

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

## **Department of Personnel**



### **New Member Reference Guide**

**2009**

## Welcome to the USCG Auxiliary!

We're pleased that you have chosen to become part of the United States Coast Guard Auxiliary. During your first few months of participation you may find the whole experience overwhelming. You will encounter fellow members wearing imposing uniforms, a smorgasbord of programs and missions all with cryptic descriptions, and a whole new vocabulary of "Auxiliary Speak" that can be incomprehensible. **Relax!** All of this new information will become second nature faster than you imagine. There is no rush to master all of the Auxiliary material. Nobody can absorb it all. Take your time. Enjoy the journey. We're glad you're with us.

The USCG Auxiliary is not part of the military. The USCG Auxiliary is not a law-enforcement organization. You cannot be "called up" or "required to serve" in any manner. We are strictly an organization of volunteers and as such you cannot be compelled to do anything you do not desire to do. The Auxiliary will honor any amount of time you can bring to any program in which you may choose to participate. The various fundamental programs and missions are described in this handbook. As volunteers, our personal lives can change overnight affecting our commitments and participation in Auxiliary programs. That's OK. Just inform your program leaders of the necessary changes. You can always take up where you left off later or begin on another path. You have the rest of your life to achieve your Auxiliary goals.

People join the Auxiliary for many reasons and they do not all involve boats. You do not need to own a boat to be a member and you do not need to serve on boats to participate fully. As you will discover, the Auxiliary programs and missions are broad and varied. It is important that you choose your path carefully and that you budget your time commitment wisely. We want you to stay with us for a long time (some members have served 50 years in the Auxiliary). The secret to longevity in the Auxiliary is to do what you love to do, commit only the time that your lifestyle and current situation will comfortably allow, and don't try to accomplish everything at once. So take time to absorb the mission and program alternatives and consider your time commitments carefully. Remember this: **ALL** of the Auxiliary program opportunities and mission alternatives will still be available to you in the future.

## The Auxiliary Manual

The Auxiliary Manual (Commandant Instruction (COMDTINST M16790.1(series)) 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, while performing any duty or function directly related to Auxiliary missions. The Auxiliary Manual is the primary reference to the Auxiliary organization, procedures, and missions. Details on other specific Auxiliary programs can be found in other specialized manuals and guides.

This reference guide is intended to help the new member understand the basic organization and policies of the Auxiliary, and will serve as an introduction to the material contained in the Auxiliary Manual.

The Auxiliary Manual is organized in the following manner:

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## Chapter 1 – History, Purpose and Administration

### 1. History.

In 1939, Congress established a United States 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 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.

The Auxiliary's purpose, as stated in the 1941 law, 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 Coast Guard Authorization Act in October 1996, the Auxiliary's role has been greatly expanded to enable Auxiliary participation in any mission authorized by the Commandant. In general, this law opened all 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 Coast Guard. 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 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 Auxiliary was to utilize the Auxiliary craft and personnel, after suitable training and indoctrination in carrying out certain duties of the Coast Guard with particular inference to those concerned with the safety of navigation.”*

c. The Auxiliary is a valuable resource in securing the interest of boaters in the Coast Guard'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 Coast Guard as the foremost maritime federal government safety agency:

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

### 3. Recent Legislation Affecting the Auxiliary.

On October 19, 1996, the Coast Guard 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 Coast Guard as authorized by the Commandant in performing any 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. Coast Guard 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 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 that Auxiliary vessels, while assigned to authorized duty, are deemed to be public vessels of the U.S. Coast Guard and Auxiliary aircraft, while assigned to authorized duty, are also deemed to be Coast Guard aircraft. In addition, qualified Auxiliary pilots while assigned to duty are deemed to be Coast Guard pilots. All these provisions provide greater liability protection to Auxiliary members while assigned to authorized Coast Guard 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 Coast Guard 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, 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 Coast Guard’s civil function responsibilities. The Auxiliary’s role does not extend to any Coast Guard military or direct law enforcement missions assigned to active or Reserve forces.

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

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

b. Saluting 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) As a courtesy, initiate a hand salute to officers of the Armed Forces.
- 2) Return all salutes given to them.
- 3) Give a hand salute to the National Ensign:
  - 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 is 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 Coast Guard 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 plan, coordinate and carry out the Auxiliary's purposes effectively, 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 Coast Guard 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.

#### 2. Auxiliary “Four Cornerstones.”

The Auxiliary’s primary missions used to be vessel safety checks, public education, and operations. These three missions, together with Fellowship (the “glue” which holds these missions and Auxiliary membership together), were known as the “Four Cornerstones.” Through the years, these four cornerstones served the Auxiliary and the Coast Guard well. In late 1997, the four cornerstones for the Auxiliary were officially re-established as:

- A. Member Services (MS) (includes FN (Finance), IS (Information Services), CS (Communication Services), MA (Materials), PS (Personnel Services), MT (Member Training), LP (Legal), PA (Public Affairs), PB (Publications), and SR (Secretary))
- B. Recreational Boating Safety (RBS) (includes PV (Program Visitor), PE (Public Education), and VE (Vessel Exam))
- C. Operations and Marine Safety (OMS) (includes NS (Navigation Systems), AV (Aviation), CM (Communication), MS (Marine Safety) and OP (Operations))
- D. Fellowship.

#### 3. The Auxiliary’s Mission Today.

To manage the Auxiliary’s participation in Coast Guard missions more effectively, the Auxiliary’s national organization established three Directorates to parallel Coast Guard programs. These Directorates are Recreational Boating Safety (RBS), Operations and Marine Safety (OMS), and Member Services (MS). 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.

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 Auxiliary members help the Coast Guard and states in a multitude of operational activities and in a wide variety of traditional and non-traditional Coast Guard administrative activities.

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

#### 4. Fellowship.

Fellowship remains an essential ingredient in making any volunteer organization successful. The Coast Guard recognizes the importance of this aspect of volunteer participation and encourages a close relationship between Auxiliary members and other Coast Guard personnel. Fellowship promotes 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 (MOU) are in effect which apply to many of these programs.

#### 1. Administrative Support to the Coast Guard.

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

#### 2. Navigation Systems (ATONs).

Qualified Auxiliarists and their facilities (Auxiliary vessels, aircraft, and radios) are authorized assignment to duty to support and to augment the Coast Guard’s Navigation Systems program in prescribed phases. This 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 Coast Guard training. ATON units also help the National Ocean Service (NOS) and the U.S. Army Corps of Engineers in updating nautical and aeronautical charts as well as other specific publications.

### **3. 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 Coast Guard personnel in the Bridge Administration program.

