

**Summary of Changes to Auxiliary Policies**  
**Auxiliary Manual, COMDTINST M16790.1G**  
**03 August 2012**

CHAPTER 1

- 1.B. Several updated Coast Guard office name changes.
- Figure 1-1 Coast Guard Auxiliary Organization – National to member
- Figure 1-2 Coast Guard Auxiliary National Organization
- Figure 1-3 Typical Coast Guard Auxiliary Organization – District to Member

CHAPTER 2

- 2.B.13.e. Legislative Liaison Committee
- 2.B.13.e.(1) Appointment of District Legislative Liaison Representative
- 2.B.13.e.(2) LLC Chairperson
- 2.B.18.e. Multi-Mission Harbor Safety
- 2.B.21.e. Coast Guard Unit Support

CHAPTER 3

- 3.A. Introduction
- 3.B.1. Initial Enrollment
- 3.C.2.a.(1) Verification of U.S. Citizenship
- 3.C.6. Notifications to SECCEN
- 3.D.1.a. Membership Accession
- 3.D.1.b. Membership Accession
- 3.D.1.d. Membership Accession
- 3.D.2.a.(5) Member Status and AUXDATA Entries
- 3.D.2.b.(3) Organizational Assignments and Authorities
- 3.D.2.b.(6) Organizational Assignments and Authorities
- 3.D.2.c. ID Cards and EMPLIDs
- 3.D.2.d.(1) Uniforms, Awards, and Ceremonies
- 3.D.2.e. Auxiliary Courses and Test Administration
- 3.D.2.f. Training, Qualifications, and Activities
- 3.D.3. Privileges and Provisions for Auxiliarists in Initially Qualified (IQ), Basically Qualified (BQ), and Operational Auxiliarist (AUXOP) Status
- 3.I.6.b. Temporary Suspension of Director's Services
- 3.J.2.e. Disenrollment Appeals

CHAPTER 4

- 4.A.9. Flotilla Voting Policy
- 4.A.9.d. Written Ballots
- 4.C.5. District Staff Officer

- 4.D.2.a. Organization (National section)
- 4.D.4. Staff Fellow and Adjunct Appointed Officers
- 4.E.2.b. Meetings and Elections (Boards, Committees, and Leaders section)
- 4.E.3.b. Meetings and Elections
- 4.F.2.c. Eligibility (Elections section)
- 4.F.2.e. Eligibility
- 4.F.3.c. Election Guidelines
- 4.F.3.h. Election Guidelines
- 4.F.3.k. Election Guidelines
- 4.G.2. New Auxiliarists (Staff Officer section)
- 4.G.6. Flotilla and Division Staff Officers List
- Figure 4-2 Consolidation of Responsibility – Division Model
- Figure 4-3 Consolidation of Responsibility – Flotilla Staff Model
- 4.G.13.b. Alignment at Division Level
- 4.H. Introduction (Standing Rules section)
- 4.H.1. Appendices

## CHAPTER 5

- 5.F.2.b.(1) Unofficial Mail
- 5.H.1.c. Solicited Gifts
- 5.H.1.d. Unsolicited Gifts
- 5.H.1.e. Free Space, Advertising, and Other Services
- 5.N.1. Financial Reporting
- 5.O.1. Auxiliary Identification Card
- 5.O.1.g. Auxiliary Identification Card

## CHAPTER 6

- 6.E.4. MOU/MOA

## CHAPTER 7

- 7.A.5.a.(3) Team Composition (Diversity Management section)
- 7.B.4.a. Training

## CHAPTER 8

- 8.B.8.a.(1) Maintaining Certification (Training and Qualification section)
- 8.E.2. Auxiliary MT Requirements (Mandated Training section)

## CHAPTER 9

- 9.C.2.b. Personally Owned Vehicle (POV)

## CHAPTER 10

- 10.C.3.q. Religious/Ethnic Apparel
- 10.F.7.a. Working Blue and ODU
- 10.F.7.b. Undress Blue Winter, Undress Short Sleeve, and Winter Dress Blue
- 10.F.7.c. Commodore Insignia
- 10.G.5. Dinner Dress Blue
- 10.G.7.c. Shirt
- 10.I.4. Dinner Dress Blue

## CHAPTER 11

- 11.A.11.b. Award Elements
- 11.A.12. Posthumous Awards

## CHAPTER 12

Table 12-2 Suggested Introduction Order for Non-Primary Speakers

## APPENDIX C

- C.34. Elected By (District Captain)
- C.49. Elected By (Deputy National Commodore)

## APPENDIX G

- G.1. First Coast Guard District
- G.2. Fifth Coast Guard District
- G.6.b. Line of Demarcation (Eleventh Coast Guard District)
- Figure G-1 U.S. Coast Guard Auxiliary District, Areas, and Regions

## APPENDIX J

Various acronym changes

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 1**

**1.B.4. Assistant Commandant for Marine Safety, Security and Stewardship (CG-5) (page 1-8) – Re-title as follows...**

**Assistant Commandant for Prevention Policy (CG-5P)**

**1.B.5. Director of Prevention Policy (CG-54) (page 1-8) – Re-title as follows...**

**Director of Inspections and Compliance (CG-5PC)**

**1.B.6. Chief, Office of Auxiliary and Boating Safety (CG-542) (page 1-8) – Re-title as follows...**

**Chief, Office of Auxiliary and Boating Safety (CG-BSX)**

**1.B.6.a. Chief, Auxiliary Division (CG-5421) (page 1-10) – Re-title as follows...**

**Chief, Auxiliary Division (CG-BSX-1)**

**1.B.6.b. Chief, Auxiliary Administration Branch (CG-54211) (page 1-11) – Re-title as follows...**

**Chief, Auxiliary Administration Branch (CG-BSX-11)**

**1.B.6.c. Chief, Auxiliary Operations Branch (CG-54212) (page 1-13) – Re-title as follows...**

**Chief, Auxiliary Operations Branch (CG-BSX-12)**

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 1**

**1.B.6.m. Chief, Office of Auxiliary and Boating Safety (CG-542) (page 1-9) – Replace with the following text...**

Serve as Executive Director of the National Boating Safety Advisory Council (a Federal Advisory Committee Act (FACA) committee) and administer all Council activities.”

**Figure 1-1 Coast Guard Auxiliary Organization – National to Member (page 1-29) – Replace with revised organization chart...**

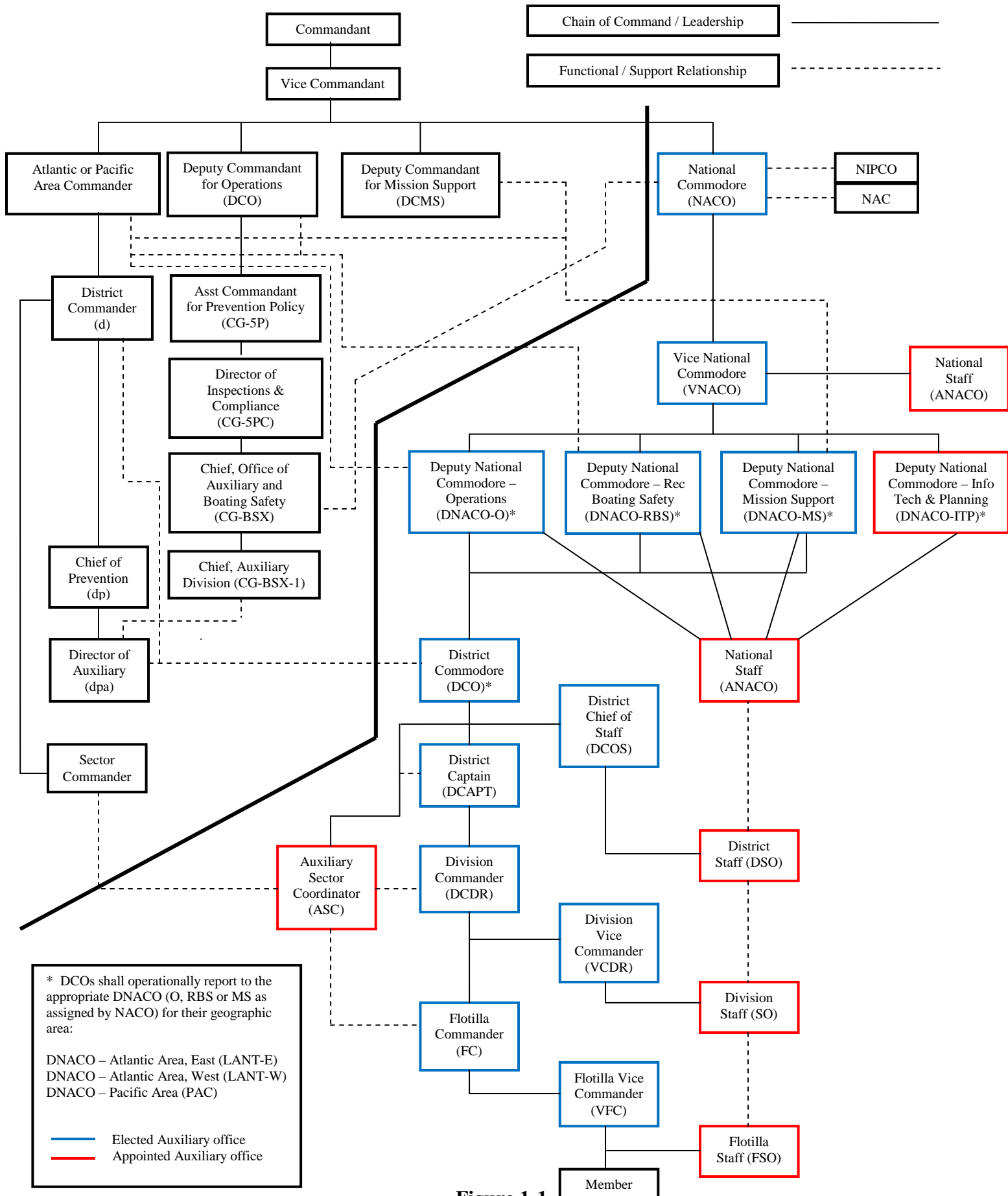
Reflects updated Coast Guard Headquarters CG-DCO organization, and changes Immediate Past National Commodore acronym from “IPNACO” to “NIPCO.”

