

U.S. Coast Guard Auxiliary

Department of Training



**New Member
Reference Guide**

2003

The Auxiliary Manual

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

This reference guide is intended to help the new member understand the basic organization and policies of the Auxiliary until the member receives his own copy of the *Auxiliary Manual* COMDINST M16790.1 (series).

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Chapter 1 – History, Purpose and Administration

1. History.

In 1939, Congress established a “United States Coast Guard Reserve” administered by the Commandant of the Coast Guard, and composed of unpaid, volunteer citizens of the U.S. who owned motorboats and yachts. They were to aid the Coast Guard in promoting small boat safety. Congressional action in 1941 created a military reserve of the Coast Guard and the original volunteer reserve was renamed the Coast Guard Auxiliary.

During the years of the Second World War, the Auxiliary did many tasks that relieved active duty and reserve Coast Guard personnel for combat duty. These included offshore and harbor patrols, beach patrols, and dockside watches. There were many rescues of torpedo victims along the eastern coast.

Historically, the primary missions of the Auxiliary have been courtesy marine examinations, public education, and operations. These three missions, together with Fellowship (the "glue" which held these missions and our members together), were known as the “**Four Cornerstones**.” Through the years, these four cornerstones served the Auxiliary and the Coast Guard well.

However, as the Auxiliary has continued to grow, these four cornerstones have been found to limit our vision of the important role the Auxiliary can play in assisting the Coast Guard. The Auxiliary’s purpose, as stated in the 1941 law, also is “**to facilitate other operations of the Coast Guard.**” The Coast Guard's need for Auxiliary help has continued to expand in recent years. Today, this need goes well beyond what was envisioned when the original cornerstones were first established.

With the passage of the Auxiliary legislation in October 1996, the Auxiliary’s role has been 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 (military operations) and direct law enforcement.

2. Purpose.

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

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

(1) to promote safety and to effect rescues on and over the high seas and on navigable waters

(2) to promote efficiency in the operation of motorboats and yachts;

(3) to foster a wider knowledge of, and better compliance with, the laws, rules, and regulations governing the operation of motorboats and yachts;

(4) to facilitate other operations of the Coast Guard.”

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

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

c. The Auxiliary is a valuable resource in securing the interest of boaters in the CG’s boating safety program. Title 14, U.S.C. Section 823 provided the Auxiliary shall be composed of U.S. citizens who own motorboats, yachts, aircraft, or radio stations, or who, because of training or experience, are deemed by the Commandant to be qualified for membership in the Auxiliary. The statement accompanying this legislation indicated the respective roles contemplated for owners of motorboats, yachts, aircraft, or radio stations. The statement reflects the distinction, which must exist between the preventive and remedial activities of the CG as the foremost maritime Federal Government safety agency:

On the preventive side, the CG could better promote safety in operation of small boats, if it brings into a voluntary civilian organization, persons interested in the safe operation of motorboats and yachts.

(Chapter 1 continued)

3. Recent Legislation Affecting the Auxiliary.

On October 19, 1996, the CG Authorization Act of 1996 (Public Law No. 104-3249, 110 Stat. 3901) was signed into law. This law was the first major legislation affecting the Auxiliary since its establishment in 1939. These amendments to Title 14 U.S.C. made the following major changes to the Auxiliary:

a. The purpose of the Auxiliary was expanded to read: *“The purpose of the Auxiliary is to assist the CG as authorized by the Commandant in performing any CG function, power, duty, role, mission or operation authorized by law.”* In addition, the legislation expanded the Commandant’s authority to use the Auxiliary to assist other federal agencies, state authorities and local governments in areas other than recreational boating safety. [14 U.S.C. 822]

b. Established an organizational structure for the Auxiliary and authorized the Commandant to grant the organization and its officers such rights, privileges, powers and duties consistent with Title 14 and other applicable provisions of law. The Commandant is also specifically authorized to delegate authority over the Auxiliary-to-Auxiliary officers to the extent considered necessary or appropriate for the functioning, organization and internal administration of the Auxiliary. [14 U.S.C. 821 (a)]

c. Each Auxiliary organizational element and unit, when acting within the scope of assigned responsibilities, is deemed to be a U.S. instrumentality for certain matters related to noncontractual civil liability. While assigned to duty, Auxiliarists are considered to be Federal employees for certain purposes. For example, an Auxiliarist may be entitled to the same legal protection afforded other CG personnel in the event a third party sues the Auxiliarist for claims allegedly arising from acts committed by the Auxiliarist, acting within the scope of assigned duties. [14 U.S.C. 823a(a)]

d. Clarified Auxiliary vessels, while assigned to authorized CG duty, are deemed to be public vessels of the U.S. and CG vessels, and Auxiliary aircraft, while assigned to authorized duty, are also deemed to be CG aircraft, public vessels of the U.S. and CG vessels. In addition, qualified Auxiliary pilots while assigned to duty are deemed to be CG pilots. All these provisions provide greater liability protection to Auxiliary members while assigned to authorized CG duty. [14 U.S.G.827 & 828]

e. Authorized the Auxiliary National Board and the boards of any Auxiliary district or region to form a corporation under state law in accordance with the policies established by the Commandant. These corporations are *not deemed* to be Federal instrumentalities. [14 U.S.C. 821(c)]

4. Role of the Auxiliary.

The Coast Guard is a military service and is a member of the U.S. Armed Forces. However, the CG is also charged with many civil responsibilities in addition to its military missions.

a. The Auxiliary is an element of the Coast Guard, which includes active duty, reserve, CG civilian employees, Auxiliarists and retirees.

b. In contrast to the active duty and reserve military components, the Auxiliary is specifically declared by statute to be nonmilitary. This definition puts the Auxiliary’s role entirely within the CG’s civil function responsibilities. The Auxiliary’s role does not extend to any CG military or direct law enforcement missions assigned to active or reserve forces.

c. The Auxiliary’s role is further defined by the Commandant’s administrative authority. The Commandant determines how the Auxiliary may assist in performing CG civil missions. The Commandant prescribes Auxiliary training and qualifications necessary to perform this assistance and regulates those activities.

d. The Auxiliary’s role and relationship to other CG elements are defined by statutory law and administrative regulation. Active duty and reserve forces have exclusive responsibility for CG military missions. Active duty, civilian employees, reserve, and Auxiliary members, as specifically directed by the Commandant, perform CG’s civil missions.

5. Customs and Courtesies.

a. The Auxiliary is non-military and Auxiliarists hold office instead of rank. However, certain military customs and courtesies do apply to Auxiliarists as follows:

1. Respect toward our Nation.
2. Courtesy aboard U.S. military vessels.
3. Respect and courtesy toward the flags, vessels, officials and other personnel of friendly nations.
4. Mutual respect and courtesy toward all Team CG members.

(Chapter 1 continued)

b. Saluting is not usual and is not required between Auxiliary members. Saluting is always proper for Auxiliarists when greeting members of the Armed Forces [including officers of the National Oceanic and Atmospheric Administration (NOAA) and the U.S. Public Health Service (USPHS), who are serving with the Armed Forces]. Auxiliarists when out of doors, in uniform and covered, should:

1) Initiate/return a hand salute to officers of the Armed Forces more "senior" or equal (based on the number of stripes or collar device insignia) to them.

2) Return all salutes given to you.

3) Give a hand salute to the National Ensign when outdoors in uniform and covered:

- a) When the flag is raised or lowered at morning or evening colors.
- b) When the flag passes them in a parade.
- c) When the National Anthem or Taps are played.

4) Observe protocol upon boarding and leaving military vessels:

- a) When boarding in uniform, stop at the top of the gangway, turn and salute the National Ensign at the stern staff, even if obscured and not visible. Then turn and salute the person in

charge of the vessel's quarterdeck and verbally request permission to come aboard.

- b) When departing in uniform, salute the person in charge of the quarterdeck and verbally request permission to depart. Upon receiving permission, step onto the gangway, turn and salute the National Ensign, and then proceed ashore.
- c) If not in uniform, follow the above procedures, but do not render salutes.
- d) This procedure is followed even when the National Ensign is not flying, such as before morning colors or after evening colors.