### **4. 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.

### **5. Contingency Preparedness.**

Qualified Auxiliarists and their facilities are authorized to provide platforms and personnel for contingency preparedness 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.

### **6. 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.

### **7. Marine Safety and Environmental Protection (MSEP).**

Qualified Auxiliarists and their facilities are authorized assignment to duty to assist in marine safety environmental protection. Auxiliarists may provide facilities and personnel for public education, for support of pollution prevention activities, for environmental disaster relief operations, and other assistance, as needed to Coast Guard Sectors.

### **8. Operational Support to the Coast Guard (OPS).**

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

### **9. 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 Coast Guard forces in safety and security zone enforcement, for support in vessel boardings, for performing port facility and vessel verification visits, for aircraft over flights, for augmenting Coast Guard crews, and for providing additional administrative support.

### **10. Public Affairs Support (PA).**

Auxiliarists are authorized for assignment to duty to support the Coast Guard public affairs program.

### **11. 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), to participate in State Liaison Programs (AUXSLO), in boat shows, and National North American Safe Boating Week (NASBW) activities. RBS Visitation Program provides boating safety information to marine dealers and customers. The public education (PE) program yields safe, well-trained boaters.

### **12. Recruiting.**

Auxiliarists may qualify and be assigned to duty as military recruiters to support the Coast Guard's recruiting program. This assignment includes qualification as a military recruiter, proctoring recruiting examinations, and administrative assistance to recruiting offices.

### **13. Search and Rescue.**

Qualified Auxiliarists and their facilities are authorized assignment to duty to assist the Coast Guard 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.

#### **14. Vessel Inspections.**

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

#### **15. Waterways Management.**

Qualified Auxiliaries are authorized to assist in Coast Guard waterways management mission areas by providing platforms and unarmed personnel for Coast Guard and other federal and state agencies, by providing information and input into the analysis process, and by providing other administrative and operational program support.

#### **16. 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 of execution.

## Chapter 3 – Membership

### 1. General Requirements.

The Auxiliary is a volunteer organization. Membership is open to any citizen of the United States and its territories and possessions who is 17 years of age or older. A Personnel Security Investigation (PSI) will be processed as part of enrollment and must have a favorable determination to complete one's membership in the Auxiliary. 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, 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 (including for cause).

### 3. Privileges of Membership.

- Entitled to receive Auxiliary publications and training materials.
- May attend all meetings, training sessions, and flotilla social events.
- May vote on any flotilla matter.
- Be carried on the district membership rolls.
- May wear a Coast Guard 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 Coast Guard orders and be assigned to duty.
- Entitled to fly the blue Auxiliary ensign on a currently inspected surface vessel facility or a non-operational facility that displays a current decal.
- Entitled to advanced training with the Auxiliary.
- Entitled to use Coast Guard (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.

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

### 4. PSI & Employee ID

Each new member will have a PSI completed, which includes fingerprinting and a background check. A member can be Operational Support (OS) or Direct Operational (DO) in terms of the level of PSI. Information on each is explained in the Auxiliary Manual and selection is based on the type of participation level a member is involved in. Upon joining, you will be given an official Employee ID Number (EMPLID). From that point on, your status, activities, and accomplishments will be recorded in the Auxiliary Data System (AUXDATA).

### 5. Privileges and Provisions for Auxiliarists in Approval Pending (AP) Status

While Auxiliarists are in AP status, the following privileges and provisions apply:

#### a. Member Status and AUXDATA Entries

- Auxiliarists in AP status shall remain in such status, as reflected by AUXDATA, until receipt of a Favorable PSI determination. At that point, the Director shall make the change to AUXDATA to reflect the Auxiliarist's new, most appropriate member status (i.e. – IQ, BQ, or AUXOP).
- Auxiliarists in AP status shall be regarded as any other Auxiliarists in IQ, BQ, or AUXOP status in terms of counting on Auxiliary membership

rosters at any organizational level. This includes counting toward Flotilla membership requirements and for the purpose of meeting minimum membership thresholds to establish a new Flotilla or Flotilla Detachment.

- AUXDATA entries may be made as they are reported for Auxiliarists in AP status just as they may be made as reported for any other Auxiliarists in IQ, BQ, or AUXOP status.
- The base enrollment date for an Auxiliarist in AP status shall coincide with the date of issue of their EMPLID.
- Auxiliarists in AP status are entitled to be placed on distribution for Auxiliary publications (e.g. - flotilla newsletters), electronic Auxiliary mailings, and *The Navigator* magazine. Placement is voluntary and may be withdrawn by the individual from any and all such distributions at any time subject to appropriate notification of the source of mailing distribution information.

#### b. Organizational Assignments and Authorities

- Auxiliarists in AP status shall be recognized as employees of the Coast Guard for the purposes of all liability and worker's compensation coverage provisions afforded through the Coast Guard provided they are assigned to duty by appropriate Coast Guard order issuing authority, act within the scope of employment during such assignment, and, abide by the governing policies established by the Commandant of the Coast Guard.
- Auxiliarists in AP status are entitled and strongly encouraged to attend all Auxiliary national, district, divisions, and flotilla meetings, training sessions,

and social events in order to learn about Auxiliary organization, policies, procedures, and programs.

- Auxiliarists in AP status may provide direct administrative support to Coast Guard units but must have the concurrence of the command to do so. Auxiliary Unit Liaison Officers (AUXULO) are specifically tasked with ensuring that the command and Director are advised in advance of any Auxiliarists in AP status who desire to do so and that appropriate arrangements for recurring access are made.
- Auxiliarists in AP status are not authorized to run for, accept nomination for, or hold any elected office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.
- Auxiliarists in AP status are not authorized to accept or hold any appointed staff office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.
- Auxiliarists in AP status must pay dues as part of their enrollment. Payment shall be by check which will be immediately processed like any other such dues payment by an Auxiliarist in IQ, BQ, or AUXOP status. In the event of an Unfavorable PSI determination that leads to disenrollment, only the total amount of dues paid up to that time by the individual shall be reimbursed to the individual.
- Auxiliarists in AP status may vote in any Flotilla matter.

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

### **c. ID Cards and EMPLIDs**

- Auxiliarists in AP status shall be issued EMPLIDs as part of the approval of their enrollment packages by the Director.
- Auxiliarists in AP status are not authorized to be issued an Auxiliary ID card. They may receive an Auxiliary ID card only upon receipt of a Favorable PSI determination.
- Auxiliarists in AP status may not be issued a Common Access Card (CAC). By definition of CAC authorization terms, an Auxiliarist must have received a Favorable OS PSI determination and have submitted the appropriate NAC package in order to be authorized CAC issuance.
- Auxiliarists in AP status should never be placed in the position of having to attempt to gain access to a Coast Guard facility alone. All due effort shall be made by mentors and Auxiliary leaders to ensure that whenever Auxiliarists in AP status may have need to gain access to a Coast Guard facility, they have an Auxiliarist in IQ, BQ, or AUXOP status to escort them.