**Figure 1-2 Coast Guard Auxiliary National Organization (page 1-30) – Replace with revised organization chart...**

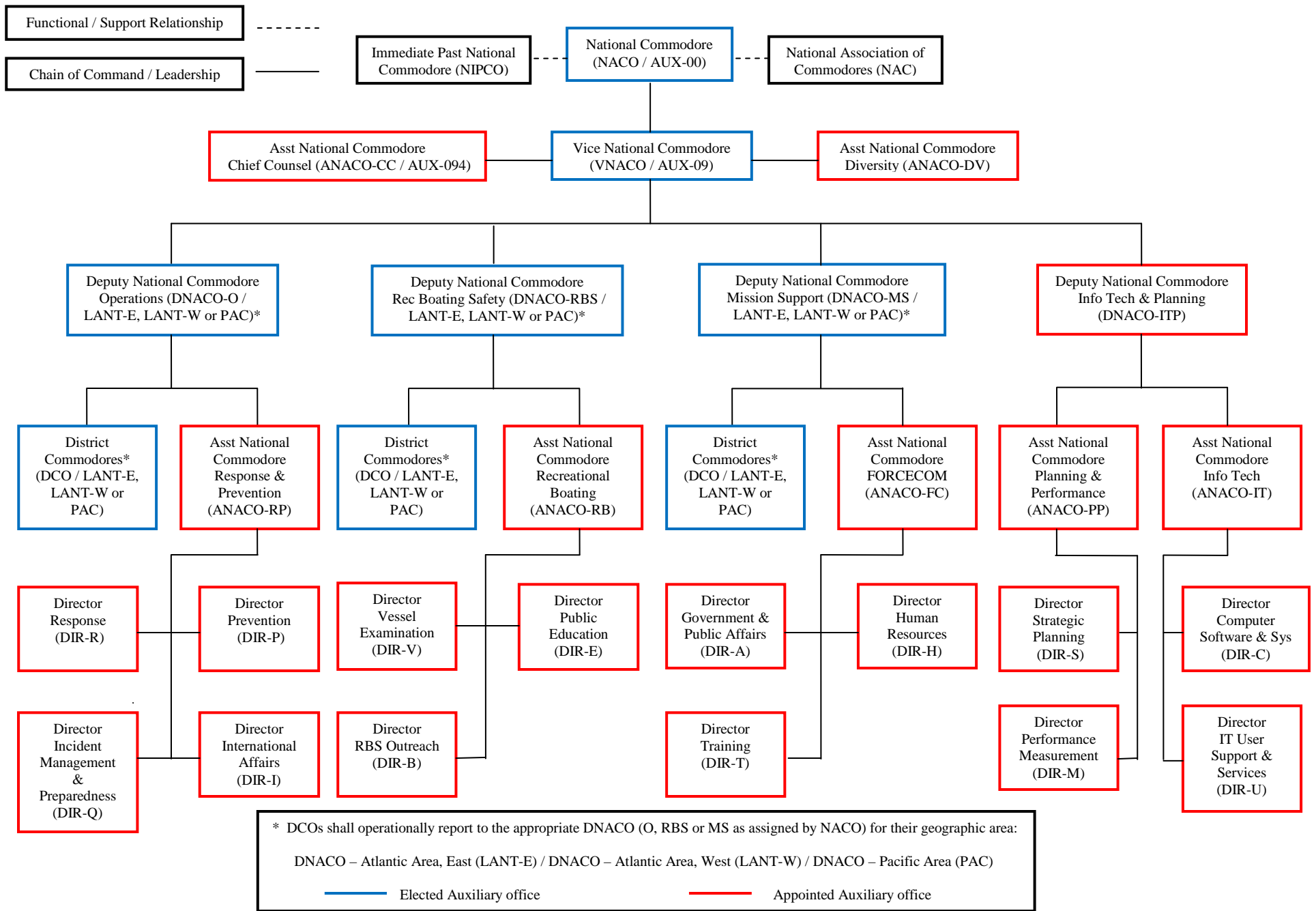
Reflects changes to five Directorate acronyms (A / C / I / Q / U), and changes Immediate Past National Commodore acronym from “IPNACO” to “NIPCO.”

**Figure 1-3 Typical Coast Guard Auxiliary Organization – District to Member (page 1-39) – Replace with revised organization chart...**

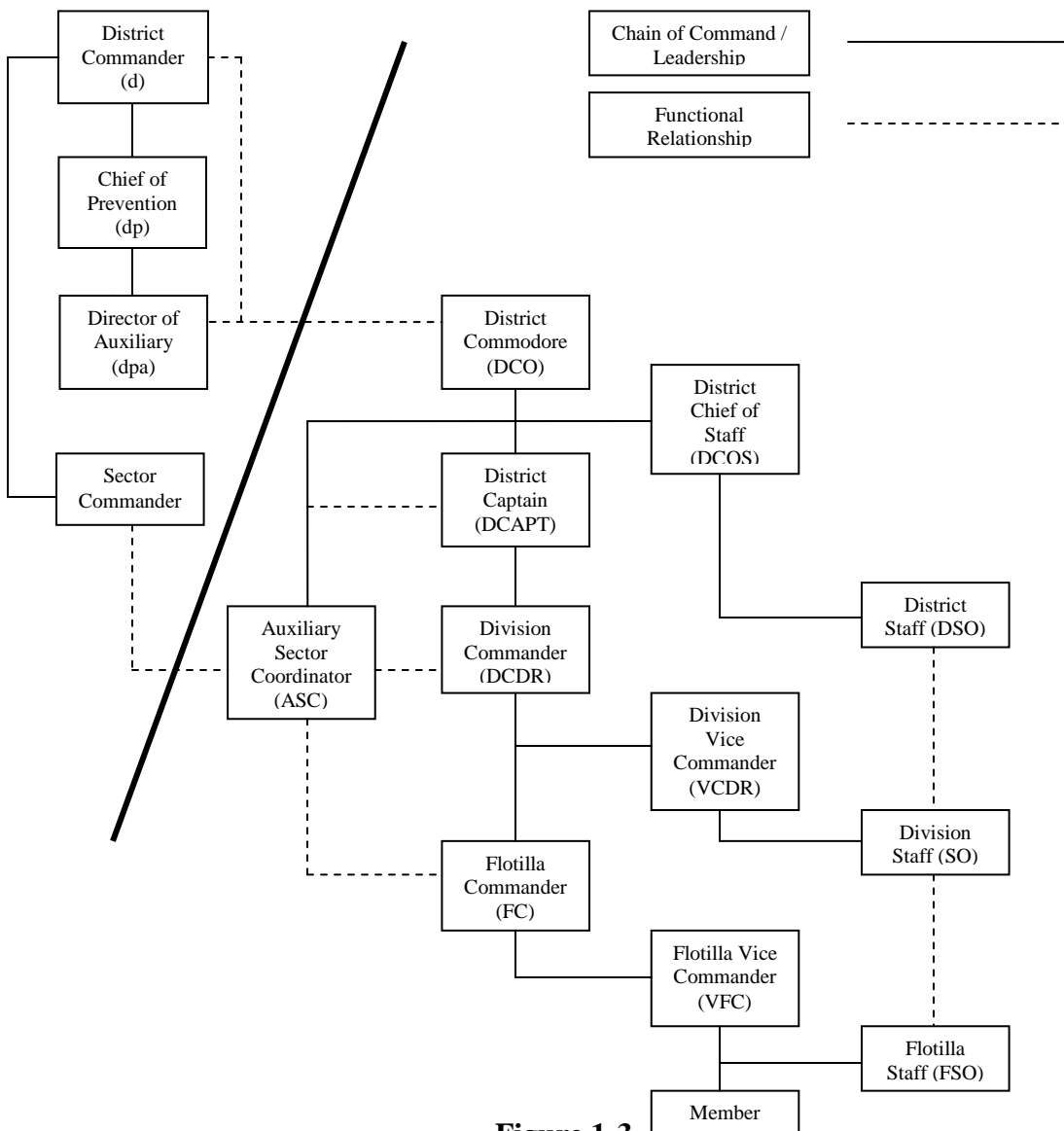
Reflects change for ASC to report directly (solid line) to the DCO instead of to the DCAPT, and changes Immediate Past National Commodore acronym from “IPNACO” to “NIPCO.”



