



feeling of belonging to the Coast Guard community. Some spouses' clubs, referred to as "spouse associations," include the spouses of all Coast Guard Service members regardless of the sponsor's rank and pay grade.

- b. Spouses' clubs are vitally important organizations that can significantly contribute to improved awareness of and access to reliable and useful information, resources, and services that support and enrich the lives of Coast Guard families and service members.
- c. Spouses' clubs provide important community outreach for newcomers. For example, clubs can provide newly assigned families with relocation related information to reduce the stress from recent moves. Clubs may support the unit's Ombudsman, assist with sponsor or orientation programs, conduct or coordinate community service projects, update relocation packages, provide community support in emergency situations, and provide other types of support based on the unique needs of their local community. Military spouses clearly have a vested interest in these activities as well as other related aspects of military life.
- d. Spouses' clubs support Coast Guard Work-Life programs by participating in selected family-related initiatives and sponsoring workshops or other training opportunities related to service benefits. Clubs can support these initiatives by (but not limited to): including articles in their newsletter, sending e-mails, or donating refreshments. Spouses' clubs can serve as a contingency resource for Work-Life events when morale, well-being and recreation (MWR) funding is not available or authorized. Any gifts from a spouse club must be treated and processed as a gift offer to the Coast Guard and are to be resolved in accordance with the guidance on gift acceptance policies provided in reference (a).

5. POLICY.

- a. Spouses' clubs are private associations. This instruction does not establish rights or benefits to develop a spouses' club at a specific Coast Guard unit. Commanding Officers are authorized to sanction the development of local spouses' clubs at their command. Commanding Officers and Officers-in-Charge (OIC) shall refer to enclosure (2) of reference (b) for guidance on administration and oversight of private associations.
- b. Spouses' clubs may be established with no involvement from the Coast Guard. However, when operating in Coast Guard facilities, clubs must obtain the permission of the unit Commanding Officer in writing and are subject to the constraints and requirements of reference (b) regarding the use of Coast Guard facilities by private associations. Additional information about solicitation of funds and property from outside sources is available in reference (b) and reference (c).
- c. A spouses' club cannot realize its full potential to support the unit unless the command actively endorses, assists, and supports the club in developing initiatives which enhance family readiness and the quality of life of Coast Guard members. When possible, commands are encouraged to announce club functions or meetings in the plan of week or other means of communication throughout the command.
- d. While encouraged, the participation of spouses' clubs in Work-Life family awareness programs is entirely voluntary. Clubs are encouraged to establish and maintain a point of contact with their local Coast Guard unit(s) and the servicing regional Work-Life staff to ensure vital family

readiness information is relayed to the club. Establishing similar contact with the District, Sector, or Base Support Unit Chaplains, to increase awareness of available chaplain support services, is also encouraged.

- e. Commands are authorized to support spouses' club efforts by providing suitable space for meetings (when available) and co-sponsoring workshops, symposiums, and other forums designed to provide comprehensive information and referral services on a wide range of family-related programs. Guidance for planning training activities, such as workshops, is available in reference (c).
- f. Coast Guard appropriated and non-appropriated funds cannot be used to support spouses' clubs. Commands cannot routinely permit spouses' clubs to use Coast Guard non-appropriated fund office equipment or appropriated fund office equipment for spouses' club purposes. However, if the spouses' club purpose is not to conduct internal spouses' club business but, instead, is to benefit all members of the command, commands are permitted to allow spouses' clubs to use non-appropriated fund office equipment and appropriated fund office equipment on a no-cost, not-to-interfere basis. The term office equipment does not include the official Coast Guard e-mail system either for incoming or outgoing spouses' club email. Spouses' clubs cannot use non-appropriated fund or appropriated fund office supplies. Commands can allow spouses' clubs to use the unit's mailing address (but not e-mail address) as the spouses' club mailing address. Units are prohibited from giving a spouses' club unit members' home addresses, personal e-mail, or any personally identifiable information (PII).
- g. Spouses' clubs sanctioned by their commands must adhere to the following guidelines in all fundraising activities:
  - (1) Spouses' club members are generally permitted to solicit cash and non-cash donations for the spouses' club from non-federal sources. However, spouses' club members cannot solicit any cash or non-cash donation for the spouses' club from any non-federal source that is a "prohibited source." A "prohibited source" is any non-federal source that does business with the Coast Guard, is seeking business with the Coast Guard, is regulated by the Coast Guard, or has a significant Coast Guard-related issue pending with the Coast Guard or any other part of the federal government. However, spouses' clubs are permitted to accept unsolicited cash or non-cash donations to the spouses' club from all non-federal sources, including prohibited sources.
  - (2) No spouses' club member who also is a Coast Guard military member is permitted to wear his or her uniform for any face-to-face donation solicitation. No spouses' club member who also is a military member or federal employee is permitted to use his or her federal title, position, status, or authority to solicit any non-federal source for any cash or non-cash donation to the spouses' club. When soliciting a cash or non-cash donation for the spouses' club from non-federal sources, spouses' club members must inform each non-federal source that the spouses' club is not part of the Coast Guard and, instead, is an affiliated private association and that all donations are strictly voluntary.
  - (3) Spouses' club sanctioning commands are responsible to ensure that spouses' clubs comply with these solicitation rules. Spouses' clubs must obtain command permission to use Coast Guard property to conduct a fundraiser (e.g., baked goods sale, hot dog sale, car wash, etc.). Spouses'

club members are prohibited from using a ride aboard a cutter, a ride aboard a helo, or any other special access to any Coast Guard real or personal property as a fundraising prize. Spouses' club sanctioning commands are responsible for ensuring that spouses' clubs comply with these fundraising rules.

- h. Commands with questions regarding the propriety of spouses' club development or fund raising activities shall seek advice from their servicing legal office.
- i. Ombudsmen shall not hold any position in their local spouses' club, but may participate as part of the membership.

6. ADDITIONAL RESOURCES.

- a. The National Council of Coast Guard Spouses' Clubs (NCCGSC), located in Washington, D.C., is an advisory organization composed of both Coast Guard officer and enlisted spouses. This organization provides guidance regarding the development of by-laws and the suggested structure of local clubs. Individual spouses' clubs are encouraged to register with the NCCGSC, to enable the dissemination of club-related information as it becomes available. A NCCGSC's liaison is located at Coast Guard Headquarters in Commandant (CG-1112), the Office of Work-Life, and may be contacted at the following address:

COMMANDANT (CG-1112)  
ATTN SPOUSES CLUB LIAISON  
US COAST GUARD  
2100 2ND ST SW STOP 7902  
WASHINGTON DC 20593-7902

- b. Spouses' clubs may contact the Office of Work-Life to obtain contact information for the NCCGSC. Additional information about organizations dedicated to providing assistance and representing the interests of family members of all uniformed services may be obtained from the Office of Work-Life, or from the Work-Life website at: <http://www.uscg.mil/worklife>. Information on chaplain support may be obtained at <http://www.uscg.mil/comdt/cocg>.
- c. While the Coast Guard is prohibited from promoting private associations many of them are endorsed by the Department of Defense, federal and national organizations in providing services to military families.

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

8. FORMS/REPORTS. None.

MARK J. TEDESCO /s/  
Rear Admiral, U.S. Public Health Service  
Director of Health, Safety and Work-Life  
United States Coast Guard