### **d. Uniforms, Awards, and Ceremonies**

- Auxiliarists in AP status are authorized to obtain and wear Auxiliary uniform items with proper devices and insignia of the current or highest past office held to the extent that applicable policies

allow. Recognizing that Auxiliarists in AP status will not have ID cards, their ability to make purchases at point-of-sale venues like Coast Guard exchanges and DoD uniform shops will be understandably restricted. Online and mail order services that require an EMPLID should be their principal means of uniform procurement.

- Auxiliarists in AP status may be administered the Pledge for New Members and presented with a membership certificate at an appropriate time and venue.
- Auxiliarists in AP status may fly the Auxiliary Ensign on any currently inspected facility or non-operational facility that displays a current facility decal, including vessel, aircraft or radio facilities, in accordance with Chapter 3 of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). While underway, at least one Auxiliarist must be on board when flying the Auxiliary Ensign. Auxiliarists in AP status may also fly the Auxiliary Ensign on or near buildings or homes in which such facilities are located or in which the Auxiliarist resides. Those Auxiliarists may fly the Auxiliary Ensign day and night. If an Auxiliarist is present, the Auxiliary Ensign may be displayed in appropriate public places in order to promote the purposes of the Auxiliary. The Auxiliary Ensign must be maintained in good condition at all times (true color, no tattered corners, strings, etc.) to bring credit to the organization.
- Auxiliarists in AP status may earn and wear appropriate Auxiliary and Coast Guard awards if they meet established award criteria. Appropriate AUXDATA entries shall be made to reflect these awards.

- Auxiliarists in AP status may participate on Auxiliary committees (e.g. - Flotilla Change of Watch committee).
- Auxiliarists in AP status may participate in Auxiliary ceremonial events (e.g. Emcee of a Change of Watch; member of an Auxiliary color guard).

#### **e. Auxiliary Courses and Test Administration**

- Auxiliarists in AP status are authorized to take any and all Auxiliary courses and Coast Guard courses that are authorized for Auxiliarists. Flotillas may provide essential course materials to Auxiliarists in AP status in order to facilitate learning as they would for any other Auxiliarists in IQ, BQ, or AUXOP status.
- Auxiliarists in AP status are authorized to take any and all end-of-course exams associated with these courses.
- Auxiliarists in AP status may be presented the corresponding course completion certificates in appropriate ceremonial venues upon successfully completing all course requirements.
- Test results may be entered in AUXDATA for Auxiliarists in AP status as test results are similarly entered for any other Auxiliarists in IQ, BQ, or AUXOP status.

#### **f. Training, Qualifications, and Activities**

- Auxiliarists in AP status may train in any program like any other Auxiliarists in IQ, BQ, or AUXOP status. This includes mentor assignments, workshop attendance, and enrollment in Coast Guard or Coast Guard Auxiliary C-schools. However, they

may not displace any Auxiliarists in IQ, BQ, or AUXOP status who desire to participate in any training venue. The Director shall determine suitable regional methods for monitoring and enforcing this provision.

- Successful completion of anyone of the boating safety courses prescribed in Chapter 8 of the Auxiliary Manual, COMDTINST M16790.1 (series) remains a pre-requisite for qualification in Auxiliary programs. Auxiliarists in AP status must successfully complete any one of those boating safety courses in order to so qualify.
- Auxiliarists in AP status may perform and have signed-off all tasks that must be completed to earn qualification in any program, with the exception of those aviation competency tasks that must be performed in an airborne facility.
- Auxiliarists in AP status may not serve as Fingerprint technicians (FP) nor perform verifications of U.S. citizenship.
- Auxiliarists in AP status may be qualified by the Director or appropriate qualifying authority in any program except as Coxswain in the boat crew program and as any of the aviation program competencies (i.e. - Aircraft Commander, First Pilot, Co-Pilot, Air Crewman, Air Observer). Pursuant to such qualification, Auxiliarists in AP status may engage and participate in Auxiliary programs with the following qualifiers:
- Auxiliarists in AP status who qualify as instructors or education specialists in any Coast Guard or Auxiliary program (e.g. - Education Specialist (AUX-MEES) as part of the Auxiliary Trident program) may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AUXOP status or an active duty supervisor while doing so.

- Auxiliarists in AP status who participate in Auxiliary public affairs/outreach events (e.g. - Coastie demonstration; public affairs booth) may do so in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AUXOP status or an active duty supervisor while doing so.
- An Auxiliarist who, for whatever reason, disenrolls or retires from the Auxiliary and then attempts to re-enroll without ever having obtained a Favorable PSI determination, shall be processed as any other Auxiliarist in AP status in terms of PSI processing. Although re-enrollees may effectively resume certification at the corresponding point of currency maintenance, they must also pursue PSI determination like any other Auxiliarist in AP status. If the re-enrollee was certified in a program that requires a Favorable DO PSI determination, an interim certification may be issued by the Director or operational commander while the DO PSI package is processed to completion.
- Auxiliarists in AP status may offer surface, air, and mobile radio facilities for use, and have them accepted for use (including designation of authorized operators), with the understanding that they will not be able to operate surface or air facilities as a coxswain or pilot, respectively, until they have completed all applicable training and have received at least a Favorable OS PSI determination. They may operate their mobile radio facility when properly assigned to duty, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AUXOP status or an active duty supervisor while engaged in such operation.
- Auxiliarists in AP status may offer personal vehicles for use, and have them accepted for use (including designation of authorized operators), for the purpose of towing government equipment, but they must be in the company of at least one other Auxiliarist

in IQ, BQ, or AUXOP status or an active duty supervisor while engaged in such towing.

- Auxiliarists in AP status may be authorized by proper Coast Guard authority to use government vehicles to perform official business, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AUXOP status or an active duty supervisor while engaged in such use.
- Allowance for interim certifications remains in place. Specifically, Auxiliarists who have received a favorable OS PSI determination, have submitted the requisite DO PSI package, and have completed all training requirements for qualification in any of the aviation program competencies may be granted interim certification for such by the Director or appropriate qualifying authority pending receipt of a Favorable DO PSI determination.