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



**Figure 1-2**  
**Coast Guard Auxiliary National Organization**



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



**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 2**

**2.B.13.e. Legislative Liaison Committee (page 2-12) – Replace with the following text...**

The Legislative Liaison Committee (LLC) was created to track legislative and regulatory changes in the various State and Federal Governments that have an impact on Auxiliary safe boating programs. Legislative and regulatory changes have an important impact on PE, VSCs, and related safety programs, as well as Auxiliary policy and procedures. Such information shall be reported directly to the NEXCOM and the ANACO-CC for use in reviewing Auxiliary program adequacy and relevancy. The LLC Chairperson shall be appointed by the NACO and shall programmatically and organizationally report to the ANACO-CC.

**2.B.13.e.(1) Appointment of District Legislative Liaison Representative (page 2-12) – Re-title and replace opening paragraph with the following text...**

**Appointment of Legislative Liaison Officer**

DCOs are responsible for supporting this program by appointing one Auxiliarist for each State in their district/region. Those States within more than one district or region must have a single liaison acceptable to all DCOs. There shall not be more than one Legislative Liaison Officer (LLO) per State. The DCOs shall coordinate this recommendation with the Directors within their respective districts/regions. Additionally, LLO appointments shall be made following consultation of the DCO(s) with the LLC Chairman. The Director(s) shall ensure such consultation has occurred prior to concurrence in accordance with section G.1. of Chapter 4. Auxiliarists appointed as LLOs should be:

**2.B.13.e.(2) LLC Chairperson (page 2-13) – Replace with the following text...**

The LLC Chairperson shall communicate to the NEXCOM and the ANACO-CC an evaluation of potential impacts and recommendations regarding any pending State legislation or regulations pertaining to Auxiliary missions and activities.

The LLC and LLOs shall not communicate their support of, or objection to, pending legislation or regulations with any State elected or appointed official without the NACO's specific approval.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 2**

**2.B.18.e. Multi-Mission Harbor Safety (page 2-15) – Replace with the following text...**

Perform other missions as assigned by the Sector Commander. Intelligence activity as defined in Coast Guard Intelligence Collection, Analysis, Production and Dissemination Manual, COMDTINST M3800.4 (series) is not authorized.

**2.B.21.e. Coast Guard Unit Support (page 2-17) – Replace the last sentence with the following text...**

Such waiver requests shall be submitted by the unit's chain of command (including review and endorsement by the Director and appropriate program offices at the district level) to Chief, Office of Specialized Capabilities (CG-721) and then to the Chief Director.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 3**

**3.A. Introduction (page 3-3) – Replace 2<sup>nd</sup> sentence of the 2<sup>nd</sup> paragraph with the following text...**

Such individuals whose other country of citizenship is one of those specifically identified in Table 2-2 of the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), will not be authorized to pursue a Direct Informational (DI) or Direct Operational (DO) PSI nor any of their associated activities. This is not an all-inclusive list in that countries may be added or removed.

**3.B.1. Initial Enrollment (page 3-9) – Replace 2<sup>nd</sup> paragraph with the following text...**

When an individual meets all enrollment eligibility criteria, the Director may then accept and sign his/her enrollment application and enter him/her in AUXDATA in Approval Pending (AP) status. Once entered in AUXDATA in AP status, the individual shall be issued his/her Employee Identification number (EMPLID) and Auxiliary ID card. The Director shall notify the AP Auxiliarist of these actions and his/her EMPLID by signed memo, and shall forward his/her Auxiliary ID card to the FC for presentation at an appropriate opportunity that also affords administration of the Pledge for New Members (see Figure 3-1) and presentation of his/her Auxiliary membership certificate.

**3.B.1. Initial Enrollment (page 3-9) – Replace 3<sup>rd</sup> paragraph with the following text...**

Part of enrollment is the Personnel Security Investigation (PSI) process. The individual shall remain in AP status until receipt of a Favorable (FAV) PSI determination from the SECCEN. If the individual holds a current security clearance completed and granted by another federal agency, then it must meet all criteria for reciprocity as determined through the PSI process. The individual may provide a copy of an appropriate source document that substantiates his/her claim as part of his/her enrollment package. The individual shall remain in AP status until the SECCEN validates the claimed PSI, and shall have the privileges of Auxiliary membership as described in paragraph D.2. of this chapter.

**3.B.1. Initial Enrollment (page 3-9) – Insert new 4<sup>th</sup> paragraph with the following text...**

The time required for PSI completion is very long. Completion may well take several months to more than a year. It is therefore incumbent on all Auxiliarists and active duty personnel directly involved in the enrollment of new Auxiliarists (e.g., the Flotilla Commander (FC); the Flotilla Staff Officer for Human Resources (FSO-HR); their designees) to properly manage an enrollee's expectations. Prospective Auxiliarists must be clearly advised during their enrollment process of

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1**  
**Chapter 3**

PSI requirements and durations, as well as the privileges of enrollment that they will have in any membership status (i.e., AP, IQ, BQ, AX). Such advisory must include the risk they undertake in terms of personal investments as part of Auxiliary membership (e.g, the costs of membership dues, uniform items, and possible equipment purchases that will not be reimbursed if their PSI is ultimately determined to be UNFAV and they are not determined to be suitable for service in the Auxiliary).

**3.B.1. Initial Enrollment (page 3-9) – Delete last sentence of 5<sup>th</sup> and final paragraph...**

~~The individual may then be administered the Pledge for New Members (see Figure 3-1) at an appropriate event (e.g., next flotilla meeting).~~

**3.C.2.a.(1) Verification of U.S. Citizenship (page 3-15) – Re-title and replace with the following text...**

**Fingerprints and Verification of U.S. Citizenship**

An Auxiliarist must have at least a Favorable OS PSI in order to qualify as a Fingerprint Technician (FT) or Citizenship Verifier (CV). Qualification is based on successful completion of the FT / CV training programs available through the Auxiliary Human Resources Directorate web site (<http://hdept.cgaux.org/>). The CV qualification is a sub-element of the FT qualification. There is no FT or CV currency maintenance requirement once qualified.

Fingerprints may be taken by an Auxiliary FT or a law enforcement officer (e.g., police officer, state trooper). The latter includes Coast Guard personnel authorized to perform these functions. Electronic methods of taking and printing fingerprints are authorized as long as the ink/image printed on the prescribed FD-258 form is in black ink. All FD-258 forms must display the Coast Guard's ORI code (DCCG00100) in the designated block.

