



New Member Reference Guide



**U.S. Coast Guard Auxiliary
Human Resources Directorate**

Revised Date: October 2013

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

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MEMORANDUM

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Reply to: Mr. D.C. Luper
Attn of: (202) 372-1264

To: Distribution

Subj: NEW MEMBER REFERENCE GUIDE

Ref: (a) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
(b) ALAUX 13/13 of 16 Sep 13

1. PURPOSE. This revised reference guide is intended to help educate Auxiliarists in the general administration and policies of the Auxiliary program. It serves as an abridged version of the Coast Guard Auxiliary Manual and is intended as a quick resource for the most common inquiries by new members. The New Member Reference Guide also integrates material from the existing New Member Handbook in an attempt to mitigate redundancy in the publications inventory.

2. ACTION. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure all Auxiliarists, and specifically newly affiliated Auxiliarists, have access to this New Member Reference Guide.

3. DISCUSSION. The New Member Reference Guide is compiled and updated based upon the latest change to reference (a) as a result reference (b).

4. SUMMARY OF CHANGES.

a. Integrates the information in the current New Member Handbook into the New Member Reference Guide, eliminating the duplicate document.

b. The structure of the New Member Reference Guide has been redesigned to match the organization of the Auxiliary Manual to facilitate ease in cross-referencing the documents.

c. Chapter 3: Auxiliary ID card issuance reverts to prior policy in which such cards shall only be issued upon receipt of a Favorable Personnel Security Investigation (PSI). The membership pledge and certificates may still be issued prior to such receipt, preferably at an appropriate ceremonial opportunity.

d. Chapter 5: Policies regarding unit financial reporting have been revised. The most significant aspect is the requirement for unit financial reports to be received by the cognizant Director through regionally prescribed routing by March 1 each year.

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e. Chapter 8: The Auxiliary Learning Management System (AUXLMS) is now operational and can be used to complete all Auxiliary Mandated Training courses.

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Dist: ANSC, NACO, VNACO, DNACO-MS, DNACO-ITP, ANACO-FC, DIR-T, DIR-H

Foreword

From the National Commodore

The U.S. Coast Guard is pleased to present the New Member Reference Guide to every potential, and new member of the Coast Guard Auxiliary.

The Prologue to the Membership Pledge states that you have been brought into: “. . . *an organization dedicated to the promotion of boating safety and providing assistance to the Coast Guard in the fulfillment of its civil functions. You accept this membership as a volunteer, but as a member you are charged with certain responsibilities and obligations. These include your willingness to support the Coast Guard Auxiliary and its purposes and to participate in its authorized programs to the best of your ability and to the extent that time and circumstances permit.*”

There are many other opportunities for service within the Auxiliary. Select the activity that interests you the most. Your flotilla has many interesting ways in which you can participate. We need your help and are looking forward to your participation. The personal benefits and satisfaction that you receive from your membership will depend upon your choices and level of involvement.

The Auxiliary Manual (COMDTINST M16790.1 series) serves as the primary policy guide for the administration and management of the Auxiliary. It outlines the duties, responsibilities, and expectations of Auxiliarists as they continue to deliver vital services and assist the Coast Guard in shaping, preparing, and applying its mission capability through the 21st century.

You may have already received your Auxiliary Manual (available on your New Member CD). This is the first of many manuals and other publications that you will be able to obtain as a member of the Auxiliary. Your membership in this organization will be enhanced by the information contained in them. *It is important for all members to read their manuals and keep them updated.*

This Reference Guide is neither intended to replace nor supplant the Auxiliary Manual, but rather serve as an abridged resource document for new members. In the event of any discrepancy, the Auxiliary Manual is the governing document.

We extend our deep gratitude to the extraordinary Auxiliarists and Coast Guard service members, and we wish you all the best as you carry out your duties and responsibilities in support of the Coast Guard and the Nation. Your continued support and dedication are greatly appreciated. Semper Paratus!