6. Administration.

The overall authority for the CG Auxiliary administration is vested by law (Title 14 U.S.C. 821) in the Commandant under the direction of the Secretary of Homeland Security. To effectively plan, coordinate and carry out the Auxiliary's purposes, an organization of various units and elements and elected and appointed Auxiliary members (as described in the auxiliary Manual), is authorized. Auxiliary units are required to implement standing rules to facilitate the conduct of business. The standing rules, however, must not conflict with the provisions of the Auxiliary Manual or other CG directives. The Auxiliary Manual is the policy manual for every Auxiliarist.

Chapter 2 – Auxiliary Missions

Programs

1. Program Policy.

This chapter outlines those Auxiliary missions, which the Commandant has authorized for Auxiliary participation. They are essential and basic to operating the Auxiliary. Their emphasis will insure continued Auxiliary success accomplishing missions for the Coast Guard (CG).

2. Auxiliary "Four Cornerstones".

a. Historically, the Auxiliary's primary missions have been vessel safety checks, public education and operations. These three missions, together with Fellowship (the "glue" which held these missions and Auxiliary membership together), are known as the "Four Cornerstones." Through the years, these four cornerstones served the Auxiliary and the CG well. In late 1997, the four (4) cornerstones for the Coast Guard Auxiliary were officially re-established as:

- 1) Member Services (includes FN, IS, CS, MA, PS, MT, LP, PA, PB, and SR)
- 2) Recreational Boating Safety (includes MV, PE, and VE)

3) Operations and Marine Safety (includes AN, AV, CC, CM, MS, and OP)

4) Fellowship

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

3. The Auxiliary's Mission Today.

To more effectively manage the Auxiliary's participation in CG missions, the Auxiliary's national organization established three Directorates to parallel CG programs. These Directorates are Recreational Boating Safety, Operations and Marine Safety, and Member Services. The general mission areas addressed by each of these Directorates are listed in other Manual sections. This list will change as new mission areas are authorized for Auxiliary participation.

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a. Recreational Boating Safety. This mission includes Auxiliary traditional activities conducted on behalf of Federal, state, and local governments to improve the knowledge, skills, and operating environment of the recreational boater.

b. Operations and Marine Safety. This mission includes many new as well as traditional roles in which the Auxiliary members help the CG and States in a multitude of operational activities and in a wide variety of traditional and non-traditional CG administrative activities.

c. Member Services. In addition to the concern for internal Auxiliary personnel support, the Member Services assists the CG in several personnel and recruiting missions essential to CG health and vitality.

4. Fellowship.

Fellowship remains an essential ingredient in making any volunteer organization successful. The CG recognizes the importance of this aspect of volunteer participation and encourages a close relationship between Auxiliary members and other CG personnel. Fellowship makes the teamwork and binds the entire organization together.

Program Authorization

Current programs in which Auxiliary members are authorized to participate include: (Note: For operational missions, refer to the Operations Policy Manual, COMDTINST M16798.3 (series) for detailed guidance. Additionally, Memoranda of Understanding are in effect which apply to many of these programs.)

1. Academy Introduction Mission (AIM).

Auxiliarists are authorized assignment to duty to assist the USCG Academy with recruitment of cadet candidates. This assignment includes the orientation and counseling of high school students, attendance at college fairs, and participation in AIM Week each summer at the USCG Academy (USCGA).

2. Administrative Support to the CG.

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

3. Aids to Navigation (ATON).

Qualified Auxiliarists and their facilities are authorized assignment to duty to support and to augment the CG's ATON Program in prescribed phases. This area includes verifying position and

characteristics of private aids to navigation (PATON), after qualifying as an aid verifier. Members assist and support ATON units in servicing Federal aids after receiving proper CG training. ATON units also help the National Ocean Service (NOS) and the U.S. Army Corps of Engineers in updating nautical and aeronautical charts plus specific publications.

4. Bridge Administration.

Qualified Auxiliarists and their facilities are authorized assignment to duty to support and to augment bridge surveys; to investigate and to provide information regarding waterways safety and navigation situations pertaining to the bridge program; and to provide direct assistance and support to bridge program staff and other CG personnel in the Bridge Administration Program.

5. Civil Air Patrol (CAP) Support.

Qualified Auxiliarists and their facilities may be authorized assignment to assist the Civil Air Patrol in conducting authorized joint CG-CAP missions.

6. Contingency Preparedness.

Qualified Auxiliarists and their facilities are authorized to provide platforms and personnel for defense and non-defense exercises. Auxiliarists and their operational facilities may also provide support as unarmed opposition forces (OPFOR) and gather information and data for contingency plans. Qualified Auxiliarists are authorized to develop plans and to support contingency response operations for disasters and lesser incidents.

7. Licensing of Merchant Mariners.

Qualified Auxiliarists are authorized to be assigned to duty to administer merchant mariner license and document examinations, to conduct oversight of approved maritime training courses and to provide administrative support for the marine licensing program at the local level.

8. Marine Safety and Environmental Protection (MSEP).

Qualified Auxiliarists and their facilities are authorized assignment to duty to assist the marine safety environmental protection. Auxiliarists may provide facilities and personnel for public education, for support of pollution prevention activities, and for environmental disaster relief operations, and other assistance, as needed to CG Marine Safety Offices.

9. Operational Support to the Coast Guard (OPS).

Qualified Auxiliarists and their facilities are authorized assignment to duty to support all CG operational units. Auxiliarists must be qualified per

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current CG manual and directive provisions; and just serve under the active duty unit commander's direction.

10. Port Safety And Security (PS&S).

Qualified Auxiliarists and their facilities are authorized assignment to duty to support the Port Safety and Security Program. Auxiliarists may provide facilities and unarmed personnel for surveillance and reporting, for harbor and anchorage patrols, for assistance to CG forces in safety and security zone enforcement, and for support for vessel boardings, for performing port facility and vessel verification visits, for aircraft over flights, for augmenting CG crews, and for providing additional administrative support.

11. Public Affairs Support (PA).

Auxiliarists are authorized for assignment to duty to support both CG and Auxiliary public affairs program.

12. Recreational Boating Safety (RBS).

Qualified Auxiliarists and their facilities may be assigned to duty to support the recreational boating safety program, to do recreational vessel safety checks (VSCs); and to participate in State Liaison Programs (AUXSLO), in boat shows, and National Safe Boating Week (NSBW) activities. Marine Dealer Visitation Program provides boating safety information to marine dealers and customers. The public education (PE) classes are our best prevention of boating accidents.

13. Recruiting.

Auxiliarists may qualify and be assigned to duty as military recruiters to support the CG's recruiting program. This assignment includes qualification as a

military recruiter, proctoring recruiting examinations, and administrative assistance to recruiting offices.

14. Search and Rescue.

Qualified Auxiliarists and their facilities are authorized assignment to duty to assist in CG and states in support of search and rescue operations. These duties include search planning, search operations, and the conduct of rescues in navigable and sole state waters.

15. Vessel Inspections.

Qualified Auxiliarists may be assigned to duty to assist the CG in marine inspection mission to include: supporting and assisting CG accident investigations, providing platforms for inspectors, conducting vessel inspections, providing remote area surveillance and response, conducting voluntary examinations of uninspected passenger vessels and commercial fishing vessels, and administrative support

16. Waterways Management.

Qualified Auxiliarists are authorized to assist in CG water-ways management mission areas by providing platforms and unarmed personnel for CG and other federal and state agencies, by providing information and input into the analysis process, and by providing other administrative and operational program support.

17. Additional Programs.

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

Chapter 3 – Membership

1. General Requirements.

The Auxiliary is a volunteer civilian organization. Membership is open to any citizen of the United States and its territories and possessions, who is 17 years of age or older. Facility (radio station, boat or aircraft) ownership and special skills are desirable but not mandatory. Auxiliary membership is also open to all current active duty now serving and to former members of any uniformed services and their reserve components, to include the Coast Guard (CG), discharged under honorable conditions.

2. Disenrollment.

The authority for disenrolling a member rests with

the Commandant. This authority has been delegated to each Director of Auxiliary through the District Commander. No member of the Auxiliary may disenroll another member. Disenrollments are separated into five categories: Member's Request, Failure To Meet Financial Obligations, Conviction of a Felony, upon direction of the Commandant, or as a result of an Administrative Determination.