Verification of U.S. citizenship may be performed by an Auxiliary FT, CV, or a law enforcement officer (including Coast Guard personnel authorized to perform such function).

The FT, CV, or law enforcement officer who performs these functions must also fill out the associated forms including appropriate sections of the Auxiliary enrollment application when processing enrollees.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 3**

**3.C.6. Notifications to SECCEN (page 3-21) – Replace with the following text...**

If an Auxiliarist in AP status is arrested, whether while assigned to duty or not, then he/she shall immediately notify the Director. Similarly, upon becoming aware of the arrest of an Auxiliarist in AP status, an Auxiliarist shall immediately notify the Director. The Director shall immediately notify the SECCEN via e-mail or written correspondence through the SECCEN Customer Service Help Desk at [FIN-SMB-SECHelpDesk@uscg.mil](mailto:FIN-SMB-SECHelpDesk@uscg.mil) (utilize subject line, “AUXILIARY, LAST NAME”).

If an Auxiliarist with a Favorable OS, DI, or DO PSI is arrested, whether while assigned to duty or not, then he/she shall immediately notify the Director. Similarly, upon becoming aware of the arrest of an Auxiliarist with a Favorable OS, DI, or DO PSI, an Auxiliarist shall immediately notify the Director. The Director shall immediately notify the SECCEN via e-mail or written correspondence through the SECCEN Customer Service Help Desk at [FIN-SMB-SECHelpDesk@uscg.mil](mailto:FIN-SMB-SECHelpDesk@uscg.mil) (utilize subject line, “AUXILIARY, LAST NAME”).

If an Auxiliarist with a security clearance is arrested, whether while assigned to duty or not, then he/she shall immediately notify the Director. Similarly, upon becoming aware of the arrest of an Auxiliarist with a security clearance, an Auxiliarist shall immediately notify the Director. The Director shall immediately notify the SECCEN via e-mail or written correspondence through the SECCEN Customer Service Help Desk at [FIN-SMB-SECHelpDesk@uscg.mil](mailto:FIN-SMB-SECHelpDesk@uscg.mil) (utilize subject line, “AUXILIARY, LAST NAME”). The Director shall also immediately notify the appropriate Command Security Officer (CSO). The CSO shall submit a corresponding Coast Guard Personnel Security Action form (CG-5588) to the SECCEN.

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

**3.D.1.a. Membership Accession (page 3-23) – Replace with the following text...**

The applicant must complete the Enrollment Application Form (ANSC-7001). The FC may designate the VFC, FSO-HR, or another flotilla member who is in Initially Qualified (IQ), Basically Qualified (BQ), or Operational Auxiliary (AX) status to conduct the interview. With the exception of requisite fingerprint forms, the Enrollment Application Form captures all information necessary to start the PSI process at the Operational Support (OS) level. An

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1**  
**Chapter 3**

applicant may submit a DI or DO PSI package with their Enrollment Application Form instead of an OS PSI package, but it must be clearly explained to the applicant that, despite lengthy PSI processing delays, OS PSI packages are still normally processed to completion significantly faster than DI or DO PSI packages. When coupled with provisions that allow for interim program certification of Auxiliarists who have Favorable OS PSI determinations but are pursuing qualification in an Auxiliary program that requires a Favorable DI or DO PSI determination, all applicants should be highly encouraged to submit the OS PSI package as part of their enrollment package instead of a DI or DO PSI package.

**3.D.1.b. Membership Accession (page 3-23) – Replace with the following text...**

The applicant must complete the New Member Training Program (NMTP) and successfully pass the current open book examination with a score of 80 percent or better. This examination may be self-administered or administered by any elected officer, MT staff officer, HR staff officer, or designated IT. The applicant may not score his/her own examination. It may only be scored by the Director, FC, VFC, or FSO-HR. Examination results shall be recorded on the Enrollment Application, and the officer who scored it should ensure that the results, particularly which questions were missed, are communicated to the applicant. The understanding and expectation for self-administration of any Auxiliary exam is that the individual, and only the individual without any other personal assistance, shall complete all facets of the exam, unless such exam is specifically authorized by the Director, after consultation with CG-5421, to be taken with a team approach among Auxiliarists (e.g., AUXSC&E specialty course). If an Auxiliarist becomes aware that there is any reason to suspect otherwise, then the Auxiliarist shall inform the appropriate chain of leadership (up to and including the Director) so that he/she is able to assess the circumstances and determine propriety of self-administration.

**3.D.1.d. Membership Accession (page 3-24) – Replace with the following text...**

The Director shall review all enrollment packages and determine whether or not to accept an applicant. If accepted, the Director shall sign the Enrollment Application Form, continue the administrative processing of the applicant's PSI, place the applicant in AP status, make appropriate AUXDATA entries, and issue the applicant an Employee Identification number (EMPLID) and Auxiliary ID card. The Director shall notify the AP Auxiliarist of these actions and his/her EMPLID by signed memo, and shall forward his/her Auxiliary ID card to the FC for presentation at an appropriate opportunity that also affords administration of the Pledge for New Members (see Figure 3-1) and presentation of his/her Auxiliary membership certificate.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 3**

**3.D.2.a.(5) Member Status and AUXDATA Entries (page 3-24) – Replace with the following text...**

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

**3.D.2.b.(3) Organizational Assignments and Authorities (page 3-25) – Replace with the following text...**

Auxiliarists in AP status may provide direct administrative support to Coast Guard units but must have the concurrence of the command to do so. Auxiliary Unit Coordinators (AUC) are specifically tasked with ensuring that the command and the Director are advised in advance of any Auxiliarists in AP status who desire to do so, and that appropriate arrangements for recurring access are made. Coast Guard unit commanders shall also ensure that the Director is notified at the outset of any Auxiliarist who provides recurring direct support to their unit.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 3**

**3.D.2.b.(6) Organizational Assignments and Authorities (page 3-25) – Replace with the following text...**

Auxiliarists in AP status must pay dues as part of their enrollment. Initial payment shall be by check which will be immediately processed like any other such dues payment by an Auxiliarist in IQ, BQ, or AX status.

**3.D.2.c. ID Cards and EMPLIDs (page 3-25) – Re-title as “ID Cards, EMPLIDs and Exchanges”, and replace with the following text...**

- (1) Auxiliarists in AP status shall be issued EMPLIDs as part of the approval of their enrollment packages by the Director.
- (2) Auxiliarists in AP status are authorized to be issued an Auxiliary ID card. The Director shall forward their Auxiliary ID card to the FC for presentation at an appropriate opportunity that also affords administration of the Pledge for New Members (see Figure 3-1) and presentation of their Auxiliary membership certificate.
- (3) Auxiliarists in AP status may be considered for issuance of an Auxiliary Logical Access Credential (ALAC). By definition of ALAC authorization terms, an Auxiliarist must not only have received a Favorable OS PSI determination, but must also have submitted either a NACI (if pursuing a DI PSI) or NACLC (if pursuing a DO PSI) package in order to be authorized ALAC issuance. The servicing ALAC Trusted Agent (TA) shall notify and gain written approval from the ALAC Trusted Agent Security Manager (TASM) prior to beginning the ALAC process for an Auxiliarist in AP status. This includes making such notification to the ALAC TASM prior to approaching SECCEN, if necessary, to expedite the AP member’s OS PSI.
- (4) Authorized to use Coast Guard Exchange System (CGES) facilities and services, pursuant to the limited exchange privileges contained in the Coast Guard Non-appropriated Fund Instrumentalities Manual, COMDTINST M7010.5 (series).
- (5) Authorized to use Department of Defense (DoD) exchanges, pursuant to the limited exchange privileges contained in Armed Services Exchange Regulations, DoD Instruction 1330.21 (series). Specifically, Auxiliarists are limited to purchasing uniform articles and accessories that are authorized by Coast Guard policies.



**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 3**

**3.D.2.d.(1) and (2) Uniforms, Awards, and Ceremonies (page 3-26) – Replace with the following text...**

- (1) Auxiliarists in AP status are authorized to obtain and wear the Auxiliary uniform with proper devices and insignia of the current or highest past office held to the extent that applicable policies allow. Auxiliarists in AP status are authorized to use DoD exchanges only when purchasing articles and accessories of the uniform. Auxiliarists in AP status are authorized to shop in Coast Guard exchanges with the same authorization as Auxiliarists in other-than AP status.
  
