard's
Bridge Administration Program**



Memorandum of Understanding
for
Employment of the U. S. Coast Guard Auxiliary
in Support of
the Coast Guard's Bridge Administration Program

OBJECTIVE: Through mutual involvement and commitment, expand the involvement of the Coast Guard Auxiliary in a dynamic "Team Coast Guard" approach which actively engages Auxiliarists as "full partners" in aggressively supporting the Coast Guard's Bridge Administration Program (BAP).

DISCUSSION: The mission of the BAP is to protect the human environment and ensure the freedom of navigation with a balanced approach to total transportation systems.

The strategic goals include:

- 1) Ensure safe and reasonably unobstructed navigation under or through bridges or causeways of the U.S. as required by statute, while balancing from an intermodal perspective the reasonable needs of all modes which interface with the maritime mode.
- 2) Ensure that operating regulations of existing drawbridges provide for the reasonable needs of navigation and land transportation (intermodal) as required.
- 3) Identify unreasonably obstructive bridges, order their removal or alteration.
- 4) Ensure timely bridge engineering design and construction for bridge removal or alteration projects, and to eliminate unreasonable obstructions to navigation with due consideration for land traffic needs and the environment.
- 5) Require bridge lighting and pier protection fendering systems for the safety of navigation and land traffic for every bridge crossing waterways that carry significant night time navigation and waterborne commerce.
- 6) Optimize resources to best meet growing workload and internal/external customer needs.
- 7) Ensure all BAP actions are in compliance with the bridge statutes, the National Environmental Policy Act, and the applicable environmental control laws.

To accomplish these goals, the principles of quality management require us to leverage resources, detect and respond to problems



proactively, and take a balanced approach to supporting the BAP. The Coast Guard Auxiliary Business Description and Direction (ABD&D) requires identification of non-traditional areas in which trained Auxiliarists may participate in direct support of Coast Guard missions. The business plan for the Office of Bridge Administration has identified key areas in which Auxiliarists can contribute significantly to the BAP.

EFFECTIVENESS MEASUREMENT

To determine if their efforts are meeting the objective of improving waterway safety and navigation, the BAP must support plans to implement accurate effectiveness measurement strategies. Effectiveness measurement will indicate if intended outcomes are occurring, and will help us adjust program strategies. The Auxiliary can contribute significantly to effectiveness measurement efforts by focusing on the parameters set by the BAP Program Manager to monitor customer needs and expectations.

These include:

- 1) Bridge fendering, bridge lighting, unauthorized construction activity in waterway and drawbridge operation regulation violations.
- 2) Smaller Truman-Hobbs backlog (bridges that need to be surveyed).
- 3) Bridge information gathering for the national bridge recording system.
- 4) Bridge outages due to floods, hits, or other disasters.

FIELD SUPPORT

Auxiliary augmentation of field operations supports the "Team Coast Guard" concept and will significantly enhance the achievement of joint program goals. The Auxiliary can act as a significant force multiplier to support the administrative and operational needs of the BAP field unit activities. The Auxiliary can be a key administrative and operational force multiplier during contingencies affecting bridges such as natural disasters and significant catastrophic events that affect safety and navigation on the nation's waterways.

Specific examples of field support/augmentation include:

- 1) Bridge survey - Provide district (obr) staff with input to the BRIDGIS program system. That is, provide or verify, during bridge survey inspections in the area of responsibility (AOR), horizontal and vertical clearance, lighting, fendering, and other data on bridges located in areas remote from regular CG field unit locations.



- 2) Investigations for (act as eyes and ears for field offices):
 - a) Bridge obstructions to waterways.
 - b) Navigation light outages.
 - c) Complaints of violation of drawbridge operating regulations.
 - d) Minor bridge strikes.
 - e) Damage to fenders.
 - f) Bridge construction or maintenance activities which unreasonably impede navigation past the bridge site.
 - g) Type and size of commercial waterborne commerce and recreational boating which transit particular bridge sites, to establish and document type of navigation using a particular reach of a navigable waterway in order to determine appropriate bridge clearances or special operating regulations.
- 3) As needed, provide district bridge program staff and other Coast Guard personnel with marine and air transportation to and from bridge sites for construction inspections, preapplication site examinations, and following major casualties involving bridges, etc.
- 4) Provide assistance in implementing safety zones during Truman-Hobbs bridge alterations, such as marine traffic control duties to ensure safe navigation past bridge construction, alteration, or removal activities.

EDUCATION

Education plays a significant role in the implementation of a balanced strategy to effectively support the BAP. Education's role is to raise the overall standard of care by favorably modifying human behavior. Education provides essential knowledge of bridge administration standards and requirements to Auxiliarists. By integrating the BAP message into existing Auxiliary education programs, member training courses, and publications, the Auxiliary has the opportunity to affect the behavior of a large number of recreational boaters and take a leading role in preventing loss of life and damage to property.



PERSONNEL RESOURCE DEVELOPMENT

The importance of sound personnel and fiscal management cannot be overemphasized. District (obr) should identify the number of Auxiliarists needed to assist in accomplishing BAP workload at the field level. District (obr) can then work with the director of Auxiliary to train and qualify a sufficient number of Auxiliarists to augment and support district field units.

FUNDING

The Chief Director, Auxiliary has overall funding responsibility for the administrative management and basic organizational support of the Auxiliary program to include overall policy development, maintenance of administrative and IRM functions, new member acquisition, and basic organizational support and entry level training for the Auxiliary. The benefiting Program Manager and/or its district counterpart is expected to provide (subject to funding availability) additional incremental funding for program specific administrative, operational, and training requirements.



AGREEMENT

AGREEMENT: The Chief Director, Auxiliary and the Chief, Office of Bridge Administration hereby establish this **Memorandum of Understanding (MOU)** and the attached **Joint Action Plan** which institutionalizes Auxiliary involvement in the Coast Guard Bridge Administration Program. The Chief, Permit Division and the Chief, Auxiliary Operations Division are designated action officers for the purposes of coordinating and implementing the action plan. The action plan establishes a dynamic framework by which both programs identify joint macro level objectives and identify priorities and responsibilities for achieving the objectives. Action officers shall treat the action plan as a living document, reviewing and updating it to reflect changing priorities and initiatives. The action plan is a binding element joining program resources and supporting agencies in actions to improve safety and navigation on the Nation's waterways. Action officers shall jointly identify processes and set action agenda priorities. Action officers shall maintain an up-to-date copy of the Joint Action Plan for reference and review. Action officers shall keep office/division chiefs and appropriate Auxiliary and Bridge Administration Program offices advised of progress.

This memorandum of understanding will remain in effect until cancelled in writing by either party.

G-OCX

G-OPT

Handwritten signature of A. A. Sarra in black ink.

A. A. SARRA
Captain, U. S. Coast Guard
Chief Director, Auxiliary

Handwritten signature of N.E. MPRAS in black ink.

N.E. MPRAS
Chief, Office of
Bridge Administration

Date: 29 FEB 96

FEB 29 1996
Date: _____



ACTION ITEMS

1. - Develop a strategic marketing plan consistent with the National Commodore's vision of a more proactive use of the Auxiliary as a force multiplier for the Bridge Administration program (BAP).
2. - Widely distribute signed copies of this Memorandum of Understanding (MOU) and Joint Action Plan.
3. - Identify specific BAP topics that can be incorporated into or augment internal Auxiliary training programs as well as external public education courses.
4. - Identify the number of Auxiliarists needed to augment each BAP field office.
5. - Identify headquarters/district funding needed to train and/or support Auxiliary participation in the BAP.
6. - Train and qualify Auxiliarists to support specific field activities for the BAP.



Action Item # 1

- Develop a strategic marketing plan consistent with the National Commodore's vision of a more proactive use of the Auxiliary as a force multiplier for the BAP.

Discussion: As the concept of "Team Coast Guard" gains additional momentum, it is incumbent on both the Office of Bridge Administration and the Auxiliary to aggressively market the Auxiliary as a true force multiplier for the BAP. Both offices should develop a joint marketing strategy that will result in a cultural change within the Auxiliary and the Coast Guard that allows for full use of the Auxiliary in an active support role for the BAP.

Lead: G-OPT, G-OAX-2
Contributing: Auxiliary DC-0
Funding: G-OPT/G-OAX
Target Dates: First Qtr, FY97



Action Item # 2

- Widely distribute signed copies of this Memorandum of Understanding (MOU) and action plan.

Discussion: To facilitate the marketing plan as outlined in Action Item # 1, G-OCX will distribute this MOU and Joint Action Plan to each district "o," for further distribution to "oax" and "obr" components and appropriate Auxiliary leadership.

Lead: G-OCX-2

Contributing: DC-O

Funding: G-OCX

Target date: When MOU is signed



Action Item # 3

- Identify specific BAP topics that can be incorporated into or augment internal Auxiliary training programs as well as external public education courses.

Discussion: Auxiliarists that are not active participants in the BAP but do participate in other operations may benefit from training concerning the safe and effective conduct of missions around bridge structures. For example, supporting SAR operations that occurred near Mobile, AL, in 1995 when a barge struck the bridge over Bayou Canot causing an AMTRAK train derailment. A greater safety educational need exists for recreational boaters who operate near bridge structures. Topics could cover an understanding of currents around bridge support structures and recognition of hazards that might otherwise be overlooked (i.e., loose pilings, collision damage, etc). District (oax) and (obr) should work closely with the district staff officers for Member Training (DSO-MT) and Public Education (DSO-PE).

Lead: NAVCO-RBS

Contributing: DC-E, G-OPT, District (O), (obr), DSO-MT, DSO-PE

Funding: No cost

Target date: Upon revision of courses



Action Item # 4

- Identify the number of Auxiliarists needed to augment each BAP field office.

Discussion: Commandant (G-OPT) shall work with each district (obr) and director of Auxiliary to identify the desired numbers of Auxiliarists needed to augment BAP forces. The force level of Auxiliarists should reflect the proper balance that optimizes program goals and manpower employment.

Lead: Commandant (G-OPT)

Contributing: District (obr), District (oax)

Funding: District (obr) - staff funding for identification of billet shortfalls.

Target Dates: As soon as practicable



Action Item # 5

- Identify headquarters/district funding needed to train and/or support Auxiliary participation in the BAP.

Discussion: District (obr) should identify funding needed to train and qualify the force level of Auxiliarists needed to support the district BAP. The bulk of BAP training conducted for Auxiliarists will be on the job (OJT). The type, place, and structure of the training for Auxiliarists will be determined by need and budgetary constraints. As more formal training sessions become available, Auxiliarists should be afforded access based on their level of participation in and support of the Bridge Administration program.

Lead: District (obr), Commandant (G-OPT)
Contributing: District (oax)
Funding: District (obr), Commandant (G-OPT)
Target Dates: As soon as practicable



Action Item # 6

- Train and qualify Auxiliarists to support specific field activities for the BAP.

Discussion: Directors of Auxiliary shall work with district (obr) to establish appropriate training programs using the most convenient Coast Guard training available.

As "TEAM COAST GUARD" continues to refine its force structure throughout the coming years, it is incumbent upon the Program Manager, Commandant (G-OPT), and the Auxiliary to strive toward inclusion of Auxiliarists in any formalized training program, be it district wide or national in scope. As funding permits, key Auxiliary personnel involved in the program should be provided the opportunity to attend national Bridge Administration sponsored seminars/conferences.

Lead: District (obr), District (oax)
Contributing: Commandant (G-OPT)
Funding: District (obr), Commandant (G-OPT)
Target Dates: As soon as practicable



Appendix B. Policy for Electronic Projections and Related Presentations for Public Education Courses

Introduction

The availability of new technology for producing electronic presentations (overheads, slides, videos and Power Point presentations), and related teaching aids, provides a real opportunity for the Auxiliary to increase the effectiveness of classroom instruction, however, it also raises some new challenges. It is necessary to establish 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 various Auxiliary units 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 requirements in terms of scope and coverage. Individual Auxiliary units may not be aware of these requirements and, unwittingly, create problems, however, units should be able to create enhanced presentations-particularly those that deal with local conditions, hazards, and regulations.

The following policy statement is designed to assist all Auxiliarists to better cope with copyright and accuracy issues, while at the same time, not jeopardize the interest of Auxiliarists or the Auxiliary as a whole.

B.1. Audio-Visual Policy

Individual Auxiliary units are encouraged to supplement existing audio-visual material provided by the National Staff. The material covered in the national supplied texts must be covered in class. ITs need to 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.

B.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.



**B.1.b. Auxiliary
Created Material**

Auxiliarists who create electronic projections as a personal teaching aid for their own use may utilize 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 designate for approval.

**B.1.c. Review and
Approval**

Original material prepared by an Auxiliarist or Auxiliary unit 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 DC-E for approval. If an Auxiliarist or unit wishes to have educational material posted on the national web site, this material must be approved by the DC-E. Approved materials shall be indicated as, "Approved, DC-E/CGAuxA, Inc." on each overhead or slide. Alternately, the originator may desire to affix a "CGAuxA, Inc.", copyright on the material to be distributed after obtaining CGAuxA Inc. approval. The DC-E shall be informed of such a request.

B.2. Origination

In the case of original material submitted to the DSO-PE for approval, the Auxiliarist who originates the material must attest in writing to the fact that this material is not covered by copyright and/or a copy of written permission to use copyrighted material 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.



B.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. Use of the seal alone is reserved for special instances such as lapel pins or podium signs. To ensure legibility, the signature's clearspace is equal to the uppercase letter "H". When possible, the signature shall be reproduced in color.



Homeland Security



Homeland Security

**Figure B-1
Department of Homeland Security Signature**



Appendix B - Policy for Electronic Projections and Related Presentations for Public Education Courses



Appendix C. Policy for Electronic Projections and Related Presentations for Member Training

Introduction	New technology lends itself to the creation of training aids for the use of the Department of Training and Auxiliary units. Copyright concerns and issues regarding training aids are present, although for reasons different than PE materials. Creators of electronic projection media for use in MT need to be vigilant to the unintended infringement upon another's copyright. While creation and sharing of member training materials is acceptable, Auxiliarists must be careful to remain within Commandant policy, direction, and guidance, as well as within Auxiliary policies, to ensure materials present accurate and complete information to the Auxiliarists. Accordingly, the following policy statement is designed to assist Auxiliarists who create and distribute aids for MT.
C.1. Policy	Original material prepared by an Auxiliarist or an Auxiliary unit that is designed for distribution outside a district to other Auxiliarists or Auxiliary units for their use in MT should be reviewed by the DC-T, or designate, for accuracy, completeness, training technical aspects, standardized training objectives, copyright infringement, and applicability to the national organization prior to its distribution. DC-T shall promulgate departmental policy for such review. This effort is intended as a service to the originating Auxiliarist/Auxiliary unit, not as a limiting or preventing act. A DC-T review of the material prior to its distribution can avoid the harmful effects of inaccurate information being distributed, copyright infringement of other copyright interests; standardize training; and allow the collation and further dissemination of materials to a larger audience.
C.1.a. DC-T Review	Any training materials intended to be used or distributed nationally by the Auxiliary National Supply Center (ANSC) or AUXCEN are national training materials requiring review by DC-T. All other locally produced and disseminated supplemental materials may receive DC-T review. Regardless, all local supplemental training material, whether reviewed by DC-T or not, must retain technical accuracy and conform to current Coast Guard and Auxiliary standards and policies.
C.1.b. Material Release	Auxiliarists who wish to distribute MT materials to others within or outside their district must state in writing whatever copyright limits apply to this material, if any. Ideally, the materials should be released without any copyright interests claimed in the work and expressly allow its unrestricted use by both the Coast Guard and the Auxiliary.



C.2. Origination

Auxiliarists who create 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 to the DC-T along with the request for review, as appropriate.

Reviewed materials shall be indicated as, "Reviewed, DC-T USCGAUX" on each overhead or slide.

Any questions should be directed to the Department of Training or Legal Affairs, as appropriate, through the chain of leadership and management.



Appendix D. Election Eligibility

Introduction

Persons must be active (certified) in a program (e.g., VE, IT, or Operations) in order to be eligible to run for office. After assuming additional responsibilities of the position, Auxiliarists do not need to maintain the certification(s) to take or hold the office to which elected. Persons must be active in a program to run for re-election or election to another office.

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.

This appendix provide election eligibility requirements and related information pertaining to flotilla, division, district, and national level leaders.

In this Appendix

This appendix contains the following information:

Title	See Page
Flotilla Commander	D-3
Flotilla Vice Commander (FVC)	D-3
Division Captain	D-4
Division Vice Captain	D-5
District Commodore	D-5
District Vice Commodore	D-6
District Rear Commodore	D-6
National Commodore	D-7
National Vice Commodore	D-7
National Area Commodore	D-8





Flotilla Commander

- | | |
|--|---|
| D.1. Eligibility to Assume Office | <ul style="list-style-type: none"> • Auxiliarist for one year prior to nomination. • Currently certified, as of the date of election, as VE, IT, or in Operations. • Completed Administrative Procedures, Elected Leader’s Course (ELC), or AUXMIN specialty course. |
| D.2. Regular Term | <ul style="list-style-type: none"> • One year. |
| D.3. Number of Terms Authorized | <ul style="list-style-type: none"> • Maximum of two consecutive one-year terms followed by one year out of office with no limits on how many times repeated. |
| D.4. Elected By | <ul style="list-style-type: none"> • Flotilla members. |
| D.5. Election Date | <ul style="list-style-type: none"> • Annual election prior to 15 December. • Waivers are normally required in writing and may be granted by the Director, with concurrence of the DCP, to FC for eligibility to assume office. |

Flotilla Vice Commander (FVC)

- | | |
|--|--|
| D.6. Eligibility to Assume Office | <ul style="list-style-type: none"> • Auxiliarist for one year prior to nomination. • Currently certified, as of the date of election, as VE, IT, or in Operations. • Completed Administrative Procedures, ELC, or AUXMIN specialty course. |
| D.7. Regular Term | <ul style="list-style-type: none"> • One year. |
| D.8. Number of Terms Authorized | <ul style="list-style-type: none"> • No limitation. |
| D.9. Elected By | <ul style="list-style-type: none"> • Flotilla members. |
| D.10. Election Date | <ul style="list-style-type: none"> • Annual election prior to 15 December. • Waivers are normally required in writing and may be granted by the Director of Auxiliary, as necessary, with concurrence of the DCP or FC, to VFC for eligibility to assume office. |



Division Captain

- | | |
|---|--|
| D.11. Eligibility to Assume Office | <ul style="list-style-type: none">• Have served at least one regular term (twelve months) as a member of a Division Board.• Any Auxiliarist transferring from another division, provided Auxiliarist fulfills eligibility requirements for VCP or DCP.• Active for the twelve months preceding the election and currently certified, as of the date of election, in VE, IT, or Operations. <hr/> |
| D.12. Regular Term | <ul style="list-style-type: none">• One year. <hr/> |
| D.13. Number of Terms Authorized | <ul style="list-style-type: none">• Four terms, provided no more than two are consecutive.• Transfer to any other division starts a new series of terms. <hr/> |
| D.14. Elected By | <ul style="list-style-type: none">• Division Board Members. <hr/> |
| D.15. Election Date | <ul style="list-style-type: none">• Annual election on or before 20 November.• Date must be approved by DCO and Director.• Waivers are normally required in writing and may be granted by the Director, with the concurrence of the DCO, to DCP for eligibility to assume office. <hr/> |



Division Vice Captain

- | | |
|---|---|
| D.16. Eligibility to Assume Office | <ul style="list-style-type: none"> • Have served at least one regular term (twelve months) as a Division Board member. • Any Auxiliarist transferring from another division, provided Auxiliarist fulfills eligibility requirements for Division Vice Captain (VCP) or DCP. • Active for the twelve months preceding the election and currently certified, as of the date of election, in VE, IT, or Operations. |
| D.17. Regular Term | <ul style="list-style-type: none"> • One year. |
| D.18. Number of Terms Authorized | <ul style="list-style-type: none"> • No limitation. |
| D.19. Elected By | <ul style="list-style-type: none"> • Division Board Members. |
| D.20. Election Date | <ul style="list-style-type: none"> • Annual election on or before 20 November. • Date must be approved by DCO and Director. • Waivers are normally required in writing and may be granted by the Director, with the concurrence of the DCO or DCP, to VCP for eligibility to assume office. |

District Commodore

- | | |
|---|--|
| D.21. Eligibility to Assume Office | <ul style="list-style-type: none"> • Have served a regular term as an elected leader, other than DCO, on any District Board. Active for twelve months preceding the election and currently certified, as of the date of election, in VE, IT, or Operations. • Have received a FAV determination on a Coast Guard DO PSI (SF-86 NACLC process). |
| D.22. Regular Term | <ul style="list-style-type: none"> • Two years. |
| D.23. Number of Terms Authorized | <ul style="list-style-type: none"> • One. |
| D.24. Elected By | <ul style="list-style-type: none"> • District Board Members. |
| D.25. Election Date | <ul style="list-style-type: none"> • Election every two years on or before 1 November, but after National Elections. |



District Vice Commodore

- | | |
|---|---|
| D.26. Eligibility to Assume Office | <ul style="list-style-type: none">• Have served a regular term as an elected leader, other than VCO or higher, on any District Board.• Active for twelve months preceding the election and currently certified, as of the date of election, in VE, IT, or Operations.• Have received a FAV determination on a Coast Guard DO PSI (SF-86 NACLC process). |
| D.27. Regular Term | <ul style="list-style-type: none">• Two years. |
| D.28. Number of Terms Authorized | <ul style="list-style-type: none">• One. |
| D.29. Elected By | <ul style="list-style-type: none">• District Board Members. |
| D.30. Election Date | <ul style="list-style-type: none">• Same as District Commodore. |
-

District Rear Commodore

- | | |
|---|---|
| D.31. Eligibility to Assume Office | <ul style="list-style-type: none">• Have served a regular term as an elected leader, other than VCO or higher, on any District Board.• Active for twelve months preceding the election and currently certified, as of the date of election, for designation in VE, IT, or Operations.• Have received a FAV determination on a Coast Guard DO PSI (SF-86 NACLC process). |
| D.32. Regular Term | <ul style="list-style-type: none">• One year. |
| D.33. Number of Terms Authorized | <ul style="list-style-type: none">• Two. |
| D.34. Elected By | <ul style="list-style-type: none">• District Board Members. |
| D.35. Election Date | <ul style="list-style-type: none">• Election annually, on or before 1 November, but after National Elections. |
-



National Commodore

D.36. Eligibility to Assume Office	<ul style="list-style-type: none"> • NAVCO or DCO in second year of regular term, or a past DCO who has completed a regular term as DCO or as a NAVCO. • Certified by the Chief Director as being currently qualified, as of the date of the election, in VE, IT, or Operations. • Have received a FAV determination on a Coast Guard DO PSI (SF-86 NACL process).
D.37. Regular Term	<ul style="list-style-type: none"> • Two years.
D.38. Number of Terms Authorized	<ul style="list-style-type: none"> • One.
D.39. Elected By	<ul style="list-style-type: none"> • National Board Members.
D.40. Election Date	<ul style="list-style-type: none"> • Election every two years at the Fall NACON.

National Vice Commodore

D.41. Eligibility to Assume Office	<ul style="list-style-type: none"> • ARCO or DCO in second year of regular term, or a past DCO who has completed regular term. • Certified by the Chief Director as being currently eligible, as of the date of the election, in VE, IT, or Operations. • Have received a FAV determination on a Coast Guard DO PSI (SF-86 NACL process).
D.42. Regular Term	<ul style="list-style-type: none"> • Two years.
D.43. Number of Terms Authorized	<ul style="list-style-type: none"> • Two, but not in the same office.
D.44. Elected By	<ul style="list-style-type: none"> • National Board Members.
D.45. Election Date	<ul style="list-style-type: none"> • Same as NACO.



National Area Commodore

- | | |
|---|--|
| D.46. Eligibility to Assume Office | <ul style="list-style-type: none">• DCO in second year of regular term, or a past DCO who has completed regular term.• Certified by the Chief Director as being currently qualified, as of the date of the election, in VE, IT, or Operations.• Have received a FAV determination on a Coast Guard DO PSI (SF-86 NACLC process). <hr/> |
| D.47. Regular Term | <ul style="list-style-type: none">• Two years. <hr/> |
| D.48. Number of Terms Authorized | <ul style="list-style-type: none">• Two, but not in the same office. <hr/> |
| D.49. Elected By | <ul style="list-style-type: none">• National Board Members. <hr/> |
| D.50. Election Date | <ul style="list-style-type: none">• Same as NACO <hr/> |



Appendix E. Prohibited Source Determination and Analysis

Introduction This appendix provides pertinent information to aid Auxiliarists in determining and analyzing prohibited sources of gifts.

In this Appendix This appendix contains the following information:

Topic	See Page
Defining a Gift	E-3
Defining Prohibited Sources	E-3
Exemptions	E-3
Prohibited Source Determination and Analysis	E-4





E.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:

- Cash
- Checks
- Money Orders
- Negotiable Instruments
- Securities
- Endowments
- Scholarships
- Personal Property
- Real Property
- Services

E.2. Defining a Prohibited Source

A prohibited source is any person, company, organization, or non-Federal Government entity that:

- Is doing business with the Coast Guard or Coast Guard Auxiliary.
- Is seeking business with the Coast Guard or Coast Guard Auxiliary.
- Conducts activities that are regulated by the Coast Guard or Coast Guard Auxiliary.
- Has interests that might be substantially affected by Coast Guard or Coast Guard Auxiliary personnel performing or not performing their duties.
- Is an organization or association having a majority of members that meet one or more of the above criteria.

E.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.



E.4. Prohibited Source Determination and Analysis

Chapter 5, Section H of this manual 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 prohibited source determination is made by applying the prohibited source definition to the prospective gift donor. If the prospective gift donor is not a prohibited source and the value of the gift does not exceed \$2500, approval can be given to the Auxiliary unit to solicit and accept the gift, or to accept the unsolicited gift. If the prospective donor is a prohibited source and the value of the gift does not exceed \$2500, approval can be given to the Auxiliary unit to solicit and accept the gift or to accept the unsolicited gift only after considering certain factors and concluding that approval is in the Coast Guard's and Auxiliary's interest.

The analysis factors that must be considered are:

- The positive impact on the Coast Guard or Auxiliary in granting approval.
 - The business or regulatory relationship between the prospective donor and the Coast Guard or Auxiliary.
 - The nature and sensitivity of any matter pending between the prospective donor and the Coast Guard or Auxiliary.
 - The likelihood of adverse publicity.
 - Whether a reasonable member of the public, knowing all of the facts, would lose confidence in the Coast Guard or Auxiliary.
-



Appendix F. 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	F-3
By-Law Provisions	F-3
Insurance Requirements as Applicable	F-3
Tax Requirements	F-4
Written Exclusive Use Agreement as Applicable	F-4





F.1. Articles of Organizational Policies

Articles of organizational policies shall include:

- Name
- Purpose
- Officers
- Directors
- Members
- Other relevant provisions

F.2. By-Law Provisions

By-law provisions shall address:

- Officers
- Directors
- Members
- Elections
- Quorum
- Voting
- Indemnification
- Dissolution
- Fiscal policy
- Miscellaneous

F.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.		



F.4. Tax Requirements

- IRS 501c(3) determination
- State tax exempt status including sales tax
- Federal tax I.D. number

F.5. Written Exclusive Use Agreement as Applicable

- Real estate
 - Tangible, personal property (i.e., boats, trailers, or aircraft)
-



Appendix G. Coast Guard Forms

Introduction This appendix provides a listing of and sample copies of forms referenced in this manual. These forms are current as of the printing of this manual, however they are constantly being changed and modified. These are only examples and should not be used for official business. The most up to date version of the forms can be found on the National Auxiliary Web Site or ordered from ANSC.

In this Appendix This appendix contains the following information:

Topic	See Page
List of Forms	G-3
Enrollment Application Form (ANSC-7001/CGAUX-32)	G-4
Vessel Facility Inspection and Offer Use Form (ANSC-7003)	G-6
Notice of Intent to Teach Public Education Course Form (ANSC-7023)	G-11
Financial Reporting of an Auxiliary Unit Form (ANSC-7025/CG-AUX-23)	G-13
Prospective Member Interview Record Form (ANSC-7036)	G-17
Short Term Training Request Form (ANSC-7059/CG-5223)	G-19
Completed Short Term Training Request Form (ANSC-7059/CG-5223)	G-21
Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation Form (CA-1)	G-22
Claim for Compensation Form (CA-7)	G-26
Attending Physician's Report Form (CA-20)	G-29
Coast Guard Award Recommendation Form (CG-1650)	G-33
Certificate of Compliance – Private Motor Vehicle Registration (CG-3308)	G-34
Damage and Loss Claim Form (CG-4112)	G-35
Military Temporary Duty or Civilian Temporary Duty Travel Orders Form (CG-4521)	G-36
Operational Specialty Course Answer Sheet Form (CG-4886)	G-37
Auxiliary Patrol Order Form (CG-5132)	G-38



Coast Guard Travel Voucher or Subvoucher Form (DD-1351-2)	G-42
Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act (DHS-11000-9)	G-45
Health Claim Insurance Form (OWCP/HFCA-1500)	G-46
Motor Vehicle Accident Report Form (SF-91)	G-50
Claim for Reimbursement for Expenditures on Official Business Form (SF-1164)	G-54
Electronic Transfer/Direct Deposit Form (SF-1199A)	G-56



List of Forms

ANSC-7001/CGAUX-32	Auxiliary Enrollment Application
ANSC-7003	Vessel Facility Inspection and Offer For Use Form
ANSC-7023	Notice of Intent to Teach
ANSC-7025/CG-4750	Financial Reporting of Auxiliary Unit
ANSC-7036	Prospective Member Interview Record
ANSC-7059/CG-5223	Short Term Training Request
CA-1	DOL Report of Traumatic Injury
CA-7	Claim for Compensation on Account of Traumatic Injury
CA-20	DOL Attending Physician's Report
CG-1650	Coast Guard Award Recommendation Form
CG-3308A	Certificate of Compliance – Private Motor Vehicle Registration
CG-3865	Coast Guard Boating Accident Report
CG-4112	Damage and Loss Claim
CG-4521	Military Temporary Duty or Civilian Temporary Duty Travel Orders Form
CG-4886	Operational Specialty Course Answer Sheet
CG-5132	Auxiliary Patrol Order Form
DD-1351-2	Coast Guard Travel Voucher or Subvoucher Form
DHS-11000-9	Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act
OWCP/HFCA-1500	Health Claim Insurance Form
SF-91	Operator's Report of Motor Vehicle Accident
SF-1164	Claim of Reimbursement for Expenditures on Official Business Form
SF-1199A	Electronic Transfer/Direct Deposit Form



DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CGAUX - 32 (4-97)	U. S. COAST GUARD AUXILIARY ENROLLMENT APPLICATION (See instructions and Privacy Act Statement on Page 2)	FLOTILLA NUMBER
SECTION I PERSONAL DATA OF APPLICANT		
NAME LAST, FIRST, MIDDLE INITIAL _____		
CHECK <input type="checkbox"/> M <input type="checkbox"/> F	MAILING ADDRESS _____	
	CITY _____	STATE _____ ZIP CODE _____
BOAT PHONE _____	BUSINESS PHONE _____	CELLULAR PHONE _____
HOME PHONE _____	FAX NUMBER _____	PAGER _____
OCCUPATION _____	RETIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	SOCIAL SECURITY NO. _____ DATE OF BIRTH MM DD YY _____ SPOUSE NAME _____
How do you describe yourself? (If you care to do so) Choose only one <input type="checkbox"/> White or Caucasian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American or Pacific Islander		
IN CASE OF EMERGENCY THE PERSON TO CONTACT IS:		
NAME _____		RELATIONSHIP _____
MAILING ADDRESS _____		
CITY _____		STATE _____ ZIP _____
PHONES: HOME _____	BUS _____	OTHER _____
SECTION II CERTIFICATION OF APPLICANT		
I am a U.S. Citizen. <input type="checkbox"/> YES <input type="checkbox"/> NO	My place of birth is: _____	CITY _____ STATE _____ COUNTRY _____
and if naturalized _____	Date _____	Court location _____ Docket # _____
I have ___ have not ___ been convicted of a violation of any law of the United States, and State, possession or territory, the District of Columbia or the Commonwealth of Puerto Rico classified as a felony. I affirm under the penalties of perjury as to the truth of all statements contained in this application and authorize verification for the official use of the U.S. Coast Guard or U.S. Coast Guard Auxiliary. I understand that any false statement contained herein is grounds for my disenrollment from the U.S. Coast Guard Auxiliary.		
I PLEDGE TO SUPPORT THE U.S. COAST GUARD AUXILIARY AND ITS PURPOSES AND ABIDE BY THE GOVERNING POLICIES ESTABLISHED BY THE COMMANDANT OF THE U.S. COAST GUARD.		
SIGNATURE OF APPLICANT _____		DATE _____
SECTION III FLOTILLA CERTIFICATION AND ATTACHMENTS		
APPLICATION TYPE: <input type="checkbox"/> NEW <input type="checkbox"/> RE-ENROLLMENT	PREVIOUS MEMBER NO. _____	
<input type="checkbox"/> YES <input type="checkbox"/> NO CG-AUX-1 ATTACHED	QUALIFICATION TEST DATE _____ SCORE _____	
<input type="checkbox"/> YES <input type="checkbox"/> NO CG-AUX-2 ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO FACILITY OWNER	
<input type="checkbox"/> YES <input type="checkbox"/> NO PRIVACY ACT STATEMENT READ (Privacy Act Statement on Page 2)	<input type="checkbox"/> YES <input type="checkbox"/> NO SPECIAL TRAINING OR EXPERIENCE	
<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL (If Disapproved state reason on separate sheet of paper and attach)		
FLOTILLA COMMANDER SIGNATURE _____		DATE _____ FLOTILLA NUMBER _____
SECTION IV DIRAUX ENDORSEMENT		
(MEMBER NUMBER) _____	DATE OF ENROLLMENT MM/DD/YY _____	BASE ENROLLMENT DATE MM/DD/YY _____
APPLICANT IS ACCEPTED AS A MEMBER (Note if application is not accepted, explain in detail on a separate piece of paper and attach)		
DIRAUX SIGNATURE _____		DATE _____

ANSC # 7001

**Figure G-1
Enrollment Application Form (ANSC-7001/CGAUX-32)**



INSTRUCTIONS FOR COMPLETING THIS APPLICATION - CGAUX-32

1. General- Everyone requesting membership in the U.S. Coast Guard Auxiliary must complete this form.
 - a. Read all instructions carefully.
 - b. This form is used to enter new member personal data into AUXMIS.
 - c. Data from this form are reported in detail with the exception of Date of Birth and Social Security Administration Number on the flotilla roster and Member Summary and Status Report.
2. FLOTILLA NUMBER- Enter the seven digit number of the flotilla submitting this application. Completed by the FC/FSO-MR.
3. SECTION I PERSONAL DATA OF APPLICANT- *To be completed by Applicant.*
 - a. LAST NAME- If JR., SR., or Numbers are used, include in this block.
 - b. FIRST NAME AND MIDDLE INITIAL- Enter as normally written.
 - c. CHECK- One of the gender boxes.
 - d. MAILING ADDRESS- Enter current mailing address.
 - e. CITY- Enter name of city where address is located. If residence is outside the United States, also enter country.
 - f. STATE- Use The official two-letter postal code. Leave blank if outside the United States.
 - g. ZIP CODE- Use current five numbers. Add ZIP+4 when known.
 - h. TELEPHONES- Enter area code and telephone number(s).
 - i. OCCUPATION- Enter present occupation or indicate previous occupation, check box as to status.
 - j. SOCIAL SECURITY ADMINISTRATION NUMBER- Enter SSAN (See 1c above).
 - k. DATE OF BIRTH- Enter DOB using MM/DD/YY numeric format, 06/18/30 (See 1c above). Membership eligibility begins at 17 years of age.
 - l. SPOUSE'S NAME- Use spouse's given name-no nicknames.
 - m. ETHNIC GROUP (Optional)- Check box which describes your ethnic group.
 - n. EMERGENCY CONTACT- Enter name, address, telephone numbers with Area Codes and contact's relationship.
4. SECTION II CERTIFICATION OF APPLICANT- *To be completed and signed by applicant.*
 - a. CITIZENSHIP- Enter city, state and country of birth. Auxiliary members must be U.S. citizens.
 - b. FELONY CONVICTIONS- Check appropriate answer to conviction statement. A Felony conviction within the past ten (10) years makes applicant ineligible for membership in the Auxiliary. Felony convictions occurring more than ten (10) years ago may be waived by the Director of Auxiliary and applicant will be contacted for more information. Review application and data to ensure accuracy, then sign using full name and enter date.
5. SECTION III FLOTILLA CERTIFICATION AND ATTACHMENTS- *To be completed by the FC or FSO-MR.*
 - a. APPLICATION TYPE- Check whether applicant is a new member or re-enrolling. If re-enrolling provide previous member number.
 - b. CHECK-OFF LIST- Check all appropriate boxes. Note: If facility owner, submit applicable facility inspection form, Vessel (CG-2736), Radio(CG-2736A) or Aircraft(CG-2736B) with this application. If applicant possesses special training or experience, add information on a separate sheet. If applicant is willing to be trained and participate in any Auxiliary program, this information should be included.
 - c. FLOTILLA COMMANDER RECOMMENDATION- The Flotilla Commander must check appropriate box, sign and date application. If disapproval is recommended, the reason(s) must be stated on a separate sheet. If applicant is willing to be trained and participate in any Auxiliary program, this information should be included.
6. SECTION IV DIRAUX ENDORSEMENT- *To be completed by the Director of Auxiliary.*
 - a. Enter the new member number, date of enrollment and base enrollment date (MM/DD/YY). Sign and date.
 - b. If disapproved, reason(s) must be stated on a separate sheet of paper and attached to the application. A letter explaining the reason(s) for disapproval is sent to the applicant, with a copy to the Flotilla Commander.