3. Privileges of Membership.

- Entitled to receive a current copy of certain Auxiliary publications.
- May attend all meetings, training sessions, and flotilla social events.

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- May vote on any flotilla matter.
- Be carried on the district membership rolls.
- May wear a CG uniform with Auxiliary devices and insignia of the present or highest past office to which entitled.
- Be eligible for any elected or appointed office for which qualified.
- Be eligible to receive CG orders and be assigned to duty.
- Entitled to fly the blue Auxiliary ensign on a currently inspected vessel facility.
- Entitled to advance training with the Auxiliary.
- Entitled to use CG (not Department of Defense) exchanges for the purchase of all goods and services except alcohol and tobacco products.
- Entitled to use Department of Defense exchanges for the purchase of uniform items only (in accordance with a 12 September 1991 letter from the Assistant Secretary of Defense).

- Be authorized by CG officers, enlisted personnel or civilian employees to use government vehicles to perform official CG business.
- Access to the CG's Mutual Assistance program, which provides low interest loans for emergencies and student loans.
- May use private vehicles for authorized Auxiliary activities without CG orders including, but not limited to, routine travel to/from authorized activities, participation in parade (while towing boat or float), chart updating missions, and environmental activities.

4. Member Number. There are certain duties and responsibilities that each and every member is expected to fulfill in order to support the activities of the flotilla. Upon joining, you will be given an official Member ID Number. From that point on, our status, activities and accomplishments will be recorded in the Auxiliary Data System (AUXDATA).

Chapter 4 – Auxiliary Organizational Structure

1. Chain of Leadership and Management

The overall authority for administration of the CG Auxiliary is vested by law (Title 14 U.S.C. §821) in the Commandant of the Coast Guard, under the direction of the Secretary of Homeland Security. Under the administration of the Active Duty Coast Guard, and within its own membership, the Auxiliary is divided into four levels of administration and supervisory responsibility. These four levels are: **FLOTILLA, DIVISION, DISTRICT, and NATIONAL.** Auxiliary officers responsible for administration are elected at each level. In turn, these elected officers appoint staff officers to assist in carry out the Auxiliary missions, programs, and administrative tasks. As a new member, your area of concentration will be at the flotilla or operating level. A basic understanding on all four levels, however, will help you understand your place within the Auxiliary, which is a nation wide organization.

The Flotilla: This level is the basic organizational unit of the Auxiliary and the working level which translates programs into action. Each flotilla is headed by a Flotilla Commander (FC) and Flotilla Vice Commander (VFC). All Auxiliarists must be a member of a flotilla.

The Division: For maximum administrative effectiveness, flotillas in the same geographic area are grouped into divisions. The division provides administrative, training and supervisory support to flotillas and promotes district policy. Each division is

headed by a Division Captain (DCP) and Division Vice Captain (VCP).

The District: Flotillas and divisions are organized in districts comparable to Coast Guard districts and must be assigned the same district number. For Auxiliary administration, some Coast Guard districts are further divided into regions. The district/region provides administrative and supervisory support to divisions, accomplishes policy of the District Commander and promotes national Auxiliary policy. A District Commodore (DCO) heads each Auxiliary district or region.

National: This level of administration contains the National Executive Committee (NEXCOM) headed by the National Commodore (NACO) and composed of the Immediate Past National Commodore (NIPCO), National Vice Commodore-Chief of Staff (NADCO-COS), the National Vice Commodores for the Atlantic East [NAVCO-A(E)], Atlantic West [NAVCO-A(W)], and Pacific (NAVCO-P) Areas, with the Chief Director. This Committee functions as the Auxiliary's senior leadership and management body. The NEXCOM and the National Directorate Commodores (NADCO-MS, NADCO-RBS, NADCO-OMS) with national staff make up the Auxiliary Headquarters organization, which maintains general supervisory authority over all Auxiliary programs.

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These four levels are coordinated through an Auxiliary **Chain of Leadership and Management**. The terminology, "chain of leadership and management," in the Auxiliary, as well as in the military, describes the system of hierarchy of supervisory authority. It is a path for communications to flow in an effective and efficient manner between elected officers.

Elected officers must convey policy accurately and consistently to their counterparts via the "chain of leadership and management." Likewise, Auxiliary members are expected to use the chain to air concerns, recognizing the fact that the experience of the elected leadership offers the greatest potential for problem resolution. For the good of the organization and administrative procedure, it is important that Auxiliarists follow and respect the **Chain of Leadership and Management**.

Parallel staffing is similar to the chain of leadership and management, except that it applies to the appointed staff officers. For the day-to-day operations, staff officers communicate with their counterparts at the next higher or lower organizational level. For example there is a Public Education Officer at the flotilla (FSO-PE), division (SO-PE) and district levels (DSO-PE). The district officer is expected to pass information down to the division staff officer who will then pass it down to the flotilla staff officers. The flotilla staff officer will report to the division staff officer on a monthly basis any problems, ideas, suggestions, and activity. The division staff officer will make a similar report to the district staff officer.

It is important that members understand that problems or questions can be taken care of most often at the flotilla level. If a member should bypass any level in the chain, then that sends the problem to a higher level without giving local leadership an opportunity for a solution. The higher level of the Auxiliary then becomes bogged down with problems that should have never come to them. It is for these reasons that disciplinary action is authorized for violations of the chain of leadership and management.

2. Flotilla Organization and Activities

The brief description to follow will help you to understand the basic organization of a Flotilla. It is important for you, as a new member, to familiarize yourself with the elected and appointed officers of your flotilla. It will help you focus on the individuals who are responsible for areas in which you have interest.

Staff Officers

a. Every unit's senior elected officer appoints staff officers.

Staff duties are purely administrative, providing functional supervision over specifically authorized activities. The appointment and delegation of duties should be given to each staff officer in writing. The Auxiliary is organized and administered along parallel staffing principles, which requires staff officers at all levels, in conducting Auxiliary activities, to report to senior levels and to monitor activities at lower levels. Mission accomplishment will be difficult unless members carefully follow the parallel staffing concept. Staff officers are charged with carrying out their part of the unit mission.

b. To be successful, elected officers must make certain staff officers are well briefed on their duties and responsibilities.

To carry out these duties, staff officers are encouraged to appoint committees to help them. Staff officers must report progress monthly to the "vice" or elected appointing officer. Staff officers will maintain records and correspondence concerning their office. These documents are turned over, with all publications and other pertinent material, to the successor when relinquishing office.

c. An elected officer's delegation of authority to a staff officer does not relieve the elected officer from any responsibility.

Elected officers must ensure the delegated authority is properly exercised and instructions are properly carried out. Staff officers may assign qualified Auxiliarists to duties in their responsible area. The Flotilla Procedures Manual (COMDTINST 16791.5 (series)) contains sample appointment letters and specific duties for flotilla staff officers. The Division Procedures Guide (COMDTPUB P16791.3 (series)) provides for division staff officers.

d. Staff officers are appointed and serve at the elected officer's pleasure.

Staff officers may be removed from a position any time the appointing officer deems it appropriate. The term of each staff position expires with the appointing officer's term. District staff officer appointments are made only with Director approval. National staff officer appointments are made only with NACO approval. National Department Chiefs are appointed only with the Chief Director's approval.

e. Normally, new members are not offered staff officer appointments during their first membership year.

Understandably, new members should use this initial

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period gaining qualifications and learning about the CG and Auxiliary. Hopefully, time will also be spent working with elected or staff officers in areas of new member interest. But, the unit's elected leader has full discretion to waive the year's service to make appointments, as deemed useful for both the member's and unit's benefit and to encourage volunteer contributions.

f. Staff officers are not barred from holding simultaneous elected office or another staff office.

Before appointment of additional jobs, however, the added burden on the individual should be considered by the elected leader and by the unit membership.

g. Appointment of Staff.

1. To carry out the Auxiliary program, FCs and DCPs may each appoint staff officers, as needed, up to seventeen (17) flotilla and division staff officers (FSOs & SOs) from the group listed below. The DCO may appoint up to eighteen (18) district staff officers (DSOs) from the group listed below. In addition, the DCO also may appoint a DSO - Legal/Parliamentarian (DSO-LP), who shall be a licensed attorney. If a licensed attorney is not available to serve, the Department Chief - Legal Affairs (DC-L) shall designate a department attorney to handle that district's legal matters. In this case, an appointed DSO-LP may serve as the district Parliamentarian.