- (2) Auxiliarists in AP status shall be administered the Pledge for New Members and presented with the Auxiliary membership certificate at an appropriate time and venue that also affords the opportunity for presentation of their Auxiliary ID card.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 3**

**3.D.2.e. Auxiliary Courses and Test Administration (page 3-27) – Replace with the following text...**

- (1) Auxiliarists in AP status are authorized to take any and all courses that Auxiliarists are authorized to take. Flotillas may provide essential course materials to Auxiliarists in AP status in order to facilitate learning as they would for any other Auxiliarists in IQ, BQ, or AX status.
- (2) Auxiliarists in AP status are authorized to take any and all end-of-course tests associated with these courses.
- (3) Auxiliarists in AP status may be presented the corresponding course completion certificates in appropriate ceremonial venues upon successfully completing all course requirements.
- (4) Successful course completions and test results may be entered in AUXDATA for Auxiliarists in AP status as successful course completions and test results are similarly entered for any other Auxiliarists in IQ, BQ, or AX status.

**3.D.2.f. Training, Qualifications, and Activities (page 3-28) – Replace with the following text...**

- (1) Auxiliarists in AP status may train in any program like any other Auxiliarists in IQ, BQ, or AX status. This includes mentor assignments, workshop attendance, and enrollment in Coast Guard or Coast Guard Auxiliary “C” schools.
- (2) Auxiliarists in AP status must successfully complete BQ status requirements identified in section 8.B.1.c. of this Manual in order to qualify in any Auxiliary program authorized for them.
- (3) Auxiliarists in AP status may perform and have signed-off all tasks that must be completed to earn qualification in any program.
- (4) Auxiliarists in AP status may be qualified by the Director or appropriate qualifying authority in any program except Fingerprint Technician and Citizenship Verifier. Interim certifications for specific programs must be issued in accordance with sub-section D.2.f.(9) of this chapter. Pursuant to qualification, Auxiliarists in AP status may engage and participate in Auxiliary programs with the following qualifiers:

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1**  
**Chapter 3**

- (a) Auxiliarists in AP status who qualify as Instructors or as Marine Environmental Education Specialists (AUX-MEES) as part of the Auxiliary Trident program may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while doing so.
  - (b) Auxiliarists in AP status who participate in Auxiliary public affairs/outreach events (e.g., Coastie demonstration, public affairs booth) may do so in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while doing so.
- (5) An Auxiliarist who, for whatever reason, disenrolls or retires from the Auxiliary and then attempts to re-enroll without ever having obtained a Favorable PSI determination shall be processed as any other Auxiliarist in AP status in terms of PSI processing. Although the re-enrollee may effectively resume certification at the corresponding point of currency maintenance, he/she must also pursue PSI determination like any other Auxiliarist in AP status. If the re-enrollee was certified in a program that requires a Favorable DO PSI determination, then an interim certification may be issued by the Director or operational commander while the DO PSI package is processed to completion.
- (6) Auxiliarists in AP status may offer surface and air facilities for use and have them accepted for use (including designation of authorized operators).
- (7) Auxiliarists in AP status may offer personal vehicles for use and have them accepted for use (including designation of authorized operators), for the purpose of towing government equipment, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while engaged in such towing. Whenever operating a personal vehicle while assigned to duty, they shall adhere to all prescribed and appropriate government operating requirements and expectations including the prohibition to read, type, or send text messages or e-mail.
- (8) Auxiliarists in AP status may be authorized by proper Coast Guard authority to use government vehicles to perform official business, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while engaged in such use. Whenever operating a government vehicle, they shall adhere to all prescribed and appropriate operating requirements and expectations, including the prohibition to read, type, or send text messages or e-mail.
- (9) Allowance for interim certifications remains in place. Interim certifications are required for the following circumstances:
- (1) Auxiliarists in AP status who successfully complete all tasks for Coxswain and Personal Watercraft Operator (PWO) may be granted interim certification for such by the Director or appropriate qualifying authority pending receipt of a Favorable OS

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 3**

PSI determination (i.e., an Auxiliarist may not be fully qualified as a Coxswain or PWO until he/she has at least a Favorable OS PSI determination).

- (2) Auxiliarists in AP status who 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.

**3.D.3. Privileges and Provisions for Auxiliarists in Initially Qualified (IQ), Basically Qualified (BQ), and Operational Auxiliarist (AUXOP) Status (page 3-30) – Replace with the following text...**

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

- a. Authorized to hold any elected or appointed office for which eligible.
- b. 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.
- c. Authorized access to the Coast Guard MWR program for its services as described in the Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series). This does not include patronage of Child Development Centers (CDCs). Any eligibility to use Coast Guard CDCs may be found in the Child Development Services Manual, COMDTINST M1754.15 (series). Additional Coast Guard MWR resource, facility, and services information can be found at [www.uscg.mil/mwr](http://www.uscg.mil/mwr).
- d. Authorized to independently perform any activity without the company of another Auxiliarist or an active duty supervisor as required by paragraph D.2 above.

**3.I.6.b. Temporary Suspension of Director's Services (page 3-59) – Replace with the following text...**

consultation with and approval by the EXCOM; and,

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 3**

**3.J.2.e. Disenrollment Appeals (page 3-63) – Delete the last sentence of the 4<sup>th</sup> paragraph...**

~~This provision shall apply to the revocation of disenrollment stemming from an Unfavorable OS PSI determination.~~

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 4**

**4.A.9. Flotilla Voting Policy (page 4-7) – Replace with the following text...**

One quarter (25%) of the eligible voting members of a flotilla shall constitute a quorum for the transaction of business at any regular or special flotilla meeting unless the flotilla desires to specify a higher percentage. In either case, the quorum percentage shall be so specified in the flotilla standing rules. Additionally, one of the voting members present must be the FC, VFC, or Immediate Past Flotilla Commander (IPFC). If none of these individuals is present, then although the meeting may be held, Auxiliary unit business cannot be conducted.

**4.A.9.d. Written Ballots (page 4-8) – Replace with the following text...**

When conducting Auxiliary business other than elections, and when the Auxiliary unit's standing rules do not require a written ballot be used to decide an issue, if an Auxiliarist requests a written ballot be used, then the unit must honor such request without further discussion.

**4.C.5. District Staff Officer (page 4-14) – Re-title and replace with the following text...**

**District Staff Officers (DSO) and Legislative Liaison Officers (LLO)**

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

The DCO appoints LLOs in accordance with provisions of section 2.B.13.e. of Chapter 2. LLOs are authorized to wear the same insignia as DSOs. Programmatically and organizationally, LLOs shall report to the DSO-LP at the district/regional level and to the Legislative Liaison Committee (LLC) at the national level.

**4.D.2.a. Organization (page 4-18) – Replace the following abbreviations...**

- (3)(c) Replace “(DIR-MP)” with “(DIR-Q)”
- (3)(d) Replace “(DIR-IA)” with “(DIR-I)”
- (5)(a) Replace “(DIR-GP)” with “(DIR-A)”
- (7)(a) Replace “Director – Information Engineering (DIR-IE)” with “Director-Computer Software and Systems (DIR-C)”
- (7)(b) Replace “Director – Information Users (DIR-IU)” with “Director - User Services and Support (DIR-U)”

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 4**

**4.D.4. Staff Fellow and Adjunct Appointed Officers (page 4-20) – Insert this new sub-section (Re-number Special Projects and Liaison Officers as 4.D.5., and re-number NACO Staff as 4.D.6.)...**

Program management within the information technology directorates is uniquely and predominantly project-oriented. The following staff officer appointments may therefore be made only within the information technology directorates in order to supplement the conventional directorate, division, and branch organizations on an as-needed basis:

- a. Senior Fellow (DIR-XSF where X denotes either the C or U directorate): This position represents great achievement and distinction. Appointments may only be made after the individual's repeated significant contributions to national staff in his/her field of expertise prior to appointment. Appointees report to the ANACO-IT and hold no supervisory responsibility other than as an ad hoc project team leader. No more than two Senior Fellows may be appointed at any given time. Appointees are authorized to wear the National Staff Badge and DIR-equivalent insignia for the duration of appointment. If the appointment meets criteria as described in section F.9.c. of Chapter 10, then the Past Officer Device and office insignia may be worn permanently.
- b. Fellow (DVC-XF where X denotes either the C or U directorate): This position represents high achievement. Appointments may only be made after the individual's significant contribution to national staff on one or more projects. Appointees report to the DIR and hold no supervisory responsibility other than as an ad hoc project team assistant leader or member. No more than four Fellows may be appointed at any given time. Appointees are authorized to wear the National Staff Badge and DVC-equivalent insignia for the duration of appointment. If the appointment meets criteria as described in section F.9.c. of Chapter 10, then the Past Officer Device and office insignia may be worn permanently.
- c. Adjunct: This position represents temporary staff created on a project-by-project basis. Appointments may only be made to those who do not desire to serve in a permanent capacity on national staff and who demonstrate proven possession of relevant skills. Appointees report to the appropriate project leader and hold no supervisory responsibility other than as an ad hoc project team member. The number of adjunct staff is not limited. Appointees are not authorized to wear the National Staff Badge nor any specified insignia as a result of such appointment, but are expected to become candidates for more permanent supervisory or subject matter expert roles.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 4**

**4.E.2.b. Meetings and Elections (page 4-22) – Replace with the following text...**

Division Board meetings are held according to division standing rules. The DCDR, DCO or Director may call additional meetings. The DCDR will prepare and publish an agenda for each Division Board meeting. To conduct business, the DCDR, VCDR, or IPDCDR must be present. The Division Board should meet at regular intervals determined locally to be most responsive to Auxiliarists' needs. If a meeting is impractical due to unusual circumstances (e.g., a natural disaster, severe weather, or mass transportation strike prevents necessary travel), business may be transacted by mail or electronic means. Regular elections shall not be held by mail or electronic means unless a meeting is impractical due to unusual circumstances and the Director specifically authorizes such means for the elections.

**4.E.3.b. Meetings and Elections (page 4-23) – Replace with the following text...**

District Board meetings are held according to district standing rules. The District Commander, Director, or DCO may call additional meetings. The DCO will prepare and publish, in advance, an agenda for each District Board meeting. To conduct business, the DCO, DCOS, or IPDCO must be present. If a meeting is impractical due to unusual circumstances (e.g., a natural disaster, severe weather, or mass transportation strike prevents necessary travel), business may be transacted by mail or electronic means. Regular elections shall not be held by mail or electronic means unless a meeting is impractical due to unusual circumstances and the District Commander specifically authorizes such means for the elections.

**4.F.2.c. Eligibility (page 4-29) – Insert the following text for this sub-section, and re-letter the existing sub-sections that follow it...**

A member in AP status, regardless of duration in such status, who desires to run for, accept nomination for, or hold any elected office must request waiver to do so in accordance with section D.2.b. of Chapter 3.

**4.F.2.e. Eligibility (page 4-30) – Replace the opening paragraph with the following text...**

As indicated above, Appendix C outlines the eligibility requirements for elected offices. To specifically ensure familiarity and engagement with Auxiliary programs, an individual must be currently certified and/or currently qualified in accordance with provisions of Appendix C, as of



**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 4**

the date of nomination, in at least one of the following Auxiliary programs (further details in section B of Chapter 8):

**4.F.3.c. Election Guidelines (page 4-31) - Replace with the following text...**

Unit standing rules shall have specific provisions to allow nominations from the floor. In nominations from the floor, the nominator is responsible for ascertaining the eligibility of the nominee subject to verification by the Director before the election.

**4.F.3.h. Election Guidelines (page 4-31) - Replace with the following text...**

All elections shall be by secret written ballot unless there is only one candidate for a particular office. If there is only one candidate for a particular office, the unit may vote to use a secret written ballot. However, if one unit voting member requests the election be held by a secret written ballot, without debate or vote on a motion, a secret written ballot shall be used.

**4.F.3.k. Election Guidelines (page 4-31) - Add this new sub-section...**

Proxy voting is not authorized.

**4.G.2. New Auxiliarists (page 4-39) – Replace with the following text...**

New Auxiliarists should not normally be offered staff officer appointments during their first membership year. They should use this initial period to gain qualifications and learn about the Coast Guard and Auxiliary. Elected leaders and staff officers should spend time with and encourage new Auxiliarists to promote their involvement in staff officer and program management duties. The Auxiliary unit's elected leader may seek waiver for a member in AP status to serve as a staff officer in accordance with section D.2.b. of Chapter 3.

**4.G.6. Flotilla and Division Staff Officers List (page 4-40) – Make the following changes...**

First sentence: Change "...sixteen (16)..." to "...seventeen (17)..."

Sub-section d.: Change "Diversity (DV) (district level only)" to "Diversity (DV)"

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 4**

**Figure 4-2 Consolidation of Responsibility – Division Model (page 4-41) – Make the following change...**

Change the bottom middle block listing from “CS, MA, MT, PB, HR” to “CS, MA, MT, PB, HR, DV”

**Figure 4-3 Consolidation of Responsibility – Flotilla Staff Model (page 4-42) – Make the following change...**

Add a new bottom block for “FSO-DV” immediately below the “FSO-PA” block

**4.G.13.b. Alignment at Division Level (page 4-45) – Replace with the following text...**

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

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

**4.H. Introduction (page 4-47) – Replace with the following text...**

Standardized standing rules are required for all Auxiliary units. All Auxiliary unit standing rules have been standardized, developed, and approved by the National Board. At the national, district, and division levels, all standardized standing rules, with options selected, must be affirmed by two-thirds majority vote of the Auxiliary unit governing body. The unit governing body at the national level is the National Board, at the district level it is the District Board, and at the division level it is the Division Board. While the unit governing body at the flotilla level is all eligible voting members, because it may not be practicable to have two-thirds of all eligible voting members present at one meeting, standardized flotilla standing rules must be affirmed by

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 4**

two-thirds of the voting members present, provided proper notice is given, a quorum is present, and one of the voting members is the FC, VFC, or IPFC.

**4.H.1. Appendices (page 4-47) – replace with the following text...**

Appendices to Auxiliary unit standing rules shall be adopted in accordance with the affirmation provisions defined above and shall be effective upon signature of the senior Auxiliary unit elected leader. The appendices should include matters local in nature. These items may include: dates, times, and locations for meetings; amounts and due dates for collection of membership dues; information regarding local awards; and number, title, and composition of committees not otherwise specified, etc.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 5**

**5.F.2.b.(1) Unofficial Mail (page 5-32) – Replace with the following text...**

Mail to State Government officials or agencies unless approved by the District Commander, or from Auxiliary SLO, Legislative Liaison Officers, or members of the Auxiliary Boating Directorate.

**5.H.1.c. Solicited Gifts (page 5-36) – Make the following changes...**

Change all references from “Appendix E” to “Appendix D”

In the last sentence of the 4<sup>th</sup> paragraph, change, “...(see paragraph “H.1.j of this chapter).” to “...(see paragraph H.1.i of this chapter).”

**5.H.1.d. Unsolicited Gifts (page 5-37) – Make the following changes...**

Change all references from “Appendix E” to “Appendix D”

In the last sentence of the 11<sup>th</sup> paragraph, change, “...(see paragraph “H.1.j of this chapter).” to “...(see paragraph H.1.i of this chapter).”

**5.H.1.e. Free Space, Advertising, and Other Services (page 5-39) – Make the following change...**

Change all references from “Appendix E” to “Appendix D”

In the last sentence of the 4<sup>th</sup> paragraph, change, “...(see paragraph “H.1.j of this chapter).” to “...(see paragraph H.1.i of this chapter).”

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 5**

**5.N.1. Financial Reporting (page 5-73) – Replace with the following text...**

Funds are defined as monies received or disbursed as dues, course registration fees, sale of publications, etc.

DCDRs and FCs of every unit receiving and disbursing funds in the unit's name must submit to the Director an annual financial report, as prepared by their unit FN staff officer, for the preceding calendar year. Such report is also required upon election of a new unit leader or appointment of a new unit FN staff officer. Only the form entitled Financial Reporting of an Auxiliary Unit (ANSC-7025) is authorized for use for these purposes.

An FC shall submit their unit annual financial report to the Director, copy to the DCO and the DCDR, no later than 31 January after the close of the calendar year. A DCDR shall submit their unit annual financial report to the Director, copy to the DCO, no later than 1 February after the close of the calendar year.