#### **6. Privileges and Provisions for Auxiliarists in Initially Qualified (IQ), Basically Qualified (BQ), and Auxiliary Operator (AUXOP) Status**

Once a Favorable PSI determination for an Auxiliarist in AP status has been received by the Director and appropriate change has been made to AUXDATA to reflect the revised member status (i.e. - IQ, BQ, AUXOP), the following privileges and provisions apply in addition to those detailed in section 5.:

- authorized to receive an Auxiliary membership photo identification card;
- authorized to hold any elected or appointed office for which eligible;
- authorized to use Coast Guard Exchange System (CGES) facilities and services, pursuant to the restrictions contained in the Non-appropriated Fund Activities Manual, COMDTINST M7010.5 (series);

- authorized to use Department of Defense (DoD) exchanges only when purchasing articles and accessories of the uniform;
- authorized access to the Coast Guard Mutual Assistance (CGMA) program for its services as described in the Coast Guard Mutual Assistance Operating Manual including no interest loans or grants for emergencies and student loans;
- authorized access to the Coast Guard MWR program for its services as described in the Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series). This does not include patronage of Child Development Centers (CDCs). Any eligibility to use Coast Guard

CDCs may be found in the Child Development Services Manual, COMDTINST M1754.15 (series); and,

- authorized to independently perform any activity without the company of another Auxiliarist or an active duty supervisor as required by section 5.

## Chapter 4 – Auxiliary Organizational Structure

### 1. Chain of Leadership and Management

The overall authority for administration of the 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 carrying out the Auxiliary missions, programs, and administrative tasks. As a new member, your area of concentration will be at the flotilla level. A basic understanding on all four levels, however, will help you understand your place within the Auxiliary.

**The Flotilla:** This level is the basic organizational unit of the Auxiliary and the working level, which translates programs into action. Each flotilla is led 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 it promotes district policy. Each division is led by a Division Commander (DCDR) and Division Vice Commander (DVCDR). This organizational level is expected to significantly change by 2010 as part of a major Auxiliary Alignment with Coast Guard Sectors.

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

**National:** This level contains the National Executive Committee (NEXCOM) led by the National Commodore (NACO) and composed of the Immediate Past National Commodore (NIPCO), National Vice Commodore (NAVCO), the National

Area Commodores, Atlantic East (ARCO-A(E)), Atlantic West (ARCO-A(W)), and Pacific (ARCO-P) along with the Chief Director. This Committee functions as the Auxiliary's senior leadership and management body. The NEXCOM, Chief of Staff (NACOS), and the National Directorate Commodores (NADCO-MS, NADCO-RBS, NADCO-OMS) with national staff make up the Auxiliary National organization, which maintains general supervisory authority over all Auxiliary programs.

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

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 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 always 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 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. Bypassing any level in the chain sends the problem to a higher level without giving local leadership an opportunity to provide a solution. The higher levels of the Auxiliary then become bogged down with problems that should have never come to them. It is for these reasons that appropriate

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 that staff officers are well briefed on their duties and responsibilities.**

To carry out these duties, staff officers are encouraged to appoint committees to help them. Staff officers must report progress monthly to the Chief of Staff 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 period by gaining qualifications and learning about the Coast Guard 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 DCDRs may each appoint staff officers, as needed, up to 16 flotilla and division staff officers (FSOs and SOs) from the group listed below. The DCO may appoint up to 18 district staff officers (DSOs) from the group listed below. The DCO may appoint a DSO - Legal/Parliamentarian (DSO-LP), who shall be a licensed attorney. If a licensed attorney is not available to serve, the 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)

Public Affairs (PA)

Finance (FN)  
Navigation Services (NS)  
Information and Communication Services (IS)  
Program Visitor (PV)  
Public Education (PE)  
Communications Services (CS)  
Aviation (AV) (District level only)  
Legal/Parliamentarian (LP) (District level only)

2. Division Commanders (DCDRs) 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 and OMS programs. 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) 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
- Program Visitor - ADSO-PV

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 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 Coordinator (Coast Guard AUX/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 DCDR 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 Coast Guard AUX/CRC. The Coast Guard AUX/CRC performs their duties according to Chapter 7 of the Auxiliary Manual.

**l. 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 inherently wide diversity in the Auxiliary.

## Chapter 5 – Regulations and Policies

### 1. 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 Coast Guard 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 Coast Guard 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 Coast Guard 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 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

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 Department of Defense Postal Manual authorizes the privilege of official business mail for Coast Guard 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 Coast Guard 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 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 Coast Guard or Auxiliary. However, out-of-pocket expenses incurred in the performance of authorized Coast

Guard or Auxiliary activities to the extent not reimbursed may be deductible as a charitable contribution for federal income tax purposes. Non-reimbursed out-of-pocket expenses for transportation and incurred in the use of operational facilities in the performance of Coast Guard and Auxiliary missions may also be deductible. Reasonable expenditures for meals and lodging incurred while away from home on Auxiliary or Coast Guard 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 is not. If you do not deduct your actual expenses, you may use the current "cent-per-mile" rate to determine your contribution. Parking fees and tolls may be deductible in addition to the mileage computation.

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 Coast Guard

regulations from wearing portions of their uniforms as civilian clothing, the cost and upkeep of these uniforms, including insignia, should also qualify for a deduction.

e. Non-reimbursed out-of-pocket transportation expenses incurred in the use of operational facilities in the performance of Coast Guard 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, as published.

#### **5. Injury while Assigned to Duty.**

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 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 Coast Guard resources and facilities may be employed in Auxiliary administration and operation, and certain appropriations may be available for such purposes. The Coast Guard may provide the Auxiliary with use of:

- a. Available Coast Guard shore facilities for Auxiliary meetings and for conducting authorized educational and training programs.
- b. Where possible, appropriate Coast Guard training aids and operational equipment such as (but not limited to) dewatering pumps, computers, fax machines, radios and pagers.
- c. Services of Coast Guard personnel assigned concerning administrative, training, and educational activities.
- d. Coast Guard exchanges for the purposes of goods and services except alcohol and tobacco products.

### 2. Auxiliary National Supply Center.

The Auxiliary 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 the Chief Director of the Auxiliary. 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 Coast Guard for the Auxiliary training and administration. Unit elected leaders, national staff members, unit materials officers, 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 Coast Guard Auxiliary Association, Inc (CGAuxA, Inc.) operates the AUXCEN and receives no government funding.

### 4. Course Materials.

The Coast Guard reviews and approves all official CG Auxiliary public education materials. CGAuxA, 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. CGAuxA, Inc. has copyrighted materials, with reserved rights. CGAuxA, 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 Coast Guard and Auxiliary.

2. The Chief Director (CG-542) at Coast Guard Headquarters is responsible for Coast Guard equal opportunity program administration within the Auxiliary.