PRIVACY ACT STATEMENT

In accordance with 5 USC 552(a)(e), the following information is provided to you when supplying personal information to the United States Coast Guard.

1. **AUTHORITY** which authorized the solicitation of the information: 14 USC Sec 823.
2. **PRINCIPAL PURPOSE(S)** for which information is intended to be used: To establish eligibility for enrollment and a record for the individual in the Auxiliary Management Information System.
3. **THE ROUTINE USES** which may be made of the information: Provide identification, address and personal information to the following: (1) Directors of Auxiliary. (2) Members of the Auxiliary. (3) Coast Guard Institute. (4) NOAA.
4. **WHETHER OR NOT DISCLOSURE** of such information is mandatory or voluntary (required by law or optional) and the effects on the individual, if any, of not providing all or any part of the requested information: Disclosure of this information is voluntary, but failure to provide information will prevent enrollment of the person in the Auxiliary.

**Figure G-1
Enrollment Application Form (ANSC-7001/CGAUX-32) - Continued**



DEPARTMENT OF HOMELAND SECURITY U.S.C.G. AUXILIARY ANSC 7003 (Rev 04-04)	VESSEL FACILITY INSPECTION AND OFFER FOR USE FORM (See instructions and Privacy Act Statement on page 3)	<input type="checkbox"/> INITIAL (NEW) REPORT <input type="checkbox"/> REINSPECTION (REOFFER) <input type="checkbox"/> CHANGE														
SECTION I OWNER DATA - Completed by owner																
OWNER'S MEMBER ID NUMBER	OWNER'S LAST NAME, FIRST NAME, MIDDLE INITIAL	TYPE OF OWNERSHIP (Check one) All owners must sign Section III <input type="checkbox"/> SOLE <input type="checkbox"/> AUX UNIT <input type="checkbox"/> GOV'T <input type="checkbox"/> MULTIPLE <input type="checkbox"/> CORPORATE														
CO-OWNER'S MEMBER ID NUMBER	CO-OWNER'S LAST NAME, FIRST NAME, MIDDLE INITIAL															
SECTION II FACILITY DATA - Completed by owner																
REGISTRATION OR DOC NO.	HULL IDENTIFICATION NO.	FACILITY'S NAME	FACILITY NO.													
VESSEL LOCATION		ZIP CODE	LATITUDE	LONGITUDE												
MANUFACTURER	MODEL	YEAR	TYPE VESSEL	LENGTH	BEAM	DRAFT	NO. BUNKS	WATER CAP.								
TYPE POWER	NO. ENGINES	HP EACH ENG	TYPE FUEL	FUEL CAPACITY	IF THIS FACILITY REPLACES ONE CURRENTLY RECORDED, ENTER OLD FACILITY NUMBER HERE →											
CELL PHONE #	DSC NUMBER				<input type="checkbox"/> Night OPS <input type="checkbox"/> Trailerable <input type="checkbox"/> Head <input type="checkbox"/> Range <input type="checkbox"/> Heater											
	MANUFACTURER	MODEL	YEAR	SERIAL #	FUEL CONSUMPTION	ECONOMICAL	CFUSE	MAXIMUM								
ENGINE 1:					Speed in Knots											
ENGINE 2:					Gallons per Hour											
GENSET:					K.W. Capacity											
<input type="checkbox"/> Compass <input type="checkbox"/> Radio Direction Finder (RDF Type _____) <input type="checkbox"/> Depth Finder <input type="checkbox"/> Radar <input type="checkbox"/> Lorán <input type="checkbox"/> GPS/DGPS																
<input type="checkbox"/> MF/HF SSB Output: _____ Channels: _____ <input type="checkbox"/> VHF-FM Output: _____ Channels: _____ <input type="checkbox"/> VHF-AM Output: _____ Channels: _____																
OTHER SPECIAL EQUIPMENT - REMARKS: -																
TOTAL VALUE OF VESSEL	VALUE - HULL	VALUE - MACHINERY	VALUE - ELECTRONICS	VALUE - OTHER EQUIPMENT												
SECTION III OWNER STATEMENTS, UNIT AND SIGNATURE - Completed by owner																
<input type="checkbox"/> The above facility is offered for use as an operational facility until withdrawn, in accordance with the applicable laws and regulations that are in effect at the time the facility is accepted, used, and released, subject to conditions and limitations determined by the order issuing authority. I (we) agree to notify DIRAUX of any changes to this facility or equipment and state that all of this equipment will be on board the facility when underway under orders.						District Division Flotilla <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> </tr> </table>										
<input type="checkbox"/> The above is not offered for use as an operational facility.																
<input type="checkbox"/> I (we) certify all entries in Sections I thru III are correct and current.																
Signature of Owner		Date		Signature of Co - Owner		Date										
I understand that trailered Auxiliary facilities (tow vehicle and trailer) must comply with state vehicular laws and the manufacturer's recommendations for vehicle hitch and trailer assembly in regards to the tongue and gross weight of the trailer load. (All facility owners must initial)																
Owner(s) Initials																
SECTION IV USCGAUX VE's ENDORSEMENT - Completed by USCGAUX VE																
I have inspected the vessel above as an <input type="checkbox"/> operational <input type="checkbox"/> non-operational facility and certify that it meets all requirements as such. It was inspected for use on <input type="checkbox"/> Inland Protected Waters <input type="checkbox"/> Coastal/Offshore Waters <input type="checkbox"/> All Waters.																
INSP DATE _____ VE's Member ID						VE's Unit										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> </tr> </table>										<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> </tr> </table>						
VE's Name						VE's Signature										
SECTION V ACCEPTANCE - Completed by DIRAUX for Operational, DCO for Non-Operational																
This facility is accepted at the inspection level indicated above.																
Authorized Signature						Date										

Previous edition is obsolete

**Figure G-2
Vessel Facility Inspection and Offer Use Form (ANSC-7003)**



ANSC-7004 (04-04) Page 2 of 5 Vessel Facility Inspection and Offer for Use					
SECTION VI REQUIREMENTS FOR AN AUXILIARY FACILITY (Non Operational) - Completed by USCGAUX VE					
OK	N/A	Item	OK	N/A	Item
		1. Numbering			21. MARPOL Trash Placard
		2. Registration / Documentation			22. Pollution Placard
		3. Navigation lights			23. Navigation Rules (boats 12m - 39.4 feet - or longer)
		4. Sound producing device			24. CG Capacity Plate
		5. Bell (boats 12m [39.4 ft.] or longer)			25. Certificate of Compliance
		6. Personal Flotation Device (PFD)			26. Hull Identification Number (HIN)
		7. Fire extinguishers (mounted, minimum)			27. RPM Table (or a means of determining speed)
		8. Visual Distress Signals (VDS) Inland			28. National Ensign
		9. Visual Distress Signals (VDS) International			29. CG Auxiliary Ensign
		10. Ventilation			30. First Aid Kit
		11. Backfire Flame Arrestor			31. Charts of operating area
		12. Fuel system			32. Compass
		13. Anchor & Anchor Line			33. Deviation Table
		14. Alternate propulsion			34. Tools for emergency repairs
		15. Dewatering device			35. Lantern - flashlight
		16. Overall vessel condition			36. Spare Navigation light bulbs
		17. Electrical systems			*37. Navigation plotting instruments
		18. Galley / Heating systems			38. Depth sounder, leadline, sounding pole
		19. State requirements			39. Boat hook
		20. Marine Sanitation Device (MSD)			
SECTION VII REQUIREMENTS FOR AN OPERATIONAL AUXILIARY FACILITY - Completed by USCGAUX VE					
OK	N/A	Item	OK	N/A	Item
		1. Meets all requirements of Section VI			17. Boarding ladder (or other means of boarding)
		2. Comms capability per Operations Policy Manual			*18. Kicker (skiff) hook
		*3. Satisfactory radio check on required frequencies			19. Binoculars
		4. SAR Incident Auxiliary Report (CG-4612) at least 1			20. Blanket
		5. Auxiliary engine (sailboat only)			21. Adequate fenders
		6. PFD (2 over legal requirements)			22. Towline and bridle (appropriate size / length)
		7. Patrol Signboards and Patrol Ensign			23. Heaving lines plus sufficient mooring lines
		*8. Search pattern plotting guide			*24. Extra anchor and anchor line
		9. Stern and bow deats thru hull w/back plates			25. Search light
		10. Knife (3" blade minimum)			*26. Loud hailer/megaphone
		11. Watch or clock			27. Inspector viewed Reg/Doc papers for ownership
		*12. Portable pump or means of dewatering			28. Attached Assent & Authorization form for multiple owners
		*13. Tide tables (local)			29. Attached info requirements for corp. owned facilities
		*14. Light List for area (current)			30. Attached authorization for corporate offer for use
		15. Navigation Rules, COMDTINST M 16672.2 (series)			31. Additional items required by District Commander
		16. Extra fire extinguisher			
SECTION VIII OPERATION OF AN AUXILIARY FACILITY BY A NON-OWNER - Completed by Owner					
<input type="checkbox"/> When I am on board as a crewmember I authorize the following to operate my facility under orders.					
Name		Member Number		District	Division Flotilla
<input type="checkbox"/> When I am not on board I authorize the following to operate my facility under orders.					
Name		Member Number		District	Division Flotilla
<input type="checkbox"/> I choose not to have anyone operate my vessel other than myself.					
_____ Owner(s) Initials for Section VIII			Attach additional sheets as necessary if you have more than two persons who may operate your facility. You may designate groups of people ie: all coxswains in a district, division or flotilla. Instead of entering a name, enter ALL, then district, division and/or flotilla numbers, as applicable.		

Figure G-2
Vessel Facility Inspection and Offer Use Form (ANSC-7003) - Continued



ANSC-7003 (04-04) Page 3 of 5	INSTRUCTIONS
PRIVACY ACT STATEMENT	
1. Authority:	14 USC 826 and 827
2. Principal Purpose:	To provide a means of selection and acceptance of vessels as U.S. Coast Guard operational facilities.
3. Routine use:	Retained by directors of Auxiliary and cognizant USCG group commanders as a record of which vessels have been accepted by the director as U.S. Coast Guard operational facilities.
4. Disclosure:	Voluntary, however, the detailed information requested on this form enables the Coast Guard to select qualified vessels as Coast Guard facilities. Failure by the member to provide all or part of the information will prevent the acceptance of the vessel as a Coast Guard facility.
Make sure your letters and numbers are printed like this:	
1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
VESSEL FACILITY INSPECTION AND OFFER FOR USE FORM	
This form is used to report a vessel facility inspection and offer for use as well as to report changes in the status of a facility. If you sell or trade your facility and acquire a new one, this form is used to remove the old facility and enter the new one into the database.	
INSTRUCTIONS (Use Ballpoint pen on multi-part form)	
Check the appropriate box, in the heading, for the type of report - initial (new) report, reinspection (reoffer), or change. Submit ANSC-7038 - Activity Report - Vessel Examinations, for passing inspections. Failing inspections are reported as Vessel Safety Checks on ANSC-7038. Do not submit this form for failing inspections.	
SECTION I - OWNER DATA	
OWNER'S MEMBER ID NUMBER - The member holding the largest percentage of ownership enters their 7 digit member ID number. If this owner is not an Auxiliarist then enter "NON AUX." If the facility has multiple owners and is being offered for use, then attach "Assent and Authorization for Use" information outlined in the Auxiliary Operations Policy Manual. If the facility is corporate owned, leave member ID number blank. If the facility is corporate owned and being offered for use, then also attach the required information and the "Corporate Resolution" authorizing offer for use as outlined in the Auxiliary Operations Policy Manual.	
OWNER'S LAST NAME - Enter the last name, first name, and middle initial that corresponds to the 7 digit member ID number. If the facility is corporate owned, enter the corporation's name.	
TYPE OF OWNERSHIP - Check the appropriate box for ownership of the facility.	
CO-OWNER'S MEMBER ID NUMBER AND LAST NAME - Complete as above instructions for "OWNER," except this applies to the owner who holds the second largest percentage of ownership.	
SECTION II - FACILITY DATA (To be completed by owner before inspection of vessel.)	
REGISTRATION OR DOC. NUMBER - Enter the facility's state registration number without hyphens or spacing (i.e., MU185NA, CZ1625BA). If documented, enter number as listed on Certificate of Documentation and as displayed on an interior structural part of the hull (i.e., NO.456234) instead of the state registration number.	
HULL IDENTIFICATION NO. - Enter the manufacturer's hull identification number as listed on state registration and permanently imprinted on the vessel. NOTE: Many documented vessels will also have a HIN- if none, enter N/A.	
FACILITY'S NAME - Enter the name of the vessel. If the vessel does not have a name, leave this box blank.	
FACILITY NO. - Enter the district assigned CALL SIGN for the facility being inspected. Leave blank if none is currently assigned.	
VESSEL LOCATION - Enter the city and state where the vessel is located or berthed.	
ZIP CODE - Enter the zip code where the vessel is located or berthed.	
LATITUDE - Enter the latitude where the vessel is located or berthed.	
LONGITUDE - Enter the longitude where the vessel is located or berthed.	
MANUFACTURER - Enter the name of the manufacturer of the vessel.	
MODEL - Enter the manufacturer's model number or the model name of the vessel.	
YEAR - Enter the year the vessel was built.	
TYPE VESSEL - Select from list shown on page 5.	
LENGTH - State the length of the hull in feet and inches. (as indicated on the registration papers.)	
BEAM - State beam of vessel in feet and inches.	
DRAFT - State the draft of vessel in feet inches.	
NO. BUNKS - Indicate sleeping capacity.	
WATER CAPACITY - Enter the water tank capacity in gallons. If no water tank installed, indicate "Not Applicable" or N/A.	
TYPE POWER - Indicate type of power from list on page 5.	
NO. ENGINES - Indicate the number of main propulsion engines on the vessel.	
HP EACH ENG - Enter the engine horsepower (1 if multiple engine - NOT total vessel horsepower).	
TYPE FUEL - Enter the type of fuel GASoline or DISL (diesel) the engine(s) require.	
FUEL CAPACITY - Enter the total fuel capacity in U.S. gallons.	

Figure G-2
Vessel Facility Inspection and Offer Use Form (ANSC-7003) - Continued



ANSC-7003 (04-04) Page 4 of 5	INSTRUCTIONS
<p>PREVIOUS BOAT NO. - As necessary, enter the previous vessel's registration number if the facility being inspected replaces one that you previously owned. Do not use hyphens or leave spaces between letters and numerals.</p> <p>CELL PHONE # - Enter number of cell phone normally carried on facility, including area code.</p> <p>DSC NUMBER - Enter Digital Selective Calling number if available.</p> <p>NIGHT OPS • TRAILERABLE • INSTALLED HEAD • RANGE INSTALLED • SPACE HEATER Check box if condition/item applies.</p> <p>ENGINE MANUFACTURER - Indicate the name of the engine manufacturer for each engine from list on page 5 and the generator if installed. Enter N/A if appropriate.</p> <p>MODEL NUMBER - Enter the engine(s) model number(s).</p> <p>YEAR - Enter the year the engine(s) was (were) installed in the vessel.</p> <p>SERIAL # - Enter the serial number(s).</p> <p>K.W. CAPACITY - Enter genset output if installed.</p> <p>FUEL CONSUMPTION - Indicate the fuel consumption per hour and speed in knots for economical, cruise, and maximum. (NOTE: ONE (1) KNOT = 1.15 STATUTE MILES PER HOUR)</p> <p>COMPASS, RDF, etc. - Check box if item is installed. In area next to item, if present, indicate type, output and channels as applies- ALL channels or REQuired channels. RDF types are AUTO, DOPpler, MANual or SEMI-automatic.</p> <p>OTHER SPECIAL EQUIP - In the space provided list other equipment or attach a separate sheet that lists other special equipment, if necessary. (Example: EPIRB, strobe light, inflatable life raft, CB radios, etc).</p> <p>TOTAL VALUE OF VESSEL - Enter the total fair market value of the vessel and all of its equipment. If the vessel and all of the equipment is new enter the cost price.</p> <p>VALUE-HULL - Enter the fair market value of the hull. If the vessel is new enter the cost price.</p> <p>VALUE-MACHINERY - Enter the fair market value of the vessel's engine(s), auxiliary generator, and any other machinery installed on the vessel. If they are all new, enter the cost price.</p> <p>VALUE-ELECTRONICS - Enter the fair market value of all radios, depthfinders, radar, etc. installed on the vessel. If all are new, enter the cost price.</p> <p>VALUE-OTHER EQUIP - Enter the fair market value of all other equipment installed in the vessel. (example: life raft, boathooks, anchors, etc.) If all are new, enter the cost price.</p> <p>(NOTE: The sum total of the values of the hull, machinery, electronics, and other equipment cannot exceed the total value listed for the vessel.)</p>	
<p>SECTION III - OWNER STATEMENTS, UNIT AND SIGNATURE</p> <p>Check the appropriate box but be sure you fully understand the statements before checking the statement which best describes the owner's intentions on the OFFER FOR USE. Any question(s) should be answered to the owner's(s) complete satisfaction prior to signing and dating the form. For corporate owned facilities, the appropriate designated officer of the corporation is to sign as the owner. Remember, before any facility can be accepted for use, ALL appropriate information must be provided to and approved by the Director. Enter Unit number to which Facility is associated. Initial tow vehicle and trailer statement. (All facility owners must initial, even if Facility is not trailerable.)</p> <p>SECTION IV - VE's ENDORSEMENT (To be completed by VE only).</p> <p>Check the appropriate boxes.</p> <p>If facility does not meet requirements, return VE-signed form to owner - don't forward to Director or DCO for signature. Enter date of inspection. Enter your 7 digit member ID number. Enter VE's Unit number.</p> <p>Print your name and sign the form.</p> <p>Give Copy 2 to owner and, if requirements are met, forward remaining copies to Director/DCO as appropriate.</p> <p>Record mission on ANSC-7038. If Facility meets requirements, count as Vessel Facility Inspection. If failing, count as VSC.</p> <p>SECTION V - ACCEPTANCE (To be completed by Director or DCO only).</p> <p>Make sure required documents are attached before signing.</p> <p>Confirm (or issue) district call sign in Section I</p> <p>Sign and date the form.</p> <p>Forward Copy 1 to owner and, if accepted, forward Copy 3 to AUXDATA Input site.</p> <p>SECTION VI -- Requirements for an Auxiliary Facility (Non-operational). (To be completed by VE only).</p> <p>Check the appropriate boxes.</p> <p>Items marked by an asterisk (*) are recommended but may be waived by the district commander.</p> <p>SECTION VII - Requirements for an Operational Auxiliary Facility. (To be completed by VE only).</p> <p>Check the appropriate boxes.</p> <p>Items marked by an asterisk (*) are recommended but may be waived by the District Commander.</p> <p>Attach additional district requirements check-off list. (see item #31)</p> <p>Make sure required documents are attached. See Section I instructions.</p> <p>SECTION VIII OPERATION OF AN AUXILIARY FACILITY BY A NON-OWNER - Completed by Owner</p> <p>Check the applicable box and fill in the member name, member number, division and flotilla of the person(s) authorized to use your vessel while you are aboard/not aboard. Attach an extra sheet to add to the list of names if necessary. You may substitute a unit number instead of names; ie: any coxswain in a flotilla, division, or district. In the "NAME" field, enter "ALL", then applicable unit numbers.</p> <p>Owner(s) must initial in the space provided.</p>	

Figure G-2
Vessel Facility Inspection and Offer Use Form (ANSC-7003) - Continued



ANSC-7003 (04-04) Page 5 of 5		INSTRUCTIONS	
FACILITY TYPES			
AFTCAB	Aft Cabin	INFSP	Inflatable Spec Use
AIRBT	Airboat	JET	Jet Boat
AUX	Auxiliary Sail	JETBASS	Jet Bass Boat
AUXCUT	Aux Sail Cutter	KETCH	Ketch
AUXSL	Auxiliary Sail	LNCFT	Landing Craft
AUXSLCUT	Auxiliary Sail Cutter	MLBFB	MLB Fireboat
AUXSLP	Auxiliary Sloop	MOTRSAIL	Motor Sailer
BASS	Bass Boat	MOTRWB	Motor Whaleboat
BR	Bow Rider	MOTRYT	Motor Yacht
CAT	Catamaran	NTUG	Nordic Tug
CATCC	Catamaran Center Console	OFB	Offshore Fish Boat
CC	Cabin Cruiser	OPBOW	Open Bow
CENCNSL	Center Console	OPDCNSL	Open Dual Console
CLCUDWLK	Closed Cuddy Walkaround	OPRHI	Open - RHI
CLRBT	Closed Runabout	PTHS	Pilot House
CLWLK	Closed Walkaround	PTN	Pontoon
COMBR	Command Bridge	PWC2	PWC 2 Seat
CONV	Convertible	PWC3	PWC 3 Seat
CREWC	Crewboat Closed	RHI	RHI
CRS	Cruiser	SAILCAT	Sail/Catamaran
CUDCAB	Cuddy Cabin	SEDAN	Sedan
DB	Deck Boat	SEDANBR	Sedan Bridge
DCFB	Double Cabin W/FB	SFOP	Sportfish Open
DORY	Dory	SKF	Skiff
EXPCRS	Express Cruiser	SKIBT	Ski Boat
EXPHT	Express Hardtop	THLJON	Tunnelhull Jonboat
FB	Freeboat	TRICC	Tri Cabin Cruiser
FBCRS	Fly Bridge Cruiser	TRIH	Tri Hull
FBMY	Fly Bridge Motoryacht	TRIHLD	Tri Hull Deck Boat
FBS	Fly Bridge Sedan	TRLR	Trawler
FD	Flush Deck	TRLRMYT	Trawler Motoryacht
HB	Houseboat	TRLRTUG	Trawlet, Tug
HOVC	Hover Craft	TUG	Tug Boat
INF	Inflatable	UTIL	Utility
ENGINE TYPES			
BERK	Berkley Jet	HOND	Honda
CAT	Caterpillar	JOHN	Johnson
CHRY	Chrysler	KHDC	KHD Canada
CMGS	Cummings	LYC	Lycoming
CONT	Continental	MERC	Mercury
COV	Covington	MRCR	Mercuriser
CRUS	Crusader	NISS	Nissan
DETR	Detroit	OMC	OMC
EVIN	Evinrude	OTHR	Other
FORC	Force	PALM	Palmer International
FORD	Ford	SUZK	Suzuki
GM	General Motors	USM	U.S. Marine
GRAY	Gray Marine	VOLV	Volvo
HF	Hamilton Ferris	WEST	Westerbeke
		YAMH	Yamaha
POWERTYPES			
AUX	Auxiliary Sailboat		
I	Inboard		
IO	Inboard-Outboard		
JET	Jet Drive		
SL	Sail		
O	Outboard		

Figure G-2
Vessel Facility Inspection and Offer Use Form (ANSC-7003) - Continued



DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD ANSC 7023 (3-02)		U.S. COAST GUARD AUXILIARY NOTICE OF INTENT TO TEACH PUBLIC EDUCATION COURSE					
<p style="text-align: center;">INSTRUCTIONS - SEE ADDITIONAL COMMENTS ON PAGE 2</p> <p>Enter your course's details in the spaces provided below. This information will be forwarded by your DSO-PE to BoatU.S. and other media. Follow the exact format shown in the examples to ensure that your class gets added without problems. Use the following abbreviations for the various courses offered:</p> <ul style="list-style-type: none"> • BSS/# = Boating Skills and Seamanship, ("#" replaced by number of lessons to be taught) • SF = Sailing Fundamentals • BCN = Basic Coastal Navigation • ACN = Advanced Coastal Navigation • GPS = Global Positioning System • PWC = Personal Watercraft (1hr) Course • BSC = Boating Safety Course • BF = Boating Fun - Adventure On The Water • WPT = Waypoints - A guide to Boating Safety • ABC = America's Boating Course • LGS = Let's Go Sailing 							
• EXAMPLE •							
	Start Date	End Date	Course	Address	City	ST	ZIP
	04-Jan	17-Feb	BSS/13	Punta Gorda Boat Club, 802 W. Retta Esplanade	Punta Gorda	FL	33950
	Start Time	Cost	Contact	Phone	Email		
	19:00	\$45.00	Mike Coxon	941-555-1212	mikcoxon@communitycollege.cc.mi.us		
• YOUR COURSES •							
COURSE 1 Course 1 remarks: _____							
	Start Date	End Date	Course	Address	City	ST	ZIP
	Start Time	Cost	Contact	Phone	Email		
COURSE 2 Course 2 remarks: _____							
	Start Date	End Date	Course	Address	City	ST	ZIP
	Start Time	Cost	Contact	Phone	Email		
Member submitting information							
						Flotilla	Date

Previous editions are obsolete

Figure G-3
Notice of Intent to Teach Public Education Course Form (ANSC-7023)



ANSC 7023 (3-02) PAGE 2

ADDITIONAL INSTRUCTIONS:

The disclosure of a member's personal information is generally prohibited under the Privacy Act of 1974 UNLESS express permission is obtained from the member. All persons whose names and contact information are utilized in the connection with this form expressly authorize the dissemination and publication of the information to members of the general public. The person completing this form acknowledges that the appropriate permissions have been obtained.

The information entered should follow the example given. Any information in addition to that in the example may be added to the remarks field for each class. An example of this additional information might include a description of a class that does not fit any description or standard code offered on page one (BCN, ACN, etc.). Some databases may not have the capability of including such remarks.

Enter the member's name submitting the information, their district/division/flotilla number and the date submitted.

Figure G-3
Notice of Intent to Teach Public Education Course Form (ANSC-7023) - Continued



ANSC #7025

FINANCIAL REPORT OF AN AUXILIARY UNIT

CG-AUX-23 (REV 12-94)

REPORTING UNIT (NAME & NUMBER) _____ TYPE OF REPORT CIRCLE ONE _____ TYPE OF UNIT CIRCLE ONE _____
 REGULAR RELIEF CORRECTED DISTRICT DIV FLOTILLA

Do not enter real estate, equipment, inventory, or other property on this page. See page 2.

1. BEGINNING BAL 1/1/ _____

a. CK ACCOUNT \$ _____
 b. SAV, CD's \$ _____
 c. TRUST FUNDS, \$ _____
 d. OTHER cash ITEMS \$ _____

2. Total Beginning Cash Items \$ _____

3. CASH RECEIPTS

a. Dues \$ _____
 b. P/E Course Fees \$ _____
 c. Cash Contributions \$ _____
 d. Uniforms, flags, insignia \$ _____
 e. Conferences, mtgs \$ _____
 f. Other cash items, specify \$ _____
 \$ _____

4. Total Cash Receipts \$ _____

5. Total Cash Items & Receipts \$ _____

.....

6. CASH DISBURSEMENTS

a. Dues (Dist/Div) \$ _____
 b. P/E Expenses \$ _____
 c. Uniforms, flags, insignia \$ _____
 d. Conferences, mtgs \$ _____
 e. Matl. & Equip \$ _____
 f. Building repair/maint. \$ _____
 g. Utilities \$ _____
 h. Trophy's, Awards \$ _____
 i. General disb. (specify) \$ _____
 \$ _____

7. Total Cash Disbursements \$ _____

8. ENDING BALANCE 12/31/ _____

a. CHECKING ACCOUNT \$ _____
 b. SAVINGS, C/D's & \$ _____
 c. TRUST FUNDS, \$ _____
 d. OTHER cash ITEMS \$ _____

9. Total Cash Items at Year End \$ _____

I, the undersigned certify the above to be true and correct to the best of my knowledge and belief, and I accept responsibility for the same.

FN _____ FC/DC/DCO _____ FN _____ DCO/DCP/FC _____
 PREPARER APPROVAL RELIEVING OFFICER RELIEVING OFFICER

_____ _____
 AUDIT COMM IF REQUIRED DIRECTOR

Figure G-4
Financial Reporting of an Auxiliary Unit Form (ANSC-7025/CG-AUX-23)



ANSC #7025

UNIT INVENTORY RECORD

A. List date and description of Real estate, equipment, inventory. Stocks and bonds, and other property *purchased* by the Unit.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheet if necessary

B. List date and description of Real estate, equipment, inventory. Stocks and bonds, and other property *donated or contributed* to the Unit.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheets if necessary.

C. List name of lender and description of equipment and other property *on loan to you* from the Coast Guard or other Government entities.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheets if necessary.

I certify that the above listed property has been verified by me and is true and correct to the best of my knowledge. I the relieving Officer accept responsibility for the Unit inventory as stated above.

FC/DCP/DCO _____ DATE _____ FC/DCP/DCO _____ DATE _____
RELIEVING OFFICER

MA _____ DATE _____ MA _____ DATE _____
RELIEVING OFFICER

Audit Comm _____ DATE _____ Diraux _____ DATE _____
IF REQUIRED

Due March 1, or according to District Policy. Distribution DIRAUX via DSO-FN

Figure G-4
Financial Reporting of an Auxiliary Unit Form (ANSC-7025) - Continued



ANSC #7025

INSTRUCTIONS FOR COMPLETION OF FINANCIAL REPORT OF AN
AUXILIARY UNIT AND UNIT INVENTORY RECORD CG- 4750-1 (rev. 9-94)

FINANCIAL REPORT OF AN AUXILIARY UNIT

- A. PURPOSE.** The purpose of the Financial Report is to provide an annual accounting of all funds received, disbursed and retained by each unit and should be completed in conjunction with the annual audit of the unit financial records. The report is also used to transfer responsibility and accountability of unit funds upon change of Finance Officer and/or Unit Leader.
- B. INSTRUCTIONS.** Complete unit identification and type of report.
1. Insert beginning year date for period of report being completed:
 - 1.a Total in all checking accounts at start of year;
 - 1.b Total money in all savings accounts, certificates of deposit, money markets and other similar accounts at beginning of year;
 - 1.c Total money in all Trust Funds at beginning of year;
 - 1.d Total of all other cash items at start of year, i.e. petty cash, cash on hand and un-deposited checks.
 2. Total of items 1a thru 1d.
 - 3.a Total of dues and assessments received during the year.
 - 3.b Total amount of Public Education course fees, custodial reimbursements, charges for books and materials, and other moneys collected from Public Education course students during the year.
 - 3.c Total of monetary contributions received during the year.
 - 3.d Total of moneys received during the year for uniforms, flags, insignia and other Auxiliary paraphernalia.
 - 3.e Total amount of moneys received during the year for conferences, registration fees, changes of watch, rendezvous and other Auxiliary functions.
 - 3.f All other moneys received during the year not listed in 3a thru 3e. Specify type of items. Attach separate list if necessary.
 4. Total of items 3a thru 3f.
 5. Total of items 2 and 4.
 - 6.a Total of all dues moneys paid during year to other Auxiliary units;
 - 6.b All moneys spent during the year for Public Education related expenses, including course books and materials, custodial fees, meeting room rentals, training aids, equipment, coffee, etc.;
 - 6.c All moneys spent during the year for uniforms, flags, insignia and other Auxiliary paraphernalia;
 - 6.d All moneys spent during the year for conferences, meetings, change of watch, rendezvous and other Auxiliary functions;
 - 6.e All moneys spent during year for material and equipment for any Auxiliary program, except Public Education;
 - 6.f All moneys spent during year for repair, maintenance or insurance for any building used for meetings, training or classrooms;
 - 6.g All moneys spent during year for telephone, heat, light, power and other utilities incurred by the unit;
 - 6.h All moneys spent during the year for trophies, awards and other items of recognition;
 - 6.i Other general disbursements. Specify items and total amount expended during year.
 7. Total of 6a thru 6i.

Figure G-4
Financial Reporting of an Auxiliary Unit Form (ANSC-7025) - Continued



ANSC #7025

8. Insert year-end date.
- 8.a Total remaining at year-end in all checking accounts;
- 8.b Total money at year-end in all savings, money markets, certificates of deposit and other similar accounts;
- 8.c Total moneys at year-end in Trust Funds;
- 8.d Total of all other cash items at year-end, i.e. petty cash, cash on hand, un-deposited checks and similar items.
9. Total of 8a thru 8d. This should equal item 5 less item 7.

SIGNATURE LINES. The financial report is to be signed by the preparer, who is normally the Unit Finance Officer, and by the Unit Leader as the approving authority. In the event that either the Finance Officer and/or the Unit Leader is being relieved, the report is also to be signed by the appropriate relieving officers. If approved, it is to be signed by the Director and if required by unit or District policy, the report is also to be signed by the Audit Committee.

UNIT INVENTORY RECORD

C. PURPOSE. The purpose of the Unit Inventory records to provide an annual accounting of all property and equipment that is owned by or in the custody of each unit and should be completed in conjunction with an annual physical inventory. The record is also used to transfer responsibility and accountability of the unit's property upon change of Material Officer and/or Unit Leader.