The DCO, or their designee(s) (e.g., DSO-FN), shall review these unit annual financial reports and forward them to the Director on or before 1 March. Any irregularities revealed by the financial report shall be reported to the DCO and Director. If an Auxiliary unit fails to comply with these procedures, the DCO may authorize an audit. The DCO, after an audit review, may recommend other action deemed appropriate. In addition, district corporate entities must follow all other State or Federal financial reporting requirements.

**5.O.1. Auxiliary Identification Card (page 5-75) – Replace the opening paragraph with the following text...**

Only the Auxiliary ID card displayed in Figure 5-3 shall be issued for Auxiliary identification purposes. Auxiliary ID cards shall conform to the following guidelines:

**5.O.1.g. Auxiliary Identification Card (page 5-75) – Replace with the following text...**

Display only one of four possible entries in the "Qualification" block – "AP," "IQ," "BQ," or "AUXOP," as appropriate.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 6**

**6.E.4. MOU/MOA (page 6-16) – Make the following change...**

In the 1<sup>st</sup> sentence of the 3<sup>rd</sup> paragraph, change, “...than an MOU/MOA...” to “...that an MOU/MOA...”

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 7**

**7.A.5.a.(3) Team Composition (page 7-6) – Replace with the following text...**

The Auxiliarist representative to the Commandant's Leadership and Diversity Advisory Council (LDAC).

**7.B.4.a. Training (page 7-12) – Replace with the following text...**

New Auxiliary enrollees shall successfully complete harassment prevention training as part of the Auxiliary Mandated Training (MT) requirements specified in section E of Chapter 8.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 8**

**8.B.8.a.(1) Maintaining Certification (page 8-13) – Replace with the following text...**

To remain certified, RBS VEs must perform at least five VSCs (passing or failing) and/or Auxiliary surface facility inspections each year following initial qualification.

**8.E.2. Auxiliary MT Requirements (page 8-44) – Make the following change...**

- a. Replace “Suicide Prevention” with “DHS Together – Resilience”
- b. Replace “Privacy Awareness” with “DHS Culture of Privacy Awareness”
- d. Replace “Prevention of Sexual Harassment (POSH)” with “Sexual Harassment Prevention”
- e. Replace “Sexual Assault Prevention” with “Sexual Assault Prevention and Response”
- a. Replace “Ethics Training” with “Initial Ethics Training”



**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 9**

**9.C.2.b. Personally Owned Vehicle (POV) (page 9-11) – Make the following change...**

In the 5<sup>th</sup> sentence (8<sup>th</sup> line), delete “...fuel receipt in lieu of mileage,…”

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 10**

**10.C.3.q. Religious/Ethnic Apparel (page 10-13) – Re-title as “Religious Apparel”**

**10.F.7.a. Working Blue and ODU (page 10-37) – Replace with the following text...**

For Working Blue and ODU, the insignia shall be centered on the collar along an imaginary line bisecting the angle of the collar point. (see Figure 10-4)

Specifically for Commodore insignia worn on the ODU, stars shall be worn point-to-point with the single top point(s) facing inboard (top edge, toward the neck). The center of the first star shall be placed 1 inch in from the collar’s leading (front) edge and 1 inch up from the collar’s outboard (bottom) edge. Additional stars shall run parallel to the collar’s outboard (bottom) edge.

**10.F.7.b. Undress Blue Winter, Undress Short Sleeve, and Winter Dress Blue (page 10-38)  
– Replace with the following text...**

For Undress Blue Winter, Undress short sleeve, and Winter Dress Blue shirts, the insignia shall be centered on the collar between the visible top and bottom collar edges with the devices centered 1 inch from and parallel to the inner collar edges. Positioning is determined by the style of the collar and not whether or not a tie is being worn. (see Figure 10-5)

Specifically for Commodore insignia worn on the Winter Dress Blue shirt, stars shall be worn point-to-point with the single top point(s) facing inboard (top edge, toward the neck). The center of the first star shall be placed 1 inch in from the collar’s leading (front) edge and 1 inch down from the collar’s inboard (top) edge. Additional stars shall run parallel to the collar’s inboard (top) edge. (see Figure 10-6)

**10.F.7.c. Commodore Insignia (page 10-38) – Delete this sub-section...**

**10.G.5. Dinner Dress Blue (page 10-61) – Replace the 2<sup>nd</sup> sentence with the following text...**

It is the same as the Service Dress Blue except miniature medals, miniature breast devices, long or short sleeve collared white shirt, and a plain black bow tie are worn instead of ribbons, name tag, and the four-in-hand necktie.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 10**

**10.G.7.c. Shirt (page 10-64) – Replace with the following text...**

A long sleeve Coast Guard blue winter shirt that matches the color and material of the trousers is worn. The Winter Dress Blue shirt with permanent silicone creases is authorized for wear.

**10.I.4. Dinner Dress Blue (page 10-93) - Replace the 2<sup>nd</sup> sentence with the following text...**

It is the same as the Service Dress Blue except miniature medals, miniature breast devices, long or short sleeve collared white shirt, and a black tab tie are worn instead of ribbons, name tag, and the blue tab tie.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 11**

**11.A.11.b. Award Elements (page 11-10) – Replace with the following text...**

The awards use the old AMOS ribbons with an additional device, as specified below, to distinguish the new system from the discontinued awards and will include a miniature medal with device and citation. Multiple awards for subsequent years are indicated by adding  $\frac{3}{16}$ -inch bronze or silver stars. One award in each category may be issued to an Auxiliarist each calendar year as the award is earned. The Annual Performance Auxiliary Recruiting Service Award uses the same ribbon as the discontinued AMOS Member Resources Award with an “S” device; the Auxiliary VE/RBSVP Service Award uses the discontinued AMOS VE ribbon without a device; the Auxiliary PE Service Award uses the discontinued AMOS PE ribbon with an “E” device; and the Auxiliary Operations Service Award uses the discontinued AMOS Operations ribbon with either an “O”, “M”, or “S” device as prescribed below (only one device may be worn, at the discretion of the wearer). Auxiliarists may continue to wear the old AMOS ribbons previously earned. When a new ribbon of that same category is awarded under the new system, only the new Annual Performance Service ribbon (with device if specified) is worn. For example, when earned, the Annual Performance Auxiliary Recruiting Service Award with an “S” device replaces the wearing of the discontinued AMOS Member Resources Award.

**11.A.12. Posthumous Awards (page 11-12) – Re-title and replace with the following text...**

**Retired and Posthumous Awards**

All of the above awards may be made to an Auxiliarist whose membership status has changed to Retired since the award was earned. They may also be made posthumously.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Chapter 12**

**Table 12-2 Suggested Introduction Order for Non-Primary Speakers (page 12-24) - Make the following change...**

In line item 11, replace “Auxiliary National Vice Commodore (currently serving in office)” with “Auxiliary Vice National Commodore (currently serving in office)”

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Appendix C**

**C.34. Elected By (page C-9) – Replace with the following text...**

If geographic area, including the area of responsibility that corresponds to a Sector command, is a determinant to any extent in the District Captain's elected office, then the District Captain shall be elected by all District Board members except those Division Commanders who lead divisions in geographic areas other than those to be led by the District Captain. If geographic area is not a determinant to any extent in the District Captain's elected office (e.g., District Captain solely represents a program), then the District Captain shall be elected by all District Board members.

**C.49. Elected By (page C-12) – Replace with the following text...**

Three DNACOs shall be elected to represent the three Auxiliary Areas (Atlantic Area - East, Atlantic Area - West, and Pacific). Voting members of the National Executive Committee (NEXCOM) for such elections shall be comprised of the Chief Director, the National Commodore (NACO), the Immediate Past National Commodore (NIPCO), the Vice National Commodore (VNACO), and the respective DNACO for the Area. The District Commodores who represent the Auxiliary regions within each Area shall also vote for their respective DNACO. For example, the DNACO for the Pacific Area shall be elected by the votes of the Chief Director, NACO, NIPCO, VNACO, DNACO - Pacific Area, and the DCOs of D11 - Northern Region, D11 - Southern Region, D13, D14, and D17.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Appendix G**

**G.1. First Coast Guard District (page G-3) – Replace sub-paragraph c. with the following text...**

That portion of New Jersey north of a line drawn from the shoreline near Long Branch, NJ at latitude 40°18'00" N, longitude 73°58'40" W, to latitude 40°18'00" N, longitude 74°30'30" W, and northeast of a line from latitude 40°18'00" N, longitude 74°30'30" W northwest to latitude 41°21'27" N, longitude 74°41'42" W the New York, New Jersey, and Pennsylvania boundaries at Tri-State.