3. The Assistant Commandant for Civil Rights is responsible for evaluating the Auxiliary's compliance with civil rights and equal opportunity principles and objectives. The Assistant Commandant for Civil Rights is also responsible for establishing and maintaining effective liaison between Coast Guard and Auxiliary officials to ensure knowledge of and compliance with the intent and spirit of the Coast Guard's equal-opportunity program.

4. District Commanders are responsible for carrying out the spirit and intent of the equal-opportunity program. Auxiliary Civil Rights Coordinators 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. Auxiliary Civil Rights Coordinator (CGAUX/CRC).

Each district or region's CGAUX/CRC is selected from experienced Auxiliarists who possess the skills and desire to serve in such capacity. The Coast Guard AUX/CRC is a Director's nomination. The District Commander designates the CGAUX/CRC, in writing, for that district or region. The role of the CRC is to administer equal-opportunity policies within the district and investigate discrimination and sexual harassment complaints.

### 2. Training.

a. All Auxiliarists receive training in the prevention of sexual harassment.

b. Each flotilla is required to conduct the Coast Guard's sexual harassment prevention training annually. This training normally consists of a Coast

Guard 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 is reported/recorded into AUXDATA as a workshop.

### 3. Assistance.

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

### 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.

## U.S. COAST GUARD 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.*

#### **U.S. COAST GUARD 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 is 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.*

#### **U.S. COAST GUARD 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.*

## **U.S. COAST GUARD 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 missions.*

*Ensure that our individual actions support the spirit of 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.

Members can enjoy many activities in the Auxiliary. Some of them require additional training before you can become involved. The two staff officers of most importance to new members are the Personnel Services (PS) and Member Training (MT) Officers. They will help you become an integral member of your flotilla. The PS Officer will work with you on your 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 training for Boat Crew, Instructor, Radio Watchstander, Coast Guard Boat Crew, Air Crew, or Vessel Examiner, as examples.

#### A. Boat Crew Qualification Program:

In the Boat Crew Qualification Program, trainees work with assigned mentors and other qualified boat crew members to learn all required tasks and work toward qualification. The Director of Auxiliary appoints a Qualification Examiner (QE), who approves Boat Crew tasks for candidates.

##### 1. Auxiliary Boat 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 specific requirements for activity every year and be reviewed and approved by a QE every third year.

#### B. Vessel Examination Program

##### 1. Vessel Examiner

Once qualified, you may conduct Vessel Safety Checks on recreational vessels. This is a primary Search and Rescue prevention program of the Coast Guard and Auxiliary.

##### 2. Recreational Boating Safety Visitor Program

Once qualified, you will be able to visit marine dealers to educate them on boating safety and gain their support for our boating safety program.

### C: 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.

### D. Aviation Training Program:

#### 1. Air Observer and Air Crewman

Once qualified as Crewman or Air Observer, you will be able to serve as part of an Auxiliary air crew operating under official Coast Guard Orders.

#### 2. Pilot (Co-Pilot, First Pilot, Aircraft Commander)

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 Aids to Navigation Verifiers:

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

### 2. Advanced Training.

**This program is under review, please check with your Member Training Officer for current details.**

#### A. Specialty Course Training, (AUXOP Program):

This program consists of six specialty courses. After completing all six courses, you will be entitled to wear the distinctive AUXOP device on your uniform.

The six specialty courses are:

1. **Communications**—This is a course on Auxiliary radio communications.

2. **Advanced Coastal Navigation**—This is an in-depth course in coastal navigation that teaches much hands-on chart work as well as navigational theory.

3. **Patrols**—This course teaches management, supervision, and participation in the Auxiliary Operational Patrol program.

4. **Seamanship**—This course teaches all phases of recreational boating seamanship.

5. **Auxiliary Search Coordination and Execution specialty course**—This course teaches how the Coast Guard runs its Search and Rescue program as well as techniques on how to perform search missions.

6 **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.

#### **A. Coast Guard Correspondence Courses**

Members of the Auxiliary are eligible to take any of the “Non-Classified” correspondence courses from the United States Coast Guard Institute.

#### **C. Auxiliary C-Schools**

Auxiliary C-schools are Coast Guard-funded formal training events. They are at least two days in duration, but last no longer than five days. They deal with specific subject matter (e.g. distance education technology, information systems, aviation spatial disorientation). C-schools normally require students to travel to a Coast Guard training center, although some C-schools are exported so that instructors travel to regional locations to deliver the training to students in the local areas.

There are 16 specific C-school courses. It is very

important to make all due effort to attend a C-school class once selected to attend. Funding for all future courses is directly linked to how many students complete each class. When students fail to show up or cancel less than four weeks in advance, they jeopardize the next year's funding for that course. Moreover, individuals who cancel from a C-school with short notice and for questionable reason risks their consideration and selection for future C-school opportunities.

The Chief Director's web site:

<http://www.uscg.mil/hq/cg3/cg3pcx/> and the

Auxiliary C-school web site:

<http://cschool.auxservices.org> are excellent sources of information about all available C-schools, their schedules, and school policies. The same schools are usually offered each year, but class dates and locations change. Individuals selected for a C-school are expected to check these sites and with their Member Training officer in order to fully understand the school requirements and expectations.

## 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, they 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, and may be provided by an order issuing authority (OIA).

### 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, purpose, and location.

b. Monthly/quarterly orders may be issued to 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 log of the Coast Guard unit issuing the orders and must be followed up by written orders as soon as conditions permit.

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

### 3. Claims.

a. At the OIA’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 a personal property claim form (CG-4112) and forwarded to the OIA 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 be required only if the OIA has reason to look beyond the Auxiliarist’s statement. If approved, these claims will be funded from the operating expense funding of the OIA.

b. Claims in excess of \$200 must be processed in accordance with applicable District and Maintenance and Logistics Command guidance. These claims require an investigation and, if approved, are funded through the Coast Guard claims account.

## Chapter 10 - Uniforms

### New Member Suggestions:

The selection, procurement, and correct wearing of uniforms should be one of a new Auxiliarist's biggest concerns. We've all been there, and we're all here to help you. If you are unsure about what to wear or you can't figure something out, don't hesitate to ask a fellow member for help in understanding and wearing the uniform. Like most things in the Auxiliary, understanding uniforms should be approached in bite-sized chunks. One of your best resources for understanding Auxiliary uniforms is found in the Uniform Guide section of the Auxiliary Department of Personnel web site ([WWW.AUXPDEPT.ORG](http://WWW.AUXPDEPT.ORG)). This will provide the very latest information about uniforms, where to get them, and how to wear them.