D. INSTRUCTIONS.

A.1 Thru A.10 list a description of all real estate, equipment, inventory, stocks and bonds and other property purchased by the unit with the date of purchase. (Attach additional sheets if necessary).

B.1 thru B.10 list a description of all the real estate, equipment, inventory, stocks and bonds and other property donated or contributed to the unit and the date of donation or contribution. (Attach additional sheets if necessary).

C.1 thru C.10 list a description of all equipment and other property loaned to the unit by the Coast Guard or any other government entities, together with the name of the lender. (Attach additional sheets if necessary).

SIGNATURE LINES. The unit inventory record is to be signed by the officer responsible for maintaining the inventory of unit property, normally the Materials Officer and it is also to be signed by the Unit leader as the approving authority. The unit inventory record also is to be signed by the appropriate relieving officer, if applicable. The report is to be signed by the Director upon satisfactory review of the form and Audit or Inventory Committee, if one is required by local policy.

Figure G-4
Financial Reporting of an Auxiliary Unit Form (ANSC-7025) - Continued



DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD ANSC 7036 (11-97)	U. S. COAST GUARD AUXILIARY PROSPECTIVE MEMBER INTERVIEW RECORD (See Instructions and Privacy Act Statement on back of this form)
INTERVIEWER CHECKS OFF EACH ITEM AS DISCUSSED. INTERVIEWER AND APPLICANT SIGN AND DATE THE FORM. [THIS RECORD MUST BE INCLUDED WITH THE APPLICATION FOR MEMBERSHIP IN THE NM MEMBER PACKAGE SUBMITTED TO DIRAUX FOR APPROVAL.]	
APPLICANT NAME : _____ OCCUPATION : _____ HOBBY / INTEREST : _____ FACILITY: <input type="checkbox"/> BOAT <input type="checkbox"/> AIRCRAFT <input type="checkbox"/> RADIO	
1 <input type="checkbox"/> WHAT IS THE AUXILIARY? • PERSONS INTERESTED IN ACTIVELY SUPPORTING THE CIVILIAN COMPONENT OF THE U.S. COAST GUARD. • NOT A YACHT CLUB • A SERVICE ORGANIZATION COMPOSED OF VOLUNTEERS WITH EMPHASIS ON ACTIVE SUPPORT OF MANY COAST GUARD MISSIONS. 2 <input type="checkbox"/> WHAT MEMBERS CAN EXPECT FROM THE AUXILIARY. TRAINING, NEW SKILLS, FELLOWSHIP, PUBLIC SERVICE. A SENSE OF PRIDE FROM ASSISTING OTHERS. 3 <input type="checkbox"/> WHAT THE AUXILIARY EXPECTS FROM MEMBERS. DEDICATION, FELLOWSHIP, PUBLIC SERVICE, PROFESSIONAL CONDUCT AND PARTICIPATION. 4 <input type="checkbox"/> IMPORTANCE OF PROFESSIONAL CONDUCT IN ALL ACTIVITIES. • DIRECT REFLECTION ON THE COAST GUARD AND THE AUXILIARY. • NEED FOR SUSTAINING QUALITY PROGRAMS AND MISSIONS. • OFFICIAL COAST GUARD/AUXILIARY ORDERS. • MEMBER TRAINING WITH EMPHASIS ON PROFESSIONALISM • COMPLIANCE WITH CIVIL RIGHTS LAWS. • INTOLERANCE OF SEXUAL DISCRIMINATION AND HARASSMENT. 5 <input type="checkbox"/> EVERY MEMBER IS EXPECTED TO PARTICIPATE IN SOME PROGRAM. EXAMPLES: PATROLS, CHART-UPDATING, TRAINING, RECRUITING, PUBLIC AFFAIRS, SERVICE AS ELECTED OR STAFF MEMBER AND ATTENDANCE AT FLOTILLA MEETINGS. 6 <input type="checkbox"/> TRAINING AND QUALIFICATIONS OPPORTUNITIES ARE PROVIDED TO HELP PARTICIPATION IN AUXILIARY PROGRAMS. • VESSEL EXAMINERS. • AIR AND SURFACE OPERATIONS. • AUXILIARY SPECIALTY COURSES. • RADIO OPERATOR. • ICE PATROLS. • WATCHSTANDER ENVIRONMENTAL PATROLS. • NAVIGATIONAL AIDS VER 7 <input type="checkbox"/> PERSONAL COSTS INVOLVED. • DUES, • UN 8 <input type="checkbox"/> YOUR CONTRIBUTION TO THE AUXILIARY. • SPECIAL/PROFESSIONAL SKILLS. • TIME • SUPPORT OF PROGRAMS. • INVOLVEMENT. • FELLOWSHIP.	
THE INTERVIEWER HAS DISCUSSED AND EXPLAINED THE ITEMS LISTED ABOVE TO ME. I DESIRE TO BECOME A MEMBER OF THE UNITED STATES COAST GUARD AUXILIARY. I AM WILLING TO ACTIVELY TAKE PART IN TRAINING PROGRAMS AND TO PARTICIPATE IN OTHER AUXILIARY PROGRAMS. I UNDERSTAND THE OBLIGATIONS OF MEMBERSHIP AND WILL ABIDE BY THE POLICIES ESTABLISHED BY THE COMMANDANT, U.S. COAST GUARD.	
_____ DATE	_____ SIGNATURE OF APPLICANT
_____ SIGNATURE OF INTERVIEWER	_____ PHONE NUMBER _____ MEMBER NUMBER

Click Here to Clear Data

Previous editions are obsolete

**Figure G-5
Prospective Member Interview Record Form (ANSC-7036)**



instructions for ANSC 7036 (11-97)

PROSPECTIVE MEMBER INTERVIEW RECORD

A. GENERAL - This form is used as a check off sheet to make certain the prospective member has been informed of the membership opportunities and obligations in the U.S. Coast Guard Auxiliary.

3. APPLICANT'S INFORMATION

1. Enter applicant's name.
2. Enter applicant's occupation or former occupation if retired.
3. Enter applicant's facility status.

3. INTERVIEW SUBJECTS - The following subjects must be discussed in depth and any concerns addressed with the prospective member at this time.

1. What is the Auxiliary?
2. What one can expect from the Auxiliary.
3. What the Auxiliary expects from the Auxiliary.
4. Importance of professional conduct in all activities.
5. Every member is expected to participate and to contribute in some program.
6. Training and qualifications opportunities are provided to members who participate in Auxiliary programs.
7. Personal costs involved.
8. Your contribution to the Auxiliary.

The record must be signed by the prospective member. The prospective member's telephone number is also required, as are the interviewer's member number and signature.

PRIVACY ACT STATEMENT

In accordance with 5 USC 552a(e)(3), the following information is provided to you when supplying personal information to the United States Coast Guard.

1. AUTHORITY which authorized the solicitation of the information: 14 USC Sec 823.
2. PRINCIPAL PURPOSE(S) for which information is intended to be used: To establish eligibility for enrollment and a record for the individual in the Auxiliary Management Information System.
3. THE ROUTINE USES which may be made of the information: Provide identification, address and personal information to the following: (1) Directors of Auxiliary. (2) Members of the Auxiliary.
4. WHETHER OR NOT DISCLOSURE of such information is mandatory or voluntary(required by law or optional) and the effects on the individual, if any, of not providing all or any part of the requested information: Disclosure of this information is voluntary, but failure to provide information will prevent enrollment of the person in the Auxiliary.

**Figure G-5
Prospective Member Interview Record Form (ANSC-7036) - Continued**



DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5223 (Rev. 6-84) ANSC 7059		Auxiliary Use Only See Instructions on page 2!!! <small>(Information on this form are Privacy Act Protected, 50 USC 522(a))</small> (When filling in items 1. thru 22. NOTE (M) MANDATORY or (Q) OPTIONAL		1. DATE (M)	
3. SOC. SECURITY NO. (M)		4. NAME (Last, Initials) (M)		5. RANK/RATE (M) CIV/AUX	
7. COURSE TITLE/NUMBER (M)		8. FLOTILLA(M)		9. MEMBER NUMBER (M)	
12. TRAINING SOURCE/LOCATION (M)		Not Applicable		15. PRIORITY (Code) (M)	
17. COURSE CONVENING PREFERENCE (M)		Not Applicable		16. COURSE DURATION (M)	
A. FIRST CHOICE (M)		B. SECOND CHOICE (M)		C. THIRD CHOICE (M)	
YEAR	MONTH	DAY	YEAR	MONTH	DAY
18. STAFF OFFICER POSITIONS HELD (M)		19. MEETS COURSE PREREQUISITES (M) <small>(e.g. Prior courses/rate)</small> (Check applicable box) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		20. LENGTH OF AUXILIARY SVC (YRS) (M)	
Not Applicable					
22. SUPPORTING REMARKS AND COURSE DESCRIPTION (Attach course literature; for commercial sources). (O)					
23. FIRST ENDORSEMENT FORWARDED <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (Remarks required)		A. FLOTILLA		B. DATE	
Not Applicable		C. REMARKS			
		D. TITLE Flotilla Commander		E. SIGNATURE	
		A. DIST/UNIT/DIRAUX		B. DATE	
		C. REMARKS			
Not Applicable		D. TITLE		E. SIGNATURE	
		Not Applicable			

Reset Form

PREVIOUS EDITION IS OBSOLETE

Figure G-6
Short Term Training Request Form (ANSC-7059/CG-5223)



Auxiliary Applicant	
Short Term Resident Training Request (CG-5223)	
Block 1	Enter date request prepared.
Block 2	Check appropriate request status box.
Block 3	Utilize Social Security Numbers; Privacy Act statement applies.
Block 4	Complete as indicated; request must specify a specific person, not office held.
Block 5	Pre-filled in.
Block 6	Not applicable.
Block 7	Provide course title number: example AUX-01 Career Counselor School.
Block 8	Enter unit title as listed in AUXMIS: example Flotilla Oklahoma City, OK.
Block 9	Enter Auxiliary member number: example 054-21-01-001
Block 10	Enter name of staff office position of individual to contact for follow up. Typically, this is the FSO-MT.
Block 11	Insert telephone number with area code for FSO-MT listed in Block 10.
Block 12	Enter command location where training is desired.
Block 13	Not applicable.
Block 14	Not applicable.
Block 15	Use priority codes 1, 2, or 3 as defined below. <ol style="list-style-type: none">1. Essential to mission accomplishment or program objectives (example: All CC officers are priority 1 for AUX-01 training).2. Directly relates to mission accomplishment or program objectives and should result in improved performance (example: members who assist in AIM candidate selection, but are not appointed officers).3. Indirectly relates to mission accomplishment.
Block 16	List duration of course.
Block 17	Complete choice as indicated. List any amplifying remarks regarding preference in Block 22.
Block 18	List all current staff officer positions held.
Block 19	Complete as indicated.
Block 20	Length of Auxiliary service (# of years).
Block 21	Not applicable.
Block 22	This block should be used to provide any pertinent information affecting the training request, for example, if early notification (greater than 4 to 6 weeks before convening) is essential, provide reason. Auxiliarist must provide mailing address for orders, additional telephone numbers for notification. Email address is optional, but strongly encouraged, except in the case of _____ courses, where an e-mail address is required! Indicate any physical disabilities that may require special equipment or special dietary considerations. Due to command policy there are no cohabitation berthing facilities. Indicate gender (male/female) for berthing purposes at training centers.
Block 23	For command endorsement block, Flotilla Commander should sign and forward applicable forms to the Director of Auxiliary by mail or fax.
Block 24	Not applicable.
Block 25	Not applicable.

Figure G-6
Short Term Training Request Form (ANSC-7059/CG-5223) - Continued



DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5223 (Rev. 6-84)		SHORT-TERM RESIDENT TRAINING REQUEST			1. DATE (M)		
					08 APR 04		
(Information on this form are Privacy Act Protected, 5USC 522(a))		2. REQUEST STATUS (Check one)					
		<input checked="" type="checkbox"/> A. (M) INITIAL	<input type="checkbox"/> C. (M) CORRECTED				
3. SERVICE NUMBER (M) 123-45-6789		4. NAME (Last, Initials) (M) Pilot, I. M.		5. RANK/RATE (M) CIV/AUX		6. ROTATION DATE (Estimate) (M)	
						YEAR N/A	MONTH N/A
7. COURSE TITLE/NUMBER (M) AUX-18 Spatial Disorientation/CRM Course Code: 501574		8. UNIT (M) Flotilla Example,		9. OPFAC NUMBER (M) 99-99999		11. TELEPHONE NUMBER (M)	
						AREA CODE	NUMBER
12. TRAINING SOURCE/LOCATION (O) Naval Air Station Pensacola		14. BILLING ADDRESS (When applicable) (O) N/A		15. PRIORITY (Code) (M) 1		16. COURSE DURATION (O)	
						WEEKS	DAYS
13. TUITION AND FEES (When applicable) (O) N/A		17. COURSE CONVENING PREFERENCE (M)		18. QUALIFICATION CODES OF APPLICANT (O) List all staff officer positions held.		19. MEETS COURSE PREREQUISITES (M) (e.g. Prior courses/rate) (Check applicable box) <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
20. EXPIRATION OF ENLISTMENT DATE (M) # of AUX service years		21. TRAINING NEEDS ANALYSIS (M)		22. SUPPORTING REMARKS AND COURSE DESCRIPTION (Attach course literature; for commercial sources) (O) Enter mailing address for orders, telephone number, and e-mail address (if orders are to be e-mailed). Indicate gender for berthing purposes for training centers.		23. FIRST ENDORSEMENT FORWARDED	
A. NO. PERSONNEL UNIT (M) REQUIRED TRAINED IN COURSE N/A		B. NO. PERSONNEL WITH TRAINING O/B (M) N/A		C. NO. PERSONNEL "ORDERED IN" WITH TRAINING (M) N/A		D. NO. PERSONNEL "ORDERED OUT" WITH TRAINING (M) N/A	
24. SECOND ENDORSEMENT FORWARDED		UNIT/ACTIVITY		DATE		C. REMARKS	
25. QUOTA STATUS (Action office use only)		D. TITLE		E. SIGNATURE		REASON NOT GRANTED	
A. QUOTA REQUIRED		B. QUOTA REQUESTED		C. QUOTA GRANTED		REASON NOT GRANTED	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO			

PREVIOUS EDITION IS OBSOLETE

PART 2. DISTRICT/HEADQUARTERS UNIT COPY

Figure G-7
Completed Short Term Training Request Form (ANSC-7059/CG-5223)



Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation		U.S. Department of Labor Employment Standards Administration Office of Workers' Compensation Programs	
Employee: Please complete all boxes 1 - 15 below. Do not complete shaded areas. Witness: Complete bottom section 16. Employing Agency (Supervisor or Compensation Specialist): Complete shaded boxes a, b, and c.			
Employee Data			
1. Name of employee (Last, First, Middle)		2. Social Security Number	
3. Date of birth Mo. Day Yr.	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	5. Home telephone	6. Grade as of date of injury Level Step
7. Employee's home mailing address (Include city, state, and ZIP code)		8. Dependents <input type="checkbox"/> Wife, Husband <input type="checkbox"/> Children under 18 years <input type="checkbox"/> Other	
Description of Injury			
9. Place where injury occurred (e.g. 2nd floor, Main Post Office Bldg., 12th & Pine)			
10. Date injury occurred Mo. Day Yr.	Time <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	11. Date of this notice Mo. Day Yr.	12. Employee's occupation
13. Cause of injury (Describe what happened and why)			
14. Nature of injury (Identify both the injury and the part of body, e.g., fracture of left leg)		a. Occupation code	
		b. Type code	c. Source code
OWCP Use - NOI Code			
Employee Signature			
15. I certify, under penalty of law, that the injury described above was sustained in performance of duty as an employee of the United States Government and that it was not caused by my willful misconduct, intent to injure myself or another person, nor by my intoxication. I hereby claim medical treatment, if needed, and the following, as checked below, while disabled for work:			
<input type="checkbox"/> b. Continuation of regular pay (COP) not to exceed 45 days and compensation for wage loss if disability for work continues beyond 45 days. If my claim is denied, I understand that the continuation of my regular pay shall be charged to sick or annual leave, or be deemed an overpayment within the meaning of 5 USC 5584.			
<input type="checkbox"/> a. Sick and/or Annual Leave			
I hereby authorize any physician or hospital (or any other person, institution, corporation, or government agency) to furnish any desired information to the U.S. Department of Labor, Office of Workers' Compensation Programs (or to its official representative). This authorization also permits any official representative of the Office to examine and to copy any records concerning me.			
Signature of employee or person acting on his/her behalf _____		Date _____	
Any person who knowingly makes any false statement, misrepresentation, concealment of fact or any other act of fraud to obtain compensation as provided by the FECA or who knowingly accepts compensation to which that person is not entitled is subject to civil or administrative remedies as well as felony criminal prosecution and may, under appropriate criminal provisions, be punished by a fine or imprisonment or both.			
Have your supervisor complete the receipt attached to this form and return it to you for your records.			
Witness Statement			
16. Statement of witness (Describe what you saw, heard, or know about this injury)			
Name of witness _____		Signature of witness _____	
Address _____		Date signed _____	
City _____		State _____ ZIP Code _____	
Form CA-1 Rev. Apr. 1999			

**Figure G-8
 Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 Form (CA-1)**



Official Supervisor's Report: Please complete information requested below:

Supervisor's Report

17. Agency name and address of reporting office (include city, state, and zip code) _____ OWCP Agency Code _____

_____ OSHA Site Code _____

_____ ZIP Code _____

18. Employee's duty station (Street address and ZIP code) _____

19. Employee's retirement coverage CSRS FERS Other, (identify) _____

20. Regular work hours From: a.m. p.m. To: a.m. p.m.

21. Regular work schedule Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

22. Date of Injury Mo. Day Yr. _____ 23. Date notice received Mo. Day Yr. _____ 24. Date stopped work Mo. Day Yr. _____ Time: a.m. p.m.

25. Date pay stopped Mo. Day Yr. _____ 26. Date 45 day period began Mo. Day Yr. _____ 27. Date returned to work Mo. Day Yr. _____ Time: a.m. p.m.

28. Was employee injured in performance of duty? Yes No (If "No," explain) _____

29. Was injury caused by employee's willful misconduct, intoxication, or intent to injure self or another? Yes (If "Yes," explain) No _____

30. Was injury caused by third party? Yes No (If "No," go to item 32.) _____

31. Name and address of third party (Include city, state, and ZIP code) _____

32. Name and address of physician first providing medical care (Include city, state, ZIP code) _____

33. First date medical care received Mo. Day Yr. _____

34. Do medical reports show employee is disabled for work? Yes No

35. Does your knowledge of the facts about this injury agree with statements of the employee and/or witnesses? Yes No (If "No," explain) _____

36. If the employing agency controverts continuation of pay, state the reason in detail. _____

37. Pay rate when employee stopped work \$ _____ Per _____

Signature of Supervisor and Filing Instructions

38. A supervisor who knowingly certifies to any false statement, misrepresentation, concealment of fact, etc., in respect of this claim may also be subject to appropriate felony criminal prosecution.

I certify that the information given above and that furnished by the employee on the reverse of this form is true to the best of my knowledge with the following exception:

Name of supervisor (Type or print) _____

Signature of supervisor _____ Date _____

Supervisor's Title _____ Office phone _____

39. Filing instructions No lost time and no medical expense: Place this form in employee's medical folder (SF-66-D)
 No lost time, medical expense incurred or expected: forward this form to OWCP
 Lost time covered by leave, LWOP, or COP: forward this form to OWCP
 First Aid Injury

Form CA-1, Rev. Apr. 1999

**Figure G-8
 Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 Form (CA-1) - Continued**



Instructions for Completing Form CA-1

Complete all items on your section of the form. If additional space is required to explain or clarify any point, attach a supplemental statement to the form. Some of the items on the form which may require further clarification are explained below.

Employee (Or person acting on the employees' behalf)

13) Cause of injury

Describe in detail how and why the injury occurred. Give appropriate details (e.g.: if you fell, how far did you fall and in what position did you land?)

14) Nature of Injury

Give a complete description of the condition(s) resulting from your injury. Specify the right or left side if applicable (e.g., fractured left leg; cut on right index finger).

15) Election of COP/Leave

If you are disabled for work as a result of this injury and filed CA-1 within thirty days of the injury, you may be entitled to receive continuation of pay (COP) from your employing agency. COP is paid for up to 45 calendar days of disability, and is not charged against sick or annual leave. If you elect sick or annual leave you may not claim compensation to repurchase leave used during the 45 days of COP entitlement.

Supervisor

At the time the form is received, complete the receipt of notice of injury and give it to the employee. In addition to completing items 17 through 39, the supervisor is responsible for obtaining the witness statement in Item 16 and for filling in the proper codes in shaded boxes a, b, and c on the front of the form. If medical expense or lost time is incurred or expected, the completed form should be sent to OWCP within 10 working days after it is received.

The supervisor should also submit any other information or evidence pertinent to the merits of this claim.

If the employing agency controverts COP, the employee should be notified and the reason for controversion explained to him or her.

17) Agency name and address of reporting office

The name and address of the office to which correspondence from OWCP should be sent (if applicable, the address of the personnel or compensation office).

18) Duty station street address and zip code

The address and zip code of the establishment where the employee actually works.

19) Employers Retirement Coverage.

Indicate which retirement system the employee is covered under.

30) Was injury caused by third party?

A third party is an individual or organization (other than the injured employee or the Federal government) who is liable for the injury. For instance, the driver of a vehicle causing an accident in which an employee is injured, the owner of a building where unsafe conditions cause an employee to fall, and a manufacturer whose defective product causes an employee's injury, could all be considered third parties to the injury.

32) Name and address of physician first providing medical care

The name and address of the physician who first provided medical care for this injury. If initial care was given by a nurse or other health professional (not a physician) in the employing agency's health unit or clinic, indicate this on a separate sheet of paper.

33) First date medical care received

The date of the first visit to the physician listed in item 31.

36) If the employing agency controverts continuation of pay, state the reason in detail.

COP may be controverted (disputed) for any reason; however, the employing agency may refuse to pay COP only if the controversion is based upon one of the nine reasons given below:

- a) The disability was not caused by a traumatic injury.
- b) The employee is a volunteer working without pay or for nominal pay, or a member of the office staff of a former President;
- c) The employee is not a citizen or a resident of the United States or Canada;
- d) The injury occurred off the employing agency's premises and the employee was not involved in official "off premise" duties;
- e) The injury was proximately caused by the employee's willful misconduct, intent to bring about injury or death to self or another person, or intoxication;
- f) The injury was not reported on Form CA-1 within 30 days following the injury;
- g) Work stoppage first occurred 45 days or more following the injury;
- h) The employee initially reported the injury after his or her employment was terminated; or
- i) The employee is enrolled in the Civil Air Patrol, Peace Corps, Youth Conservation Corps, Work Study Programs, or other similar groups.

Employing Agency - Required Codes

Box a (Occupation Code), Box b (Type Code), Box c (Source Code), OSHA Site Code

The Occupational Safety and Health Administration (OSHA) requires all employing agencies to complete these items when reporting an injury. The proper codes may be found in OSHA Booklet 2014, "Recordkeeping and Reporting Guidelines."

OWCP Agency Code

This is a four-digit (or four digit plus two letter) code used by OWCP to identify the employing agency. The proper code may be obtained from your personnel or compensation office, or by contacting OWCP.

**Figure G-8
Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
Form (CA-1) - Continued**



Benefits for Employees under the Federal Employees' Compensation Act (FECA)

The FECA, which is administered by the Office of Workers' Compensation Programs (OWCP), provides the following benefits for job-related traumatic injuries:

- (1) Continuation of pay for disability resulting from traumatic, job-related injury, not to exceed 45 calendar days. (To be eligible for continuation of pay, the employee, or someone acting on his/her behalf, must file Form CA-1 within 30 days following the injury and provide medical evidence in support of disability within 10 days of submission of the CA-1. Where the employing agency continues the employee's pay, the pay must not be interrupted unless one of the provisions outlined in 20 CFR 10.222 apply.
 - (2) Payment of compensation for wage loss after the expiration of COP, if disability extends beyond such point, or if COP is not payable. If disability continues after COP expires, Form CA-7, with supporting medical evidence, must be filed with OWCP. To avoid interruption of income, the form should be filed on the 40th day of the COP period.
 - (3) Payment of compensation for permanent impairment of certain organs, members, or functions of the body (such as loss or loss of use of an arm or kidney, loss of vision, etc.), or for serious defringement of the head, face, or neck.
 - (4) Vocational rehabilitation and related services where directed by OWCP.
 - (5) All necessary medical care from qualified medical providers. The injured employee may choose the physician who provides initial medical care. Generally, 25 miles from the place of injury, place of employment, or employee's home is a reasonable distance to travel for medical care.
- An employee may use sick or annual leave rather than LWOP while disabled. The employee may repurchase leave used for approved periods. Form CA-7b, available from the personnel office, should be studied BEFORE a decision is made to use leave.
- For additional information, review the regulations governing the administration of the FECA (Code of Federal Regulations, Chapter 20, Part 10) or pamphlet CA-810.

Privacy Act

In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), you are hereby notified that: (1) The Federal Employees' Compensation Act, as amended and extended (5 U.S.C. 8101, et seq.) (FECA) is administered by the Office of Workers' Compensation Programs of the U.S. Department of Labor, which receives and maintains personal information on claimants and their immediate families. (2) Information which the Office has will be used to determine eligibility for and the amount of benefits payable under the FECA, and may be verified through computer matches or other appropriate means. (3) Information may be given to the Federal agency which employed the claimant at the time of injury in order to verify statements made, answer questions concerning the status of the claim, verify billing, and to consider issues relating to retention, rehire, or other relevant matters. (4) Information may also be given to other Federal agencies, other government entities, and to private-sector agencies and/or employers as part of rehabilitative and other return-to-work programs and services. (5) Information may be disclosed to physicians and other health care providers for use in providing treatment or medical/vocational rehabilitation, making evaluations for the Office, and for other purposes related to the medical management of the claim. (6) Information may be given to Federal, state and local agencies for law enforcement purposes, to obtain information relevant to a decision under the FECA, to determine whether benefits are being paid properly, including whether prohibited dual payments are being made, and, where appropriate, to pursue salary/administrative offset and debt collection actions required or permitted by the FECA and/or the Debt Collection Act. (7) Disclosure of the claimant's social security number (SSN) or tax identifying number (TIN) on this form is mandatory. The SSN and/or TIN, and other information maintained by the Office, may be used for identification, to support debt collection efforts carried on by the Federal government, and for other purposes required or authorized by law. (8) Failure to disclose all requested information may delay the processing of the claim or the payment of benefits, or may result in an unfavorable decision or reduced level of benefits.

Note: This notice applies to all forms requesting information that you might receive from the Office in connection with the processing and adjudication of the claim you filed under the FECA.

Receipt of Notice of Injury

This acknowledges receipt of Notice of Injury sustained by
(Name of injured employee)

Which occurred on (Mo., Day, Yr.)

At (Location)

Signature of Official Superior

Title

Date (Mo., Day, Yr.)

*U.S. GPO: 1999-454-845/12704

Form CA-1
Rev. Apr. 1999

**Figure G-8
Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
Form (CA-1) - Continued**



Reset Print

Claim for Compensation **U.S. Department of Labor**
Employment Standards Administration
Office of Workers' Compensation Programs

SECTION 1 EMPLOYEE PORTION

a. Name of Employee			OMB No. 1215-0103
Last	First	Middle	Expires: 08/31/2005
b. Mailing Address (Including City, State, ZIP Code)			c. OWCP File Number
E-Mail Address (Optional)			d. Date of Injury
			Month Day Year
			e. Social Security Number
			f. Telephone No./FAX No.

SECTION 2 Compensation is claimed for:

a. <input type="checkbox"/> Leave without pay b. <input type="checkbox"/> Leave buy back c. <input type="checkbox"/> Other wage loss; specify type, such as downgrade, loss of night differential, etc. d. <input type="checkbox"/> Schedule Award (Go to Section 4)	Inclusive Date Range From To	Intermittent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Go to Section 3 Go to Section 3, and Complete Form CA-7b Go to Section 3 If intermittent, complete Form CA-7a, Time Analysis Sheet

SECTION 3 Have you worked outside your federal job during the period(s) claimed in Section 2? (Include salaried, self-employed, commission, volunteer, etc.)

Yes Name and Address of Business:

No Go to on 4

Name Address City State ZIP Code

Dates Worked: Type of Work:

SECTION 4 Is this the first CA-7 claim for compensation you have filed for this injury?

Yes Complete Sections 5 through 7 and a Form SF-1199A, "Direct Deposit Sign-up"

No Has there been any change in your dependents, or has your direct deposit information changed, or has there been a claim filed with U.S. Civil Service Retirement, another federal retirement or disability law, or with the Department of Veterans Affairs since your last CA-7 claim?

Yes - Complete Sections 5 through 7 or a new SF-1199A to reflect change(s) No - Complete Section 7

SECTION 5 List your dependents (including spouse):

Name	Social Security #	Date of Birth	Relationship	Living with you?	
				Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

For dependents not living with you, complete items a and b below.

a. Are you making support payments for a dependent shown above? Yes No If Yes, support payments are made to:

Name Address City State ZIP Code

b. Were support payments ordered by a court? Yes No If Yes, attach copy of court order.

SECTION 6

a. Was/Will there be a claim made against a 3rd party? Yes No

b. Have you ever applied for or received disability benefits from the Department of Veterans Affairs?

<input type="checkbox"/> Yes	Claim Number	Full Address of VA Office Where Claim Filed	Nature of Disability and Monthly Payment
<input type="checkbox"/> No			

c. Have you applied for or received payment under any Federal Retirement or Disability law?

<input type="checkbox"/> Yes	Claim Number	Date Annuity Began	Amount of Monthly Payment	Retirement System (CSRS, FERS, SSA, Other)
<input type="checkbox"/> No				<input type="checkbox"/> CSRS <input type="checkbox"/> FERS <input type="checkbox"/> SSA <input type="checkbox"/> Other

SECTION 7 I hereby make claim for compensation because of the injury sustained by me while in the performance of my duty for the United States. I certify that the information provided above is true and accurate to the best of my knowledge and belief.

Any person who knowingly makes any false statement, misrepresentation, concealment of fact, or any other act of fraud, to obtain compensation as provided by the FECA, or who knowingly accepts compensation to which that person is not entitled is subject to civil or administrative remedies as well as felony criminal prosecution and may, under appropriate criminal provisions, be punished by a fine or imprisonment, or both. In addition, a felony conviction will result in termination of all current and future FECA benefits.

Employee's Signature _____ Date (Mo., day, year) _____

Form CA-7
Rev. Nov. 1999

Figure G-9
Claim for Compensation Form (CA-7)



Employing Agency Portion
For first CA-7 claim sent, complete sections 8 through 15.
For subsequent claims, complete sections 12 through 15 only.

SECTION 8 Show Pay Rate as of _____
 Date of Injury: _____ Base Pay \$ _____ per _____
 Date: _____ \$ _____ per _____
 Grade: _____ Step: _____
 Date Employee Stopped Work: _____
 Date: _____ \$ _____ per _____
 Grade: _____ Step: _____

Additional Pay Type _____ \$ _____ per _____
 Additional Pay Type _____ \$ _____ per _____
 Additional Pay Type _____ \$ _____ per _____

Additional pay types include, but are not limited to: Night Differential (ND), Sunday Premium (SP), Holiday Premium (HP), Subsistence
 a. Does employee work a fixed 40-hour per week schedule? Yes No

SECTION 9
 (SUB), Quarter (QTR), etc. (List each separately) Yes No

1. If Yes, circle scheduled days: S M T W TH F S
 2. If No, show scheduled hours for the two week pay period in which work stopped. Circle the day that work stopped.

FOR EXAMPLE ONLY

S	M	T	W	TH	F	S
	8	4	6	6		

S	M	T	W	TH	F	S

WEEK 1 From _____ to _____
 WEEK 2 From _____ to _____

b. Did employee work in position for 11 months prior to injury? Yes No
 If No, would position have afforded employment for 11 months but for the injury? Yes No

SECTION 10 On date pay stopped, was employee enrolled in:
 a. Health Benefits under the FEHBP? No Yes Code _____ c. Optional Use Insurance? No Yes Class _____
 b. Basic Life Insurance? No Yes d. A Retirement System? No Yes Plan _____ (Specify CSRS, FERS, Other)

SECTION 11 Continuation of Pay (COP) Received (Show inclusive dates):
 From _____ To _____ Intermittent? Yes — Complete Time Analysis Sheet, Form CA-7a
 No

SECTION 12 Show pay status and inclusive dates for period(s) claimed:
 Sick Leave From _____ To _____ Intermittent? Yes No If intermittent, complete Form CA-7a, Time Analysis Sheet.
 Annual Leave From _____ To _____ Yes No
 Leave without Pay From _____ To _____ Yes No If leave buy back, also submit completed Form CA-7b.
 Work From _____ To _____ Yes No

SECTION 13 Did employee return to work? Yes No
 If Yes, date _____
 If returned, did employee return to the pre-date-of-injury job, with the same number of hours and the same duties?
 Yes No If No, explain: _____

SECTION 14 Remarks: _____

SECTION 15 An employing agency official who knowingly certifies to any false statement, misrepresentation, or concealment of fact, with respect to this claim may also be subject to appropriate felony criminal prosecution.
 I certify that the information given above and that furnished by the employee on this form is true to the best of my knowledge, with any exceptions noted in Section 14, Remarks, above.

Signature _____ Title _____ Date ____/____/____
 (Agency Official)
 Name of Agency _____
 If OWCP needs specific pay information, the person who should be contacted is:
 Name _____ Title _____
 Telephone No. _____ Fax No. _____ E-Mail Address _____

Figure G-9
Claim for Compensation Form (CA-7) - Continued



INSTRUCTIONS FOR COMPLETING FORM CA-7

If the employee does not qualify for continuation of pay (for 45 days), the form should be completed and filed with the OWCP as soon as pay stops. The form should also be submitted when the employee reaches maximum improvement and claims a schedule award. If the employee is receiving continuation of pay and will continue to be disabled after 45 days, the form should be filed with OWCP 5 working days prior to the end of the 45-day period.

The CA-7 also should be used to claim continuing compensation, when a previous CA-7 claim has been made.

Collection of this information is required to obtain a benefit and is authorized by 20 C.F.R.10.106.

EMPLOYEE (or person acting on the employee's behalf) – Complete sections 1 through 7 as directed and submit the form to the employee's supervisor.

SUPERVISOR (or appropriate official in the employing agency) – Complete sections 8 through 15 as directed and promptly forward the form OWCP.