Operations (OP)

Publications (PB)

Materials (MA)

Vessel Examination (VE)

Secretary/Records (SR)

Personnel Services (PS)

Member Training (MT)

Communications (CM)

Marine Safety & Environmental Protection (MS)

Marketing and Public Affairs (PA)

Finance (FN)

Career Counselor (CC)

Aids to Navigation (AN)

Information and Communication Services (IS)

Marine Dealer Visitor (MV)

Public Education (PE)

Communications Services (CS)

Aviation (AV) (District level only)

Legal/Parliamentarian (LP) (District level only)

2. Division Captains (DCPs) should appoint internal staff positions: FN, IS, MA, MT, PS, PA, PB and SR and MUST appoint at least one staff officer in the RBS Program and in the OMS. In addition, SOs MUST be appointed to support the flotillas in the OMS and RBS programs. A division member may

hold more than one appointed staff office concurrently at various unit levels or within the same unit level. Functions and programs may be combined and, if so, do not require separate staff appointments.

3. The Flotilla Commander (FC) The FC is to appoint an FSO in each of the internal functions: FN, IS, MA, MT, PS, PA, PB, and SR. Additionally, an FSO is to be appointed in at least one external program in RBS and/or OMS. No staff officer need be appointed to a program not supported by the flotilla. A flotilla member may hold more than one appointed staff office concurrently at various unit levels or within the same unit level. Functions and programs may be combined and, if so, do not require separate staff appointments.

h. The DCO may appoint assistant district staff officers (ADSO).

The DSO, in accordance with district policy, may delegate to an ADSO any authority and responsibility given to the DSO except in those cases in which the DSO is specifically designated to perform a specific activity or duty. The 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:

Diversity Advisor – ADSO-PS(DA)

District Historian - ADSO-PAH

Marine Dealer Visitor - ADSO-MV

Divisions and flotillas are NOT authorized for assistant division (SO) or assistant flotilla (FSO) staff officers. Appointment of informal assistants is encouraged, but wearing of insignia for such informal appointment is not authorized.

i. The Director, in consultation with the DCO, may designate qualified members to perform special duties to include qualification examiners, instructor trainers and examination proctors.

Other members may be designated to perform duties pertaining to a mission or program, consistent with the provisions of appropriate directives.

j. Directors, in consultation with the DCO, may also appoint an Auxiliarist to serve as a Director's administrative assistant to perform specific directed duties.

Auxiliary office insignia for this staff position shall be the same as a DCO's administrative assistant.

k. Auxiliary Civil Rights Counselor (CGAUX/CRC).

Each district or region's CGAUX/CRC is normally selected from the ranks of past DCOs. Alternatively, other experienced Auxiliarists who have served as a

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DCP or higher may be selected. The individual education, training, business, or professional experience should be considered in the selection process. The Director, after DCO consultation, nominates the individual to the District Commander for approval. On approval, the District Commander will designate the nominee, in writing as the district or region CGAUX/CRC. The CGAUX/CRC shall perform their duties according to Chapter 7 revisions of the Auxiliary Manual.

1. Lay Leaders.

Elected unit leaders may designate a Lay Leader to serve at their pleasure. The position is not an authorized staff position and will not be recorded in AUXDATA. The title and any insignia related to chaplain will not be used. 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 wide diversity in the Auxiliary.

Chapter 5 – Regulations and Policies

1. Policy on Communication with Other Government Agencies.

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

a. Members appointed as Auxiliary State Liaison Officers (SLO) or as staff officers in the auxiliary Department of Boating are authorized to communicate with their designated State Boating Law organization and the State Boating Law Administrator (BLA).

b. Members appointed as Legislative Liaison Officers and those serving on the national Legislative Liaison Committee are authorized to communicate with members of the State Legislature and their staff for the purpose of obtaining information on proposed, pending and passed legislation concerning recreational boating safety matters.

2. Privacy Act of 1974.

The Privacy Act of 1974, with certain exceptions, prohibits the disclosure of personal information about an individual from CG or Auxiliary records. The home address, home telephone number, social security number, and spouse's name are examples of such protected information. Any requests for this information, from other than members of the CG and/or Auxiliary in the performance of official duties, shall be immediately referred to the Director, without taking any action on the request. Violations of these requirements may result in administrative action being taken and civilian criminal action involving a fine of not more than \$5,000.00.

As a matter of policy, a roster of names, home addresses and home telephone numbers of Auxiliary

members shall not be made available to any outside person or organization, or used for any non-Auxiliary purpose. Under special circumstances where the Commandant deems it appropriate to canvas the membership for an outside agency, existing internal arrangements for handling the mailing will be used. Privacy of all rosters shall be maintained. The Auxiliary shall maintain its voluntary noncommercial position. Privacy of mailing lists prevents the membership from being deluged with advertising literature. Further, it also avoids the idea that any commercial firm has the expressed or implied endorsement of the Auxiliary for its products or services.

3. Official Business Mail

The U.S. Postal Manual authorizes the privilege of official business mail for CG mailing as defined: "official mail relating exclusively to the business of the Government of the United States." In determining official mail versus unofficial mail, members shall use the following criteria for guidance. These are not exclusive listings but provide illustrative examples.

a. Members may send the following as official mail:

1. Auxiliary information and Auxiliary forms.
2. Notices of Auxiliary meetings.
3. Official Auxiliary program statistics.
4. Correspondence to the Director and CG units.
5. Auxiliary textbooks.
6. Auxiliary unit publications, if Director approved.
7. Requests for lodging reservations and conference registration for official meetings.

b. Unofficial mail, not authorized for the official business mail privilege, includes:

1. Mail to State government officials or agencies unless approved by the District Commander, or from Auxiliary State Liaison Officers (SLO), Legislative Liaison Officers, or members of the

(Chapter 5 continued)

- Auxiliary Department of Boating.
- 2. Orders for, and shipment of, Auxiliary uniforms and insignia from any source.
- 3. Requests for information concerning uniforms and insignia from any source other than CG/CG Auxiliary.
- 4. Personal information between members.
- 5. Any Auxiliary newspaper, magazine, newsletter, or other publication containing advertising.

4. General Tax Information.

a. Federal income tax regulations allow deductions for certain non-reimbursed expenses. No deduction is allowable for a contribution of services or for expenses to the extent reimbursed by the CG or Auxiliary. However, out-of-pocket expenses incurred in the performance of authorized CG or Auxiliary activities to the extent not reimbursed may be deductible as a charitable contribution for Federal income tax purposes. Non-reimbursed out-of-pocket expenses for transportation and incurred in the use of operational facilities in the performance of CG and Auxiliary missions may also be deductible. Reasonable expenditures for meals and lodging incurred while away from home on Auxiliary or CG business may also be deductible, in accordance with current IRS regulations. The payment of dues and donations of money or property to the Auxiliary are also deductible.

b. To help determine if the expense is deductible, Auxiliarists should keep accurate records of non-reimbursed expenditures. Remember that the IRS will not allow deductions for unreasonable expenditures. Auxiliarists also should remember that the IRS might allow expenditures for meals and lodging only if the Auxiliarist is away from home overnight.

c. Non-reimbursed expenditures for gas, oil, etc. for operating an automobile may be deductible. However, a pro rata portion of general repair, maintenance, depreciation, and insurance expenses are not. If you do not deduct your actual expenses, you may use the current "cent-per-mile" rate to

determine your contribution. Parking fees and tolls may be deductible in addition to the mileage computation.

d. Auxiliarists may also deduct the cost and upkeep of uniforms, which have no general utility, and are required to be purchased, in order to perform authorized activities. The dress uniform would qualify for such a deduction. In addition, since Auxiliarists are prohibited by CG regulations from wearing portions of their uniforms as civilian clothing, the cost and upkeep of these uniforms, including insignia, should also qualify for a deduction.

e. Non-reimbursed out-of-pocket transportation expenses incurred in the use of operational facilities in the performance of CG and Auxiliary missions may be deductible. However, such operation, maintenance, and repair costs may be deductible only when they are directly attributable to volunteer services. A pro rata share of general maintenance and repairs of a facility is not deductible. Also not deductible is the rental value of a facility while engaged in volunteer services.

f. If any Auxiliarist transfers property, either real or personal, to the Auxiliary, the IRS may allow a deduction for the fair market value of the property at the time of the contribution.