Auxiliary uniforms are similar to those worn by USCG officers. Silver braid and silver buttons replace the gold braid and buttons worn by USCG officers.

Believe it or not, there are at least 12 variants of the USCG Auxiliary uniform. Most of these will not be required for your everyday participation. All of these are described in detail in chapter 10 of the Auxiliary Manual.

For new members, we're going to focus on only four variants: the Tropical Blue, the Service Dress Blue, Winter Dress Blue, and the Operational Dress Uniform (ODU). The Tropical Blue Uniform consists of the short sleeve, light blue shirt with dress blue trousers or skirt. **This is the uniform you will see worn at most meetings and this should be your first purchase.** The TBL uniform will meet most of your Auxiliary requirements except for "working" situations. Some members wear only this uniform throughout their Auxiliary careers.

The SDB is worn for more formal occasions where a coat and tie is appropriate. The coat is expensive and usually requires tailoring to add the sleeve insignia. The purchase of this uniform can be deferred until you feel you really need it.

Winter Dress Blue requires the purchase of a long sleeve dark blue shirt, called a Chief Petty Officer (CPO) shirt, as a new item, all other uniform items are the same as you wear with TBL.

The fourth uniform is the working uniform of the Coast Guard called the ODU. This is the uniform normally worn for missions such as vessel patrols, vessel examinations, certain types of training, and in other potentially "dirty" environments. If you plan to become involved in boat crew training immediately, this uniform should be ordered. If boat crew is not your immediate goal, this purchase may be deferred.

Members may order uniforms by mail, phone, or email from the USCG Uniform Distribution Center (UDC) in Woodbine, New Jersey. They may be contacted by phone at 1-800-874-6841 or via their web site at [www.uscg.mil/uniform](http://www.uscg.mil/uniform). The UDC is very helpful to Auxiliarists and will work with you to choose the right items and sizes.

Many uniform accessories are also available through the Auxiliary Center (AUXCEN) in St. Louis, Missouri. You can access the AUXCEN at [www.shopauxiliary.com](http://www.shopauxiliary.com).

Auxiliarists are authorized and encouraged to wear the various Auxiliary uniforms. Members **must** wear the appropriate uniform when participating in certain programs and activities. Situations when uniforms are required are on patrol, conducting vessel safety checks, and teaching public education.

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

**Insignia:** Auxiliary insignia of office include the letter "A." On all insignia, a blue "A" indicates elected leaders and a red "A" indicates appointed leaders. Members who have never held an office wear the Auxiliary Member Device (the Auxiliary emblem). Member Device shoulder boards have a silver color "A" within the silver color shield.

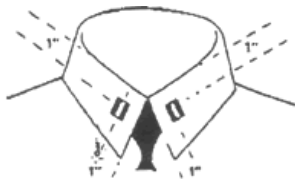
**Wearing Collar Devices:** An area of new-member confusion is the wearing of collar devices. The following diagrams indicate how members should wear collar devices.

When the collar is open (top button unbuttoned), the collar device is centered on the collar, along an imaginary line bisecting the angle of the collar point.

When the collar is closed (top button is buttoned), which means the Auxiliarist is wearing a tie, the collar device is centered from the visible top edge with device center 1 inch from the inner edge. Older versions of the Tropical Blue shirt are no longer authorized.



**Open Collar**



**Buttoned Collar**

### **Placement of Ribbons, Name Tags, and Qualification Devices.**

The following illustrations indicate the proper placement of ribbons, the nametag, breast, and qualification devices. As shown, the lowest row of ribbons is 1/4 inch above the top of the pocket. The first breast device is placed 1/4 inch above the top row of ribbons. The second breast device, if worn, is placed 1/4 inch below the top of the pocket. Members wear ribbons and breast devices on the left side of the uniform.

On the right side of the uniform, members wear the nametag 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 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 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 1/4 inch below the nametag.

Uniforms on which the nametag is not worn have the Past Officer's Device balanced with the AUXOP Device in whatever precedence is desired, normally closest to the heart.



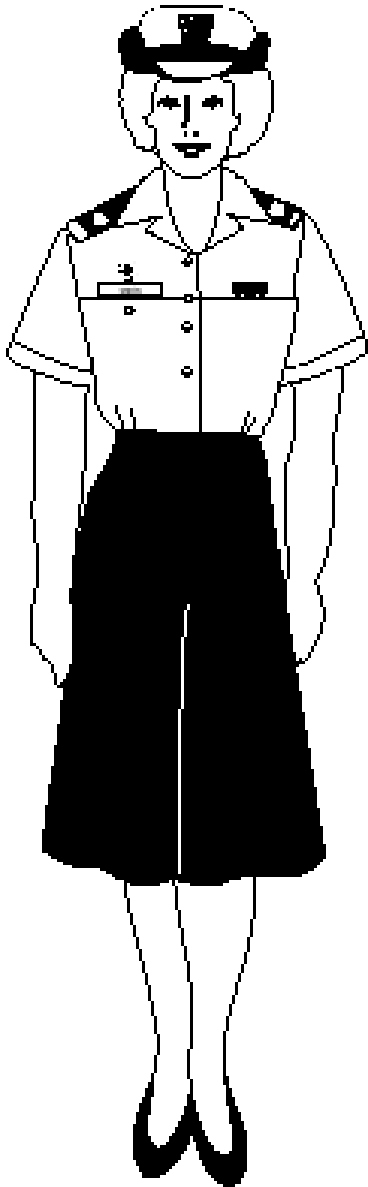
Although the illustrations show a Tropical Blue uniform shirt, members wear these items in the same relative positions on the Service Dress Blue coat and the Winter Dress Blue uniform shirt. On the Undress and Working Dress shirts, members **do not** wear ribbons. The first Auxiliary qualification breast device is worn 1/4 inch above the top of the pocket. The second is worn 1/4 inch below the top of the pocket.

## TROPICAL BLUE

This uniform may be worn all year round. It may be worn instead of the Service Dress Blue uniform, except when a coat and tie are more appropriate. This is the first uniform to buy and is the most commonly used uniform variant in the Auxiliary.

**SKIRT/TROUSERS.** Same as those prescribed for the Service Dress Blue uniform (see Service Dress Blue description on next page.)

**BELT.** Same as those prescribed for the Service Dress Blue uniform.



**SHIRT.** Women wear the light blue women's short sleeve 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 always worn open, without a tie.**

**STOCKINGS.** Women's dress shoes and stockings are worn with the skirt variant and shall be made of plain material, flesh-colored, and undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn with service shoes.