THOMAS C. MALLISON /s/
National Commodore
U.S. Coast Guard Auxiliary



THE COMMANDANT OF THE UNITED STATES COAST GUARD
Washington, DC 20593

U.S. COAST GUARD AUXILIARY POLICY STATEMENT

The U.S. Coast Guard Auxiliary is our steadfast volunteer corps. Our Auxiliary Shipmates assist the Coast Guard with performing our many challenging maritime missions, with boating safety remaining as their core function. Proudly serving alongside our total workforce, Auxiliarists make it possible to more ably accomplish our missions – they are a true force multiplier.

Originally formed as the Coast Guard volunteer Reserve on June 23, 1939, the volunteer Reserve was renamed the Auxiliary two years later. The Auxiliary rapidly expanded as the United States entered WWII, and Auxiliarists assisted in many of the Coast Guard's domestic missions, freeing up active duty Coast Guardsmen for wartime operations.

Today's Auxiliary is defined by this same spirit of patriotism and volunteerism. Auxiliarists continue to lend their unique talents to assist with performing a broad range of Coast Guard missions. Their mission support efforts expand the reach and impact of Coast Guard operations, particularly boating safety initiatives.

The Auxiliary Service priorities include:

- **Promoting and Improving Recreational Boating Safety;**
- Providing trained crews and facilities to augment the Coast Guard and enhance safety and security of our ports, waterways and coastal regions;
- Supporting Coast Guard operational, administrative and logistical requirements.

We must always remember that it is through public spirit, patriotism and an uncommon sense of civic duty that the members of the Auxiliary give their time, facilities and services – they receive no compensation. Commanders, Commanding Officers, Officers-in-Charge and program managers shall continually strive to enhance *Silver and Gold* partnerships to further the work of the Coast Guard.

I am personally committed to ensuring we maintain an Auxiliary that is robust, well-trained, and always ready.



R. J. PAPP, JR.
Admiral, U.S. Coast Guard



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CHAPTER 1 - HISTORY, PURPOSE, & ADMINISTRATION

Section A. Creation of the Auxiliary

In 1939, Congress established a U.S. Coast Guard Reserve administered by the Commandant and composed of unpaid, volunteer U.S. citizens who owned motorboats or yachts. In 1941, Congress created a military Reserve and renamed the original volunteer Reserve as the Coast Guard Auxiliary.

The Coast Guard is a military service and is a component of the U.S. Armed Forces. The Coast Guard Auxiliary is a component of Coast Guard Forces like the active duty, Reserve, and civilian components. Thus, the Auxiliary may be referred to and considered to be included under the general organizational umbrella of the Coast Guard. Auxiliarists are not contractually bound, enlisted, or commissioned officers, but are volunteers pledged to serve in the Coast Guard Auxiliary. The Coast Guard is also charged with many civil responsibilities in addition to its military missions.

In contrast to Coast Guard active duty personnel and Reserve military components, the Auxiliary is specifically declared by statute to be non-military. This definition puts the Auxiliary's role entirely within the Coast Guard's civil function responsibilities. The Auxiliary's role does not extend to any Coast Guard military or direct law enforcement missions assigned to active or Reserve forces.

The Commandant's administrative authority further defines the Auxiliary's role. The Commandant determines how the Auxiliary may assist in performing Coast Guard civil missions. The Commandant also determines how the Auxiliary may assist the Coast Guard by prescribing training and qualifications necessary to provide this assistance and to perform such activities.

Section B. Coast Guard Leadership & Management

Title 14 U.S.C. provides for a single organization to be the Coast Guard Auxiliary. The Commandant has provided for units (districts, divisions, flotillas, detachments, etc.) of the Auxiliary for efficient administrative management. These units are not independent organizational entities and, therefore, are required to follow and comply with the policies and procedures established by the Commandant as set forth in this Manual and other Commandant instructions applicable to the Auxiliary. They must also comply with such policies, procedures, and standing rules established by higher-level organizational units in the Auxiliary chain of leadership and management. The organizational units may not change, add, or delete requirements for service or processes for operation and administration of the Auxiliary at any level without the prior authorization of the Auxiliary National Board, National Commodore (NACO), and Chief Director, Auxiliary (Chief Director).