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

5. Injury while Assigned to Duty.

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

Chapter 6 – Support and Basic Materials

1. Services.

The basic law authorizing the Auxiliary that provides CG resources and facilities may be employed in Auxiliary administration and operation, and certain appropriations may be available for such purposes. The CG may provide the Auxiliary with use of:

a. Available CG shore facilities for Auxiliary meetings and for conducting authorized educational and training programs.

b. Where possible, appropriate CG training aids and operational equipment such as (but not limited to) dewatering pumps, computers, fax machines, radios and pagers.

c. Services of CG personnel assigned concerning administrative, training and educational activities.

d. CG exchanges for the purposes of goods and services except alcohol and tobacco products.

(Chapter 6 continued)

2. Auxiliary National Supply Center.

The Coast Guard maintains the Auxiliary National Supply Center (ANSC) in Granite City, IL. The ANSC is operated at government expense by a commercial contractor, and is directed by OCX-1 personnel. ANSC supplies Auxiliary units with training publications, forms, manuals, pamphlets, posters, medals and ribbons. A list of member forms and a sample form packet are available. These items are provided at government expense by the CG for the Auxiliary training and administration. Unit elected leaders, national staff members, unit materials members, and Directors may order from ANSC.

3. Auxiliary Center.

The Auxiliary Center (AUXCEN) stocks Auxiliary

flags, pennants, burgees, certain uniform accessories, and public education materials. These items are available through district materials centers. The CG Auxiliary Association, Inc (CGAuxAssn, Inc.) operates the AUXCEN and receives no government funding.

4. Course Materials.

The CG reviews and approves all official CG Auxiliary public education materials. CGAuxAssn, Inc. develops, prepares, prints and supplies these items for Auxiliary use to conduct the Public Education Program. These items are distributed through unit materials officers. CGAuxAssn, Inc. has copyrighted materials, with reserved rights. CGAuxAssn, Inc, or its designated representative, must grant permission for use of this material on request received from anyone outside the Auxiliary.

Chapter 7 – Human Resources

1. Civil Rights.

a. Responsibilities.

1. The Commandant is responsible for providing overall leadership and policy direction to ensure all policies and procedures contained in this chapter are in effect throughout the CG and Auxiliary.

2. The Chief of the Office of Auxiliary (G-OCX) at CG Headquarters is responsible for the CG equal opportunity program administration within the Auxiliary.

3. The Assistant Commandant for Civil Rights (G-H), at CG Headquarters, is responsible for evaluating the Auxiliary's compliance with civil rights and equal opportunity principles and objectives. G-H is also responsible for establishing and maintaining effective liaison between CG and Auxiliary officials to ensure knowledge of and compliance with the intent and spirit of the CG's equal opportunity program.

4. District Commanders are responsible for carrying out the spirit and intent of the equal opportunity program. Auxiliary civil rights counselors are adjunct members of the district's civil rights program staff and will be used to administer the equal opportunity program to the district's Auxiliary members.

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

Each district or region's CGAUX/CRC will be selected from experienced Auxiliarists who possess the skills and desire to serve in such capacity. The CGAUX/CRC is a Director's nomination. The nominee's name and qualifications will be submitted

approval, the District Commander will designate the nominee, in writing, as the CGAUX/CRC for that district or region. The role of the CRC is to administer equal opportunity policies within the district and investigates discrimination and sexual harassment complaints.

2. Training.

a. All members, when joining the Auxiliary, will receive training in the prevention of sexual harassment.

b. Each flotilla is required to conduct the CG's sexual harassment prevention training annually. This training consists of a CG supplied videotape and script for conducting a facilitated discussion. Flotilla Commanders are authorized to substitute an In-Flotilla training program developed by the Auxiliary Department of Training (DC-T) as "refresher training" for the annual mandatory Sexual Harassment Prevention Training (SHPT). In-Flotilla training materials are available on the Auxiliary website and from ANSC. In-Flotilla SHPT will be reported/recorded into AUXDATA as a workshop.

c. National and district elected officers, and district staff officers will receive instruction about the Commandant's sexual harassment prevention policy at the annual National Training Conference.

3. Assistance.

Assistance on the subject of sexual harassment prevention is available through the CGAUX/CRC, the active duty civil rights counselors and the district advisors.

(Chapter 7 continued)

4. Policies.

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

SEXUAL HARASSMENT POLICY STATEMENT

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

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

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

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

EQUAL OPPORTUNITY POLICY STATEMENT

All Coast Guard personnel - military, civilian, Auxiliarists - shall be treated with respect, dignity and compassion. The Coast Guard prohibits any form of discrimination, which violates 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:

Aggressively pursue the best qualified applicants for enlistment, officer accession, civilian employment and the Auxiliary, and ensure that all people are given fair and equal treatment in personnel decisions.

Evaluate personnel based on their job performance and provide advancement and retention opportunities based on demonstrated performance and regulatory requirements.

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

Every Commanding Officer, Officer-in-Charge and supervisor to be personally committed to and responsible for fair and equal treatment of all Coast Guard personnel and those with whom we interact. As we embrace the 21st century, we must lead the way by practicing nondiscriminatory behavior and showing others the benefits inherent in a diverse work force.

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

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

(Chapter 7 continued)

HUMAN RELATIONS POLICY STATEMENT

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

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

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

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

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

DIVERSITY POLICY STATEMENT

Diversity is the mix of differences and similarities at all levels of the organization. We draw great strength from our differences and build on our similarities to:

Create a positive environment, based on our core values of Honor, Respect, and Devotion to Duty, that will promote personal and professional development and attract new talent.

Establish and maintain a diverse workforce that reflects America and its most valuable resource people.

Promote policies, programs, and procedures that place high value on diversity and individual dignity.

Work diligently to remove barriers that hinder our progress.

Provide leadership that empowers all people to reach their full potential while contributing to Coast Guard missions.

Ensure that our individual actions support the spirit of this policy.

Diversity is one of our greatest strengths. I challenge each of you to make an individual commitment to this policy.

The designated CGAUX/CRC is the key in all discrimination complaint procedures. All Auxiliary members have the unrestricted right to communicate informally and directly with the CGAUX/CRC instead of the FC, if desired. Complaints not resolved at the local level may be referred to the CGAUX/CRC.

Chapter 8 – Member Training and Qualifications

1. Training Opportunities.

There are many activities that members can enjoy in the Auxiliary. Some of them require additional training before you can become FULLY involved. The two staff officers of most importance to new members are the Personnel Services (PS) and Member Training (MT) Officers. These are the two people who will help you become an integral member of our flotilla. The Personnel Services (PS) Officer will work with each member on his or her individual **“Member Involvement Plan.”** The PS Officer will discuss your interests, time commitment, and the investment you are willing to make in your flotilla. The two of you will develop a plan for your training that will enable you to be involved in the cornerstone activities of your choice. If you want to proceed farther into the cornerstone activities of the Auxiliary, you will need to seek additional training. You can choose from training for Operational Boat Crew, Instructor, Radio Watchstander, Coast Guard Boat Crew, Operational Air Crew or Vessel Examiner.

A. Boat Crew Qualification Program:

In the Boat Crew Qualification Program, the Director of Auxiliary appoints a Qualification Examiner (QE), who approves Boat Crew tasks for candidates.

1. Crew

Once qualified at this level, you may serve as a crewmember on an Auxiliary vessel Facility while on official Coast Guard orders.

2. Auxiliary Coxswain

Requires a higher degree of knowledge, skill and experience. Once qualified you will be able to command an Auxiliary Vessel Facility while on official Coast Guard orders.

3. To retain qualification in the Operations Program, the member must meet requirements for Currency Maintenance every year and be approved by a QE every fifth year of Currency Maintenance.

B. Vessel Examination Program:

1. Vessel Examiner

Once qualified you may conduct Safety Examinations on recreational vessels. This is a Primary SAR Prevention program of the Coast Guard and Auxiliary. More lives and property are saved through this program than any other.

2. Marine Visitor

Once qualified you will be able to visit Marine Dealers to educate the dealers on boating safety and gain their support for our boating safety program.