**SHOES.** Dress shoes and service shoes are the same as prescribed for Service Dress Blue uniform.

**INSIGNIA.** Enhanced shoulder boards are worn on the Air Force style shirt. Metal collar devices are not worn.

**BREAST INSIGNIA/DEVICES.** This uniform is worn with ribbons, breast insignia, qualification devices, and nametags (see illustration).

**HAT.** The garrison or combination cap is worn with this uniform. A standard Auxiliary or Coast Guard unit ball cap is authorized when constrained to informal activities at a Coast Guard unit.

**ACCESSORIES.** The reefer, overcoat, trench coat, all-weather parka, wooly pully, or Air Force dark blue cardigan may be worn. Enhanced shoulder boards are worn with the reefer, wooly pully, or dark blue cardigan.

## SERVICE DRESS BLUE

This uniform should be worn when a coat and tie are more appropriate or when required as the uniform of the day.

### SERVICE DRESS BLUE COAT.

The coat is the standard Coast Guard officer's coat. The four gold Coast Guard buttons on the patch pockets closure are replaced with four small silver Auxiliary buttons. The four Coast Guard gold 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.

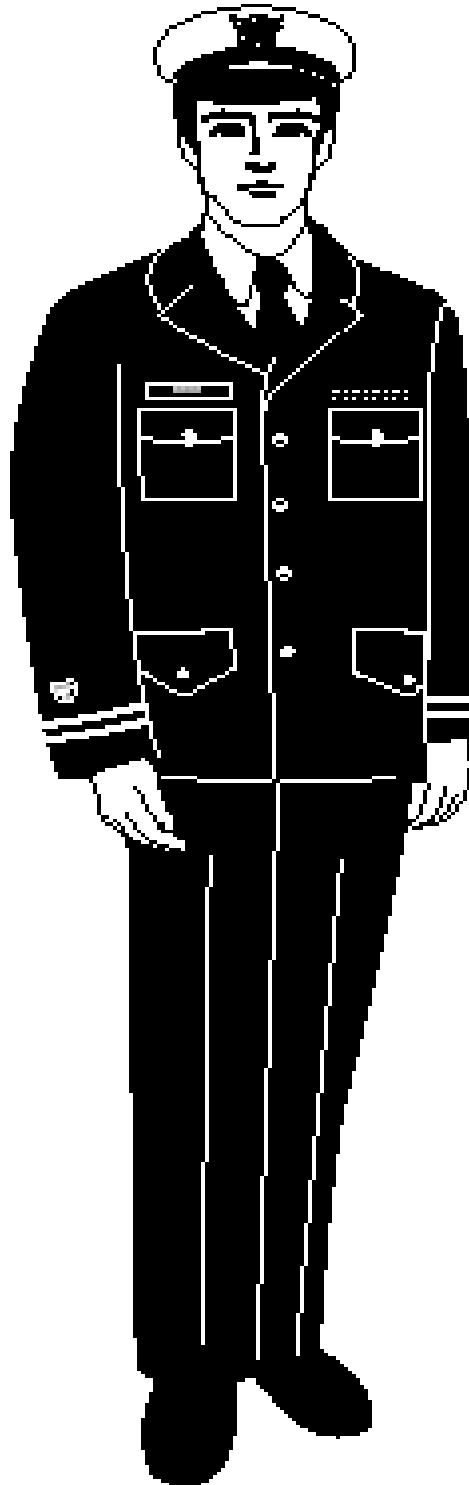
**SHOES.** Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.

**INSIGNIA.** 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.

**ACCESSORIES.** The reefer, overcoat, and trench coat 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 uniform except when a coat and tie are more appropriate. The only difference in this uniform and Trops is the addition of the dark blue shirt, tie, and metal collar devices in place of the light blue short-sleeved shirt. All other uniform items remain the same

**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.

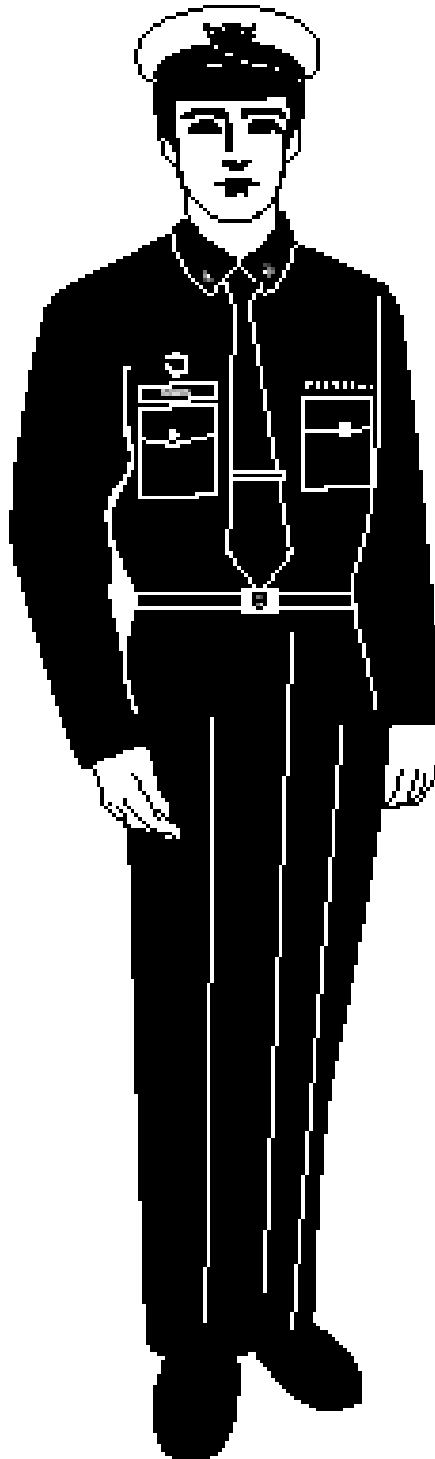
**INSIGNIA.** Metal collar devices are worn.

### 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, wind-breaker, cold weather Jacket, trench coat, all-weather parka, 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.



## OPERATIONAL DRESS UNIFORM

The ODU may be worn in any situation where the form of dress uniform is not required or appropriate and while commuting, including brief stops for gas and drive-through business.