EXPLANATIONS – Some of the items on the form which may require further clarification are explained below:

<u>Section Number</u>	<u>Explanation</u>
2d. Schedule Award	Schedule awards are paid for permanent impairment to a member or function of the body.
5. List your dependents	Your wife or husband is a dependent if he or she is living with you. A child is a dependent if he, or she either lives with you or receives support payments from you, and he or she: 1) is under 18; or 2) is between 18 and 23 and is a full-time student; or 3) is incapable of self-support due to physical or mental disability.
6a. Was/will there be a claim made against 3rd party?	A third party is an individual or organization (other than the injured employee or the Federal government) who is liable for the injury. For instance, the driver of a vehicle causing an accident in which an employee is injured, the owner of a building where unsafe conditions cause an employee to fall, and a manufacturer who gave improper instructions for the use of a chemical to which an employee is exposed, could all be considered third parties to the injury.
8. Additional Pay	"Additional Pay" includes night differential, Sunday premium, holiday premium, and any other type (such as hazardous duty or "dirty work" pay) regularly received by the employee, but does not include pay for overtime. If the amount of such pay varies from pay period to pay period (as in the case of holiday premium or a rotating shift), then the total amount of such pay earned during the year immediately prior to the date of injury or the date the employee stopped work (whichever is greater) should be reported.
11. Continuation of pay (COP) received	If the injury was not a traumatic injury reported on Form CA-1, this item does not apply.
14. Remarks	This space is used to provide relevant information which is not present elsewhere on the form.

Public Burden Statement

Public reporting burden for this collection of information is estimated to average 13 minutes per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the Department of Labor, Office of Workers' Compensation Programs, Room S-3229, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

DO NOT SEND THE COMPLETED FORM TO THIS OFFICE

**Figure G-9
Claim for Compensation Form (CA-7) - Continued**



Attending Physician's Report

U.S. Department of Labor
 Employment Standards Administration
 Office of Workers' Compensation Programs

Record of Examinator

1. Patient's name * Last First Middle _____	2. Date of Injury * mo. day yr _____	3. OWCP File Number * _____	OMB No. 1215-0103 Expires: 08-31-05
4. What history of injury (including disease) did patient give you? * _____			
5. Is there any history or evidence of concurrent or pre-existing injury or disease or physical impairment? * (If yes, please describe) _____ <input type="checkbox"/> Yes <input type="checkbox"/> No			ICD-9 Code _____
6. What are your findings? (Include results of X-Rays, laboratory reports, etc.) * _____			
7. What is your diagnosis? * _____			ICD-9 Code * _____
8. Do you believe the condition found was caused or aggravated by an employment activity? (Please explain answer) * <input type="checkbox"/> Yes <input type="checkbox"/> No _____			
9. Did injury require hospitalization? * If no, go to item # 13. <input type="checkbox"/> Yes <input type="checkbox"/> No	10. Date of admission mo. day yr. _____	11. Date of discharge mo. day yr. _____	12. Additional Hospitalization required If Yes, describe in "Remarks" (Item 25) <input type="checkbox"/> Yes <input type="checkbox"/> No
13. What treatment did you receive? _____			
14. Date of first examination mo. day yr. _____	15. Date(s) of treatment mo. day yr. mo. day yr. mo. day yr. _____		16. Date of discharge from treatment mo. day yr. _____
17. Period of total disability From mo. day yr. Thru mo. day yr. _____	18. Period of Partial Disability From mo. day yr. Thru mo. day yr. _____		19. Date employee able to resume light work mo. day yr. _____
20. Date employee is able to resume regular work mo. day yr. _____	21. Has employee been advised that * he/she can return to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	22. If yes, on what date was he/she advised? mo. day yr. _____	
23. If employee is able to resume only light work, indicate the extent of physical limitations and the type of work that could reasonably be performed with these limitations. (Continue in item #25 if necessary.) _____			24. Are any permanent effects expected as a result of this injury? If yes, describe in item #25. <input type="checkbox"/> Yes <input type="checkbox"/> No
25. Remarks _____			
26. If you have referred the employee to another physician provide the following: Name _____ Address _____ City _____ State _____ ZIP _____			Specialty _____ 27. What was the reason for this referral? <input type="checkbox"/> Consultation <input type="checkbox"/> Treatment

Signature

28. I certify that the statements in response to the questions asked above are true, complete and correct to the best of my knowledge. Further, I understand that any false or misleading statements or any misrepresentation or concealment of material fact which is knowingly made may subject me to felony criminal prosecution.

Signature of Physician _____ Date _____

29. Name of Physician * _____ Address * _____ City * State ZIP * _____	30. Tax ID Number * _____ 31. Do you specialize? <input type="checkbox"/> Yes <input type="checkbox"/> No * 32. If yes, indicate specialty _____
---	--

Form CA-20
Rev. Nov. 1999

Figure G-10
Attending Physician's Report Form (CA-20)



IMPORTANT: A MEDICAL REPORT IS REQUIRED BY THE OFFICE OF WORKERS' COMPENSATION PROGRAMS BEFORE PAYMENT OF COMPENSATION FOR LOSS OF WAGES OR PERMANENT DISABILITY CAN BE MADE TO THE EMPLOYEE. THIS INFORMATION IS REQUIRED TO OBTAIN OR RETAIN A BENEFIT (5 USC 8101 et seq.).

IF YOU HAVE SUBMITTED A NARRATIVE MEDICAL REPORT OR A FORM CA-16 TO OWCP WITHIN THE PAST 10 DAYS, YOU NEED NOT SUBMIT THIS FORM CA-20.

OWCP REQUIRES THAT MEDICAL BILLS, OTHER THAN HOSPITAL BILLS, BE SUBMITTED ON THE AMERICAN MEDICAL ASSOCIATION HEALTH INSURANCE CLAIM FORM, HCFA 1500/OWCP-1500a.

INSTRUCTIONS TO PHYSICIAN FOR COMPLETING ATTENDING PHYSICIAN'S REPORT

1. COMPLETE THE ENTRIES 1-32 ON THE FORM; AND
2. IF DISABILITY HAS NOT TERMINATED, INDICATE IN ITEM 17; AND
3. SEND THE FORM AND YOUR BILL TO:

OFFICE OF WORKERS' COMPENSATION PROGRAMS

Public Burden Statement

We estimate that it will take an average of 5 minutes to complete this collection of information, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Office of Workers' Compensation Programs, U.S. Department of Labor, Room S-3229, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THIS OFFICE

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

For Sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, DC 20402

**Figure G-10
Attending Physician's Report Form (CA-20) - Continued**



FORM CA-20, PHYSICIAN'S REPORT

Compensation for wage loss cannot be paid unless medical evidence has been submitted supporting disability for work during the period claimed. For claims based on traumatic injury and reported on Form CA-1, the employee should detach Form CA-20, complete items 1-3 on the front, and print the OWCP district office address on the reverse. The form should be promptly referred to the attending physician for early completion. If the claim is for occupational disease, filed on Form CA-2, a medical report as described in the instructions accompanying that form is required in most cases. The employee should bring these requirements to the physician's attention. It may be necessary for the physician to provide a narrative medical report in place of or in addition to Form CA-20 to adequately explain and support the relationship of the disability to the employment.

For payment of a schedule award, the claimant must have a permanent loss or loss of function of one of the members of the body or organs enumerated in the regulations (20 C.F.R. 10.304). The attending physician must affirm that maximum medical improvement of the condition has been reached and should describe the functional loss and the resulting impairment in accordance with the American Medical Association Guides to the Evaluation of Permanent Impairment.

PRIVACY ACT

In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), you are hereby notified that: (1) The Federal Employees' Compensation Act, as amended and extended (5 U.S.C. 8101, et seq.) (FECA) is administered by the Office of Workers' Compensation Programs of the U.S. Department of Labor, which receives and maintains personal information on claimants and their immediate families. (2) Information which the Office has will be used to determine eligibility for and the amount of benefits payable under the FECA, and may be verified through computer matches or other appropriate means. (3) Information may be given to the Federal agency which employed the claimant at the time of injury in order to verify statements made, answer questions concerning the status of the claim, verify billing, and to consider issues relating to retention, rehire, or other relevant matters. (4) Information may also be given to other Federal agencies, other government entities, and to private-sector agencies and/or employers as part of rehabilitative and other return-to-work programs and services. (5) Information may be disclosed to physicians and other health care providers for use in providing treatment or medical/vocational rehabilitation, making evaluations for the Office, and for other purposes related to the medical management of the claim. (6) Information may be given to Federal, state and local agencies for law enforcement purposes, to obtain information relevant to a decision under the FECA, to determine whether benefits are being paid properly, including whether prohibited dual payments are being made, and, where appropriate, to pursue salary/administrative offset and debt collection actions required or permitted by the FECA and/or the Debt Collection Act. (7) Disclosure of the claimant's social security number (SSN) or tax identifying number (TIN) on this form is mandatory. The SSN and/or TIN, and other information maintained by the Office, may be used for identification, to support debt collection efforts carried on by the Federal government, and for other purposes required or authorized by law. (8) Failure to disclose all requested information may delay the processing of the claim or the payment of benefits, or may result in an unfavorable decision or reduced level of benefits.

Note: This notice applies to all forms requesting information that you might receive from the Office in connection with the processing and adjudication of the claim filed under the FECA.

Figure G-10
Attending Physician's Report Form (CA-20) - Continued



INSTRUCTIONS FOR COMPLETING FORM CA-7

If the employee does not qualify for continuation of pay (for 45 days), the form should be completed and filed with the OWCP as soon as pay stops. The form should also be submitted when the employee reaches maximum improvement and claims a schedule award. If the employee is receiving continuation of pay and will continue to be disabled after 45 days, the form should be filed with OWCP 5 working days prior to the end of the 45-day period.

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6a. Was/will there be a claim made against 3rd party?	A third party is an individual or organization (other than the injured employee or the Federal government) who is liable for the injury. For instance, the driver of a vehicle causing an accident in which an employee is injured, the owner of a building where unsafe conditions cause an employee to fall, and a manufacturer who gave improper instructions for the use of a chemical to which an employee is exposed, could all be considered third parties to the injury.
8. Additional Pay	"Additional Pay" includes night differential, Sunday premium, holiday premium, and any other type (such as hazardous duty or "dirty work" pay) regularly received by the employee, but does not include pay for overtime. If the amount of such pay varies from pay period to pay period (as in the case of holiday premium or a rotating shift), then the total amount of such pay earned during the year immediately prior to the date of injury or the date the employee stopped work (whichever is greater) should be reported.
11. Continuation of pay (COP) received	If the injury was not a traumatic injury reported on Form CA-1, this item does not apply.
14. Remarks	This space is used to provide relevant information which is not present elsewhere on the form.

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**Figure G-10
Attending Physician's Report Form (CA-20) - Continued**



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

DEPT. OF TRANSP., USCG CG-1650 (Rev. 5-01)
SUPERSEDES OPNAV 1650/3

Figure G-11
Coast Guard Award Recommendation Form (CG-1650)



DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3308A (Rev. 10-84)		CERTIFICATE OF COMPLIANCE - PRIVATE MOTOR VEHICLE REGISTRATION <i>(THIS FORM IS AFFECTED BY THE PRIVACY ACT OF 1974)</i>	
PRIVACY ACT STATEMENT			
AUTHORITY: 44 USC 3101 and E.O. 12174 PRINCIPAL PURPOSE: To establish an official record for the issuance of U.S. Coast Guard Privately Owned Vehicle Registration Decals. ROUTINE USES: To provide for the verification of compliance with appropriate state POV registration and financial responsibility laws. It includes control of POV's operating and accessing military installations. Determines issuance, revocation or renewals of U.S.C.G. Decals. Disclosure to law enforcement authorities is authorized. DISCLOSURE: Disclosure of this information is voluntary, but failure to provide the information will result in non-issuance of U.S.C.G. POV Decals.			
GENERAL INFORMATION			
1. NAME <i>(Last, first, middle) (TYPE or PRINT)</i>		2. GRADE	3. SOCIAL SECURITY NUMBER
4. UNIT/STATION			5. WORK TELEPHONE NO.
6. APPLICANT STATUS <i>(Check one box only)</i> <input type="checkbox"/> ACTIVE <input type="checkbox"/> RESERVE <input type="checkbox"/> RETIRED <input type="checkbox"/> CIVILIAN EMPLOYEE <input type="checkbox"/> COAST GUARD AUXILIARY <input type="checkbox"/> OTHER <i>(Specify)</i>			
7. VEHICLE INFORMATION			
a. VEHICLE I (1) STATE OF REGISTRATION		(2) VEHICLE IDENTIFICATION NUMBER	(3) LICENSE PLATE NUMBER
(4) DATE ISSUED		(5) DATE OF EXPIRATION	(6) DECAL NUMBER
b. VEHICLE II (1) STATE OF REGISTRATION		(2) VEHICLE IDENTIFICATION NUMBER	(3) LICENSE PLATE NUMBER
(4) DATE ISSUED		(5) DATE OF EXPIRATION	(6) DECAL NUMBER
c. VEHICLE III (1) STATE OF REGISTRATION		(2) VEHICLE IDENTIFICATION NUMBER	(3) LICENSE PLATE NUMBER
(4) DATE ISSUED		(5) DATE OF EXPIRATION	(6) DECAL NUMBER
8. CERTIFICATION			
I CERTIFY that I am cognizant of the pertinent insurance laws and regulations of the state in which my vehicle is registered and applicable Coast Guard regulations on the registration/operation of private motor vehicles. I now possess motor vehicle liability insurance coverage in amounts not less than the minimum prescribed by the state in which my vehicle is registered, for the motor vehicle registered in my name by the U.S. Coast Guard. I further certify I am in compliance with applicable state requirements on vehicle ownership/registration and inspection and possess a valid operator's license. I fully understand my personal responsibility as a vehicle registrant/driver. I agree to remove all Coast Guard vehicle registration media from my vehicle upon its disposal in the event my registration privilege is terminated for any reason. I further certify that I will notify my commanding officer/officer-in-charge when any change occurs in the data listed herein.			
9. SIGNATURE OF APPLICANT		10. DATE	11. SIGNATURE/TITLE OF APPROVING AUTHORITY
12. SIGNATURE OF ISSUING OFFICIAL			
13. REMARKS		14. RE-CERTIFICATION ON _____	
		15. DATE COPY FORWARDED TO DISTRICT SECURITY MANAGER _____	

PREVIOUS EDITION IS OBSOLETE

Figure G-12
Certificate of Compliance – Private Motor Vehicle Registration (CG-3308)



DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4112 (Rev. 4-80)		PERSONAL PROPERTY CLAIM <i>(For use in submitting claims under 31 U.S.C. 240-243)</i> <i>(Submit original and 2 copies typed if practicable)</i> <i>(See CLAIMS MANUAL, Enclosure 5)</i>		1. DATE
2. FROM		3. GRADE OR RATE		4. SSN
5. TO				
6. VIA				
7. CURRENT DUTY STATION				8. AMOUNT OF CLAIM
9. STATUS OF CLAIMANT AT TIME OF DAMAGE OR LOSS <i>(if changed since, explain.)</i> <input type="checkbox"/> MEMBER, USCG OR USCGR <input type="checkbox"/> EMPLOYEE OF USCG <input type="checkbox"/> OTHER <i>(Specify)</i>				
10. Claim is made in the above amount for personal property damaged or lost incident to service. I hereby assign to the U.S., to the extent of any payment of this claim accepted by me, all my right, title and interest in and to any claim I may have against any carrier, insurer or other party, arising out of the incident(s) described herein and will, upon request, furnish evidence as may be required to enable the U.S. to enforce such claim. <input type="checkbox"/> YES <input type="checkbox"/> NO				
11. I further agree to the checkage of my pay accounts by the U.S. to the extent of any payments made to me by a carrier, insurer, or other party for which I am also reimbursed by the U.S. in settlement of this claim. <input type="checkbox"/> YES <input type="checkbox"/> NO				
12. All applicable certificates, statements, orders, and other documents required are attached hereto. <input type="checkbox"/> YES <input type="checkbox"/> NO				
13. In the event any of the property for which this claim is made is later recovered, or reimbursement is received from the carrier, insurer, or other party, I agree to give written notice immediately to the settlement authority to whom this claim was presented. <input type="checkbox"/> YES <input type="checkbox"/> NO				
14. Have you made another claim against the U.S. based on - a. the damage or loss of any of the property for which this claim is made, or b. the incident described in Block 16. <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(if "YES", explain.)</i>				
15. Was demand for this loss or damage made against the common carrier? If "YES", enclose copies of demand and action, if any, taken by carrier. (If "NO", explain.) <input type="checkbox"/> YES <input type="checkbox"/> NO		AMOUNT CLAIMED		AMOUNT RECOVERED
a. Do you have personal property insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES", was the property for which this claim is made insured? (If "YES", attach correspondence with letter.) (If "NO", explain or attach portion of policy excluding the property.) <input type="checkbox"/> YES <input type="checkbox"/> NO		AMOUNT CLAIMED		AMOUNT RECOVERED
b. Have the carrier and insurer been requested to address all correspondence to you in care of the settlement authority to whom this claim is presented? <input type="checkbox"/> YES <input type="checkbox"/> NO				
16. REMARKS Including the date, place, facts, and circumstances of the incident causing the damage or loss are stated below. <i>(State facts in detail, adding additional sheets if necessary.)</i>				
17. ADDRESS TO WHICH CHECK IS TO BE MAILED		18. I make this claim with full knowledge of the penalties involved for willfully making a false claim <i>(Title 18 U.S. Code Section 287 provides for maximum fine of \$10,000 or imprisonment for 5 years or both.)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		
		19. SIGNATURE OF CLAIMANT (OR AGENT)		

PREVIOUS EDITIONS ARE OBSOLETE

Figure G-13
Damage and Loss Claim Form (CG-4112)



Department of Transportation U.S. Coast Guard CG-4251 (5/02)		MILITARY TEMPORARY DUTY (TDY) OR CIVILIAN TEMPORARY DUTY (TD) TRAVEL ORDERS				Employee ID No.
1. Name of Traveler (Last Name, First Name, MI)		2. Grade/Rank	3. Current Duty Station:		4. Work Phone Number:	
5. Departure Date:	6. Expected Date of Return to PDS:	7. Estimated Days:	8. Order Issuing Authority:	9. Authorized Dates of LV:	days of Leave to	
10. <input type="checkbox"/> BLANKET ORDERS FOR REPEAT TRAVEL (Doc type 13 TONO)/(NOTE: A copy of this blanket order must be attached to each submission of DD-1351-2) Period of travel from _____ to _____ (See Block 12 for Geographical location)						
11. <input type="checkbox"/> FOR MEDICAL TRAVEL: <input type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient <input type="checkbox"/> Attendant <input type="checkbox"/> Escort						
12. A. REPORT TO: UNIT / CITY / COUNTY / STATE / COUNTRY		B. Purpose of TDY:		C. Dates of TDY:		
				D. Authorized Variations <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
13. <input type="checkbox"/> Remain Over Night (RON) awaiting transportation may be authorized for _____ night(s) at (locality)						
14. CURRENT MESSING ENTITLEMENT AT PERMANENT DUTY STATION: (Choose only one) <input type="checkbox"/> ESM/EUM <input type="checkbox"/> ENL BAS <input type="checkbox"/> ENL REG BAS						
15. PER DIEM Military rules: JFTR mlt14125, Civilian rules: FTR mtr 301-11	Max Locality Per Diem Rate: Lodging \$ _____ M&IE \$ _____ (Lodging Receipts required for reimbursement)		16. MODE OF TRAVEL: (Mode of travel to TDY site and RETURN) (Arrange Official travel from either a CTO, in-house tvl office or TMC, U3120, JFTR)			
	QUARTERS <input type="checkbox"/> GOVERNMENT Use Directed (fee reimbursable) <input type="checkbox"/> COMMERCIAL Lodging (Gov't Quarters NOT Available)		<input type="checkbox"/> Commercial Carrier (At own expense subject to reimbursement) <input type="checkbox"/> GOV'T Procured Transportation Tickets (GTA) <input type="checkbox"/> GOV'T Owned Conveyance <input type="checkbox"/> Auto <input type="checkbox"/> Vessel <input type="checkbox"/> Plane <input type="checkbox"/> Privately Owned Conveyance (POC): <input type="checkbox"/> Car <input type="checkbox"/> Airplane <input type="checkbox"/> Motorcycle <input type="checkbox"/> POC is more advantageous to the Gov't <input type="checkbox"/> POC is authorized not to exceed the cost of a GTR \$ _____			
	MESSING <input type="checkbox"/> GOVERNMENT Rate (Military Only) <input type="checkbox"/> Mess is Directed for ALL three meals <input type="checkbox"/> Proportional Rate <input type="checkbox"/> Reduced per diem of \$ _____ (IAW COMDT (G-WPM-2) LTR 4600 of _____ <input type="checkbox"/> COMMERCIAL Rate (Full Locality Per Diem) <input type="checkbox"/> Reduced per diem of \$ _____ (Civilian Only) <input type="checkbox"/> NO PER DIEM Authorized (Civilian Only)		17. TRAVEL AT TDY SITE: <input type="checkbox"/> Rental Car (compact) <input type="checkbox"/> Upgrade Authorized - size _____ <input type="checkbox"/> Local travel: taxi / bus / metro / other public conveyance			
	Exemption: <input type="checkbox"/> Actual Expense Authorized (REF U4210-A, JFTR) The Amount \$ _____ per day allowed at _____ for period _____		18. AUTHORIZED REIMBURSABLE EXPENSES: <input type="checkbox"/> Registration Fees (if meals are included - report in Block 19, DD-1351-2) <input type="checkbox"/> Conference Cost (per U2550, JFTR & 301-74.2, FTR) <input type="checkbox"/> Excess baggage. <input type="checkbox"/> Official Communication Service fees (phone, fax, data service, etc.) <input type="checkbox"/> Personal Telephone Calls NTE \$ _____ daily. <input type="checkbox"/> Civilian Travelers Only: One telephone call authorized per day NTE \$ 5 (INCONUS) \$10 (OCONUS)			
19. REMARKS / AUTHORIZATIONS / ADDITIONAL INSTRUCTIONS: (A receipt is required for any expenses \$75.00 or greater)						
If Training, Insert CGHRMS Course ID: _____						
20. TRAVEL ADVANCE AUTHORIZATION: Travel advance is authorized in the amount of \$ _____		<input type="checkbox"/> GOV'T Travel Charge Card holder <input type="checkbox"/> Not a GOV'T Travel Charge Card holder / Charged to TONO (Attach SF-1038)				
21. Coast Guard Travel Order Number (16 digits)		Travel funds are chargeable against: (if travel spans over FY's, provide tono/acct. string for both FY's)				
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				
Doc Type Fiscal Year Site Code C O R D Prog Element Document Sequence Suffix		Agy Cod Reg Dist Appn Code Lim Code Allot Fund Allot lev Program Element Cost Center Object Class Estimated Cost				
21a. Date		Signature (Approving Official)		21b. Date		
				Signature (Fund Certification)		
22. If Using Other Gov't Agency Funds, Contact FINCEN (OGQ) and Insert Reimbursable Agreement Number (RAN): <small>Except as noted the approved TDY is authorized and directed. Proceed and report to the places and in the order listed in block 12 above. Deviations should not be made to visit places or areas not listed in block 12 above, without prior written or verbal orders from proper authority. Upon completion of the TDY directed, return to this command and resume your regular duties.</small>						
23. AUTHORIZING OFFICIAL SIGNATURE (Name, Rank, Title)		AO's Phone Number		24. TRAVELERS SIGNATURE		
				Date		
25. Use this block to amend the order when not previously authorized after travel has been completed (may be handwritten).						
Must be signed by Approving Official Only: _____ Date: _____						

Abbreviation Defined in APP A, JFTR Applicable Privacy Act Statement is on DD-1351-2R Use Travel Voucher DD-1351-2 (June 2002) Version. PREVIOUS EDITIONS ARE OBSOLETE

Figure G-14
Military Temporary Duty or Civilian Temporary Duty Travel Orders Form (CG-4521)



DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4886a (2-03) ANSC7010		U.S. COAST GUARD AUXILIARY OPERATIONAL SPECIALTY COURSE EXAMINATION ANSWER SHEET					
PRIVACY ACT STATEMENT 1. AUTHORITY FOR USE AND WHETHER MANDATORY OR VOLUNTARY - 14 U.S.C. Sec 633. Voluntary. 2. PRINCIPAL PURPOSE - Identify student record. Score test answers. 3. ROUTINE USES - Establish score on test. Enter score on student record. 4. EFFECT ON YOU IF YOU DO NOT PROVIDE THE INFORMATION REQUESTED - Your answer sheet will not be scored. You will not achieve course completion.							
This line should measure 8" long							
SECTION I - MEMBER AND TEST INFORMATION MEMBER ID Exam Title OPFAC Number	LAST NAME, FIRST NAME, MIDDLE INITIAL Member's Mailing Address Course Code	Edition Test No.	Date Administered				
1	16	31	46	61	76	91	106
2	17	32	47	62	77	92	107
3	18	33	48	63	78	93	108
4	19	34	49	64	79	94	109
5	20	35	50	65	80	95	110
6	21	36	51	66	81	96	111
7	22	37	52	67	82	97	112
8	23	38	53	68	83	98	113
9	24	39	54	69	84	99	114
10	25	40	55	70	85	100	115
11	26	41	56	71	86	101	116
12	27	42	57	72	87	102	117
13	28	43	58	73	88	103	118
14	29	44	59	74	89	104	119
15	30	45	60	75	90	105	120

Previous edition may be used

Figure G-15
Operational Specialty Course Answer Sheet Form (CG-4886)



DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5132 (Rev. 01/00)	COAST GUARD AUXILIARY PATROL ORDER (Instructions and Privacy Act Statement on page 2)	TYPE	FY	DOCUMENT NUMBER								
		27										
SECTION I - AUTHORIZATION												
FROM (Order Issuing Authority) :												
TO (Name and address of operator) :			MEMBER #:									
			FACILITY #:									
# CREW REQUIRED (Including operator):												
1. PERFORM THE FOLLOWING AUTHORIZED <input type="checkbox"/> REIMBURSABLE <input type="checkbox"/> NON-REIMBURSABLE DUTY PER CURRENT POLICY:												
2. ACCOUNTING DATA												
	AUTHORIZED	ESTIMATED COST	DIST	APPN	LIM	ALLOT	PRO ELEMENT	COST CENTER	OBJ. CODE			
FUEL COST	Yes <input type="checkbox"/> No <input type="checkbox"/>											
AIRCRAFT MAINT. COST	Yes <input type="checkbox"/> No <input type="checkbox"/>											
SUBSISTENCE COST	Yes <input type="checkbox"/> No <input type="checkbox"/>											
AUTO/TRAILERING COST	Yes <input type="checkbox"/> No <input type="checkbox"/>											
SIGNATURE OF ORDER ISSUING AUTHORITY:								DATE:				
SECTION II - CLAIM FOR REIMBURSEMENT												
1. ITINERARY	DATE	TIME	LOCATION				AUTO/TRAILER DATA					
Departed Home/Office							Miles:					
Arrived Launch Site							Cost:					
Facility in Use												
Facility Use Ended												
Departed Launch Site							Miles:					
Returned Home/Office							Cost:					
2. LIST NAMES AND MEMBER # (AS APPROPRIATE) OF ALL PERSONNEL ON BOARD (less operator)												
A.					E.							
B.					F.							
C.					G.							
D.					H.							
3. REIMBURSABLE EXPENSES	RECEIVED IN KIND (GOVERNMENT PROVIDED)	TOTAL CREW/TRAINEE/AUTHORIZED PASSENGERS								TOTAL	GRAND TOTAL	
		OPR	A	B	C	D	E	F	G	H		
Breakfast	Yes <input type="checkbox"/> No <input type="checkbox"/>											
Lunch	Yes <input type="checkbox"/> No <input type="checkbox"/>											
Dinner	Yes <input type="checkbox"/> No <input type="checkbox"/>											
Fuel, Oil	Yes <input type="checkbox"/> No <input type="checkbox"/>											
Ice	Yes <input type="checkbox"/> No <input type="checkbox"/>											
Aircraft Flight Hours:		Type Aircraft:										
Trailer Costs, Ramp Fees, Lock Fees												
Other (Official Telephone Costs, etc.)												
I HEREBY CERTIFY that the above claim is accurate. My crew and I made these expenditures in the use of the Facility listed above, in carrying out the duties specified in this ORDER. No previous payment for this patrol has been received.												
SIGNATURE OF OPERATOR:										DATE:		
MAIL CHECK TO (Name and address:)								Signature of Claimant:				
								SSN:				
								MEMBER #:				
SECTION III - ENDORSEMENT BY ORDER ISSUING AUTHORITY												
1. THIS CLAIM <input type="checkbox"/> FORWARDED, APPROVED FOR PAYMENT <input type="checkbox"/> RETURNED, DISAPPROVED FOR PAYMENT												
SIGNATURE OF ORDER ISSUING AUTHORITY:										DATE:		

Previous edition may be used

PART 1 - ORIGINAL COPY

Figure G-16
Auxiliary Patrol Order Form (CG-5132)

PRIVACY ACT STATEMENT						
1. Authority :	14 USC 821 and 632.					
2. Principal Purpose :	Used to maintain accurate records of (a) patrols conducted by auxiliaries and (b) claims brought against the Coast Guard by Auxiliaries following an authorized patrol.					
3. Routine Uses :	(a) to issue patrol orders and (b) to substantiate claims for reimbursement.					
4. Disclosure :	Voluntary. Failure to provide the requested information may (a) result in total or partial denial of amount claimed and (b) will prevent the issuance of patrol orders.					
A. THE ORDER ISSUING AUTHORITY SHOULD ENTER INFORMATION IN THE FOLLOWING AREAS						
ORDER NUMBER:	Enter complete DAFIS document number beginning with document type 27.					
SECTION I - AUTHORIZATION						
FROM:	Enter title of Order Issuing Authority.					
TO:	Enter selected operator's name and address.					
MEMBER #:	Enter the operator's member number.					
FACILITY ID#:	Enter the district assigned identification number.					
# OF CREW REQUIRED:	Enter the total amount of crew REQUIRED by the district for patrol/mission, including operator.					
1. PERFORM AUTHORIZED DUTY:	Check reimbursable or non-reimbursable. Enter description of duty including dates, places, reporting requirements, etc., and indicate how trailering costs are reimbursed (either mileage or receipts). Add sufficient Continuation Sheets. CG-5132-1, with appropriate sections completed, to cover multi-patrol orders.					
2. ACCOUNTING DATA:	Indicate whether Fuel, Aircraft maintenance, Subsistence or Auto/Trailering costs are authorized. Enter estimated costs and complete the accounting line for each. If only aircraft fuel cost is authorized, fuel receipts are required for reimbursement. If both aircraft Fuel and Maintenance costs are authorized, reimbursement is based on the Flat rate Reimbursement Schedule below, and fuel receipts are not required. For boat fuel use obj. 2637. For aircraft fuel use obj. code 2632. For aircraft maintenance use obj. code 2532.					
SIGNATURE OF ORDER ISSUING AUTHORITY:	Enter name of person authorized to sign as Order Issuing Authority and obtain signature.					
DATE:	Enter the date orders were issued (must be on or before date of actual patrol).					
1. THIS CLAIM:	Once form is returned for reimbursement, mark "Approved for Payment" or "Disapproved for Payment." If approved, send original to FINCEN, if disapproved, return to member.					
SECTION III - ENDORSEMENT BY ORDER ISSUING AUTHORITY						
SIGNATURE OF ORDER ISSUING AUTHORITY:	Enter name of person authorized to sign as Order Issuing Authority and obtain signature.					
DATE:	Enter date endorsement was signed.					
B. THE OPERATOR SHOULD ENTER INFORMATION IN THE FOLLOWING AREAS						
SECTION II - CLAIM FOR REIMBURSEMENT						
1. ITINERARY:	Complete ALL DATE, TIME AND LOCATION BLOCKS . Fill in mileage or trailering costs, as authorized (attach required receipts). Complete attached Continuation Sheet(s), CG-5132-1, if any, to be reimbursed for multi-patrol orders.					
2. LIST NAME AND MEMBER # OF ALL PERSONNEL ON BOARD:	Enter the name and member number (as appropriate) for REQUIRED crew plus all trainees and passengers authorized to be on board, but DO NOT list the operator.					
3. REIMBURSABLE EXPENSES:	FINCEN will compute meal reimbursements based on current BAS rates: Mark boxes of items received in kind (those furnished by the Coast Guard or sometimes from a Coast Guard authorized vendor). If item, other than meals, was not received in kind, mark NO and enter total dollar amount. However, do not enter anything in Total Crew/Trainees/Passengers Breakfast, Lunch or Dinner boxes, except a mark to indicate it was received. "Reimbursable" orders must be returned even if no reimbursement is desired or the patrol was not accomplished. If no reimbursement is desired, or necessary because patrol was not accomplished, mark the orders as such and return to order issuing authority.					
SIGNATURE OF OPERATOR:	Operator must sign certification. This certification is required by law. Forward the signed and appropriately completed forms as directed.					
DATE:	Enter date that operator signed the claim certification.					
MAIL CHECK TO:	Enter name and address of the claimant (person to receive the reimbursement for the patrol).					
SIGNATURE OF CLAIMANT:	The person who is to receive the reimbursement for the patrol must sign here.					
SSN:	Enter the claimant's Social Security Number.					
MEMBER #:	Enter the claimant's member number.					
AUXILIARY AIRCRAFT FLAT RATE REIMBURSEMENT SCHEDULE						
	Type 1 80 - 139 Horsepower Aircraft	Type 2 140 - 199 Horsepower Aircraft	Type 3 200 - 235 Horsepower Aircraft	Type 4 236 - 300 Horsepower Aircraft	Type 5 301 - 400 Horsepower Aircraft	Type 6 All Multi- Engine Aircraft
Fuel/hour	\$10.00	\$16.00	\$24.00	\$28.00	\$37.00	\$40.00
Maintenance/hour	\$21.00	\$41.00	\$43.00	\$44.00	\$47.00	\$63.00
Total	\$31.00/hr.	\$57.00/hr.	\$67.00/hr.	\$72.00/hr.	\$84.00/hr.	\$103.00/hr

**Figure G-16
Auxiliary Patrol Order Form (CG-5132) - Continued**



DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5132-1 (Rev. 01/00)		COAST GUARD AUXILIARY PATROL ORDER CONTINUATION SHEET (Instructions and Privacy Act Statement on page 2)										TYPE	FY	DOCUMENT NUMBER			
PATROL #														CLAIM FOR REIMBURSEMENT			
1. ITINERARY		DATE	TIME	LOCATION							AUTO/TRAILER DATA						
Departed Home/Office											Miles:						
Arrived Launch Site											Cost:						
Facility in Use																	
Facility Use Ended																	
Departed Launch Site											Miles:						
Returned Home/Office											Cost:						
2. LIST NAMES AND MEMBER # (AS APPROPRIATE) OF ALL PERSONNEL ON BOARD (less operator)																	
A.							E.										
B.							F.										
C.							G.										
D.							H.										
3. REIMBURSABLE EXPENSES		RECEIVED IN KIND (GOVERNMENT PROVIDED)		TOTAL CREW/TRAINEEES/AUTHORIZED PASSENGERS								TOTAL	GRAND TOTAL				
				OPR	A	B	C	D	E	F	G	H					
Breakfast		Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Lunch		Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Dinner		Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Fuel, Oil		Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Ice		Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Aircraft Flight Hours:				Type Aircraft:													
Trailer Costs, Ramp Fees, Lock Fees																	
Other (Official Telephone Costs, etc.)																	
PATROL #														CLAIM FOR REIMBURSEMENT			
1. ITINERARY		DATE	TIME	LOCATION							AUTO/TRAILER DATA						
Departed Home/Office											Miles:						
Arrived Launch Site											Cost:						
Facility in Use																	
Facility Use Ended																	
Departed Launch Site											Miles:						
Returned Home/Office											Cost:						
2. LIST NAMES AND MEMBER # (AS APPROPRIATE) OF ALL PERSONNEL ON BOARD (less operator)																	
A.							E.										
B.							F.										
C.							G.										
D.							H.										
3. REIMBURSABLE EXPENSES		RECEIVED IN KIND (GOVERNMENT PROVIDED)		TOTAL CREW/TRAINEEES/AUTHORIZED PASSENGERS								TOTAL	GRAND TOTAL				
				OPR	A	B	C	D	E	F	G	H					
Breakfast		Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Lunch		Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Dinner		Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Fuel, Oil		Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Ice		Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Aircraft Flight Hours:				Type Aircraft:													
Trailer Costs, Ramp Fees, Lock Fees																	
Other (Official Telephone Costs, etc.)																	