C. Auxiliary Instructor:

Once qualified you will be allowed to teach in the Auxiliary’s Public Education and Member Training Programs. This program teaches you how to teach, not what to teach. The material will come from research, experience, and other training.

D. Aviation Training Program:

1. Air Observer and Crew

Once Qualified as Crew or Air Observer, you will be able to serve as part of an Auxiliary Air Crew operating under official Coast Guard Orders.

2. Pilot

Once qualified you will be able to pilot and command an Auxiliary Air Facility under Official Coast Guard Orders on “Search and Rescue” and “Logistic” Missions.

E. Radio Watchstander:

Once qualified you will be able to stand radio watches at Coast Guard and Auxiliary operated installations.

F. Private Aides to Navigation Verifiers:

Once qualified you will be able to verify the operation, condition and location of Private Aides used for navigation.

2. Advanced Training.

Specialty Course Training, (AUXOP Program):

This program consists of completing 7 specialty courses. After completing all 7 courses your membership status will be changed from Initially Qualified to AUXOP and you will be entitled to wear the distinctive AUXOP device on your uniform.

The 7 specialty courses are:

1. **Administration** -This course deals with the administration, organization and inner workings of the Auxiliary.

2. **Communications** -This is a course on Coast Guard and Auxiliary radio communications.

3. **Navigation** -This course is an in – depth course in coastal navigation and requires much hands on chart work as well as theory.

4. **Patrols** -This course teaches about managing, supervising, and participating in the Auxiliary Operational Patrol Program.

5. **Seamanship** -This course teaches all phases of Recreational Boating Seamanship to the member.

(Chapter 8 continued)

6. **Search and Rescue** -This course teaches how the Coast Guard runs its Search and Rescue Program as well as techniques on how to perform search missions.

7. **Weather**- This course teaches the basics on types of weather, how to forecast weather, and how to stay out of trouble due to changing weather conditions.

In addition, members of the Coast Guard Auxiliary are eligible to take any of the “Non – Classified” correspondence courses from the United States Coast Guard Institute.

Chapter 9 – Reimbursement of Auxiliarists

1. Applicability.

a. Title 14 U.S.C. Section 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 expenses, including per diem allowance in conformity with standardized Government travel regulations in lieu of subsistence, while traveling and while on duty away from home.”

b. Reimbursement for Auxiliary travel to, from, and during officially assigned duty will be consistent with reimbursement permitted by Federal civilian employees under the Federal Travel Regulations (FTR).

c. The FTR is written for Government salaried employees. As such, the costs of getting to/from work are assumed to be part of that salary and therefore, reimbursement for getting to and from work such as parking, mileage, and tolls is not necessary. However, since Auxiliarists receive no salary for their work, reimbursement for the extraordinary expenses involved with their services is reasonable.

2. Types of Travel Orders

a. Trip orders are issued to an Auxiliarist to attend a specific function (conference, school, meeting). Orders are written for a specific period of time and location.

b. Monthly/Quarterly orders are normally used for an Auxiliarist who serves at a certain station or office on a regular basis, over an extended period of time.

c. Patrol Orders are issued to order the use of an

Auxiliary facility (boat, airplane, land mobile radio facility, special purpose facility). These orders can be reimbursable or non-reimbursable.

d. Verbal orders may be issued to an Auxiliarist in time of emergency or critical operational need. These can be reimbursable or non-reimbursable. The orders must be noted in the unit log issuing the orders and must follow up by written orders as soon as conditions permit.

e. Orders are issued by an appropriate Coast Guard Officer.

3. Claims.

a. At the order issuing authority’s discretion, Auxiliarists may submit minor damage or loss claims (less than \$200) without necessity of an investigation to establish proof of identifiable relationship between the specific patrol activity and the minor damage/claim. These minor claims must be submitted on form CG-4112 and forwarded to the order issuing authority for processing and payment. The claim must include a statement by the Auxiliarist explaining the facts/circumstances of the damage or loss. Further investigation will only be required if the order issuing authority has reason to look beyond the Auxiliarist’s statement. If approved, these claims must be funded from the Operating Expense (OE/AFC-30) funding of the order issuing authority.

b. Claims in excess of \$200 must still be processed in accordance with applicable District and MLC guidance. These claims will require an investigation and, if approved, are funded through the CG claims account.

Chapter 10 – Uniforms

Members may order uniforms by mail or phone from the Coast Guard Uniform Distribution Center (UDC) in Woodbine, New Jersey. Many uniform accessories are also available through the Auxiliary Center (AUXCEN) in St. Louis, Missouri.

Auxiliarists are authorized and encouraged to wear the various Auxiliary uniforms. Members must wear a uniform when participating in programs and activities. Situations when a uniform is commonly required are: crewmember on patrol, examiner at a vessel safety check, and instructors in public education. Auxiliary uniforms are similar to those worn by Coast Guard officers. A silver braid and silver buttons, replace the gold braid and buttons worn by Coast Guard officers.

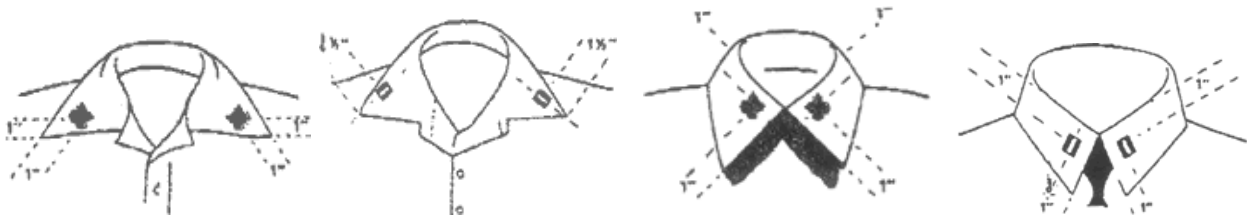
Auxiliarists shall not wear the uniform in public places of dubious reputation where the uniform might be discredited or disgraced. Auxiliarists must never wear any Auxiliary uniform when engaged in political activities. They may not wear it during paid employment or sports. The same is true for purely social functions unrelated to the Auxiliary, unless authorized by the Director.

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

Wearing Collar Devices: The diagrams below indicate how members should wear collar devices and the various shirts for which they are authorized. Members, when considered appropriate, may replace the insignia of their current, or highest past office, with a Member Device.

When the collar is open (top button), the collar device is centered on the collar, along an imaginary line bisecting the angle of the collar point. This applies to Working Blue (long and short sleeves) Uniforms.

When the collar is closed (top button) or air force style shirt, the collar device is centered from the visible top edge with device center 1 inch from the inner edge.



**Open Collar
Member Device**

**Open Collar
Officer Device**

**Buttoned Collar
Member Device**

**Buttoned Collar
Officer Device**

Proper Placement of Ribbons, Name Tags, and Qualification Devices.

The illustration below indicates the proper placement of ribbons, the nametag, breast, and qualification devices. As shown, the lowest row of ribbons is $\frac{1}{4}$ inch above the top of the pocket. The first breast device, pilot wings in this case, 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 top of the pocket. The Coxswain device is shown in this illustration. Members wear ribbons and breast devices on the left side of the uniform.

On the right side of the uniform, members wear the nametag $\frac{1}{4}$ inch horizontally centered above the pocket. While serving on the national staff, members may wear the Auxiliary national staff Identification badge centered on the right breast pocket of dress uniforms. Women may wear the National Staff badge $\frac{1}{4}$ inch above the name tag on all but working uniforms. When worn above the nametag, female members wear the AUXOP device, if earned, below the nametag. An AUXOP device, if authorized, is worn $\frac{1}{4}$ inch above the nametag except when wearing the national staff identification badge. The Past Officer's Device, if required, will be worn on the right centered approximately $\frac{1}{4}$ inch below the nametag. On uniforms, which the nametag is not worn, the Past Officer's Device is balanced with the AUXOP Device in whatever precedence is desired, normally closest to the heart.

Although the illustration shows a Tropical Blue uniform shirt, members wear these items in the same relative position on the Service Dress Blue coat and the Winter Dress Blue uniform shirt. On the Undress and Working Dress shirts, members **do not** wear ribbons. The first Auxiliary qualification breast device is worn $\frac{1}{4}$ inch above the top of the pocket. The second is worn $\frac{1}{4}$ inch below the top of the pocket.