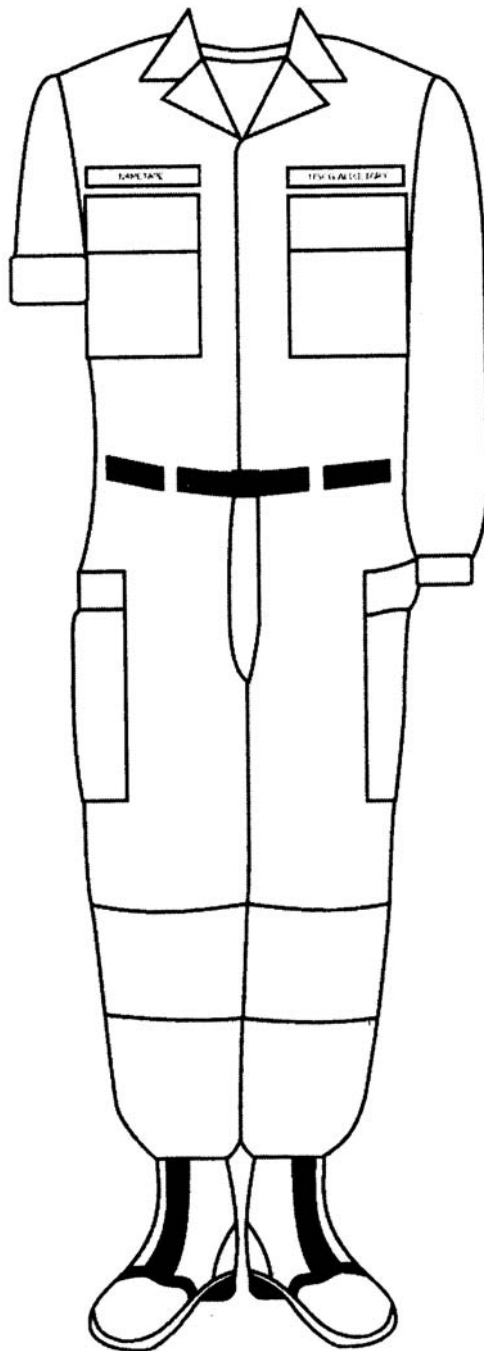
**TROUSERS:** ODU trousers are bloused with boots, straight when deck shoes are worn.

**BELT:** A black web belt with subdued black open-faced buckle is worn. The basic riggers belt (AKA – BDU belt) may also be worn with the ODU.

**SHIRT:** ODU top with sleeves rolled up accordion style, with only the cuff showing or with the sleeve down.

**SOCKS:** Socks shall be black, undecorated.

**SHOES:** 8-inch safety boots or the optional boat shoe (dark brown leather) low cut shoe of moccasin type construction with functional rawhide lacing, brass eyelets and non-marking sole may



be worn with this uniform. **Boat shoes are to be worn ONLY on board a boat.**

**INSIGNIA:** Sew-on color devices are worn. They may be attached by Velcro. Other metal insignia and devices are only authorized for wear until sew-on versions become available.

Cloth nametape with “**USCG AUXILIARY**” is sewn above left pocket. Cloth nametape with the members name is sewn above the right pocket. Direct embroidery on shirt is not authorized. **NOTE, you must wash and dry the uniform and your name and Auxiliary tags before you sew them on – they shrink at different rates.**

**HAT:** A standard or Coast Guard unit ball cap with metal or sew-on collar devices may be worn.

**ACCESSORIES:** All weather parka, windbreaker, work jacket, trench coat, and wooly-pully or cardigan, with enhanced shoulder boards.

Each of the following unique outfits are for both men and women with options 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 that should hang from the breast pocket. 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 Coast Guard 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.

## Chapter 11 – Recognition

Members of the Auxiliary, as volunteers, receive no direct compensation for the many hours of time and effort they donate to the Coast Guard. The recognition of an Auxiliarist's service, through the presentation of timely and appropriate awards, is essential to the success of the Auxiliary program. In many respects, the recognition they receive through these awards can be considered to be their paycheck. The service and actions of Auxiliarists should receive

the appropriate recognition and awards to the maximum extent possible. Medals and awards will be drafted, cited, presented and worn as prescribed in the Coast Guard Medals and Awards Manual (COMDTINST M1650.25 (series)) and in accordance with the Auxiliary Manual.

Any member may make a recommendation via the Chain of Leadership and Management.

## Staff Officer Responsibilities

TYPE OF ACTIVITY	APPROPRIATE STAFF OFFICER ASSIGNMENT
<ul style="list-style-type: none"> <li>• ATON Verification and Discrepancy Reporting Chart Updating Activities Federal Aids Program</li> </ul>	Navigation Services (NS)
<ul style="list-style-type: none"> <li>• Aircraft Patrols Aircraft Facility Inspection</li> </ul>	Aviation (AV)
<ul style="list-style-type: none"> <li>• Communication Watchstanding Communication Facility Inspection</li> </ul>	Communications (CM)
<ul style="list-style-type: none"> <li>• Auditing, Bill Paying &amp; Procurement Activities</li> </ul>	Finance (FN)
<ul style="list-style-type: none"> <li>• Collecting, Collating, Input, and Dissemination of Auxiliary Activity Data AUXDATA and AUXINFO Systems</li> </ul>	Information Services (IS)
<ul style="list-style-type: none"> <li>• Obtaining, Storing and Transporting Members’ Supplies</li> </ul>	Materials (MA)
<ul style="list-style-type: none"> <li>• Recreational Boating Safety Visitation Program</li> </ul>	Program Visitor (PV)
<ul style="list-style-type: none"> <li>• Member Recruiting and Retention Activities</li> </ul>	Personnel Services (PS)
<ul style="list-style-type: none"> <li>• Assistance for Marine Safety and Environmental Protection</li> </ul>	Marine Safety (MS)
<ul style="list-style-type: none"> <li>• Member Training Activities</li> </ul>	Member Training (MT)
<ul style="list-style-type: none"> <li>• Vessel and Aircraft Patrols, Coast Guard and State Operational Support</li> </ul>	Operations (OP)
<ul style="list-style-type: none"> <li>• Establishing and Serving in Boating Safety Booths Activities Publicizing the Auxiliary</li> </ul>	Public Affairs (PA)
<ul style="list-style-type: none"> <li>• Producing and Delivering Unit Publications</li> </ul>	Publications (PB)
<ul style="list-style-type: none"> <li>• Public Education Activities</li> </ul>	Public Education (PE)
<ul style="list-style-type: none"> <li>• Recording and Maintaining Records of Unit/Member Activities</li> </ul>	Secretary/Records (SR)
<ul style="list-style-type: none"> <li>• Vessel Safety Checks RBS Program Visitor Vessel Facility Inspections Commercial Fishing Vessel Examinations</li> </ul>	Vessel Examiner (VE)
<ul style="list-style-type: none"> <li>• Obtaining and Providing Legal Opinions and Advice, Conducting Investigations</li> </ul>	Legal/Parliamentarian (LP)
<ul style="list-style-type: none"> <li>• Web site development and maintenance</li> </ul>	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 a 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 expectations 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 and your contribution to your 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!