Previous edition may be used

PART 1 - ORIGINAL COPY

Figure G-17
Auxiliary Patrol Order Continuation Sheet Form (CG-5132-1)



PAGE 2 OF CG-5132-1 (01-00)

PRIVACY ACT STATEMENT	
1. <u>Authority</u> :	14 USC 821 and 632.
2. <u>Principal Purpose</u> :	Used to maintain accurate records of (a) patrols conducted by auxiliaries and (b) claims brought against the Coast Guard by auxiliaries following an authorized patrol.
3. <u>Routine Uses</u> :	(a) to issue patrol orders and (b) to substantiate claims for reimbursement.
4. <u>Disclosure</u> :	Voluntary. Failure to provide the requested information may (a) result in total or partial denial of amount claimed and (b) will prevent the issuance of patrol orders.
A. THE ORDER ISSUING AUTHORITY OR OPERATOR MUST ENTER INFORMATION IN THE FOLLOWING AREAS	
ORDER #:	Enter complete DAFIS document number beginning with document type 27.
PATROL #: CLAIM FOR REIMBURSEMENT:	Enter the sequential patrol number after "PATROL #" and before "CLAIM FOR REIMBURSEMENT." For example, the original order form will contain patrol #1, so the first continuation sheet will contain patrols #2 and #3. Add sufficient Continuation Sheets, CG-5132-1, with appropriate sections completed for number of patrols indicated in "Perform the following . . . per current policy" paragraph of original order form, CG-5132.
B. THE OPERATOR SHOULD ENTER INFORMATION IN THE FOLLOWING AREAS	
1. ITINERARY:	Complete ALL DATE, TIME AND LOCATION BLOCKS . Fill in mileage or trailering costs, as authorized. Complete additional Continuation Sheet(s), CG-5132-1, if any, to be reimbursed for multi-patrol orders.
2. LIST NAME AND MEMBER # OF ALL PERSONNEL ON BOARD:	Enter the name and member # (as appropriate) for REQUIRED crew plus all trainees and passengers authorized to be on board, but DO NOT list the operator.
3. REIMBURSABLE EXPENSES:	FINCEN will compute meal reimbursements based on current BAS rates : Mark boxes of items received in kind (those furnished by the Coast Guard or sometimes from a Coast Guard authorized vendor). If item, other than meals, was not received in kind, mark NO and enter total dollar amount. However, do not enter anything in Total Crew/Trainees/Passengers Breakfast, Lunch or Dinner boxes, except a mark to indicate it was received. "Reimbursable" orders must be returned even if no reimbursement is desired or the patrol was not accomplished. If no reimbursement is desired, or necessary because patrol was not accomplished, mark the orders as such and return to order issuing authority.

Figure G-17
Coast Guard Auxiliary Patrol Order Continuation Sheet Form (CG-5132-1) - Continued



TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$ _____		2. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		3. FOR D.O. USE ONLY			
4. NAME (Last, First, Middle Initial) (Print or type)		5. GRADE		6. SSN		a. D.O. VOUCHER NUMBER	
7. ADDRESS. a. NUMBER AND STREET		b. CITY		c. STATE		d. ZIP CODE	
8. DAYTIME TELEPHONE NUMBER & AREA CODE		9. TRAVEL ORDER NUMBER		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		c. PAID BY	
11. ORGANIZATION AND STATION		12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE			
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) Yes <input type="checkbox"/> No <input type="checkbox"/> (Explain in Remarks)		d. COMPUTATIONS	
15. ITINERARY							
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
						e. SUMMARY OF PAYMENT	
						(1) Per Diem	
						(2) Actual Expense Allowance	
						(3) Mileage	
16. POC TRAVEL (X one)		OWN/OPERATE		PASSENGER		17. DURATION OF TDY TRAVEL	
						(4) Dependent Travel	
18. REIMBURSABLE EXPENSES						(5) DLA	
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	12 HOURS OR LESS		(6) Reimbursable Expenses	
				MORE THAN 12 HOURS BUT 24 HOURS OR LESS		(7) Total	
				MORE THAN 24 HOURS		(8) Less Advance	
						(9) Amount Owed	
						(10) Amount Due	
19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS	
20.a. CLAIMANT SIGNATURE		b. DATE		c. SUPERVISOR SIGNATURE		d. DATE	
21.a. APPROVING OFFICER SIGNATURE						b. DATE	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)			28. AMOUNT PAID	

DD FORM 1351-2, MAR 2000 PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED Exception to SF 1012 approved by GSA/IRMS 12-91.

Figure G-18
Coast Guard Travel Voucher or Subvoucher Form (DD-1351-2)



PRIVACY ACT STATEMENT																																													
<p>AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.</p> <p>PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.</p> <p>ROUTINE USE(S): To substantiate claims for reimbursement for official travel.</p> <p>DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.</p>																																													
PENALTY STATEMENT																																													
<p>There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).</p>																																													
INSTRUCTIONS																																													
<p>ITEM 1 - PAYMENT</p> <p>Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.</p> <p>REQUIRED ATTACHMENTS</p> <ol style="list-style-type: none"> 1. Original and/or copies of all travel orders and amendments, as applicable. 2. Two copies of dependent travel authorization if issued. 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel. 4. Copy of GTR, MTA or ticket used. 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more. 6. Other attachments will be directed. 	<p>ITEM 15 - ITINERARY - SYMBOLS</p> <p>15c. MEANS/MODE OF TRAVEL <i>(Use two letters)</i></p> <table style="width: 100%; border: none;"> <tr> <td>GTR/TKT</td> <td>- T</td> <td>Automobile</td> <td>- A</td> </tr> <tr> <td>Government Transportation</td> <td>- G</td> <td>Motorcycle</td> <td>- M</td> </tr> <tr> <td>Commercial Transportation</td> <td></td> <td>Bus</td> <td>- B</td> </tr> <tr> <td><i>(Own expense)</i></td> <td>- C</td> <td>Plane</td> <td>- P</td> </tr> <tr> <td>Privately Owned</td> <td></td> <td>Rail</td> <td>- R</td> </tr> <tr> <td>Conveyance (POC)</td> <td>- P</td> <td>Vessel</td> <td>- V</td> </tr> </table> <p>15d. REASON FOR STOP</p> <table style="width: 100%; border: none;"> <tr> <td>Authorized Delay</td> <td>- AD</td> <td>Leave En Route</td> <td>- LV</td> </tr> <tr> <td>Authorized Return</td> <td>- AR</td> <td>Mission Complete</td> <td>- MC</td> </tr> <tr> <td>Awaiting Transportation</td> <td>- AT</td> <td>Temporary Duty</td> <td>- TD</td> </tr> <tr> <td>Hospital Admittance</td> <td>- HA</td> <td>Voluntary Return</td> <td>- VR</td> </tr> <tr> <td>Hospital Discharge</td> <td>- HD</td> <td></td> <td></td> </tr> </table> <p>ITEM 15e. LODGING COST Enter the total cost for lodging</p> <p>ITEM 19 - DEDUCTIBLE MEALS Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (<i>see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals</i>). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.</p>	GTR/TKT	- T	Automobile	- A	Government Transportation	- G	Motorcycle	- M	Commercial Transportation		Bus	- B	<i>(Own expense)</i>	- C	Plane	- P	Privately Owned		Rail	- R	Conveyance (POC)	- P	Vessel	- V	Authorized Delay	- AD	Leave En Route	- LV	Authorized Return	- AR	Mission Complete	- MC	Awaiting Transportation	- AT	Temporary Duty	- TD	Hospital Admittance	- HA	Voluntary Return	- VR	Hospital Discharge	- HD		
GTR/TKT	- T	Automobile	- A																																										
Government Transportation	- G	Motorcycle	- M																																										
Commercial Transportation		Bus	- B																																										
<i>(Own expense)</i>	- C	Plane	- P																																										
Privately Owned		Rail	- R																																										
Conveyance (POC)	- P	Vessel	- V																																										
Authorized Delay	- AD	Leave En Route	- LV																																										
Authorized Return	- AR	Mission Complete	- MC																																										
Awaiting Transportation	- AT	Temporary Duty	- TD																																										
Hospital Admittance	- HA	Voluntary Return	- VR																																										
Hospital Discharge	- HD																																												
<p>29. REMARKS</p> <p>EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS _____</p> <p>UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN _____</p>																																													

DD FORM 1351-2, MAR 2000 (PAGE 2)

Figure G-18
Coast Guard Travel Voucher or Subvoucher Form (DD-1351-2) - Continued



U. S. Department of Homeland Security

**DISCLOSURE AND AUTHORIZATION
PERTAINING TO CONSUMER REPORTS
PURSUANT TO THE FAIR CREDIT REPORTING ACT**

This is a release for the U. S. Department of Homeland Security to obtain one or more consumer/credit reports about you in connection with your application for employment or in the course of your employment with the Department. One or more reports about you may be obtained for employment purposes, including evaluating your fitness for employment, promotion, reassignment, retention, or access to classified information and/or sensitive, but unclassified information.

I, _____, hereby authorize the U. S. Department of Homeland Security to obtain such report(s) from any consumer/credit reporting agency for employment purposes. Copies of this authorization that show my signature are as valid as the original signed by me.

Signature

Date

Social Security Number

Current Organization Assigned

The Privacy Act, 5 U.S.C. 552a, requires that federal agencies inform individuals; at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number (SSN) is Executive Order 9397. Your SSN will be used to identify you precisely when it is necessary to conduct and/or obtain a credit report on you. Although the disclosure of your SSN is not mandatory, your failure to do so may impede the acquisition of a credit report concerning you and possibly result in the denial of your being approved for access to classified and/or sensitive, but unclassified information.

DHS Form 11000-9 (10-03)

**Figure G-19
Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act (DHS Form 11000-9)**



Reset Print

PLEASE DO NOT STAPLE IN THIS AREA



CARRIER

HEALTH INSURANCE CLAIM FORM

1. MEDICARE MEDICAID CHAMPUS CHAMPVA GROUP HEALTH PLAN FECA BLK (LUNG) OTHER

2. PATIENT'S NAME (Last Name, First Name, Middle Initial)

3. PATIENT'S BIRTH DATE MM DD YY SEX M F

4. INSURED'S NAME (Last Name, First Name, Middle Initial)

5. PATIENT'S ADDRESS (No., Street)

6. PATIENT RELATIONSHIP TO INSURED
Self Spouse Child Other

7. INSURED'S ADDRESS (No., Street)

8. PATIENT STATUS
Single Married Other

9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)

10. IS PATIENT'S CONDITION RELATED TO:
a. EMPLOYMENT? (CURRENT OR PREVIOUS) YES NO
b. AUTO ACCIDENT? YES NO
c. OTHER ACCIDENT? YES NO

11. INSURED'S POLICY GROUP OR FECA NUMBER

12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE

13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE

14. DATE OF CURRENT ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY (LMP)

15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS. GIVE FIRST DATE

16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION

17. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE

17a. I.D. NUMBER OF REFERRING PHYSICIAN

18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES

19. RESERVED FOR LOCAL USE

20. OUTSIDE LAB? \$ CHARGES

21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. (RELATE ITEMS 1,2,3 OR 4 TO ITEM 24E BY LINE)

22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO.

23. PRIOR AUTHORIZATION NUMBER

A	B	C	D	E	F	G	H	I	J	K
DATE(S) OF SERVICE FROM	Place of Service	Type of Service	PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS I MODIFIER	DIAGNOSIS CODE	\$ CHARGES	DAYS OR UNITS	EP/SDT Family Plan	EMG	COB	RESERVED FOR LOCAL USE
1										
2										
3										
4										
5										
6										

24. FEDERAL TAX I.D. NUMBER SSN EIN

25. PATIENT'S ACCOUNT NO.

26. ACCEPT ASSIGNMENT? (For gov. claims, see back) YES NO

27. TOTAL CHARGE \$

28. AMOUNT PAID \$

29. BALANCE DUE \$

30. SIGNATURE OF PHYSICIAN OR SUPPLIER

31. NAME AND ADDRESS OF FACILITY WHERE SERVICES WERE RENDERED

32. PHYSICIAN'S, SUPPLIER'S BILLING NAME, ADDRESS, ZIP CODE & PHONE #

33. SIGNATURE OF PHYSICIAN OR SUPPLIER

34. NAME AND ADDRESS OF FACILITY WHERE SERVICES WERE RENDERED

35. PHYSICIAN'S, SUPPLIER'S BILLING NAME, ADDRESS, ZIP CODE & PHONE #

PHYSICIAN OR SUPPLIER INFORMATION

(APPROVED BY AMA COUNCIL ON MEDICAL SERVICE 8/88) PLEASE PRINT OR TYPE APPROVED OMB-0938-0008 FORM CMS-1500 (12-90), FORM FRB-1500, APPROVED OMB-1215-0055 FORM OWCP-1500, APPROVED OMB-0720-0001 (CHAMPUS)

Figure G-20 Health Claim Insurance Form (OWCP/HFCA-1500)



BECAUSE THIS FORM IS USED BY VARIOUS GOVERNMENT AND PRIVATE HEALTH PROGRAMS, SEE SEPARATE INSTRUCTIONS ISSUED BY APPLICABLE PROGRAMS.

REFERS TO GOVERNMENT PROGRAMS ONLY

MEDICARE AND CHAMPUS PAYMENTS: A patient's signature requests that payment be made and authorizes release of any information necessary to process the claim and certifies that the information provided in Blocks 1 through 12 is true, accurate and complete. In the case of a Medicare claim, the patient's signature authorizes any entity to release to Medicare medical and nonmedical information, including employment status, and whether the person has employer group health insurance, liability, no-fault, workers' compensation or other insurance which is responsible to pay for the services for which the Medicare claim is made. See 42 CFR 411.24(a). If item 9 is completed, the patient's signature authorizes release of the information to the health plan or agency shown. In Medicare assigned or CHAMPUS participation cases, the physician agrees to accept the charge determination of the Medicare carrier or CHAMPUS fiscal intermediary as the full charge, and the patient is responsible only for the deductible, coinsurance and noncovered services. Coinsurance and the deductible are based upon the charge determination of the Medicare carrier or CHAMPUS fiscal intermediary if this is less than the charge submitted. CHAMPUS is not a health insurance program but makes payment for health benefits provided through certain affiliations with the Uniformed Services. Information on the patient's sponsor should be provided in those items captioned in "insured"; i.e., items 1a, 4, 6, 7, 9, and 11.

BLACK LUNG, FECA AND EEOICPA CLAIMS

The provider agrees to accept the amount paid by the Government as payment in full. See Black Lung, FECA and EEOICPA instructions regarding required procedure and diagnosis coding systems.

SIGNATURE OF PHYSICIAN OR SUPPLIER (MEDICARE, CHAMPUS, FECA, BLACK LUNG AND EEOICPA)

I certify that the services shown on this form were medically indicated and necessary for the health of the patient and were personally furnished by me or were furnished incident to my professional services by my employee under my immediate personal supervision, except as otherwise expressly permitted by Medicare or CHAMPUS regulations. For services to be considered as "incident" to a physician's professional service, 1) they must be rendered under the physician's immediate personal supervision by his/her employee, 2) they must be an integral, although incidental, part of a covered physician's service, 3) they must be of kinds commonly furnished in physician's offices, and 4) the services of non-physicians must be included on the bills.

For CHAMPUS claims, I further certify that I (or any employee) who rendered services am not an active duty member of the Uniformed Services or a civilian employee of the United States Government or a contract employee of the United States Government, either civilian or military (refer to 5 USC 5536). For Black Lung claims, I further certify that the services performed were for a Black Lung-related disorder.

No Part B Medicare benefits may be paid unless this form is received as required by existing law and regulations (42 CFR 424.32).

NOTICE TO PATIENT ABOUT THE COLLECTION AND USE OF MEDICARE, CHAMPUS, FECA, BLACK LUNG AND EEOICPA INFORMATION (PRIVACY ACT STATEMENT)

We are authorized by CMS, CHAMPUS and OWCP to ask you for information needed in the administration of the Medicare, CHAMPUS, FECA, Black Lung and EEOICPA programs. Authority to collect information is in sections 205(a), 1862, 1872 and 1874 of the Social Security Act, as amended, 42 CFR 411.24(a) and 424.5(a)(6), and 44 USC 3101; 41 CFR 101 et seq. and 10 USC 1079 and 1086; 5 USC 8101 et seq.; 30 USC 901 et seq.; 38 USC 613; E.O. 9397; and 42 USC 7384d, 20 CFR 30.11 and E.O. 13179. The information we obtain to complete claims under these programs is used to identify you and to determine your eligibility. It is also used to decide if the services and supplies you received are covered by these programs and to insure that proper payment is made.

The information may also be given to other providers of services, carriers, intermediaries, medical review boards, health plans, and other organizations or Federal agencies, for the effective administration of Federal provisions that require other third party payers to pay primary to Federal programs, and as otherwise necessary to administer these programs. For example, it may be necessary to disclose information about the benefits you have used to a hospital or doctor. Additional disclosures are made through routine uses for information contained in systems of records.

FOR MEDICARE CLAIMS: See the notice modifying system No. 09-70-0501, titled "Carrier Medicare Claims Record," published in the Federal Register, Vol. 55 No. 177, page 37549, Wed. Sept. 12, 1990, or as updated and republished.

FOR OWCP CLAIMS: Department of Labor systems DOL/GOVT-1, DOL/ESA-5, DOL/ESA-6, DOL/ESA-29, DOL/ESA-30, DOL/ESA-43, DOL/ESA-44, DOL/ESA-49 and DOL/ESA-50 published in the Federal Register, Vol. 67, page 16816, Mon. April 8, 2002, or as updated and republished.

FOR CHAMPUS CLAIMS: PRINCIPLE PURPOSE(S): To evaluate eligibility for medical care provided by civilian sources and to issue payment upon establishment of eligibility and determination that the services/supplies received are authorized by law.

ROUTINE USE(S): Information from claims and related documents may be given to the Departments of Veterans Affairs, Health and Human Services and/or Transportation consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA; to the Dept. of Justice for representation of the Secretary of Defense in civil actions; to the Internal Revenue Service, private collection agencies, and consumer reporting agencies in connection with recoupment to other federal, state, local, foreign government agencies, private business entities, and individual providers of care, on matters relating to entitlement, claims adjudication, fraud, program abuse, utilization review, quality assurance, peer review, program integrity, third party liability, coordination of benefits, and civil and criminal litigation related to the operation of CHAMPUS.

DISCLOSURES: Voluntary; however, failure to provide information will result in delay in payment or may result in denial of claim. With the one exception discussed below, there are no penalties under these programs for refusing to supply information. However, failure to furnish information regarding the medical services received or the amount charged would prevent payment of claims under these programs. Failure to furnish any other information, such as name or claim number, would delay payment of the claim. Failure to provide medical information under FECA could be deemed an obstruction.

It is mandatory that you tell us if you know that another party is responsible for paying for your treatment. Section 1128B of the Social Security Act and 31 USC 3801-3812 provide penalties for withholding this information.

You should be aware that P.L. 100-503, the "Computer Matching and Privacy Protection Act of 1988," permits the government to verify information by way of computer matches.

MEDICAID PAYMENTS (PROVIDER CERTIFICATION)

I hereby agree to keep such records as are necessary to disclose fully the extent of services provided to individuals under the State's Title XIX plan and to furnish information regarding any payments claimed for providing such services as the State Agency or Dept. of Health and Human Services may request.

I further agree to accept, as payment in full, the amount paid by the Medicaid program for those claims submitted for payment under that program, with the exception of authorized deductible, coinsurance, co-payment or similar cost-sharing charge.

SIGNATURE OF PHYSICIAN (OR SUPPLIER): I certify that the services listed above were medically indicated and necessary to the health of this patient and were personally furnished by me or my employee under my personal direction.

NOTICE: This is to certify that the foregoing information is true, accurate and complete. I understand that payment and satisfaction of this claim will be from Federal and State funds, and that any false claims, statements or documents, or concealment of a material fact, may be prosecuted under applicable Federal or State law.

**Figure G-20
Health Claim Insurance Form (OWCP/HFCA-1500) - Continued**



Instructions for Completing OWCP-1500 Health Insurance Claim Form For Medical Services Provided Under the FEDERAL EMPLOYEES' COMPENSATION ACT (FECA), the BLACK LUNG BENEFITS ACT (BLBA), and the ENERGY EMPLOYEES OCCUPATIONAL ILLNESS COMPENSATION PROGRAM ACT of 2000 (EEOICPA)

GENERAL INFORMATION—FECA AND EEOICPA CLAIMANTS: Claims filed under FECA (5 USC 8101 et seq.) are for employment-related illness or injury. Claims filed under EEOICPA (42 USC 7384 et seq.) are for occupational illnesses defined under that Act. All services, appliances, and supplies prescribed or recommended by a qualified physician, which the Secretary of Labor considers likely to give relief, reduce the degree or period of the disability or occupational illness, or aid in lessening the amount of the monthly compensation, may be furnished. "Physician" includes all Doctors of Medicine (M.D.), podiatrists, dentists, clinical psychologists, optometrists, chiropractors, or osteopathic practitioners within the scope of their practice as defined by State law. However, the term "physician" includes chiropractors only to the extent that their reimbursable services are limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist.

FEES: The Department of Labor's Office of Workers' Compensation Programs (OWCP) is responsible for payment of all reasonable charges stemming from covered medical services provided to claimants eligible under FECA and EEOICPA. OWCP uses a relative value scale fee schedule and other tests to determine reasonableness. Schedule limitations are applied through an automated billing system that is based on the identification of procedures as defined in the AMA's Current Procedural Terminology (CPT); correct CPT code and modifier(s) is required. Incorrect coding will result in inappropriate payment. For specific information about schedule limits, call the Dept. of Labor's Federal Employees' Compensation office or Energy Employees Occupational Illness Compensation office that services your area.

REPORTS: A medical report that indicates the dates of treatment, diagnosis(es), findings, and type of treatment offered is required for services provided by a physician (as defined above). For FECA claimants, the initial medical report should explain the relationship of the injury or illness to the employment. Test results and x-ray findings should accompany billings.

GENERAL INFORMATION—BLBA CLAIMANTS: The BLBA (30 USC 901 et seq.) provides medical services to eligible beneficiaries for diagnostic and therapeutic services for black lung disease as defined under the BLBA. For specific information about reimbursable services, call the Department of Labor's Black Lung office that services your facility or call the National Office in Washington, D.C.

NOTICE TO PATIENT ABOUT THE COLLECTION AND USE OF INFORMATION

OWCP is authorized (5 USC 8101 et seq., 30 USC 901 et seq., 42 USC 7384d) to collect information needed to administer FECA, BLBA and EEOICPA. The information collected is used to identify the eligibility of the claimant for benefits, and to determine coverage of services provided. There are no penalties for failure to supply information; however, failure to furnish information regarding the medical service(s) received or the amount charged will prevent payment of the claim. Failure to supply the claim number or CPT codes will delay payment or may result in rejection of the claim because of incomplete information.

SIGNATURE OF PHYSICIAN OR SUPPLIER: Your signature in Item 31 indicates your agreement to accept the charge determination of OWCP on covered services as payment in full, and indicates your agreement not to seek reimbursement from the patient of any amounts not paid by OWCP for covered services as the result of the application of its fee schedule or related tests for reasonableness (appeals are allowed). Your signature in Item 31 also indicates that the services shown on this form were medically indicated and necessary for the health of the patient and were personally rendered or were rendered incident to your direct order. Finally, your signature indicates that you understand that any false claims, statements or documents, or concealment of a material fact, may be prosecuted under applicable Federal or State laws.

FORM SUBMISSION

FECA: Send all forms for FECA to the DFEC Central Mailroom, P.O. Box 8300, London, KY 40742, unless otherwise instructed.
BLBA: Send all forms for BLBA to the Federal Black Lung Program, P.O. Box 828, Lanham-Seabrook, MD 20703-0828, unless otherwise instructed.
EEOICPA: Send all forms for EEOICPA to the Energy Employees Occupational Illness Compensation Program, P.O. Box 727, Lanham-Seabrook, MD 20703-0727, unless otherwise instructed.

INSTRUCTIONS FOR COMPLETING THE FORM: A brief description of each data element and its applicability to requirements under FECA, BLBA and EEOICPA are listed below. For further information contact OWCP.

- Item 1. Leave blank.
- Item 1a. Enter the patient's claim number.
- Item 2. Enter the patient's last name, first name, middle initial.
- Item 3. Enter the patient's date of birth (MM/DD/YY) and check appropriate box for patient's sex.
- Item 4. For FECA: leave blank. For BLBA and EEOICPA: complete only if patient is deceased and this medical cost was paid by a survivor or estate. Enter the name of the party to whom medical payment is due.
- Item 5. Enter the patient's address (street address, city, state, ZIP code; telephone number is optional).
- Item 6. Leave blank.
- Item 7. For FECA: leave blank. For BLBA and EEOICPA: complete if Item 4 was completed. Enter the address of the party to be paid.
- Item 8. Leave blank.
- Item 9. Leave blank.
- Item 10. Leave blank.
- Item 11. For FECA: enter patient's claim number. OMISSION WILL RESULT IN DELAYED BILL PROCESSING. For BLBA and EEOICPA: leave blank.
- Item 11a. Leave blank.
- Item 11b. Leave blank.
- Item 11c. Leave blank.
- Item 11d. Leave blank.
- Item 12. The signature of the patient or authorized representative authorizes release of the medical information necessary to process the claim, and requests payment. Signature is required; mark (X) must be co-signed by witness and relationship to patient indicated.
- Item 13. Signature indicates authorization for payment of benefits directly to the provider. Acceptance of this assignment is considered to be a contractual arrangement. The "authorizing person" may be the beneficiary (patient) eligible under the program billed, a person with a power of attorney, or a statement that the beneficiary's signature is on file with the billing provider.
- Item 14. Leave blank.
- Item 15. Leave blank.
- Item 16. Leave blank.
- Item 17. Leave blank.
- Item 18. Leave blank.
- Item 19. Leave blank.
- Item 20. Leave blank.

OMB No. 1215-0055
Expires: 11/30/2006

OWCP-1500
May 2003

**Figure G-20
Health Claim Insurance Form (OWCP/HFCA-1500) - Continued**



Item 21. Enter the diagnosis(es) of the condition(s) being treated using current ICD codes. Enter codes in priority order (primary, secondary condition). Coding structure must follow the International Classification of Disease, 9th Edition, Clinical Modification or the latest revision published. A brief narrative may also be entered but not substituted for the ICD code.

Item 22. Leave blank.

Item 23. Leave blank.

Item 24. Column A: enter month, day and year (MM/DD/YY) for each service/consultation provided. If the "from" and "to" dates represent a series of identical services, enter the number of services provided in Column G.
 Column B: enter the correct CMS/OWCP standard "place of service" (POS) code (see below).
 Column C: not required.
 Column D: enter the proper five-digit CPT (current edition) code and modifier(s), the HCPCS, or the OWCP generic procedure code.
 Column E: enter the diagnostic reference number (1, 2, 3 or 4 in Item 21) to relate the date of service and the procedure(s) performed to the appropriate ICD code, or enter the appropriate ICD code.
 Column F: enter the total charge(s) for each listed service(s).
 Column G: enter the number of services/units provided for period listed in Column A. Anesthesiologists enter time in total minutes, not units.
 Column H: leave blank.
 Column I: leave blank.
 Column J: leave blank.
 Column K: leave blank.

Item 25: Enter the Federal tax I.D.

Item 26: Provider may enter a patient account number that will appear on the remittance voucher.

Item 27: Leave blank.

Item 28: Enter the total charge for the listed services in Column F.

Item 29: If any payment has been made, enter that amount here.

Item 30: Enter the balance now due.

Item 31: Sign and date the form. Signature stamp or "signature on file" is acceptable.

Item 32: Enter complete name of hospital, facility or physician's office where services were rendered.

Item 33: Enter (1) the name and address to which payment is to be made, and (2) your DOL provider number after "PIN #" if you are an individual provider, or after "GRP #" if you are a group provider. FAILURE TO ENTER THIS NUMBER WILL DELAY PAYMENT OR CAUSE A REJECTION OF THE BILL FOR INCOMPLETE/INACCURATE INFORMATION.

Public Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1215-0055. We estimate that it will take an average of seven minutes to complete this collection of information, including time for reviewing instructions, abstracting information from the patient's records and entering the data onto the form. This time is based on familiarity with standardized coding structures and prior use of this common form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Workers' Compensation Programs, Department of Labor, Room S3522, 200 Constitution Avenue NW, Washington, DC 20210; and to the Office of Management and Budget, Paperwork Reduction Project (1215-0055), Washington, DC 20503. **DO NOT SEND THE COMPLETED FORM TO EITHER OF THESE OFFICES.**

Place of Service (POS) Codes for Item 24B

3	School	34	Hospice
4	Homeless Shelter	41	Ambulance – Land
5	Indian Health Service Free-Standing Facility	42	Ambulance – Air or Water
6	Indian Health Service Provider-Based Facility	50	Federally Qualified Health Center
7	Tribal 638 Free-Standing Facility	51	Inpatient Psychiatric Facility
8	Tribal 638 Provider-Based Facility	52	Psychiatric Facility Partial Hospitalization
11	Office	53	Community Mental Health Center (CMHC)
12	Patient Home	54	Intermediate Care Facility/Mentally Retarded
15	Mobile Unit	55	Residential Substance Abuse Treatment Facility
20	Urgent Care	56	Psychiatric Residential Treatment Center
21	Inpatient Hospital	60	Mass Immunization Center
22	Outpatient Hospital	61	Comprehensive Inpatient Rehabilitation Facility
23	Emergency Room – Hospital	62	Comprehensive Outpatient Rehabilitation Facility
24	Ambulatory Surgical Center	65	End Stage Renal Disease Treatment Facility
25	Birthing Center	71	State or Local Public Health Clinic
26	Military Treatment Facility	72	Rural Health Clinic
31	Skilled Nursing Facility	81	Independent Laboratory
32	Nursing Facility	99	Other Place of Service
33	Custodial Care Facility		

Figure G-20
Health Claim Insurance Form (OWCP/HFCA-1500) - Continued






MOTOR VEHICLE ACCIDENT REPORT		Please read the Privacy Act Statement on Page 3.		INSTRUCTIONS: Sections I through IX are filled out by the vehicle operator. Section X, Item 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.			
SECTION I - FEDERAL VEHICLE DATA							
1. DRIVER'S NAME (<i>Last, first, middle</i>)			2. DRIVER'S LICENSE NO./STATE/LIMITATIONS			3. DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS					4b. WORK TELEPHONE NUMBER ()		
5. TAG OR IDENTIFICATION NUMBER		6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO	
11. DESCRIBE VEHICLE DAMAGE							
SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed.)							
12. DRIVER'S NAME (<i>Last, first, middle</i>)					13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS		
14a. DRIVER'S WORK ADDRESS					14b. WORK TELEPHONE NUMBER ()		
15a. DRIVER'S HOME ADDRESS					15b. HOME TELEPHONE NUMBER ()		
16. DESCRIBE VEHICLE DAMAGE					17. ESTIMATED REPAIR COST \$		
18. YEAR OF VEHICLE		19. MAKE OF VEHICLE		20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE	
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS					22b. POLICY NUMBER		
					22c. TELEPHONE NUMBER ()		
23. VEHICLE IS: <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED			24a. OWNER'S NAME(S) (<i>Last, first, middle</i>)			24b. TELEPHONE NUMBER ()	
25. OWNER'S ADDRESS (ES)							
SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed.)							
26. NAME (<i>Last, first, middle</i>)					27. SEX	28. DATE OF BIRTH	
29. ADDRESS							
A		30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY	
34. TRANSPORTED BY			35. TRANSPORTED TO				
36. NAME (<i>Last, First, Middle</i>)					37. SEX	38. DATE OF BIRTH	
39. ADDRESS							
B		40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY	
44. TRANSPORTED BY			45. TRANSPORTED TO				
46. Pedestrian		a. NAME OF STREET OR HIGHWAY			b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.) FROM TO		
c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (<i>Crossing intersection with signal, against signal, diagonally; in roadway playing, waking, hitchhiking, etc.</i>)							

NSN 7540-00-631-4041
Previous editions not usable.