SERVICE DRESS BLUE, BRAVO

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

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

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

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

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

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

TIE CLASP: Can either be plain or adorned with a miniature Auxiliary emblem. It shall be approximately 3/15" wide and must not be visible when the Service Dress Blue Coat is worn. Halfway between the top of the belt buckle and the bottom of the knot would be a good location.

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

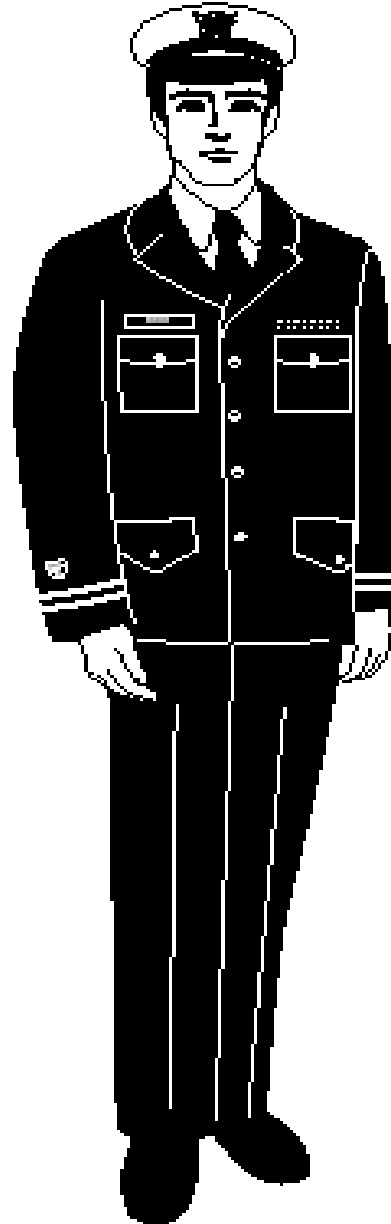
SHOES. Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of lain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.

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

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

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

ACCESSORIES. The Reefer, Overcoat, and Trenchcoat may be worn with the uniform. The Wooly Pulley or Air Force Dark Blue Cardigan in lieu of a coat may be worn, with enhanced (or soft) shoulder boards.



WINTER DRESS BLUE

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

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

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

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

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

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

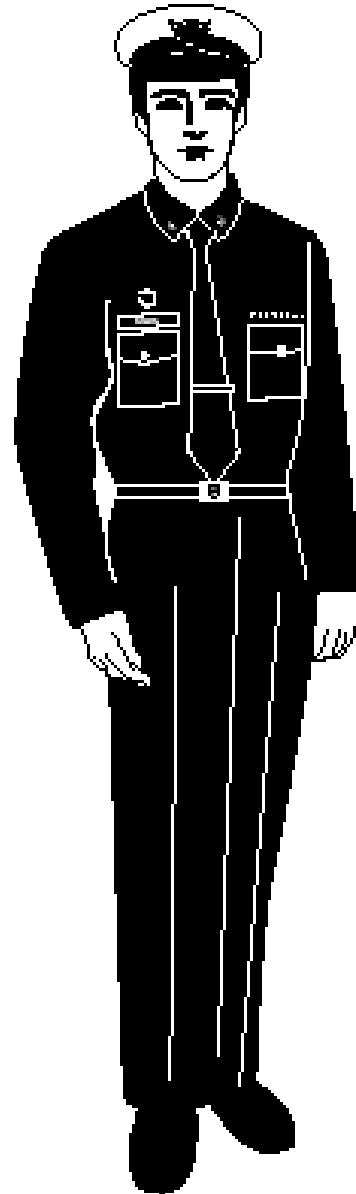
SHOES. Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.

INSIGNIA. Metal collar devices are worn.

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

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

ACCESSORIES. The Reefer, Overcoat, Windbreaker, Cold Weather Jacket, Trenchcoat and Wooly Pully. The Wooly Pully or Air Force Dark Blue Cardigan in lieu of a coat may be worn with enhanced (or soft) shoulder boards. Gloves are an optional item..



TROPICAL BLUE LONG

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

SKIRT/TROUSERS. They are the same as prescribed for the Service Dress Blue, Bravo Uniform.

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

SHIRT. Women wear the new light blue shirt with epaulets, pockets, and placket front closure. Men wear the Air Force style short sleeve shirt with a stand-up collar with stays and epaulets. With this shirt, the collar is worn open, without a tie

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

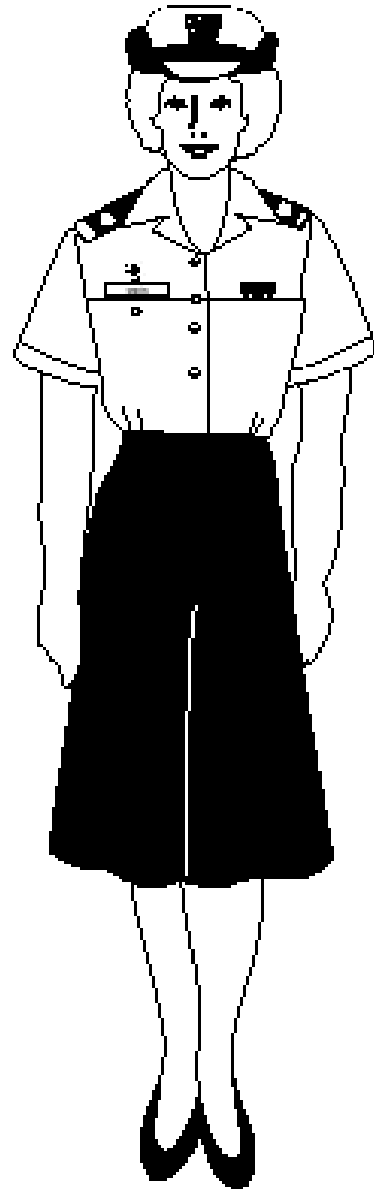
SHOES. Dress Shoes and Service Shoes are the same as prescribed for Service Dress Blue, Bravo uniform.

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

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

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

ACCESSORIES. The Reefer, Overcoat, Trenchcoat, Woolly Pully or Air Force Dark Blue Cardigan may be worn with enhanced (or soft) shoulder boards.



UNDRESS BLUE – WINTER

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

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

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

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

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

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

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

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

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

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

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



UNDRESS BLUE - SUMMER, ALPHA

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

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

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

SHIRT. Women wear the new light blue shirt with epaulets, pockets, and placket front closure. Men wear the Air Force style short sleeve shirt with a stand-up collar with stays and epaulets. With this shirt, the collar is worn open, without a tie

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

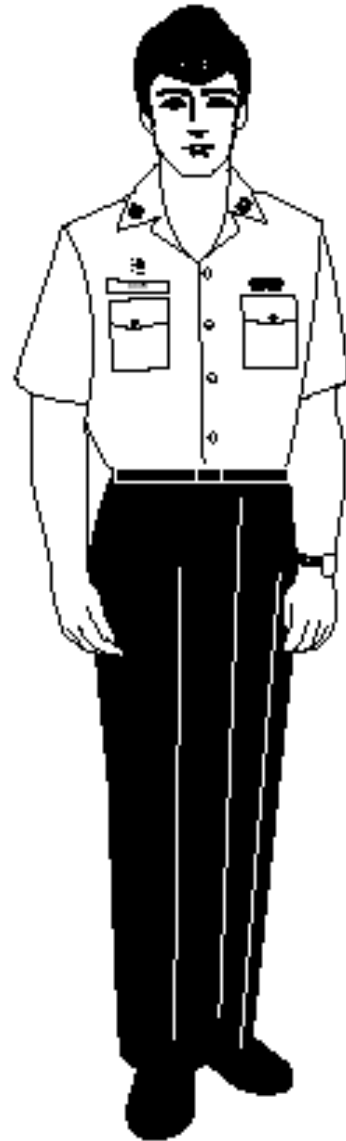
SHOES. Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration and no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.

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

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

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

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



UNDRESS BLUE - SUMMER, BRAVO

This Summer uniform is worn for “working” situations and is appropriate for operations and conducting VSCs.

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

SHORTS. See Men’s and Women’s hot weather boat crew outfit.