**G.2. Fifth Coast Guard District (page G-3) – Replace sub-paragraph b. with the following text...**

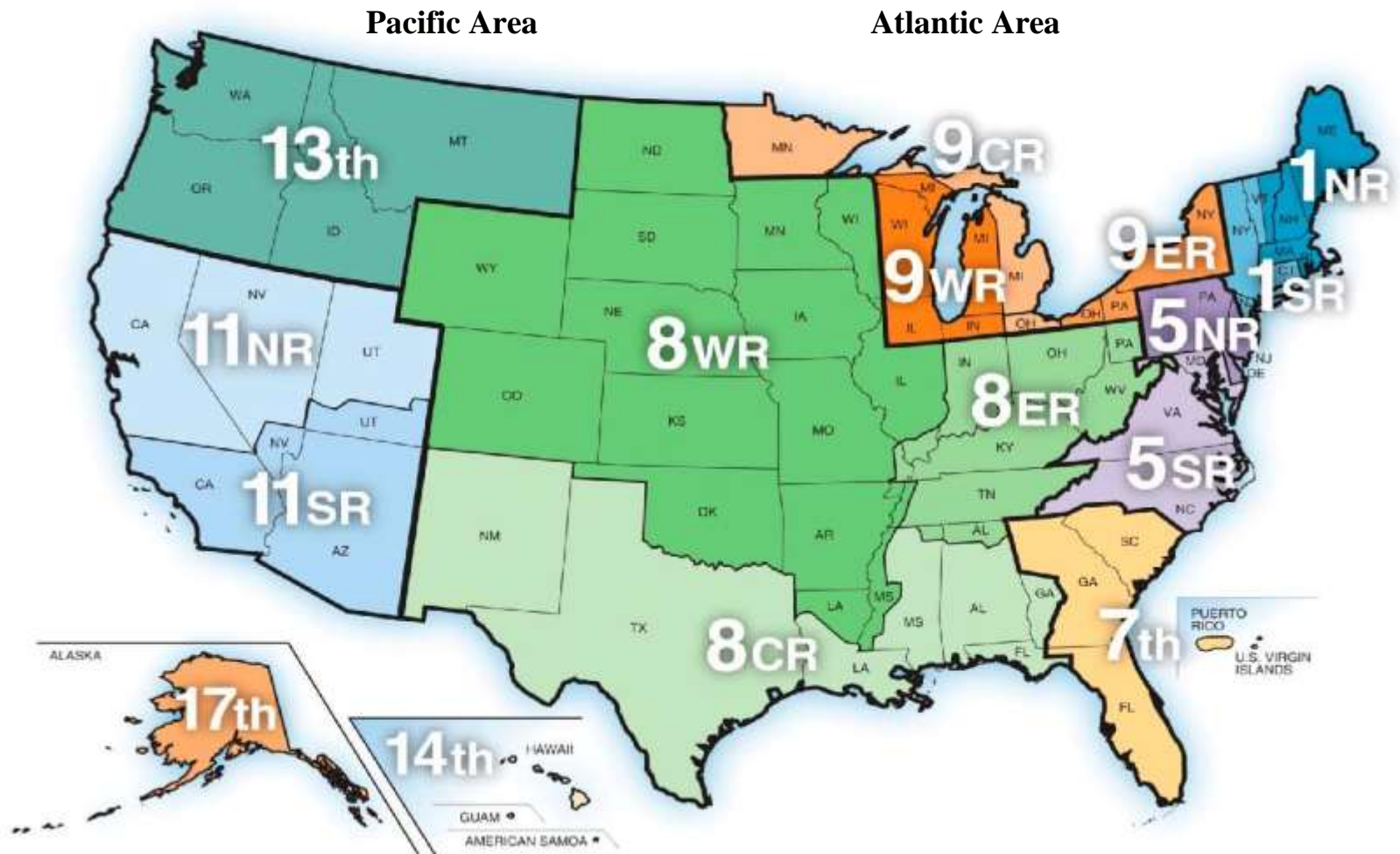
That portion of New Jersey south of a line drawn from the shoreline near Long Branch, NJ at latitude 40°18'00" N, longitude 73°58'40" W, to latitude 40°18'00" N, longitude 74°30'30" W, and southwest of a line from latitude 40°18'00" N, longitude 74°30'30" W northwest to latitude 41°21'27" N, longitude 74°41'42" W the New York, New Jersey, and Pennsylvania boundaries at Tri-State.

**G.6.b. Line of Demarcation (page G-6) – Replace with the following text...**

The line of demarcation between these two regions runs easterly from the Pacific Coast along the northern borders of the California counties of San Luis Obispo, Kern, and San Bernardino; the Nevada county of Clark; and Washington, Garfield, and San Juan counties in Utah.

**Figure G-1 U.S. Coast Guard Auxiliary Districts, Areas, and Regions (page G-7) – Replace with updated map to reflect proper boundaries between D1-NR and D1-SR**

# U.S. COAST GUARD AUXILIARY DISTRICTS AND REGIONS



**Figure G-1**  
U.S. Coast Guard Auxiliary Districts, Areas, and Regions



**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Appendix J**

**Page J-5 - Add: AWW = America’s Waterway Watch**

**Page J-6 - Add: CAN = Citizens Action Network**

**Page J-9 – Add: CSO = Command Security Officer**

**Page J-9 - Delete: DAC = Diversity Advisory Council**

**Page J-9 – Change: DIR = Director, Auxiliary National Staff**

**Page J-9 – Change: DIR-A = Director of Government and Public Affairs**

**Page J-9 – Change: DIR-B = Director of RBS Outreach**

**Page J-9 – Change: DIR-(D) = Deputy Director, Auxiliary National Staff**

**Page J-9 – Change: DIR-E = Director of Public Education**

**Page J-10 – Delete: DIR-I = Directorate Chief of Information and Communication Services**

**Page J-10 – Change: DIR-M = Director of Performance Measurement**

**Page J-10 – Delete: DIR-O = Director Chief of Operations**

**Page J-10 – Change: DIR-P = Director of Prevention**

**Page J-10 – Change: DIR-T = Director of Training**

**Page J-10 – Change: DIR-V = Director of Vessel Examination**

**Page J-10 – Add: DIR-R = Director of Response**

**Page J-10 – Add: DIR-Q = Director of Incident Management and Preparedness**

**Page J-10 – Add: DIR-I = Director of International Affairs**

**Page J-10 – Add: DIR-H = Director of Human Resources**

**Page J-10 – Add: DIR-S = Director of Strategic Planning**

**Page J-10 – Add: DIR-C = Director of Computer Software and Systems**

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Appendix J**

**Page J-10 – Add: DIR-U = Director of User Services and Support**

**Page J-10 – Delete: DLLR = District Legislative Liaison Representative**

**Page J-11 - Add: FACA = Federal Advisory Committee Act**

**Page J-14 – Add: LDAC = Leadership and Diversity Advisory Council**

**Page J-15 – Add: LLO = Legislative Liaison Officer**

**Page J-24 - Change: VCDR = Division Vice Commander**

**General / Universal Changes**

**Replace Immediate Past National Commodore acronym “IPNACO” with “NIPCO”**

**Replace District Legislative Liaison Representative acronym “DLLR” with “LLO”**

**Replace Deputy Commandant for Operations acronym “CG-DCO” with “DCO”**

**Replace “CG-5” acronym with “CG-5P”**

**Replace “CG-54” acronym with “CG-5PC”**

**Replace “CG-542” acronym with “CG-BSX”**

**Replace “CG-5421” acronym with “CG-BSX-1”**

**Replace “CG-54211” acronym with “CG-BSX-11”**

**Replace “CG-54212” acronym with “CG-BSX-12”**

**Replace “CG-5422” acronym with “CG-BSX-2”**

**Replace “CG-54221” acronym with “CG-BSX-21”**

**Replace “CG-54222” acronym with “CG-BSX-22”**

**Replace “CG-534” acronym with “CG-SAR”**

**03 Aug 12**

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1  
Appendix J**