STANDARD FORM 91 - PAGE 1 (Rev. 2-93)
PRESCRIBED BY GSA - FPMR 101-38.6

Figure G-21
Motor Vehicle Accident Report Form (SF-91)



SECTION IV - ACCIDENT TIME AND LOCATION <i>(Use Section VIII if additional space is needed).</i>																													
47. DATE OF ACCIDENT	48. PLACE OF ACCIDENT <i>(Street address, city, state, ZIP code; Nearest landmark; Distance to nearest intersection; Kind of locality (Industrial, business, residential, open country, etc); Road description).</i>																												
49. TIME OF ACCIDENT AM PM																													
50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED Use one of these outlines to sketch the scene. Write in street or highway names or numbers. a. Number Federal vehicle as 1, other vehicles as 2, additional vehicles as 3, and show direction of travel with arrow. Example: → 1 ◊ 2 ← b. Use solid line to show path before accident and a broken line after the accident.  c. Show pedestrian by:  d. Show railroad by: e. Place arrow in this circle to indicate NORTH: 		51. POINT OF IMPACT <i>(Check one for each vehicle)</i>																											
		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">FED</th> <th style="width: 10%;">2</th> <th style="width: 80%;">AREA</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>a. FRONT</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>b. R. FRONT</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>c. L. FRONT</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>d. REAR</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>e. R. REAR</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>f. L. REAR</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>g. R. SIDE</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>h. L. SIDE</td> </tr> </tbody> </table>	FED	2	AREA	<input type="checkbox"/>	<input type="checkbox"/>	a. FRONT	<input type="checkbox"/>	<input type="checkbox"/>	b. R. FRONT	<input type="checkbox"/>	<input type="checkbox"/>	c. L. FRONT	<input type="checkbox"/>	<input type="checkbox"/>	d. REAR	<input type="checkbox"/>	<input type="checkbox"/>	e. R. REAR	<input type="checkbox"/>	<input type="checkbox"/>	f. L. REAR	<input type="checkbox"/>	<input type="checkbox"/>	g. R. SIDE	<input type="checkbox"/>	<input type="checkbox"/>	h. L. SIDE
FED	2	AREA																											
<input type="checkbox"/>	<input type="checkbox"/>	a. FRONT																											
<input type="checkbox"/>	<input type="checkbox"/>	b. R. FRONT																											
<input type="checkbox"/>	<input type="checkbox"/>	c. L. FRONT																											
<input type="checkbox"/>	<input type="checkbox"/>	d. REAR																											
<input type="checkbox"/>	<input type="checkbox"/>	e. R. REAR																											
<input type="checkbox"/>	<input type="checkbox"/>	f. L. REAR																											
<input type="checkbox"/>	<input type="checkbox"/>	g. R. SIDE																											
<input type="checkbox"/>	<input type="checkbox"/>	h. L. SIDE																											
52. DESCRIBE WHAT HAPPENED <i>(Refer to vehicles as "Fed," "2," "3," etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.), condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).</i>																													
SECTION V. WITNESS/PASSENGER <i>(Witness must fill out SF-94, Statement of Witness) (Continue in Section VIII.)</i>																													
A	53. NAME <i>(Last, first, middle)</i>	54. WORK TELEPHONE NUMBER ()	55. HOME TELEPHONE NUMBER ()																										
	56. BUSINESS ADDRESS	57. HOME ADDRESS																											
B	58. NAME <i>(Last, first, middle)</i>	59. WORK TELEPHONE NUMBER ()	60. HOME TELEPHONE NUMBER ()																										
	61. BUSINESS ADDRESS	62. HOME ADDRESS																											
SECTION VI - PROPERTY DAMAGE <i>(Use Section VIII if additional space is needed).</i>																													
63a. NAME OF OWNER		63b. OFFICE TELEPHONE NUMBER ()	63c. HOME TELEPHONE NUMBER ()																										
63d. BUSINESS ADDRESS		63e. HOME ADDRESS																											
64a. NAME OF INSURANCE COMPANY		64b. TELEPHONE NUMBER ()	64c. POLICY NUMBER ()																										
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST \$																											
SECTION VII - POLICE INFORMATION																													
68a. NAME OF POLICE OFFICER		68b. BADGE NUMBER	68c. TELEPHONE NUMBER ()																										
69. PRECINCT OR HEADQUARTERS		70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)																										

STANDARD FORM 91 - PAGE 2 (Rev. 2-93)

Figure G-21
Motor Vehicle Accident Form (SF-91) - Continued



SECTION VIII - EXTRA DETAILS					
SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.					
SECTION IX - FEDERAL DRIVER CERTIFICATION					
In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/ statistics in analyzing accident causes and developing methods of reducing accidents. Routing use of information may be by Federal, State, or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle, or who refuses to cooperate in the investigation of an accident, may be subject to administrative sanctions.					
I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.					
71a. NAME AND TITLE OF DRIVER				71b. DRIVER'S SIGNATURE AND DATE	
SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED					
72. ORIGIN			73. DESTINATION		
74. EXACT PURPOSE OF TRIP					
75. TRIP BEGAN	DATE	TIME (Circle One) a.m. p.m.	76. ACCIDENT OCCURED	DATE	TIME (Circle One) a.m. p.m.
77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR <input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (<i>Explain</i>)			78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE <input type="checkbox"/> NO <input type="checkbox"/> YES (<i>Explain</i>)		
79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS <input type="checkbox"/> YES <input type="checkbox"/> NO (<i>Explain</i>)			80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED <input type="checkbox"/> NO <input type="checkbox"/> YES (<i>Explain</i>)		
81. COMPLETED BY DRIVER'S SUPERVISOR		a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY <input type="checkbox"/> YES <input type="checkbox"/> NO			
		b. COMMENTS			
82a. NAME AND TITLE OF SUPERVISOR		82b. SUPERVIOR'S SIGNATURE AND DATE		82c. TELEPHONE NUMBER ()	

STANDARD FORM 91 - PAGE 3 (Rev. 2-93)

Figure G-21
Motor Vehicle Accident Form (SF-91) - Continued



SECTION XI - ACCIDENT INVESTIGATION DATA			
83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If "Yes," explain below.)</i>			
84. PERSONS INTERVIEWED			
NAME	DATE	NAME	DATE
a.		c.	
b.		d.	
85. ADDITIONAL COMMENTS <i>(Indicate section and item number for each comment.)</i>			
SECTION XII - ATTACHMENTS			
LIST ALL ATTACHMENTS TO THIS REPORT			
SECTION XIII - COMMENTS/APPROVALS			
86. REVIEWING OFFICIAL'S COMMENTS			
87. ACCIDENT INVESTIGATOR		88. ACCIDENT REVIEWING OFFICIAL	
a. SIGNATURE AND DATE		a. SIGNATURE AND DATE	
b. NAME <i>(First, Middle, Last)</i>		b. NAME <i>(First, Middle, Last)</i>	
c. TITLE		c. TITLE	
d. OFFICE		d. OFFICE	
e. OFFICE TELEPHONE NUMBER ()		e. OFFICE TELEPHONE NUMBER ()	

STANDARD FORM 91 - PAGE 4 (Rev. 2-93)

Figure G-21
Motor Vehicle Accident Form (SF-91) - Continued



FAST START

DIRECT DEPOSIT

INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

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

<p>1. EMPLOYEE INFORMATION</p> <p>(SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER <input style="width: 100px;" type="text"/></p> <p>EMPLOYEE NAME <input style="width: 200px;" type="text"/> (as on payroll records) (Last, First, Initials)</p> <p>TELEPHONE NUMBER (WORK) <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> (HOME) <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/></p>							
<p>2. TYPE OF ACCOUNT</p> <p><input type="checkbox"/> Checking</p> <p><input type="checkbox"/> Savings</p>	<p>3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotments) A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions on back of this form.</p> <p>ROUTING TRANSIT NUMBER <input style="width: 80px;" type="text"/> <input style="width: 20px;" type="text"/> Check Digit</p> <p>ACCOUNT NUMBER <input style="width: 150px;" type="text"/></p> <p>ACCOUNT TITLE _____ (Account Holder's Name)</p> <p>FINANCIAL INSTITUTION NAME _____</p>						
<p>TYPE OF PAYMENT</p> <p><input type="checkbox"/> Net Pay</p> <p><input type="checkbox"/> Travel</p> <p><input type="checkbox"/> Other Federal employment related payments</p>							
<p>4. ALLOTMENT INFORMATION Complete this section only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;"> <p>TYPE OF ALLOTMENT (Check One)</p> <p><input type="checkbox"/> Savings (whole dollar amounts only)</p> <p><input type="checkbox"/> Discretionary or Third Party</p> </td> <td style="width: 25%; padding: 5px;"> <p>TYPE OF ACCOUNT (Check One)</p> <p><input type="checkbox"/> SAVINGS</p> <p><input type="checkbox"/> CHECKING</p> </td> <td style="width: 25%; padding: 5px;"> <p>ACTION (Check One)</p> <p><input type="checkbox"/> START</p> <p><input type="checkbox"/> CANCEL</p> <p><input type="checkbox"/> CHANGE</p> </td> <td style="width: 25%; padding: 5px;"> <p>AMOUNT (Check One)</p> <p><input type="checkbox"/> INCREASE TO:</p> <p><input type="checkbox"/> DECREASE TO:</p> <p>New Total \$ _____</p> </td> </tr> </table>				<p>TYPE OF ALLOTMENT (Check One)</p> <p><input type="checkbox"/> Savings (whole dollar amounts only)</p> <p><input type="checkbox"/> Discretionary or Third Party</p>	<p>TYPE OF ACCOUNT (Check One)</p> <p><input type="checkbox"/> SAVINGS</p> <p><input type="checkbox"/> CHECKING</p>	<p>ACTION (Check One)</p> <p><input type="checkbox"/> START</p> <p><input type="checkbox"/> CANCEL</p> <p><input type="checkbox"/> CHANGE</p>	<p>AMOUNT (Check One)</p> <p><input type="checkbox"/> INCREASE TO:</p> <p><input type="checkbox"/> DECREASE TO:</p> <p>New Total \$ _____</p>
<p>TYPE OF ALLOTMENT (Check One)</p> <p><input type="checkbox"/> Savings (whole dollar amounts only)</p> <p><input type="checkbox"/> Discretionary or Third Party</p>	<p>TYPE OF ACCOUNT (Check One)</p> <p><input type="checkbox"/> SAVINGS</p> <p><input type="checkbox"/> CHECKING</p>	<p>ACTION (Check One)</p> <p><input type="checkbox"/> START</p> <p><input type="checkbox"/> CANCEL</p> <p><input type="checkbox"/> CHANGE</p>	<p>AMOUNT (Check One)</p> <p><input type="checkbox"/> INCREASE TO:</p> <p><input type="checkbox"/> DECREASE TO:</p> <p>New Total \$ _____</p>				
<p>ALLOTTEE INFORMATION</p> <p>ALLOTTEE NAME (person/company who will receive allotment) <input style="width: 200px;" type="text"/></p> <p>ALLOTTEE'S ROUTING NUMBER <input style="width: 80px;" type="text"/> <input style="width: 20px;" type="text"/> Check Digit</p> <p>ALLOTTEE'S ACCOUNT NUMBER <input style="width: 150px;" type="text"/></p> <p>ALLOTTEE'S ACCOUNT TITLE _____ (Account Holder's Name)</p> <p>FINANCIAL INSTITUTION NAME _____</p>							
<p>5. AUTHORIZATION</p> <p style="text-align: center;">* _____ DATE _____</p> <p style="text-align: center;">EMPLOYEE'S SIGNATURE</p>							
<p>6. AGENCY USE:</p>							

FMS FORM 2231
11-92
EDITION OF 4-90 IS OBSOLETE

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

Figure G-23
Electronic Transfer/Direct Deposit Form (SF-1199A)





Appendix H. 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.

In this Appendix This appendix contains the following information:

Topic	See Page
First Coast Guard District	H-3
Fifth Coast Guard District	H-3
Seventh Coast Guard District	H-4
Eighth Coast Guard District	H-4
Ninth Coast Guard District	H-5
Eleventh Coast Guard District	H-6
Thirteenth Coast Guard District	H-6
Fourteenth Coast Guard District	H-6
Seventeenth Coast Guard District	H-6





H.1. First Coast Guard District

The First Coast Guard District is comprised of:

- The States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.
- New York, except that part north of latitude 42° N and west of longitude 74° 39' W.
- That part of New Jersey north of 39° 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.
- All U.S. Naval reservations on shore in Newfoundland.
- 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.
- 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.

H.1.a. First District Regions

For Auxiliary administrative purposes, the First District is divided into two regions:

- First Northern region
- First Southern region

The office for the Director for the First Northern region is in Boston Massachusetts. The office for the First Southern region is in New York, New York.

H.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.

H.2. Fifth Coast Guard District

The Fifth Coast Guard District is comprised of:

- The States of Delaware, Maryland, Virginia, the District of Columbia, and North Carolina.
 - That portion of New Jersey south of 39 57' N latitude, west of 74 27' W longitude, and southwest of a line extending northwesterly from 39° 57' N, 74° 27' W to the New York, New Jersey, and Pennsylvania boundaries at Tri-State.
 - That portion of Pennsylvania east of a line drawn along 78° 55.0' W longitude south to 41° 00 N latitude thence west to 79° 00 W longitude and thence south to the Pennsylvania-Maryland boundary.
 - The ocean area encompassed by a line bearing 122° T from the coastal end of the First and Fifth District land boundary at Shrewsbury River, New Jersey, 40° 18' N latitude, to the southernmost point in the First Coast Guard District (36° 43' N, 67° 27' W).
-



Appendix H - Geographic Alignment of Coast Guard Areas and Districts,
and Auxiliary Areas, Districts, and Regions

-
- Thence along a line bearing 219° T to the intersection with the ocean boundary between the Fifth and the Seventh Coast Guard Districts which is defined as a line extending 122° T from the coastal end of the Fifth and Seventh land boundary.
 - Thence along this line to the coast.
-

H.2.a. Fifth
District Regions

The Fifth District is divided into the following:

- Fifth Northern region with the office of the Director at the Coast Guard Base, Philadelphia, Pennsylvania.
 - Fifth Southern region with the office of the Director in Portsmouth, Virginia.
-

H.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.

**H.3. Seventh
Coast Guard
District**

The Seventh Coast Guard District (normal Coast Guard boundaries apply).

**H.4. Eighth
Coast Guard
District**

The Eighth Coast Guard District is divided into the following:

- Eighth Eastern region with the office of the Regional Director in Louisville, Kentucky.
- Eighth Western Rivers region with the office of the Regional Director in St. Louis, Missouri.
- Eighth Coastal region with the office of the Regional Director in New Orleans, Louisiana.

Also located in the district office in New Orleans, Louisiana, is the Chief, Auxiliary Division, who functions as the District Auxiliary Coordinator.

H.4.a. Eighth
Western Rivers

The Eighth Western rivers is comprised of:

- The States of Wyoming, Colorado, North Dakota, Kansas, Nebraska, Oklahoma, Arkansas, Missouri, and Iowa.
 - Minnesota south of 46° 20' N latitude.
 - Wisconsin south of 46° 20' N latitude and west of 90° W longitude.
 - All of Illinois, except that portion north of 41° N latitude and east of 90° W longitude.
-

H.4.b. Eighth
Eastern Region

Eighth Eastern region is comprised of:

- The States of Tennessee, Kentucky, and West Virginia.
 - Indiana south of 41° N latitude.
 - Ohio south of 41° N latitude.
 - Pennsylvania south of 41° N latitude and west 79° longitude.
 - That part of Mississippi north of the southern boundaries of Washington, Sunflower, Leflore, Grenada, Calhoun, Chickasaw, Lee, Prentiss and Tishomingo Counties, the Tennessee-Tombigbee waterway north of the Bay Springs Lock and Dam.
 - That part of Alabama north of 34° N latitude.
-



H.4.c. Eighth
Coastal Region

Eighth Coastal region is comprised of:

- The States of New Mexico, Texas, and Louisiana.
- That part of Mississippi south of the southern boundaries of Washington, Sunflower, Leflore, Grenada, Calhoun, Chickasaw, Lee, Prentiss and Tishomingo Counties, the Tennessee-Tombigbee waterway south of the Bay Springs Lock and Dam.
- That part of Alabama south of 34° N latitude.
- Those parts of Florida and Georgia west of a line from the intersection of the Florida coast with longitude 83 50' W due north to a position 30° 15' N, 83° 50' W, thence due west to a position 30° 15' N, 84° 45' W, thence due north to the intersection with the south shore of the Jim Woodruff Reservoir and the east bank of the Flint River up stream to Montezuma, Georgia, thence to West Point, Georgia.

**H.5. Ninth Coast
Guard District**

The Director's office is located in the district office in Cleveland, Ohio and is supported by the following Auxiliary Group Liaison Officers at:

- Group Buffalo
- Group Detroit
- Group Grand Haven
- Group Milwaukee
- Group Sault Ste Marie

The Ninth Coast Guard District is divided into the following regional boundaries:

H.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.

H.5.b. Ninth
Central Region

Ninth Central region consists of Indiana north of 41° N latitude to 87° W north to 44° 15' N, 87° W, then north northeast to 44° 43' N, 86° 40' W due north to 45° 27' N, 86° 40' W then west along 45° 25' N to 87° 20' W, then northwest generally along the time zone line to 46° 25' N, 88° 00' W, then northwest to 46° 48' N, 89° 30' W, then north along 90° W to the International boundary, then following the International boundary northeast, then south to the Michigan and Ohio State line, thence west along said State line to the Indiana State line and south to 41° N latitude.



Appendix H - Geographic Alignment of Coast Guard Areas and Districts,
and Auxiliary Areas, Districts, and Regions

H.5.c. Ninth
Western Region

Ninth Western region includes:

- That portion of Illinois north 41° N latitude and east of 90° W longitude.
- Wisconsin east of 90° W plus Wisconsin north of 46° 20' N.
- Western boundary is the Minnesota/North Dakota boundary from 46° 20' N to Canada.
- Northern boundary is the Canadian border into Lake Superior 87° 35' W.
- Eastern border is from 87° 35' W south to Manitou Island light then south to 87° 45' W on the Lake Superior shore, then southwest to 46° 20' N 88° 30' W.
- Boundary continues due south to 45° 27' N due east to 86° 40' W and south to 44° 43' N, and that part of Illinois north of a line extended from northern Des Moines county line as indicated in *paragraph H.4.a* above.

**H.6. Eleventh
Coast Guard
District**

The Eleventh Coast Guard District shall be comprised of:

- The States of Arizona, Utah, Nevada, and California.
- The ocean area bounded by a line from the California-Oregon region State line westerly to latitude 40° N, 150° W;
- Thence southeasterly to latitude 5° S, longitude 110° W;
- Thence northeasterly to the border between Guatemala and Mexico on the Pacific Coast (14° 38' N latitude, 92° 19' W longitude).

H.6.a. Eleventh
District Regions

For Auxiliary administrative purposes, the Eleventh District is divided into two regions:

- Eleventh Northern region
- Eleventh Southern region

The office of the Director for the Eleventh Northern region is in Alameda, California and the office of the Director for the Eleventh Southern region is in Long Beach, California.

H.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.

**H.7. Thirteenth
Coast Guard
District**

In the Thirteenth Coast Guard District, normal Coast Guard boundaries apply.

**H.8. Fourteenth
Coast Guard
District**

In the Fourteenth Coast Guard District, normal Coast Guard boundaries apply.

**H.9. Seventeenth
Coast Guard
District**

In the Seventeenth Coast Guard District, normal Coast Guard boundaries apply.

Appendix H - Geographic Alignment of Coast Guard Areas and Districts, and Auxiliary Areas, Districts, and Regions

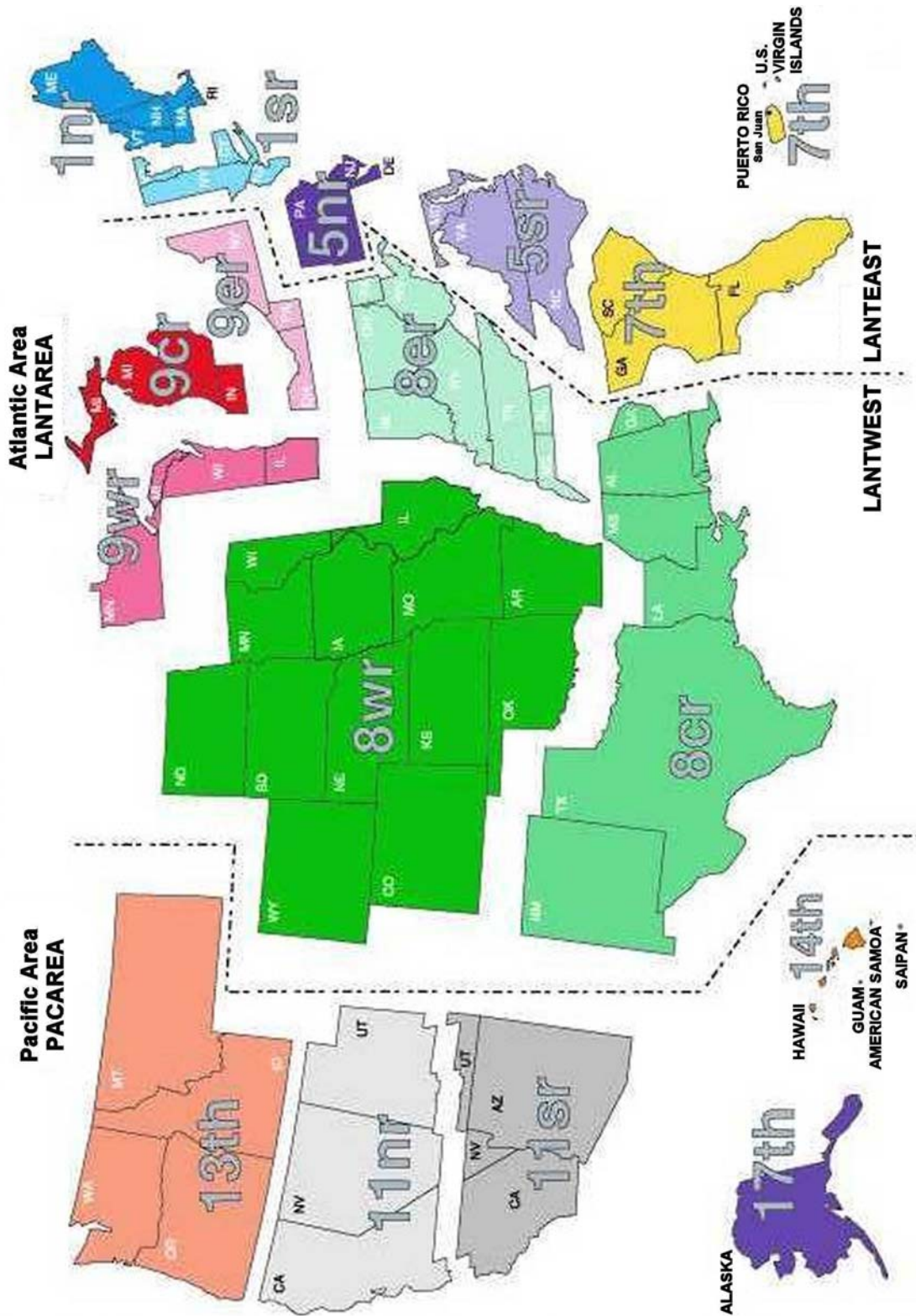


Figure H-1
Coast Guard Auxiliary Districts, Areas, and Regions



Appendix H - Geographic Alignment of Coast Guard Areas and Districts,
and Auxiliary Areas, Districts, and Regions



Appendix I. 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	I-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 - Military Ranks and Government Civil Service Equivalents



Appendix J. 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	J-3
Web Sites	J-4
Commandant Instructions	J-5
Commandant Publications	J-7
ALCOASTS and Commandant Notes	J-8





Phone Numbers

ANSC	P: (618) 452-4309 F: (618) 452-4249
AUXCEN	P: (314) 962-8828 F: (314) 962-6804
Boating Courses	P: 1-800-336-BOAT (2628)
Chief Director, Auxiliary's Office	P: (202) 267-1001 F: (202) 267-4460
Coast Guard Finance Center (POMS POC)	P: (757) 523-6940 (Option 1) F: (757) 523-6900 (Payment status of patrol and travel claims)
National Safe Boating Council	P: (703) 361-4294 F: (703) 361-5294
Personnel Support Command (PSC), Topeka, KS Customer Service/Travel Desk (TVL)	P: 1-866-PSC-USCG (772-8724) (Travel claims and customer service)
Uniform Distribution Center	P: 1-800-874-6841
Work-Life (Contracted Employee Assistance Program)	P: 1-800-USCGWLS (872-4957)



Web Sites

ANSC	www.uscgaux.org/~forms/forms.html
AUXCEN	www.uscgaux.org/~auxcen/auxcen/index.html
Auxiliary National*	www.cgaux.org
Boat Force Home	www.uscg.mil/hq/g-o/g-ocs/g-ocs.htm
Chief Director, Auxiliary*	www.uscg.mil/hq/g-o/cgaux
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/uscg.shtm
Coast Guard Institute	www.uscg.mil/hq/cgi/index.html
Coast Guard Learning Portal	www.uscg.mil/hq/g-w/g-wt/learning/wtt-training.htm
Coast Guard Mutual Assistance	www.cgmahq.org
Coast Guard Office of Search and Rescue	www.uscg.mil/hq/g-o/g-opr/sar.htm
Coast Guard Public Affairs	www.uscg.mil/news/cgnews.shtm
Coast Guard Recruiting	www.uscg.mil/jobs
Coast Guard Reserve	www.uscg.mil/reserve
Department of Homeland Security	www.dhs.gov/dhspublic
Department of Labor (Claim Forms)	www.dol.gov/library/forms/index.asp
Fred's Place	www.fredsplace.org
Patrol Order Management System (POMS)	www.fincen.uscg.mil/POMS.htm
Personnel Service Center (PSC), Topeka, KS	www.uscg.mil/hq/psc (Travel claims and customer service)
Training Quota Center, Chesapeake	www.uscg.mil/hq/tqc
Uniform Distribution Center	www.uscg.mil/hq/g-w/g-wp/udc/index.htm

LEGEND: * - Indicates AUXDATA is accessible from web site



Commandant Instructions

COMDTINST M1020.6 (series)	<i>Uniform Regulations Manual</i>
COMDTINST M1100.2 (series)	<i>Coast Guard Recruiting Manual</i>
COMDTINST M1100.3 (series)	<i>Auxiliary Career Counselor Manual</i>
COMDTINST M1414.8 (series)	<i>Enlisted Performances Qualifications Manual</i>
COMDTINST M1650.25 (series)	<i>Coast Guard Medals and Awards Manual</i>
COMDTINST 1650.9 (series)	<i>Coast Guard Auxiliary Cutterman Insignia</i>
COMDTINST M1710.13 (series)	<i>Coast Guard Morale, Well-Being, and Recreation Manual</i>
COMDTINST 1754.10 (series)	<i>Reporting and Responding to Rape and Sexual Assault Allegations</i>
COMDTINST 1754.15 (series)	<i>Child Development Services Manual</i>
COMDTINST 1770.1 (series)	<i>Decedent Affairs Manual</i>
COMDTINST 3502.4 (series)	<i>Cutter Training and Qualification Manual</i>
COMDTINST M4500.5 (series)	<i>Property Management Manual</i>
COMDTINST M5100.47 (series)	<i>Safety and Environmental Health Manual</i>
COMDTINST M5110.1 (series)	<i>U.S. Coast Guard Postal Manual</i>
COMDTINST M5230.56 (series)	<i>Policy on Coast Guard Use of Internet/Worldwide Web</i>
COMDTINST M5260.3 (series)	<i>Coast Guard Freedom of Information Act (FOIA) and Privacy Acts Manual</i>
COMDTINST M5350.4 (series)	<i>Coast Guard Equal Opportunity Program Manual</i>
COMDTINST M5510.21 (series)	<i>Information Security Program</i>
COMDTINST M5520.12 (series)	<i>The Coast Guard Military Personnel Security Program</i>
COMDTINST M5520.5 (series)	<i>Mandatory Reporting of Incidents to the Coast Guard Investigative Service and Requesting Investigative Assistance</i>
COMDTINST M5530.1 (series)	<i>Physical Security and Force Protection Program</i>
COMDTINST M5728.2 (series)	<i>Public Affairs Manual</i>
COMDTINST M5728.3 (series)	<i>Coast Guard Auxiliary Public Affairs Officer's Guide</i>
COMDTINST M5830.1 (series)	<i>Administrative Investigations Manual</i>
COMDTINST M5890.9 (series)	<i>Coast Guard Claims and Litigation Manual</i>
COMDTINST 6010.2 (series)	<i>Coast Guard Auxiliarist Participation in Coast Guard Health Care Activities</i>
COMDTINST M7010.5 (series)	<i>Nonappropriated Fund Activities Manual</i>



Commandant Instructions - Continued

COMDTINST M10360.3 (series)	<i>Coatings and Color Manual</i>
COMDTINST M11011.9 (series)	<i>Real Property Management Manual</i>
COMDTINST M12570.3 (series)	<i>Invitational Travel</i>
COMDTINST M16114.32 (series)	<i>Boat Operations and Training (BOAT) Manual, Volume I</i>
COMDTINST M16130.2 (series)	<i>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)</i>
COMDTINST M16672.2 (series)	<i>Navigation Rules, International - Inland</i>
COMDTINST M16791.5 (series)	<i>Auxiliary Flotilla Procedures Manual</i>
COMDTINST 16794.1 (series)	<i>Auxiliary National "C" Schools Program</i>
COMDTINST 16794.2 (series)	<i>Auxiliary Instructor Workshop 2000</i>
COMDTINST M16794.10 (series)	<i>Coast Guard Auxiliary In Flotilla Training Topics</i>
COMDTINST M16794.12 (series)	<i>Membership Recruiting and Retention Guide</i>
COMDTINST M16794.51 (series)	<i>Auxiliary Boat Crew Training Manual</i>
COMDTINST M16794.52 (series)	<i>Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member</i>
COMDTINST M16794.53 (series)	<i>Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain</i>
COMDTINST M16794.54 (series)	<i>Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator</i>
COMDTINST M16796.2 (series)	<i>Auxiliary Vessel Examiner Manual</i>
COMDTINST M16796.3 (series)	<i>Auxiliary Marine Dealer Visitor (RBSVP) Manual</i>
COMDTINST M16796.4 (series)	<i>Vessel Examiner Qualification Course: Instructor's Guide</i>
COMDTINST 16796.7 (series)	<i>Vessel Safety Check Program</i>
COMDTINST 16798.1 (series)	<i>Auxiliary Aviation Program</i>
COMDTINST 16798.2 (series)	<i>Auxiliary Air Crew Qualification Program</i>
COMDTINST M16798.3 (series)	<i>Auxiliary Operations Policy Manual</i>
COMDTINST M16798.5 (series)	<i>Coast Guard Auxiliary Air Operations Training Text</i>
COMDTINST M16798.15 (series)	<i>Auxiliary Specialty Course in Navigation (AUXNAV) Student Text</i>
COMDTINST M16790.1 (series)	<i>Auxiliary Manual</i>
COMDTINST 16790.2 (series)	<i>Auxiliary Forms and Instructions</i>



Commandant Publications

COMDTPUB P1650.37 (series)	<i>Coast Guard Rewards and Recognition Handbook</i>
COMDTPUB P16791.3 (series)	<i>Auxiliary Division Procedures Guide</i>
COMDTPUB P16794.27 (series)	<i>Auxiliary Specialty Course Patrols (AUXPAT): Instructor Text</i>
COMDTPUB P16794.28 (series)	<i>Auxiliary Specialty Course Patrols (AUXPAT): Student Guide</i>
COMDTPUB P16794.29 (series)	<i>Auxiliary Specialty Course Weather: Instructor Guide</i>
COMDTPUB P16794.30 (series)	<i>Auxiliary Specialty Course Weather (AUXWEA): Student Text</i>
COMDTPUB P16794.32 (series)	<i>Auxiliary Specialty Course Communications: Student Guide</i>
COMDTPUB P16794.33 (series)	<i>Auxiliary Specialty Course Communications: Instructor Guide</i>
COMDTPUB P16794.35 (series)	<i>Auxiliary Specialty Course (AUXSAR): Student Study Guide</i>
COMDTPUB P16794.36 (series)	<i>Auxiliary Specialty Course (AUXSAR): Instructor Guide</i>
COMDTPUB P16794.37 (series)	<i>Administration Specialty Course (AUXMIN): Student Guide</i>
COMDTPUB P16794.38 (series)	<i>Administration Specialty Course (AUXMIN): Instructor Guide</i>
COMDTPUB P16794.39 (series)	<i>Auxiliary New Member Course</i>
COMDTPUB P16794.40 (series)	<i>Auxiliary New Member Course (Student Study Guide)</i>
COMDTPUB P16794.41 (series)	<i>Auxiliary Specialty Course Seamanship: Instructor Guide</i>
COMDTPUB P16794.42 (series)	<i>Auxiliary Specialty Course Seamanship: Student Study Guide</i>
COMDTPUB P16794.43 (series)	<i>Guidance and Procedures for Auxiliary National Schools</i>
COMDTPUB P16794.44 (series)	<i>Auxiliary Instructor Qualification Course (IQC), Part A, Text</i>
COMDTPUB P16794.45 (series)	<i>Auxiliary Instructor Qualification Course (IQC), Part B, Student Study Guide for Required Presentations</i>
COMDTPUB P16794.46 (series)	<i>Auxiliary Instructor Qualification Course: Instructor Guide</i>
COMDTPUB P16794.47 (series)	<i>Auxiliary Mailing Guide</i>
COMDTPUB P16794.60 (series)	<i>Auxiliary Administrative Procedures Course Instructor's Guide</i>
COMDTPUB P16794.61 (series)	<i>Auxiliary Administrative Procedures Course Student Study Guide</i>
COMDTPUB P16798.16 (series)	<i>Auxiliary Specialty Course in Navigation Student Study Guide</i>
COMDTPUB P16798.17 (series)	<i>Auxiliary Specialty Course in Navigation Instructor Guide</i>



ALCOASTS and Commandant Notes

ALCOAST 095/98
COMDTNOTE 1100
Dated 06 October 1998

Revised Incentive Program for Assistance for Recruiting

ALCOAST 010/02
COMDTNOTE 16790
Dated 10 January 2002

USCG – Operation Patriot Readiness

ALCOAST OPRIII 034/04
COMDTNOTE 16790
Dated 30 January 2004

USCG – Operation Patriot Readiness – Phase III

ALCOAST 161/04
Dated 02 April 2004

Rape and Sexual Assault in the Coast Guard

ALCOAST 177/04
COMDTNOTE 16798
Dated 13 April 2004

Innovation: E-Coast Guard: Auxiliary Patrol Order Management System (POMS) Implementation

ALCOAST 550/03
COMDTNOTE 5520
Dated 18 December 2003

Coast Guard Auxiliary Personnel Security



Appendix K. Personnel Security Program FAQs

Introduction

In 2004 when the Personnel Security program for Auxiliarists was implemented, there were many questions. The “Frequently Asked Questions” core document was created and posted on the Chief Director’s web site to help all Auxiliarists better understand the program through accurate and consistent answers to their questions. The following FAQs constitute that initial core list. The master FAQ list remains on the Chief Director’s web site in a “living dynamic” state allowing for the inclusion of new FAQs and answers as this Personnel Security Program initiative matures. See *Chapter 3, Section C* of this manual for more information.





Question or Issue	Response or Explanation
Why is this necessary and why now?	<ul style="list-style-type: none"> • 9-11; Heightened security requirements. • Move to DHS. • To comply with COMDTINST.
What types of PSIs are there?	<ul style="list-style-type: none"> • FPs – basic or entry level • NACLIC – higher level
What is the purpose of the fingerprinting?	<p>To validate:</p> <ul style="list-style-type: none"> • Citizenship • No felony convictions • Determine eligibility for membership
What does the Operational Support (OS) Fingerprint (FP) check consist of?	<p>The OS Personnel Security Investigation (PSI) package consists of the following forms:</p> <ul style="list-style-type: none"> • Fingerprint Cards (FD-258) - 2 cards completely filled out, using the Director as the employer address. • Office of Federal Investigations (OFI) Form-86C (Special Agreement Check). <ul style="list-style-type: none"> ▪ American (by birth) citizens need to fill out 1 through 6, 13.a and 13.b. ▪ Naturalized citizens need to fill out 1 through 6, 13.a, 13.b, and 3.c. ▪ Dual citizens need to fill out 1 through 6, 13.a, 13.b, 13.c, and 13.d. ▪ Coast Guard Security Center (SECCEN) will fill out the remaining blocks. • Standard Form-85 - Authorization For Release of Information (page 6 only).
What is the purpose of the National Agency Check with Law and Credit (NACLIC)?	<ul style="list-style-type: none"> • All that is included in the FP check. • Establishes eligibility for SECRET clearance. • Determines eligibility to participate in DO missions of the Auxiliary.
What does the NACLIC DO PSI package consist of?	<p>The Direct Operational (DO) PSI package is the standard National Agency Check with Law and Credit (NACLIC), consisting of the following forms:</p> <ul style="list-style-type: none"> • Questionnaire for National Security Positions (SF-86) - 2 copies, both with original signatures • Fair Credit Reporting Act (DOT Form-1631) • Fingerprint Cards (FD-258), 3 cards
What are the two categories of Auxiliarist participation?	<ul style="list-style-type: none"> • Direct Operational (DO) • Operational Support (OS)



<p>What is Direct Operational (DO)?</p>	<p>DO is defined as Auxiliarists whose qualifications involve the following:</p> <ul style="list-style-type: none"> • Surface Operations • Air Operations • Operations Planning • Interpreters • Command Center/OPCEN/COMMS Watchstanding • Fixed/Mobile Radio Facility Operators • Port Security • Marine Safety and Security • Health Care Professionals who are CGAUX Volunteers (G-WK program supported by <i>Coast Guard Auxiliarist Participation in Coast Guard Health Care Activities</i>, COMDTINST 6010.2 (series)) • Some Auxiliary Staff Officers (as determined by active duty Operational Commander, Director of Auxiliary, or the Chief Director) • As directed by a Coast Guard Operational Commander
<p>What is Operational Support (OS)?</p>	<ul style="list-style-type: none"> • The balance of the Auxiliary membership and their activities.
<p>Is it purely by my job or by my location as well to determine “Direct Operational” or “Operational Support”?</p>	<ul style="list-style-type: none"> • The Director or local Operational Commander will make qualifications and determination of DO.
<p>What is an Auxiliary Security Screener/Processor? (This position may not exist in all regions.)</p>	<p>Auxiliarist trained to:</p> <ul style="list-style-type: none"> • Take FPs. • Guide other Auxiliarists in the completion of the NACLIC package. • Perform quality check of the NACLIC package. • Forward forms to the Director.
<p>Will my FP card be sent immediately from the Director’s office to the SECCEN, or will there be monthly mailings?</p>	<ul style="list-style-type: none"> • The final decision on mailings to the SECCEN will be determined by the Director. • However, the Director will ensure that timely mailings will be made to the SECCEN.
<p>How will I be notified that my security check was approved?</p>	<ul style="list-style-type: none"> • The SECCEN will inform the originating Director when approved.