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

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

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

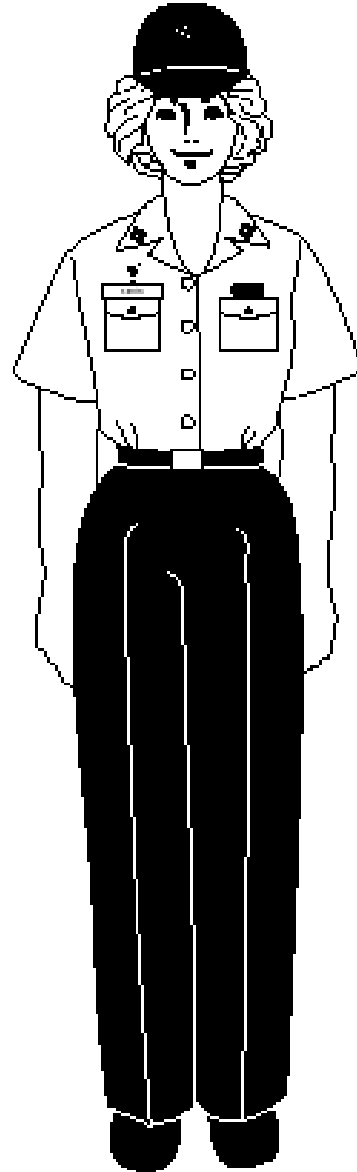
SHOES. Blue, white or brown boating shoes are worn with this uniform.

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

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

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

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



WORKING BLUE

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

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

SHORTS. See Men’s and Women’s hot weather boat crew outfit.

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

SHIRT. The shirt shall be the Coast Guard “work shirt” and is made of Coast Guard dark blue basket weave polyester and cotton material with an open-notched lapel collar forming a V-neck. The shirt has both long and short sleeve versions. It has two patch pockets with button flap closure. Undershirts will not be visible at the neck.

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

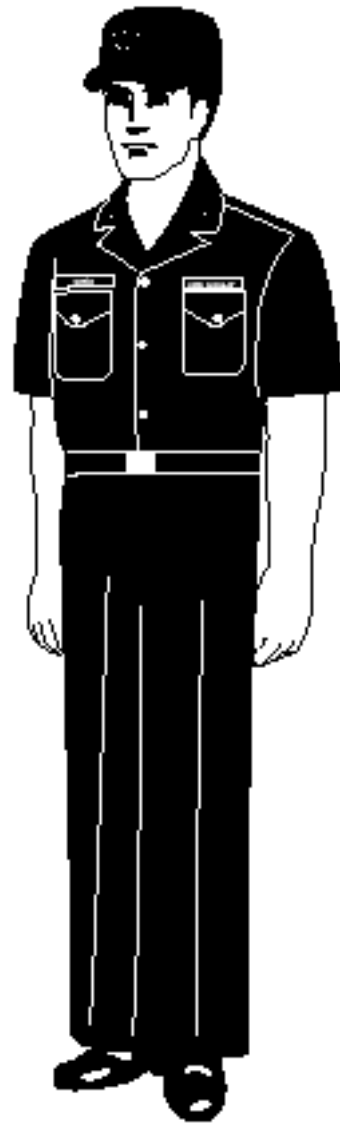
SHOES. Blue, white or brown boating shoes are worn with this uniform.

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

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

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

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



Each of the following unique outfits are for both men and women with optionals indicated.

BLUE BLAZER OUTFIT.

The blue blazer may be single breasted, two or three button, with civilian or Auxiliary buttons, and with pockets (any kind). The outfit is ornamented with an Auxiliary patch. Material is dark blue flannel, tropical worsted, or similar commercial blend. The official blazer patch is round in shape 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 and working blue uniforms. It is NOT authorized for wear on patrols, while performing VSCs or on duty at CG units. Auxiliary blue blazer outfits are authorized as follows:

a. Women's Blue Blazer Outfit.

- (1) The coat may be worn with white or gray, pleated or straight skirt. It also may be worn with the blue tab tie and tailored slacks without cuffs. Skirts and slacks are to be made of an appropriate commercial blend.
- (2) The blouse is white, of simple design, without ruffles or excessive ornamentation. Neutral nylon hose and plain unadorned black pumps with 1" to 2-5/8" high heels complete the outfit.

b. Men's Blue Blazer Outfit.

- (1) The coat may be worn with white or medium gray trousers. They are made of flannel or tropical worsted material. The trousers are full cut, straight, hanging without cuffs.
- (2) A white dress shirt is worn. A dark blue necktie is worn for normal occasions, and black bow tie for formal occasions. Black socks and shoes complete the outfit.

c. Civilian outer garments (topcoats, raincoats, etc.) worn with the blue blazer shall match the blazer in general color and style to avoid garish mismatches.

HOT WEATHER BOAT CREW OUTFIT

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

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

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

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

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

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

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

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

HAT. The Auxiliary sun hat 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.

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

Chapter 11 – Recognition

Members of the Auxiliary, being volunteers, receive no direct compensation for the many hours of time and effort they donate to the CG. The recognition of an Auxiliarists service, through the presentation of timely and appropriate awards, is essential to the success of the Auxiliary program. In many respects, the recognition they receive through these awards can be considered to be their “paycheck.” The service and actions of the Auxiliarists should receive the appropriate recognition and awards to the maximum extent possible. Medals and awards will be worn as

prescribed in Coast Guard Medals and Awards annual (COMDTINST M1650.25 (series) except as noted in the Auxiliary Manual.

Auxiliary Program Ribbons are awarded in three areas of service: operations, vessel examiner, and instructor. Any member may make a recommendation via the Chain of Leadership and Management. The CG Sustained Auxiliary Service Award is given to Auxiliarists who have contributed a total of 750 hours of Auxiliary Service.

Staff Officer Responsibilities

TYPE OF ACTIVITY	APPROPRIATE STAFF ASSIGNMENT OFFICER
ATON Verification and Discrepancy Reporting Chart Updating Activities Federal Aids Program	Aids to Navigation (AN)
Aircraft Patrols Aircraft Facility Inspection	Aviation (AV)
Publicizing and Administering the Academy Introduction Mission (AIM)	Career Counselor (CC)
Activities and the Recruiting Assistance Program (RAP) Communication Watchstanding Communication Facility Inspection	Communications (CM)
Auditing, Bill Paying & Procurement Activities	Finance (FN)
Collecting, Collating, Input, and Dissemination of Auxiliary Activity Data AUXDATA and AUXINFO Systems	Information Services (IS)
Obtaining, Storing and Transporting Members' Supplies	Materials (MA)
Marine Dealer Visits	Marine Dealer Visitor (MV)
Member Recruiting and Retention Activities	Personnel Services (PS)
Assistance for Marine Safety and Environmental Protection	Marine Safety (MS)
Member Training Activities	Member Training (MT)
Vessel and Aircraft Patrols Aircraft Facility Inspection CG and State Operational Support	Operations (OP)
Establishing and Serving in Boating Safety Booths General Activities Publicizing the Auxiliary	Public Affairs (PA)
Producing and Delivering Unit Publications	Publications (PB)
Public Education Activities	Public Education (PE)

Recording and Maintaining Records of Unit/Member Activities	Secretary/Records (SR)
Vessel Safety Checks Marine Dealer Visits Vessel Facility Inspections Commercial Fishing Vessel Examinations	Vessel Examiner (VE)
Obtaining and Providing Legal Opinions and Advice Conducting Investigations	Legal/Parliamentarian (LP)
Web site development and maintenance	Communication Services (CS)

Conclusion

In a short period of time, we have tried to explain to you what the members of a flotilla do as a group, how we fit into the larger picture of the Auxiliary as a national unit, and what it takes to become contributing member. Flotillas require members to be doers, not just joiners!

There are several items that you must consider before filling out your application for membership:

1. Do you understand the investment quotient in terms of time, dues, uniforms and possible equipment for operations?
2. Are you willing to attend meetings and become involved in flotilla activities?
3. Will you consider taking advantage of the training available to you in order to enhance your knowledge of boating safety and your contribution to our flotilla's activities?
4. Are you 17 years old or older, and a citizen of the United States, its possessions, or territories?

If your answer to these questions is **YES**, then we need you; we need your involvement, and are looking forward to your membership.

Welcome Aboard!