<p>What is the last date I can accept or decline participation?</p>	<ul style="list-style-type: none"> • The deadline is set by the Commandant (G-OCX). • Individual District/region Directors may designate an earlier date with deadlines for disenrollments. • Auxiliarists will: <ul style="list-style-type: none"> ▪ Be given one last opportunity to complete acceptance/denial form through contact from a member of their flotilla. Making this contact is an Auxiliary flotilla responsibility prior to the June/July timeframe. ▪ (Optional) be notified before they are disenrolled for failure to respond.
<p>What if I declined to participate prior to the date established above and I have changed my mind?</p>	<p>An Auxiliarist can change his/her response:</p> <ul style="list-style-type: none"> • Prior to/or the date set by your director for submission of the new personnel security questionnaire. • By participating at the appropriate level.
<p>How long does the process take?</p>	<ul style="list-style-type: none"> • FPs—up to 60 days after receipt at SECCEN. • NACLCL—120 days after signature. <p>Caveat: These processes have not been tested with the Auxiliary yet or with this volume. These times may need to be adjusted.</p>
<p>What if I declined to participate and change my mind after the established date above?</p>	<ul style="list-style-type: none"> • You will be reinstated according to the rules and procedures outlined in this manual with submission of FP cards.
<p>What if I responded I would participate but at the wrong level?</p>	<ul style="list-style-type: none"> • Contact your director.
<p>What if I prefer to downgrade to the OS level?</p>	<ul style="list-style-type: none"> • Contact your director.
<p>Will I get a clearance as a result of the NACLCL process?</p>	<ul style="list-style-type: none"> • Not necessarily. • The NACLCL makes an Auxiliarist eligible for a clearance. • Clearances are based on the NEED TO KNOW and access to classified information. Clearance need/request will be determined and processed by the Operational Commander through existing Coast Guard policy.
<p>When can I submit my paperwork?</p>	<ul style="list-style-type: none"> • When directed/requested by the Director. • This is a three-year process. • The ALCOAST assigns each district a monthly quota of FPs to submit to SECCEN and another quota for NACLCL packages. • This quota system is necessary to manage the flow of paperwork into the SECCEN.



<p>When can I be fingerprinted and/or get to complete an NACLCL package?</p>	<ul style="list-style-type: none"> You may be fingerprinted anytime that is convenient to you and the cards may be forwarded to the Director when requested. FP cards are not time sensitive. The NACLCL package is quite different. The SF-86 must be received by OPM within 120 days of signature. Do not, repeat do NOT complete and sign your forms until you have been told to do so. Member should keep their own copy.
<p>Many of the Auxiliary received the e-letter from the Chief Director's office that stated the form was already on the web for downloading but not to do anything until further notice from your director. Should members start filling them out?</p>	<ul style="list-style-type: none"> You may fill out the form(s) but must wait until directed by the Director to sign and date the SF-86. However, you must ensure that at the time of signing and dating, all of the information you provided is current and accurate.
<p>Where will forms be available?</p>	<ul style="list-style-type: none"> Auxiliary National Supply Center (ANSC). Some local Coast Guard Commands. DIRAUX. Auxiliary Security Processor (if position exists in your district). www.uscgaux.org/~forms/test/sec_test.html (with the exception of FP cards).
<p>If I am Direct Operational but will not submit an NACLCL until next year, should I be fingerprinted when I have the opportunity?</p>	<ul style="list-style-type: none"> You may be fingerprinted anytime that is convenient to you and the cards may be forwarded to the Director when directed. Three FP cards are required for the Direct Operational PSI. You must wait until directed by the Director to submit your completed, signed, and dated SF-86 or SF-86C.
<p>I am concerned about the financial disclosure. Why is it necessary for them to look into my credit?</p>	<ul style="list-style-type: none"> This is a requirement for all members of the Coast Guard to ensure that there are no financial matters that could cause you to be influenced by someone or do something due to your need for money. The Privacy Act applies to all personal information and will not be disclosed, except as agreed upon by you when submitting your paperwork.
<p>What is a credit check?</p>	<ul style="list-style-type: none"> Credit search of National Credit Bureau (7 years). This consists of a credit check with Equifax, TRW, and Trans Union, just like at a car dealership or a job application.
<p>If I have poor credit, will I be disenrolled?</p>	<ul style="list-style-type: none"> No, but it may influence your ability to participate at the DO.



<p>What if I have some “skeletons” in my closet?</p>	<ul style="list-style-type: none"> • Be completely honest on all questions/all forms. • 80% of all NACLCS have “issues” that require adjudication. (see definition of adjudication in the definition section). • Of those investigations that have “issues”, only 1% of the 80% result in being considered by the SECCEN as an unacceptable security risk (e. g., UNFAV).
<p>Who are the adjudicators, where are they located, and what do they do?</p>	<ul style="list-style-type: none"> • Coast Guard active duty, civilian employees, and Government contractors who have been trained and certified, just as is done for active duty and civilian investigations. • SECCEN, Chesapeake, VA. • Adjudicators research each case, request additional information/documents, and evaluate the circumstances of each case. • Adjudicators may contact you direct to resolve any issues.
<p>What if I commit a felony after these initial checks?</p>	<ul style="list-style-type: none"> • SECCEN is notified by the FBI on all felony charges/warrants/arrests. • The Director will be advised for appropriate action in accordance with current directives.
<p>What if I already have an investigation/clearance from a Federal Agency?</p>	<ul style="list-style-type: none"> • SECCEN will pursue obtaining your current investigation. This applies primarily to current or recent Federal clearances. Coordinate this with your director.
<p>What if I live an hour and a half away from my local flotilla and do not get to the meetings when the FPs are done?</p>	<ul style="list-style-type: none"> • Please notify your Division’s Auxiliary Security Processor (optional position) or chain of leadership and management who will work with the Director.
<p>Why the thoroughness/depth of the “check”?</p>	<ul style="list-style-type: none"> • The thoroughness/depth is to ensure compliance with Executive Orders and DHS standards to help ensure the security of the United States and the reliability of those that serve such as Auxiliarists, Coast Guard, DHS, DoD, etc.
<p>If I am outside of my area, district, or division (e. g., snowbirds), will that make a difference in submitting the form?</p>	<ul style="list-style-type: none"> • Auxiliarists should be processed by their home District/region director’s office but may be assisted by the local Division. • This is a three-year process. If you are going to be out of your home area for more than three years, please contact your director to make alternative arrangements.
<p>Do I have to have a picture ID before I can submit the form?</p>	<ul style="list-style-type: none"> • A valid picture ID must be available upon request.
<p>What if I have traveled extensively over the past 7 years and there is not adequate space to report this on the form.</p>	<ul style="list-style-type: none"> • On the SF-86, page 9 has a continuation section to include information that did not fit in that particular block.



<p>As a prospective member, do I pay my dues prior to having an approved security check?</p>	<ul style="list-style-type: none"> • Yes, the check will be retained at the flotilla level until the check has been completed and approved.
<p>Should I buy and wear a Coast Guard AUX uniform prior to receiving my approved security background check? What can I do as a prospective member?</p>	<ul style="list-style-type: none"> • No, you may participate in all non-operational Auxiliary activities and can attend all meetings and public education training sessions, but you may not wear a uniform until you have a completed and approved security background check.
<p>Before I receive my approved security background check, will I be processed by the Director's office for things such as a member number?</p>	<ul style="list-style-type: none"> • No, not until you receive the approved security background check.
<p>After 1 February, what kind of interim status can I (as a prospective member) be given while the Director's office awaits the results of my FPs from SECCEN? Can I get an interim ID, participate in training, get underway, etc.?</p>	<ul style="list-style-type: none"> • You can participate in all non-operational Auxiliary activities/in processing, etc. No ID card will be issued until FP check is completed.
<p>After 1 February, can I be qualified/certified as air/boat crew members (or other DO) prior to the SECCEN adjudicating my security package? (According to the ALCOAST, the answer is no).</p>	<ul style="list-style-type: none"> • A new member, who has a favorable FP check and has properly submitted all paperwork for a PSI, may receive an interim certification as an operational air/boat crewmember (or other DO) upon completion of appropriate qualifications by the Director /Operational CO. This interim certification is at the discretion of the Director upon favorable review of the member's SF-86 with no glaring issues.
<p>If my FPs are submitted for FP check purposes and are favorable, then I go Direct Operational, do FPs need to be submitted with SF-86?</p>	<ul style="list-style-type: none"> • In most cases no, since the SECCEN already holds your FPs on file they will submit with the SF-86 and DOT 1631.
<p>Why does the Coast Guard need FPs? Why can't the Coast Guard just run an NCIC check using name/SSN/DOB?</p>	<ul style="list-style-type: none"> • There may be persons who have "unknown" FPs in the FBI's system that will be identified by these checks. • The information provided on the FP card will also be used for citizenship verification.
<p>Can SECCEN accept FPs sent electronically?</p>	<ul style="list-style-type: none"> • No, there is no mechanism in place to accept cards or prints electronically.
<p>Are budget resources being diverted from other Auxiliary needs to pay for the checks? Where is the funding coming from?</p>	<ul style="list-style-type: none"> • No, special funding is being provided by the Coast Guard.



<p>How long is my signature valid on the SF-86?</p>	<ul style="list-style-type: none"> • The signature is indefinite if received by OPM within 120 days. Submission will be directed by the Director. • Do not complete the SF-86 until directed to do so by the Director. Do not sign or date the form until directed to do so by the Director. • Completion of the SF-86 and the signing and dating should occur at nearly the same time to ensure the form information is still current at time of signing.
<p>Are new members being included in the monthly quota?</p>	<ul style="list-style-type: none"> • No, they will be processed as they join.
<p>Can the FP card be folded to fit into an envelope?</p>	<ul style="list-style-type: none"> • No, the card cannot be folded.
<p>How long are the PSIs good for?</p>	<ul style="list-style-type: none"> • Operational Support (FP check)-lifetime. • Direct Operational (NACLIC): <ul style="list-style-type: none"> ▪ Basic security check–lifetime. ▪ Clearance issued–every 10 years.
<p>What, if any, Privacy Act considerations are there/should there be with letting the Auxiliary leadership know: (a) who failed to respond, and (b) who declined on the 15 January form?</p>	<ul style="list-style-type: none"> • None. There are no Privacy Act considerations.
<p>If I did not mail the form in as my way of “opting out,” can I be advised of this for disenrollment purposes?</p>	<ul style="list-style-type: none"> • Yes.
<p>Where do I send FP cards for new applications?</p>	<ul style="list-style-type: none"> • To your director, and the director will send it directly to the SECCEN.
<p>Could I be IQ (Initially Qualified) and not BQ (Basically Qualified) until after the security check is completed?</p>	<ul style="list-style-type: none"> • Prospective members can participate in only non-operational activities until the FP check is completed. • Full membership is contingent upon a FAV check.
<p>How long will it really take for me to get a response?</p>	<ul style="list-style-type: none"> • We hope FP checks will be completed with results returned within 60 days.
<p>If I were a coxswain on a lake 300 miles from a Coast Guard station, do I have to complete the SF-86?</p>	<ul style="list-style-type: none"> • Yes, as a coxswain your qualifications make you DO.




<p>I am worried about ensuring the care, custody, and control of my FP card once the prints have been taken. What guidance is the Coast Guard giving on ensuring care, custody, and control of FP cards once the prints have been taken? A basic security check keyperson in the district has stated that he does not believe the individual should be allowed to mail the cards in, as there is potential for fraud in the arrangement. He said this is a big issue for police departments.</p>	<p>Director s can send out guidance stating:</p> <ul style="list-style-type: none"> • Individuals taking the prints must put the cards in the envelopes, not the member getting fingerprinted. Otherwise, this issue has not been deemed to be of significant problem by the Director of Coast Guard Security (CG-86). • SECCEN has never had an issue with any of the tens of thousands of active duty, Reserve, or civilian packages they have processed to date. • The Director and the SECCEN will work together to ensure that security is maximized.
<p>What is the possibility of fraud if unknown persons (police officers or other non-Auxiliarists) take my prints, especially one-on-one?</p>	<ul style="list-style-type: none"> • There is always that possibility, but if a person is going to a local police department, there has to be a certain level of trust established by the position entrusted to those law enforcement officials. • Positive ID is required by the authority taking prints.
<p>Is there any chance of ID theft in this process once it gets into the Coast Guard's hands?</p>	<ul style="list-style-type: none"> • There are many opportunities to be a victim of identity theft, but this process should be the least of anyone's worries because there are many internal safeguards. • The people who handle the data are themselves vetted to a high standard. We have never had an issue with any one of the tens of thousands of active duty, Reserve, and civilian folks we have processed to date.
<p>Do I have to pay to get my FPs taken? Should I pay?</p>	<ul style="list-style-type: none"> • Absolutely not. The National Commodore and the Chief Director have declared that their intention is for no Auxiliarist to have to pay to get the fingerprinting accomplished. • Nearly \$10000 worth of fingerprinting kits are being distributed throughout the nation to the Director's offices for further allocation within the district. • Other LE agencies may take prints for free after being contacted by the local Auxiliary leadership or Coast Guard Director's staff. Coordinating with local LE agencies or their "Police Auxiliary" to get FPs accomplished at no cost has been an integral "part" of the overall FP plan.
<p>Is there a difference between a PSI and a security clearance?</p>	<ul style="list-style-type: none"> • Yes, a PSI is the actual investigation that will be performed on Auxiliarists as a result of their status as either OS or DO. • The PSI for OS personnel will be based on the FP check to basically verify citizenship and potential felony history. • The PSI for DO personnel will be based on the FP check and the NACLC to verify citizenship and felony history, as well as, history with LE, national agencies, and credit agencies.




<p>What is the Coast Guard Security Center?</p>	<ul style="list-style-type: none"> The Coast Guard SECCEN serves as the Central Adjudicating Facility (CAF) for the processing, determination, and maintenance of all Coast Guard personnel security files.
<p>Am I required to supply a Social Security Number for the background check?</p>	<ul style="list-style-type: none"> Yes, OPM will not process the form without an SSN. There is too much of an opportunity to mistake the identity using just names. The “laws” and Federal regulations that govern the background checks do, in fact, require SSNs for the legitimate reason stated.
<p>What is the acceptable form of ID for me as a member or prospective member?</p>	<ul style="list-style-type: none"> A driver’s license, retired military ID, or other form of recognized ID.
<p>Will my approved background security check be entered into AUXDATA?</p>	<ul style="list-style-type: none"> Yes.
<p>I heard that the Special Agreement Check (SAC) (OFI Form-86C) has to be completed with the Operational Support FP Card submittal. What is this form, and do I need to do it?</p>	<ul style="list-style-type: none"> No, you do not need to complete this form because SECCEN will do it. Any FP cards that have already been collected without this information will have to be annotated with that information by the Director.
<p>Even though the SECCEN will be following up on whether the Auxiliarist has a clearance on file with another Federal agency, does the Director need to forward anything on to the SECCEN?</p>	<ul style="list-style-type: none"> No, unless additional documentation beyond the acceptance/denial form is needed and requested by the SECCEN.



<p>Besides the likely disenrollment if some sufficiently negative information turns up as a result of my personnel security check, are there any other potential impacts for me? For example, if the person holds a merchant mariner license, would any negative information be shared with the licensing community (possibly resulting in the revocation of my license)? Or, put another way, will the results of this background check effort be used solely, strictly, and confidentially for Auxiliary purposes?</p>	<ul style="list-style-type: none"> • Derogatory information will be passed in memo form from the SECCEN to the Director. • Additionally, the Coast Guard is obligated to pass that derogatory info on to the Marine Bureau Index (MBI) that feeds back to the Coast Guard for the tracking of Merchant Mariner Document (MMD) cards. • Depending on the derogatory, it could result in the suspension of their license. Common sense should apply - that if the information attained is derogatory and results in a revocation (after due process), the person probably is not suitable for the Auxiliary. • All personnel must remember that submission and completion of FP cards, SF-86, etc enters the person into the Federal system/data base. Auxiliarists like others who go through this process should have no expectation that the Coast Guard will keep this info just to itself. • All info is eligible for official sharing to other Federal agencies for official purposes if and as needed.
<p>Our municipal police department and county detention center offered to provide fingerprinting to our members free of charge. Their equipment captures the FP digitally and prints the results onto cards. Providing the official Coast Guard's card format is compatible with their equipment, is this method acceptable for Coast Guard/OPM/FBI and overall Auxiliary Personnel Security vetting process? In other words, is this electronic scanning and automatic printing acceptable or is the "old fashioned" tried-and-true ink process the only acceptable procedure?</p>	<p>Electronic method of taking and printing FPs is fine and meets all needs as long as the ink/image on the card is in black ink, and is on the correct FD-258 FP Card with the Coast Guard's agency (ORI) code (DCCG00100).</p> <p>NOTE </p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>This process is acceptable as long as the FP taker does not run the print thru the heating pad - causing the black ink to turn red.</p> </div>



<p>When I submitted/returned my Personnel Security Questionnaire (PSQ), I claimed I have a prior Federal PSI which has not expired, and that based on that PSI, I hold a valid current Federal clearance. I know these FAQs say SECCEN will follow up on this after my form is received by the SECCEN from my Director. But, do I or my Director/OTO need to send anything forward on me or my claim other than the initial PSQ?</p>	<ul style="list-style-type: none"> No, not if the SECCEN verified that you have a valid clearance. If there is more action/paperwork required by the SECCEN, they will let the Director’s office know.
<p>What race codes should Hispanic or Latino Auxiliarists use on their FP card? On the card, there is “I” for Indian, “W” for White, “A” for Asian, “B” for Black, and “U” for unknown.</p>	<ul style="list-style-type: none"> Per Guidelines for Preparation of Criminal Justice Information Services Division FP Cards (Revised Sept 94), regarding Hispanic/Latino for race, the code to use is “W”.
<p>How long is an investigation “good” after I retire from Federal service?</p>	<ul style="list-style-type: none"> 24 months.
<p>Why can’t the Coast Guard accept FPs submitted for a mariner’s license?</p>	<ul style="list-style-type: none"> Those forms are not processed at U.S. OPM, SECCEN does not have access to that information.
<p>Are FPs from anywhere (mariner’s license, etc.) good enough?</p>	<ul style="list-style-type: none"> Only if the FPs are submitted and held by U.S. OPM due to an investigation request.
<p>Where do the mariner’s license FPs go?</p>	<ul style="list-style-type: none"> They are submitted directly to the FBI.
<p>Will remaining OS affect my eligibility to serve in either staff or elected positions?</p>	<ul style="list-style-type: none"> No, once elected a decision will have to be made if you meet the requirements for a DO. <p>NOTE  National Staff positions require DO.</p>



<p>As a prospective applicant, how will I be entered into AUXDATA when I am awaiting the results of my PSI?</p>	<ul style="list-style-type: none">• A prospective applicant status of “AP–Applicant” has been created in AUXDATA.• As a stop-gap measure, a new “Approval Pending” division and flotilla (xxx-99-99) were also added to each district.• This will allow the prospective applicant record to be created in AUXDATA, and Employee ID assigned, but that person will not appear in AUXDATA, except in the new “Approval Pending” area.• When a favorable PSI is complete and members become eligible for DO or OS, the status is to be changed from AP to IQ or BQ and the new member is transferred to their new flotilla.• The status of AP will not count against the number of members in the Auxiliary.• This is all only a stop-gap measure until completion of the new Security Module, and associated screens and reports.
<p>What is the shelf-life of the signature for the “Authorization for Release of Information”?</p>	<ul style="list-style-type: none">• 2 years.
<p>What is the shelf-life of the signature for the OFI Form-86C?</p>	<ul style="list-style-type: none">• There is none. The only signature on the OFI Form-86C is for the SECCEN representative requesting the PSI.



Appendix L. Glossary

Introduction This appendix contains a list of terms used throughout this manual and their definitions.

In this Appendix This appendix contains the following information:

Topic	See Page
Glossary	L-3





TERM	DEFINITION
Activity	Coast Guard administrative unit responsible for a designated geographic area.
Adjudication	An overall common sense determination based upon consideration and assessment of all available information, both favorable and unfavorable, with particular emphasis being placed on the seriousness, recency, frequency, and motivation for the individual's conduct; the extent to which conduct was negligent, willful, voluntary, or undertaken with knowledge of the circumstances or consequences involved; and, to the extent that it can be estimated, the probability that conduct will or will not continue in the future.
Adjudicator	Trained and certified military, Government, and contractor personnel who have been trained in the "whole person" concept and recommends suitability/clearance determinations based upon all available information.
Alien	Any person not a citizen of the United States.
Assistant Director	Military or civilian employee assigned to the Director to assist or govern Auxiliary administration within a district or region.
Authority	Coast Guard active duty unit commander or other active duty or Coast Guard civilian personnel that may exercise or direct action to a unit or person (e.g., Coast Guard order-issuing authority, Commandant for policy, Director to execute and modify policy as needed for local execution, etc.).
AUXDATA	Auxiliary Computer Management Information System.
Auxiliarist	A volunteer.
Auxiliary Coxswain	Highest qualification level in a Boat Crew Program.
Auxiliary Crewmember	First qualification step in a Boat Crew Program.
Auxiliary Leader	Elected or appointed Auxiliarist.
Auxiliary Liaison (AUXLO)	An active duty member assigned by the Coast Guard unit Commander, who coordinates with the applicable Auxiliary elected leaders, Staff officers, or Auxiliarists.
Auxiliary Unit Liaison (AUXULO)	An experienced Auxiliarist assigned by the District Commodore in consultation with the Director of Auxiliary and the Coast Guard unit commander, works with the Coast Guard command to provide immediate input and response to requirements for Auxiliary support and facilitate Auxiliary service to the unit.



TERM	DEFINITION
Base Enrollment Date (BED)	The actual date an applicant is accepted for membership by the Director as reflected on the application. In cases where the membership has not been continuous, the BED must be amended to reflect the total break in membership. An amended BED is determined by calculating total membership time, and subtracting that total from the current date.
Boat Crew Qualification & Certification	Stratified levels of expertise required to be attained before receiving Auxiliary operational orders.
Branch	A component of a division within the Auxiliary National Staff.
Chain of Leadership and Management	The organizational concept where current elected leaders are responsible to elected leaders on a higher level and responsible for all Auxiliarists whom they represent by virtue of their elected office. It neither violates nor should be confused with the parallel (or vertical) staffing concept which guides appointed staff members or military chain of command where authority is derived from earned rank.
Chief Director	The Coast Guard officer (normally a Captain) at Coast Guard Headquarters who is responsible to the Commandant for the administration of the Auxiliary (G-OCX).
Citizen	United States citizens, either by birth or who are U.S. Nationals, those who have derived U.S. Citizenship or those who acquired it through naturalization.
Classified Information	Information that requires protection in the interests of National Security in accordance with Executive Order 12958.
Clearance	A security determination that an individual is eligible and authorized to be allowed access to classified information on a need-to-know basis. The level of clearance will not exceed the required level of access.
Command	For the purpose of this regulation, a Command is any organizational entity under one individual authorized to exercise direction and control. The term includes units, ships, laboratories, bases, squadrons activities, facilities, or any other indication of organizational integrity.
Command Security Officer	Designated by the Commanding Officer to manage the security program and to provide unit or staff level security support. Commands not required to designate a CSO per <i>Information Security Program</i> , COMDTINST M5510.21 (series), shall designate a unit security officer to perform the functions designated for the CSO in this manual.
Commandant	The Commandant of the Coast Guard (G-C).



TERM	DEFINITION
Commanding Officer	Unless otherwise noted, the term “Commanding Officer” includes “Commander”, “Officer-in-Charge”, “Director”, “Inspector”, and any other title assigned to an individual, military or civilian, who, through Command status, position, or administrative jurisdiction, has the authority to render a decision with regard to a specific question under consideration.
Commodore	Appointed or elected Auxiliary leader.
Department	One of the basic organizational components of the Auxiliary National Staff.
Director	An officer serving in the operation’s staff of the District Commander who is a direct representative of the District Commander. Responsible for Auxiliary administration within a district or Auxiliary region.
District	A Coast Guard district defined by statute.
District Commander	The Senior Coast Guard Flag officer in command of a Coast Guard district.
District Commodore	The highest elected Auxiliary leader within a district or region.
District Rear Commodore(s)	The elected Auxiliary leader on a district level who may represent a given area of the district or region, positioned immediately after the District Vice Commodore.
District Vice Commodore	The second highest elected Auxiliary leader who assists the District Commodore.
Division	A geographical and administrative Auxiliary subdivision in a district or region. Also an Auxiliary national department staff component. When used in terms of Coast Guard organization, division means a basic organizational component of a Coast Guard district office or, at Coast Guard Headquarters, a component of one of the primary Offices of the Commandant’s Headquarters’ organization.
Eligibility	Results from a determination made by a trained adjudicator, which establishes the highest level of final security clearance that an individual may qualify to receive. The determination will be based upon the type and recency of the member’s personnel security investigation. Also, eligibility can be affected by the review of any other pertinent information relating to the member’s qualification for a final security clearance.
Examiner	A currently qualified vessel examiner or fishing vessel examiner.



TERM	DEFINITION
Facility	A privately-owned motorboat, yacht, aircraft, or fixed-land or land-mobile radio station, at least 25% of which is owned by an Auxiliarist, and which has been accepted by the Director.
Favorable	A determination based upon a "whole person" concept that the individual is an acceptable security risk and is suitable for conditions of employment or Auxiliary service. <i>See also Unfavorable.</i>
Flag Officer	Coast Guard or Navy officer above the rank of Captain (06 paygrade).
Flotilla	The basic Auxiliary unit.
Foreign National	Considered to be any person not a U.S. citizen or immigrant alien. American citizens representing foreign Governments, foreign private interests, or other foreign nationals are considered to be foreign nationals for the purposes of this regulation, when acting in that capacity.
General Officers	USA, USAF, USMC officers above rank of Colonel.
Group	An organizational Coast Guard unit within a district, usually with a specific geographic responsibility for operational purposes.
Guide	A semi-permanent publication containing practical application of procedures.
Headquarters	United States Coast Guard Headquarters, Washington, D.C.
Immediate Past	Indicates an elected office held by an Auxiliarist who was the last to hold that office for a full term. Elected leaders must have been succeeded in office as a result of a regular election, and must not have been removed from office. An immediate past officer shall retain designation until another immediate past officer is generated by a regular election. If an immediate past officer leaves the office for any reason, the immediate past office remains vacant until the next regular scheduled election.
Immigrant Alien	Any person lawfully admitted into the United States under an immigration visa for permanent residence.
Instructor	A currently qualified public education (PE)/member training (MT) instructor.
Manual	A permanent publication containing basic organization, policy, and procedures (i.e., the AUXMAN).
Motorboat	Any documented or numbered vessel propelled by machinery, not more than 65 feet in length. (Must be at least 14 feet in length for facility purposes.)



TERM	DEFINITION
National Commodore (NACO)	The highest elected Auxiliary leader who represents the Auxiliary at the National level.
National Directorate Commodores (NADCO)	Appointed Directorate Commodores responsible for program directorate of Member Services, Operations and Marine Safety, and Recreational Boating Safety.
National Elected and Appointed Commodores	Key Auxiliary leaders who have established themselves as leaders vital to the Auxiliary. Though not to be confused as Coast Guard Flag officers, the National elected and appointed Commodores' sustained leadership that has earned them high respect and adoration with Coast Guard Flag officers is normal. Auxiliary Commodores: NACO, NAVCO, ARCO, NADCO, and DCO.
National Security	The national defense and foreign relations of the United States.
National Staff	Collectively the organization of National Staff officers appointed by the NACO to assist nationally in Auxiliary administration.
National Vice Commodore	An Auxiliarist elected on a national level, who is second in the chain of leadership and management on the national staff.
Need-to-Know	A determination by an authorized holder of classified information that a prospective recipient requires access to specific classified information in order to perform or assist in a lawful and authorized Governmental function. Knowledge or possession of, or access to, classified information shall not be afforded to any person solely by virtue of the individual's office, position, or security clearance.
Parallel Staffing	The organizational concept where appointed staff members at all levels, in conducting their activities, report (upward to senior staffing levels) or monitor (downward to junior staffing levels) the activities of other appointed staff members. It neither violates nor should be confused with a chain of command concept. It could be considered the appointed staff chain of leadership and management. Also referred to as <i>Vertical Staffing</i> .
Past	A designation indicating an Auxiliarist who has previously held an elected office, at any level, for at least one-half of the normal term of office. An Auxiliarist removed from office is not eligible for the past designation. Past office holder designation entitles the wearing of the past officer device. Holding of an immediate past (voting) designation is not a requirement for holding the past designation.
Past Officer Device	A device worn to indicate the Auxiliarist's insignia (elected and appointed) that no longer represents that Auxiliarist's current Auxiliary office.



TERM	DEFINITION
Peril	Danger, or likelihood of danger, or inconvenience so as to result in threats to life and/or property.
Personnel Security Investigation	Any investigation required for the purpose of determining the eligibility of an individual for access to classified information, acceptance or retention in the Armed Forces, assignment or retention in sensitive duties, or other designated duties requiring such investigation.
Qualification Examiner	Qualification Examiner in Boat Crew Qualification Program.
Radio Station	Any fixed land or land mobile radio station equipped as the Commandant may prescribe and maintained in a well ordered condition.
Region	A sub-division of a Coast Guard district, but structured for Auxiliary administration as a Coast Guard Auxiliary district with a Director, Commodores, and staff.
Regional or District Director	The Coast Guard officer (normally a Commander, but may also be a Lieutenant Commander, or Captain) assigned to the District Commander's staff for Auxiliary administration within a region. Also referred to as the Director. <i>See also</i> Director .
Sortie	The individual movement of a resource in giving assistance from the time it moves underway for assistance until it returns for replenishment, or terminates to begin another case. Each individual movement comprises one sortie.
Staff Officer	An Auxiliarist appointed to the national, district, division, or flotilla staff.
Unfavorable	A determination based upon a "whole person" concept that the individual is not an acceptable security risk and is not suitable for conditions of employment or Auxiliary service. <i>See also</i> Favorable .
Unit	A unit is any Coast Guard Command, Auxiliary flotilla, division, or district.



TERM	DEFINITION
U.S. National	<ul style="list-style-type: none"> • A person born in an outlying possession of the United States on or after the date of formal acquisition of such possession; or • A person born outside the United States and its outlying possessions of parents both of whom are nationals, but are not citizens of the United States, and have had residence in the United States or one of its outlying possessions prior to the birth of such person; or • A person of unknown parentage found in an outlying possession of the United States while under the age of five years, unless shown, prior to attaining the age of 21 years, not to have been born in such outlying possession. For the purposes of this manual, U.S. Nationals are included in the use of the term “U.S. Citizens”.
Vertical Staffing	<i>See also Parallel Staffing.</i>





Appendix M. 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	M-3





ACRONYM	DEFINITION
A/C	Aircraft
ABC	America's Boating Course
ABYC	American Boat and Yacht Council
AC&I	Acquisition, Construction, and Improvement
ACFT	Aircraft
ACLOC	Auxiliary Letter of Commendation Medal
ACN	Advanced Coastal Navigation
ACO	Authorized Certifying Officer
ACP	Area Contingency Plan
ACR	Allowance Change Request
ACSO	Alternate Command Security Officer
ACTSUS	Active Suspension
ADF	Automatic Radio Direction Finder
ADM	Admiral (USCG, USN, USPHS)
ADR	Alternative Dispute Resolution
ADSO	Assistant District Staff Officer
ADSW-AC	Active Duty Special Work in Support of Active Component
AFA	Air Force Auxiliary
AFC	Allowance Fund Control or Allotment Fund Code
AFFF	Aqueous Film-Forming Foam
AFRAS	Association for Rescue at Sea
AIDE	Aide to National Commodore/District Commodore
AIM	Academy Introduction Mission or Administrative Investigations Manual
AIRS	Auxiliary Internet Resources Site
AIS	Automated Information System
AMIO	Alien/Migrant Interdiction Operation
AMOS	Auxiliary Mission Objectives System
AMVER	Automated Mutual-Assistance Vessel Rescue
ANB	Aids to Navigation Boat
ANSC	Auxiliary National Supply Center
ANT	Aids to Navigation Team



ACRONYM	DEFINITION
AO	Area of Operations
AOPS	Abstract of Operations or Assistant Operations Officer
AOR	Area of Responsibility
APC	Administrative Procedures Course
APPS	Act to Prevent Pollution from Ships
APR	Aid Positioning Report
ARC	American Red Cross
ARCO	National Area Commodore
ASST	Assistant
AT	Anti-Terrorism
AT/FP	Anti-Terrorism and Force Protection
ATAC	Anti-Terrorism Alert Center
ATB	Aviation Training Boat
ATF	Automatic Transmission Fluid
ATO	Antiterrorism Officer
AtoN	Aids to Navigation
AtoNIS	Aids to Navigation Information System
AUXACN	Auxiliary Advanced Coastal Navigation
AUXCEN	Auxiliary Center
AUXCOM	Auxiliary Boat Commander or Auxiliary Communication Specialty Course
AUXDATA	Auxiliary Database
AUXFAC	Auxiliary Facility
AUXLAM	Auxiliary Leadership and Management Course
AUXLEA	Auxiliary Leadership Course
AUXLO	Auxiliary Liaison
AUXMAN	Auxiliary Manual
AUXMIN	Auxiliary Administration Specialty Course
AUXMIS	Auxiliary Management Information System. See <i>AUXDATA</i> .
AUXNAV	Auxiliary Navigation Specialty Course
AUXOP	Operational Auxiliariet Status (Passed 6 Specialty Courses)
AUXPAT	Auxiliary Patrols Specialty Course



ACRONYM	DEFINITION
AUXPATCOM	Auxiliary Patrol Commander
AUXSAR	Auxiliary Search and Rescue Specialty Course
AUXSEA	Auxiliary Seamanship Specialty Course
AUXULO	Auxiliary Unit Liaison
AUXWEA	Auxiliary Weather Specialty Course
AV	Aid Verifier
BA	Bridge Administration or Branch Assistant, National Staff
BAC	Base/Area Code
BAS	Basic Allowance for Subsistence
BC	Branch Chief, National Staff
BCEB	Boat Crew Examination Boards
BCM	Boat Crewmember
BCMP	Boat Class Maintenance Plan
BCN	Basic Coastal Navigation
BC-NCA	Conference Assistant, NACO Staff
BC-NCO	Conference Organization, NACO Staff
BC-NCP	Conference Planning, NACO Staff
BC-NCR	Conference Registration, NACO Staff
BC-NCS	Conference Support, NACO Staff
BCQ	Boat Crew Qualification
BCRB	Bow Collar Reinforcement Bracket
BDCM	Buoy Deck Crewmember
BDS	Buoy Deck Supervisor
BECCE	Basic Engineering Casualty Control Exercises
BED	Base Enrollment Date
BEQ	Bachelor Enlisted Quarters
BGEN, BG	Brigadier General
BIA	Boating Industry Association
BIC	Basic Instructor Course (USCG)
BLA	Boating Law Administrator
BM	Boatswain's Mate



ACRONYM	DEFINITION
BMOW	Boatswain's Mate of the Watch
BNM	Broadcast Notice to Mariners
BO	Boom/Crane Operator or Boarding Officer
BO/BTM PQS	Boarding Officer / Boarding Team Member Personnel Qualification Standard
BOAT/US	Boat Owners Association of the U.S.
BOATALT	Boat Alteration
BOCA	Boat Owners Council of America
BOSAF	Boating Safety Correspondence Course
BQ	Basically Qualified
BS	Breaking Strength
BS&S	Boating Skills and Seamanship
BSAC	Boating Safety Advisory Council (NBSAC)
BSC	Boating Safety Circular
BTM	Boarding Team Member
BUSL	Buoy Utility Stern Loading
BWI	Boating While Intoxicated
BWM	Ballast Water Management
C2	Command and Control
C2PC	Command/Control Personal Computer
CAC	Crisis Action Center
CACO	Casualty Assistance Calls Officer
CAP	Civil Air Patrol
CAPT	Captain (USCG, USN, USPHS) or
CART	Command Assessment for Readiness and Training
CASCOR	Casualty Correct
CASREP	Casualty Report
CB-L	Cutter Boat - Large
CB-M	Cutter Boat - Medium
CB-OTH	Cutter Boat - Over the Horizon
CB-S	Cutter Boat - Small
CBP	Customs and Border Protection



ACRONYM	DEFINITION
CBR	Chemical, Biological, or Radiological
CBR-D	Chemical, Biological, or Radiological Defense
CBRN	Chemical, Biological, Radiological, or Nuclear
CC	Career Counselor
CCF	Configuration Change Form
CDAR	Collateral Duty Additions Representative
CDO	Command Duty Officer
CDR	Commander (USCG, USN, USPHS)
CDT	Canine Detection Team
CDV	Course Deviation Variance
CEM	Crew Endurance Management
CERCLA	Comprehensive Environment Compensation and Liability Act
CEU	Civil Engineering Unit or Continuing Education Unit
CF	Comparison Factors
CFC	Combined Federal Campaign
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CFVE	Commercial Fishing Vessel Examination
CFVS	Commercial Fishing Vessel Safety
CGADD	Coast Guard Addendum
CGAP	Coast Guard Acquisition Procedures
CGAUX - CRC	Civil Rights Coordinator (Auxiliarist)
CGAuxA, Inc.	Coast Guard Auxiliary Association, Incorporated
CGDF	Coast Guard Dining Facility
CGDN+	Coast Guard Data Network Plus
CGES	Coast Guard Exchange System
CGHRMS	Coast Guard Human Resources Management System
CGI	Coast Guard Institute, Oklahoma City, OK
CGIS	Coast Guard Investigative Service
CGMA	Coast Guard Mutual Assistance
CGPC	Coast Guard Personnel Command



ACRONYM	DEFINITION
CGPMS	Coast Guard Planned Maintenance System
CHDIRAUX	Chief Director, Auxiliary (G-OCX)
CHRIS	Chemical Hazard Response Information System
CIC	Communications Information Center
CinC	Commander-in-Chief
CIO	Command Intelligence Officer
CISM	Critical Incident Stress Management
CLOC	Commandant's Letter of Commendation
CM	Configuration Management or Communications
CMA	Clothing Maintenance Allowance
CMAA	Chief Master-at-Arms
CMC	Classified Material Control
CMCO	Classified Material Control Officer
CMG	Course Made Good
CNO	Chief of Naval Operations
CO/OIC	Commanding Officer/Officer-in-Charge
COCO	Chief of Contracting Officer
COG	Course Over Ground
COI	Certificate of Inspection or Contact of Interest
COL	Colonel
COLREG	International Regulations for Preventing Collisions at Sea
COMCEN	Communications Center
COMDTINST	Commandant Instruction
COMDTNOTE	Commandant Notice
COMDTPUB	Commandant Publication
COMINT	Communications Intelligence
COMMCEN	Communications Center
COMMS	Communications
COMO	Commodore
COMSEC	Communications Security
COMSEC-MS	Communications Security Material System



ACRONYM	DEFINITION
COMTAC	Communications Tactical
CONOPS	Concept of Operations
CONUS	Continental United States
COR	Certificate of Registry
COS	(formerly) Chief of Staff, now known as NAVCO
COTP	Captain-of-the-Port
COTR	Contracting Officer's Technical Representative
COWP	Contracting Officer Warrant Program
CPC	Commandant's Performance Challenge
CPL	COMTAC Publication Library
CPM	Canine Program Manager
CPO	Chief Petty Officer (USCG, USN)
CPR	Cardiopulmonary Resuscitation
CPRL	Contingency Personnel Requirements List
CPT	Captain (USA, USAF, USMC)
CPU	Central Processing Unit
CQA	Commandant's Quality Award
CRC	Civil Rights Coordinator
CRO	Civil Rights Officer
CRT	Cathode Ray Tube
CS	Communications Services
CSDP	Canine Substance Detection Program
CSIM	Control Station Interface Module
CSMP	Current Ship's Maintenance Project
CSO	Command Security Officer
CSP	Commence Search Point or Career Sea Pay
CVE	Control Verification Examination
CVS	Commercial Vessel Safety
CWO	Chief Warrant Officer
CWS	Communication Watchstander
D-AA	Administrative Assistant to DCO



ACRONYM	DEFINITION
D-AD	Aide to the DCO
DAC	Diversity Advisory Council
DAN	Diver's Alert Network
DANTES	Defense Activity for Non-Traditional Education Support
DAPA	Drug and Alcohol Program Administration
DC	National Department Chief
DC-A	Department Chief of Marketing and Public Affairs
DC-B	Department Chief of Boating
DC-E	Department Chief of Education
DC-I	Department Chief of Information and Communication Services
DC-L	Department Chief of Legal Affairs
DC-M	Department Chief of Marine Safety and Environmental Protection
DC-O	Department Chief of Operations
DC-P	Department Chief of Personnel
DC-T	Department Chief of Training
DC-V	Department Chief of Vessel Examinations
DCO	District Commodore
DCP	Division Captain
DCS	District Chief of Staff
DDEC	Detroit Diesel Electronically Controlled
DDPTR	Detector Dog Proficiency Training Record
DDSUSTF	Detector Dog Supplemental Utilization/Search/Training Form
DDUSR	Detector Dog Utilization/Search Record
DEA	Drug Enforcement Administration
DEERS	Defense Enrollment and Eligibility Reporting System
DEMPs	Diesel Engine Maintenance Programs
DEP	Deputy
DES	Digital Encryption Standard
DF	Direction Finding
DGPS	Differential Global Positioning System
DHS	Department of Homeland Security



ACRONYM	DEFINITION
DICP	Drop-In Communications Package
DIRAUX	Director of Auxiliary (District or Region)
DISREP	Discrepancy Report
DIST	District
DIV	Division
DIW	Dead-in-the-Water
DLLR	District Legislative Liaison Representative
DMA	Defense Mapping Agency
DMB	Data Marker Buoy
DMOA	Designated Medical Officer Advisor
DO	Defense Operations or Direct Operational
DoD	Department of Defense
DODIC	Department of Defense Identification Code
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
DPB	Deployable Pursuit Boat
DPG	District Planning Group
DPOSD	Deployed Port Operations and Security Defense
DR	Dead Reckoning
DRMO	Defense Reutilization and Marketing Office
DSC	Digital Selective Calling
DSM	Distinguished Service Medal
DSO	District Staff Officer
DTG	Date Time Group
DV	Distinguished Visitor
DVC	District Veterinary Command or Division Chief
DVC-NC	Conference Coordinator, NACO Staff
DVL	Digital Voice Logger
DWO	Deck Watch Officer



ACRONYM	DEFINITION
DWONR	Deck Watch Officer Navigation Rules
EA	Executive Assistant to the Chief Director, Auxiliary
EAD	Extended Active Duty
EAP	Employee Assistance Program
EAPC	Employee Assistance Program Coordinator
EBL	Electronic Bearing Line
EC	Electronic Control or Engineering Change
ECS	Electronic Chart System
EDD	Explosive Detection Dog
EDF	Enlisted Dining Facilities
EDM	Electronic Display Module
EEZ	Exclusive Economic Zone
EKMS	Electronics Key Management System
ELC	Engineering Logistics Center or Elected Leader's Course
ELINT	Electronics Intelligence
ELT	Emergency Locator Transmitter or Enforcement of Laws and Treaties
EMCON	Emission Control
EMI	Extra Military Instruction or Electro-Magnetic Interference
EMO	Electronics Material Officer
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	Explosive Ordnance Disposal
EP	Estimated Position
EPA	Environmental Protection Agency
EPIRB	Emergency Position Indicating Radio Beacon
EPO	Engineering Petty Officer
EPO/EO	Engineering Petty Officer/Engineering Officer



ACRONYM	DEFINITION
EPS	Environmental Protection Specialist
ESA	Endangered Species Act
ESD	Electronics Support Detachment
ESO	Educational Services Officer
ESU/D	Electronics Support Unit/Detachment
ET	Electronics Technician
ETA	Estimated Time of Arrival
ETC	Chief Electronics Technician
ETR	Estimated Time to Repair
EXCOM	District Executive Committee or Extended Communications
FAA	Federal Aviation Agency
FAM	Fixed Asset Module
FAR	Family Advocacy Representative or Federal Acquisition Regulations
FAV	Favorable (determination, especially in regards to PSI)
FBIS	Foreign Broadcast Information Service
FC	Flotilla Commander
FECA	Federal Employees Compensation Act
FED	Flotilla Enrollment Date
FEDEX	Federal Express
FELC	Flotilla Elected Leader's Course
FINCEN	Finance Center
FIR	Field Intelligence Report
FM	Frequency Modulation
FMP	Fisheries Management Plan
FMV	Fair Market Value
FN	Finance Staff Officer - Auxiliary
FOIA	Freedom of Information Act
FOSC	Federal On-Scene Coordinator
FOUO	For Official Use Only
FP	Force Protection or Fingerprint
FPA	Family Program Administrator



ACRONYM	DEFINITION
FPCON	Force Protection Condition
FPM	Feet Per Minute
FRP	Fiberglass Reinforced Plastic
FS	Food Service Specialist
FSA	Family Separation Allowance
FSC	Federal Supply Classification
FSI	Field Sobriety Test
FSIC	Fiscal, Sanitation, Immigration, or Customs
FSO	Flotilla Staff Officer or Food Services Officer
FTR	Federal Travel Regulations
FVC	Flotilla Vice Commander
FWPCA	Federal Water Pollution Control Act
FWS	Fish and Wildlife Service
FXP	Fleet Exercise Publication
G	Staff Symbol which identifies the Coast Guard and offices within a Headquarters unit
GAR	Green-Amber-Red
G-C	Commandant of the Coast Guard
G-CCS	Chief of Staff of the Coast Guard
G-CV	Vice Commandant of the Coast Guard
GDO	Group Duty Officer
GEN	General Officer Rank
GFM	Global Freight Management
G-H	Assistant Commandant for Civil Rights
GHS	Group Health Services
G-ICA	Congressional Affairs Staff
G-L	Coast Guard Chief Counsel
G-LCL	Chief, Office of Claims and Litigation Law
G-LGL	Chief, Office of General Law
GMDSS	Global Maritime Distress and Safety System
GMT	General Military Training or Greenwich Mean Time (see ZULU)
G-O	Assistant Commandant for Operations



ACRONYM	DEFINITION
G-OC	Director of Operations Capability
G-OCS	Chief, Office of Boat Forces
G-OCX	Chief, Office of Auxiliary/Chief Director, Auxiliary
G-OCXd	Deputy Chief Director, Auxiliary
G-OPB	Chief, Office of Boating Safety
GP	General Purpose
GPH	Gallons Per Hour
GPO	Government Printing Office
GPS	Global Positioning System
GRUCOM	Group Commander
GS	General Service Federal Employee Designation
GSA	General Services Administration
GTA	Government Transportation Account
GV	Government Vehicle
G-WT	Office of Reserve and Training
G-WTL	Office of Leadership and Diversity
HARPAT	Harbor Patrol
HAZCOM	Hazardous Communication
HAZMAT	Hazardous Material
HAZWASTE	Hazardous Waste
HBA	Health Benefits Advisor
HCPV/HIV	High Capacity Passenger Vessel/High Interest Vessel
HDC	Harbor Defense Command
HDCU	Harbor Defense Command Unit
HEA	Harbor Entrance and Approach
HELP	Heat Escape Lessening Position
HF	High Frequency
HIN	Hull Identification Number
HLSDM	Special Deputy Marshal
HMC	Hazardous Materials Coordinator
HN	Host Nation



ACRONYM	DEFINITION
HNS	Host Nation Support
HPA	Helm Pump Assembly
HPC	Health Promotion Coordinator
HPU	Hydraulic Power Unit
HRSIC	Human Resources Services and Information Center
HS	Homeland Security
HSC	Harbor Safety Committee
HUMINT	Human Intelligence
HVAC	Heating, Ventilation, and Air Conditioning
IALA	International Association of Lighthouse Authorities
IAMSAR	International Aeronautical and Maritime Search and Rescue
I-AtoNIS	Integrated Aids to Navigation Information Systems
IBU	Inshore Boat Unit
ICA	Individual Credit Accounts
ICAO	International Civil Aviation Organization
ICC	Intelligence Coordination Center
ICE	Immigration and Customs Enforcement
ICOMIA	International Council of Marine Industry Associations
ICS	Incident Command System
ICW	Intracoastal Waterway
IDS	Intrusion Detection System
IDT	Inactive Duty for Training
IED	Improvised Explosive Device
IIP	International Ice Patrol or Intelligence Information Report
IIRAIRA	Illegal Immigration Reform and Immigrant Responsibility Act
ILO	International Labor Organization
IMARV	Independent Maritime Response Vessel
IMO	International Maritime Organization
IMPAC	International Merchant Purchase Authorization Card
INA	Immigration and Nationality Act
IP	Immediate Past Office (Except National Commodore)



ACRONYM	DEFINITION
IPDCO	Immediate Past District Commodore
IQ	Initially Qualified
IQC	Initial Qualification Code
IRIS	Incident Reporting Information System
IRP	Incident Response Procedure
IS	Information Services
ISC	Integrated Support Command
ISD	Industrial Support Detachment
ISM	International Ship Management
ISO	International Standards Organization
IT	Instructor
ITAC	Intelligence and Threat Analysis Center
IUU	Illegal, Unreported, and Unregulated
JOOD	Junior Officer of the Deck/Day
JQR	Job Qualification Requirement
JRAC	Joint Rear Area Coordinator
KO	Contracting Officer
L	Legal Affairs
LCD	Liquid Crystal Display
LCDR	Lieutenant Commander (USCG, USN, USPHS)
LCH	Lead Canine Handler
LCP	Legislative Change Proposal
LCVP	Landing Craft, Vehicle, Personnel
LE	Law Enforcement
LEAOA	Law Enforcement Ashore Operating Area
LED	Light Emitting Diode
LEMAN	Law Enforcement Manual
LEO	Law Enforcement Officer
LEU	Law Enforcement Unit
LHA	Local Housing Authority
LHI	Local Housing Inspector



ACRONYM	DEFINITION
LIR	Letter Incident Report
LKP	Last Known Position
LLC	Legislative Liaison Committee
LLNR	Light List Number
LM	Life Member
LMR	Living Marine Resource
LNB	Large Navigation Buoy
LNG	Liquid Natural Gas
LO	Liaison Officer or Logistics Officer
LOA	Length Overall
LOB	Line-of-Bearing
LOC	Letter of Commendation
LOGREQ	Logistics Requirement
LOP	Line of Position
LORAN-C	Long-Range Aid to Navigation
LORSTA	Loran Station
LOS	Line-of-Sight
LP	Legal/Parliamentarian
LT	Lieutenant (USCG, USN, USPHS)
LTCOL, LTC	Lieutenant Colonel (USA, USMC, USAF)
LTGEN, LTG	Lieutenant General (USA, USMC, USAF)
LTJG	Lieutenant (Junior Grade) (USCG, USN, USPHS)
LUT	Local User Terminal
LWL	Length on Waterline
MA	Materials
MAA	Master-at-Arms
MAJ	Major (USA, USMC, USAF)
MARB	Maritime Assistance Request Broadcast
MARPA	Mini Automatic Radar Plotting Aid
MARPOL	International Convention for the Prevention of Pollution from Ships
MARS	Military Affiliate Radio System



ACRONYM	DEFINITION
MARSEC	Marine Security Conditions
MASINT	Measurement and Signature Intelligence
MAW	Maximum Allowable Weight
MBI	Marine Bureau Index
MBR INT	Member's Initials
MC&R	Maintenance, Repair, and Construction
MCB	Motor Cargo Boat
MCM	Manual for Courts-Martial
MCPO	Master Chief Petty Officer (USCG, USN)
MCS	Master Control Station
MCT	Maritime Counter-Terrorism
MDA	Maritime Domain Awareness
MDSU	Mobile Diving and Salvage Unit
MDZ	Maritime Defense Zone
MEDEVAC	Medical Evacuation
MEDICO	Medical Advice
MEP	Marine Environmental Protection
MEPC	Marine Environment Protection Committee
MER	Marine Environmental Response
MF	Medium Frequency
MGEN, MG	Major General (USA, USMC, USAF)
MGIB	Montgomery G.I. Bill
MHLS	Maritime Homeland Security
MI	Marine Information or Maintenance Inspection
MIC	Manufacturer Identification Code
MILSTRIP	Military Standard Requisitioning and Issue Procedure
MIR	Maintenance, Improvement, and Repair
MISLE	Marine Information for Safety and Law Enforcement
MIUW	Mobile Inshore Undersea Warfare
MIUWU	Mobile Inshore Undersea Warfare Unit
MJM	Military Justice Manual



ACRONYM	DEFINITION
MLB	Motor Lifeboat
MLC	Maintenance and Logistics Command
MLCLANT	Maintenance and Logistics Command Atlantic
MLCPAC	Maintenance and Logistics Command Pacific
MLE	Maritime Law Enforcement
MLEM	Maritime Law Enforcement Manual
MMD	Merchant Mariner Document
MMPA	Marine Mammal Protection Act
MMS	Minerals Management Services
MMSI	Maritime Mobile Service Identity
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MOB	Man Overboard
MOPP	Mission-Oriented Protection Posture
MOU	Memorandum of Understanding
MOUJAP	Memorandum of Understanding and Joint Action Plan
MP	Military Police
MPR	Multiple Persons-in-the-Water
MPS	Marine Protected Species
MRE	Military Rule of Evidence or Meal Ready to Eat
MRR	Medium-Range Recovery
MS	Member Services
MSAP	Maritime SAR Assistance Policy
MSB	Motor Surf Boat
MSC	Marine Safety Council
MSD	Marine Sanitation Device or Marine Safety Detachment
MSDS	Material Safety Data Sheets
MSF	Mobile Security Force
MSFCMA	Magnuson-Stevens Fisheries Conservation and Management Act
MSM	Meritorious Service Medal
MSO	Marine Safety Office



ACRONYM	DEFINITION
MSS	Marine Safety and Security
MSSEP	Marine Safety, Security, and Environmental Protection
MSST	Maritime Safety and Security Team
MT	Member Training
MTC	Meritorious Team Commendation
MTL	Master Training List
MTS	Marine Transportation System
MTSNAC	Marine Transportation System National Advisory Council
MTW	Major Theater War
MWR	Morale, Welfare, and Recreation
N-A	Administrative Officer, NACO Staff
NABA	Northern Area of Boating Administrators
NACLC	National Agency Check with Law and Credit
NACO	National Commodore
NACON	National Conference
NADCO	National Directorate Commodore
NAFA	Non-Appropriated Fund Activity
NAPDIC	National Association of Past District Commodores
N-AS	NACO Secretary
NASBLA	National Association of State Boating Law Administrators
NAVAIDS	Navigational Aids
NAVCO	National Vice Commodore
NAVRULS	Navigation Rules
NBF	National Boating Federation
NBSAC	National Boating Safety Advisory Council
NBSS	National Boating Safety School
N-C	Conference Administrator
NCIABLA	North Central International Association of State Boating Law Administrators
NCP	National Contingency Plan
NCW	Naval Coastal Warfare
NCWC	Naval Coastal Warfare Commander



ACRONYM	DEFINITION
N-D	NACO Aide
NDD	Narcotic Detection Dog
NDRS	National Distress Response System
NDRSMP	National Distress Response System Modernization Project
NDS	National Distress System
NESBAC	North Eastern States Boat Administrator's Conference
NESU	Naval Engineering Support Unit
NEXCOM	National Executive Committee
NFPA	National Fire Protection Association
N-I	Director of International Affairs
NIPCO	Immediate Past National Commodore
NJP	Non-Judicial Punishment
NLB	Nearshore Life Boat
NLT	No Later Than
NM	Nautical Mile or New Member
NMEA	National Marine Electronics Association
NMFS	National Marine Fisheries Service
NMLBS	National Motor Lifeboat School
NOAA	National Oceanic and Atmospheric Administration
NOK	Next of Kin
NOS	National Ocean Survey (NOAA-Dept. of Commerce)
N-P	Special Projects Officer, NACO Staff
NRC	National Response Center
NRT	National Response Team
N-S	National Support Element, NACO staff
NSARC	National Search and Rescue Committee
NSB	Non-Standard Boat
NSBC	National Safe Boating Council
NSBW	National Safe Boating Week
NSC	National Safety Council
NSF	National Strike Force



ACRONYM	DEFINITION
NSFCC	National Strike Force Coordination Center
NSN	National Stock Number
NSP	National Search and Rescue Plan
NSS	National Search and Rescue Supplement
NTP	Naval Training Publication or Naval Telecommunication Publication
N-TRAIN	National Training Conference
NTSB	National Transportation Safety Board
NVDC	National Vessel Documentation Center
NVIC	Navigation and Vessel Inspection Circular
NWP	Naval Warfare Publication
NWPL	Naval Warfare Publication Library
NWS	National Weather Service (NOAA-Dept. of Commerce)
O/S WX	On-Scene Weather
OAX	Director of Auxiliary
OBA	Oxygen Breathing Apparatus
OBC	Outboard Boating Club
OBTT	Onboard Training Team
OCMI	Officer-in-Charge, Marine Inspection
OCONUS	Outside of the Continental United States
OCS	Officer Candidate School
OER	Officer Evaluation Report
OFI	Office of Federal Investigations
OGE	Office of Government Ethics
OHIP	Overhead Hinged Instrument Panel
OIC	Officer-in-Charge
OJT	On-the-Job Training
OLSP	Operational Logistics Support Plan
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



ACRONYM	DEFINITION
OP	Operations
OPA	Oil Pollution Act
OPAREA	Operational Area
OPCEN	Operations Center
OPCON	Operational Control
OPFAC	Operating Facility
OPFOR	Opposition Forces
OPLAN	Operation Plan
OPORD	Operation Order
OPS	Operations Officer
OPSEC	Operations Security
OQB	Operations Qualification Board
ORM	Operational Risk Management
OS	Operational Support
OSB	Operations Standards Board
OSC	On-Scene Commander or Operations Systems Center
OSHA	Occupational Safety and Health Administration
OTC	Officer in Tactical Command
OWT	On-the-Water Training
P	Past Officer (When used before officer title acronym)
PA	Privacy Act or Public Affairs
PABX	Private Automatic Branch Exchange
PAL	Personnel Allowance List
PAO	Public Affairs Officer
PATCOM	Patrol Commander
PAWSS	Ports and Waterways Safety System
PB	Publications
PCC	Publications Control Clerk
PCO	Publications Control Officer
PCS	Permanent Change of Station
PDD	Presidential Decision Directive



ACRONYM	DEFINITION
PDR	Personnel Data Record
PDS	Personnel Data System
PE	Public Education
PERSRU	Personnel Reporting Unit
PES	Port and Environmental Safety
PFD	Personal Flotation Device
PGM-FI	Programmed Fuel Injection
PI	Personnel Inspection
PIAT	Public Information Assistance Team
PIE	Partnership in Education
PIW	Person in the Water
PMIS/JUMPS	Personnel Management Information System/Joint Uniform Military Pay System
PMLV	Personnel Marker Light
PMS	Preventive/Planned Maintenance System
PO	Petty Officer (USCG, USN)
POB	Person Onboard
POD	Probability of Detection or Plan of the Day
POE	Projected Operation Environment
POL	Petroleum, Oil, and Lubricants
POLREP	Pollution Report Message
POMS	Patrol Order Management System
POP	Planned Obligation Priority
POPFAC	Parent Operating Facility
POS	Probability of Success
POSD	Port Operations and Security Defense
POV	Privately Owned Vehicle
POW	Plan of the Week
PPA	Property Account
PPC	Personal Protective Clothing
PPE	Personal Protective Equipment
PPEP	Pre-Commissioning Program for Enlisted Personnel



ACRONYM	DEFINITION
PQS	Personnel Qualification Standard
PR	Position Report
PRECOM	Preliminary Communications
PREP	Preparedness for Response Exercise Program
PS	Personnel Services or Port Security Specialist
PSC	Personnel Service Center, Topeka, KS (Formerly HRSIC)
PSCO	Port State Control Officer
PSI	Personnel Security Investigation
PSQ	Personnel Security Questionnaire
PSS	Port Safety and Security
PSU	Port Security Unit
PTO	Power Take-Off
PWB	Port and Waterways Boat
PWC	Personal Watercraft
PWCS	Ports, Waterways, and Coastal Security
PWSA	Ports and Waterway Safety Act
QAWTD	Quick-Acting Watertight Door
QC	Quality Control
QE	Qualification Examiner
QEB	Qualification Examining Board
QM	Quartermaster (USN, USPHS)
QMOW	Quartermaster of the Watch
QRC	Quick Response Card
R&D	Research and Development
RACON	Radar Beacon
RADM	Rear Admiral (USCG, USN, USPHS)
RAP	Recruiting Assistance Program
RB-HS	Response Boat - Homeland Security
RB-M	Response Boat - Medium
RBS	Recreational Boating Safety
RB-S	Response Boat - Small



ACRONYM	DEFINITION
RBSV	Recreational Boating Safety Visitor
RBSVP	Recreational Boating Safety Visitation Program
RCC	Rescue Coordination Center or District Rear Commodore
RDF	Radio Direction Finder
REBI	Reserve Enlisted Basic Indoctrination
REP	Representative
RET	Retired
RFI	Request for Information
RFMC	Regional Fisheries Management Council
RFMO	Regional Fisheries Management Organization
RFO	Ready for Operation
RIK	Rations-in-Kind
RMS	Readiness Management System
RNAV	Radio Aids to Navigation
ROC/POE	Required Operational Capability/Point of Entry
ROCI	Reserve Officer Candidate Indoctrination
ROE	Rules of Engagement
RP	Responsible Party or Resources Proposal
RPAL	Reserve Personnel Allowance List
RS	Rescue Swimmer
RSC	Rescue Sub-Center
RT	Receiver/Transmitter
SAFE	Substance Abuse Free Environment or Secured Around Flotation Equipped
SAI	Small Arms Instructor
SAP	Simplified Acquisition Procedures
SAR	Search and Rescue
SAREX	SAR Exercise
SARMIS	Search and Rescue Mission Information System
SARSAT	Search and Rescue Satellite Aided Tracking
SAT	Subsistence Advisory Team
SATCOM	Satellite Communication



ACRONYM	DEFINITION
SATE	Security Awareness, Training, and Education
SB	Sailboat
SC	SAR Coordinator or Specialty Course (One of six)
SCP	Security Control Point
SCPO	Senior Chief Petty Officer (USCG, USN)
SCUBA	Self-Contained Underwater Breathing Apparatus
SDB	Service Dress Blue
SDV	Swimmer Delivery Vehicles
SELRES	Selected Reserve
SEOP	Special and Emergency Operations Procedure
SEPRAT	Separate Ration
SES	Senior Executive Service
SF	Safety Factor or Sailing Fundamentals
SGLI	Servicemen Group Life Insurance
SHPT	Sexual Harassment Prevention Training
SIGINT	Signals Intelligence
SINS	Scalable Integrated Navigation System
SIPRNET	Secret Internet Protocol Routing Network
SITREP	Situation Report
SK	Storekeeper
SKF	Skiff
SLO	Auxiliary State Liaison
SLOC	Sea Lines of Communication
SMC	SAR Mission Coordinator
SMMO	Support and Management/Medical Officer
SMO	Support and Management Officer
SMS	Safety Management System
SMTJ	Special Maritime and Territorial Jurisdiction
SN	Seaman (USCG, USN)
SNO	Statement of No Objection
SO	Division Staff Officer



ACRONYM	DEFINITION
SOA	Speed of Advance
SOFA	Status of Forces Agreement
SOG	Speed Over Ground
SOLAS	Safety of Life at Sea
SO-OP	Auxiliary Division Operations Officer
SOP	Standard Operating Procedure
SOPA	Senior Officer Present Afloat
SOPEP	Shipboard Oil Pollution Emergency Plan
SOQ	Sailor of the Quarter
SORTS	Status of Resources and Training System
SOS	Save Our Ship
SPC	Special Purpose Craft
SPC (HWX)	Heavy Weather Special Purpose Craft
SPC (LE)	Special Purpose Craft (Law Enforcement)
SPE	Severity-Probability-Exposure
SPF	Sun Protection Factor
SPOC	SAR Point of Contact
SPOD	Strategic Port of Debarkation
SPPM	Supply Policy and Procedures Manual
SPS	Standard Positioning Service
SR	Secretary/Records (also Seaman Recruit)
SRA	Short-Range Aids to Navigation
SRB	Surf Rescue Boat
SRDC	Selected Reserve Direct Commission
SROE	Standing Rules of Engagement
SRR	Search and Rescue Region
SRS	Synchronous Reference Sensor
SRU	Search and Rescue Unit
SS	Square Search
SSB	Single Side Band
SSB-HF	Single Side Band–High Frequency



ACRONYM	DEFINITION
SSBLAA	Southern States Boating Law Administration Association
SSC	Small-Scale Contingencies
SSL	Standard Support Level
SSM	Support and Special Mission
SSMR	Shore Station Maintenance Request
SSN	Social Security Number
SSO	Shore Security Officer
SSPO	Station Support Petty Officer
STA	Station
STA OPS	Station Operations
STAN & RFO	Readiness and Standardization Program
STANT	Station Aids to Navigation Team
STAR	Standard Automated Requisitioning
STCW	Standards of Training, Certification, and Watchkeeping for Seafarers
STTR	Short-Term Resident Training Request
STU III	Secure Telephone Unit
SURPIC	Surface Picture
SWE	Service-Wide Exam
SWL	Safe Working Load
SWO	Security Watch Officer
TACON	Tactical Control
TAD	Temporary Additional Duty
TANB	Trailerable Aids to Navigation Boat
TAO	Tactical Action Officers
TAP	Transition Assistance Program
TAR	Transportation Acquisition Regulation
TCM	Telecommunications Manual
TCOW	Telecommunications Watchstander
TCT	Team Coordination Training
TD	Temporary Duty
TESTPUB	Test Publication



ACRONYM	DEFINITION
TFC	Total Fuel Consumption
THREATCON	Threat Condition
TIG	Tungsten Inert Gas
TMACC	Transportable Multi-Agency Communications Central
TMMIC	Transportable Multi-Mission Communications Central
TMT	Training Management Tool
TOI	Target of Interest
TONO	Travel Order Number
TPSB	Transportable Port Security Boat
TQC	Training Quota Management Center
TRACEN	Training Center
TRADET	Training Detachment
TRATEAM	Training Team
TRS	Timing Reference Sensor
TSA	Transportation Security Administration
TSN	Track Line Non-Return Search
TSR	Track Line Return Search
TUTA	Tailored Unit Training Availability
U/W	Underway
UCMJ	Uniform Code of Military Justice
UEG	Unit Environmental Guide
UEPH	Unaccompanied Enlisted Personnel Housing
UHF	Ultra High Frequency
UIC	Unit Identification Code
UMIB	Urgent Marine Information Broadcast
UNFAV	Unfavorable (determination, especially in regards to PSI)
UOF	Use of Force
UPF	Unit Performance Factor
UPH	Unaccompanied Personnel Housing
UPS	United Parcel Service
USA	United States Army



ACRONYM	DEFINITION
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 Boarder Patrol
USC	United States Code
USCA	United States Code Annotated
USCD	Urine Specimen Custody Document
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
USPCA	United States Police Canine Association
USPS	United States Power Squadron
USWMS	Uniform State Waterway Marking System
UTB	Utility Boat
UTBSC	Utility Boat Systems Center
UTC	Coordinated Universal Time
UTL	Utility Boat, Light
UTM	Utility Boat, Medium
UTS	Unit Travel System
UV	Ultraviolet
VADM	Vice Admiral (USCG, USN)
VCO	District Vice Commodore
VCP	Division Vice Captain



ACRONYM	DEFINITION
VE	Vessel Examiner, Vessel Examination
VETCOM	Veterinary Command
VFR/IFR	Visual Flight Rules/Instrument Flight Rules
VHA	Variable Housing Allowance
VHF	Very High Frequency
VIP	Very Important Person
VRM	Variable Range Marker
VRP	Vessel Response Plan
VS	Sector Search
VSC	Vessel Safety Check
VTF	Veterinary Treatment Facilities
VTIS	Vessel Traffic Services
WAAS	Wide Area Augmentation System
WAMS	Waterways Analysis and Management System
WC	Wellness Coordinator
WLIC	Coast Guard Inland Construction Tender
WLL	Working Load Limit
WP	Working Punt
WPB	Weather/Coastal Patrol Boat
WQSB	Watch, Quarter, and Station Bills
WR	Wellness Representative
WSBAA	Western States Boat Administrator's Association
WSO	Waterborne Security Officer
WWM	Waterways Management
XO	Executive Officer
XPO	Executive Petty Officer
XTE	Cross Track Error
YN	Yeoman
ZULU	Time Zone "Alpha" designation, "Z" "Zulu time"



Appendix M - List of Acronyms



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