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The Commandant (CCG), as the Coast Guard's senior officer, is responsible for administering the service in an economical and efficient manner. The Commandant prescribes broad policies for governing the service, and directs, supervises, and coordinates service endeavors and performance. The Commandant guides the Coast Guard legislative programs and requires compliance with the statutory obligations and requirements imposed. Finally, the Commandant establishes and maintains liaison with other Federal Government agencies and with the public.

Under the general direction and supervision of the Commandant, the Chief Director of Auxiliary directs the Coast Guard Auxiliary administration and also serves as Executive Director of the National Boating Safety Advisory Council (NBSAC).

Section C. Auxiliary Leadership & Management

Under Coast Guard administration, Auxiliarists are organized into the following four unit levels of administrative and supervisory responsibility:

- a. Flotilla
- b. Division
- c. District/Region
- d. National

Auxiliary leaders responsible for unit administration and supervision are elected at each level. These elected Auxiliary leaders in turn appoint appropriate staff officers to carry out Auxiliary missions and programs

Section D. Coast Guard Auxiliary Linkage with the Coast Guard

The National Commodore (NACO) is the senior and principal officer of the Auxiliary. The NACO represents the Auxiliary and reports to the Commandant through the Vice Commandant (VCG). Additionally, the NACO represents the Auxiliary with all Coast Guard Flag officers and Flag officer equivalent civilians at Coast Guard Headquarters on Auxiliary matters.

The NACO functions to support the Commandant's strategic goals and objectives and serve Auxiliarists.



CHAPTER 2 - MISSIONS & PROGRAMS

The Commandant has assigned primary responsibility for the accomplishment of certain missions to the Auxiliary as an organization. This chapter outlines those mission areas in which the Commandant has authorized Auxiliarists, as individuals, to participate in the mission areas specifically assigned to the Auxiliary. Together, the missions assigned to the Auxiliary and the mission areas authorized for individual Auxiliarist participation are essential and basic to operating the Auxiliary and effectively using Auxiliarists to successfully support and accomplish the missions of the Coast Guard.

Section A. Missions and Unit Goals

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

The Four Cornerstones

Historically, the Auxiliary's primary missions had been vessel safety checks (VSCs), public education (PE), and operations. These three missions, together with fellowship, were known as the four cornerstones. Today, the four cornerstones are defined as follows:

- a. Member Services
- b. Recreational Boating Safety
- c. Operations and Marine Safety
- d. Fellowship

Member Services (MS)

The first and primary mission of the Auxiliary is to attract, recruit, develop, train, nurture, and retain Auxiliarists for assignment to duty. Auxiliarists are trained to accomplish specific missions assigned to the Auxiliary and to support collateral Coast Guard missions on a day-to-day and surge basis. In carrying out the mission of member services, Auxiliarists provide for internal Auxiliary personnel support and assist the Coast Guard in several personnel and recreation missions as follows:

- a. Finance Staff (FN)
- b. Information Services (IS)
- c. Communications Services (CS)
- d. Materials (MA)
- e. Human Resources (HR)
- f. Member Training (MT)
- g. Legal/Parliamentarian (LP)
- h. Public Affairs (PA)
- i. Publications (PB)
- j. Secretary/Records (SR)



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Related to the recruitment of Auxiliarists is the acquisition of offer-for-use surface, air, and radio facilities. These facilities are used by the Auxiliary/Auxiliarist in accomplishing assigned Coast Guard missions. The Auxiliary is responsible for establishing and maintaining the Auxiliary organization to carry out its other missions.

Recreational Boating Safety (RBS)

The Auxiliary has mission responsibility to support the Boating Safety Division (CG-5422) with the development and implementation of various RBS programs. This mission includes Auxiliary traditional activities conducted on behalf of Federal, State, and local governments to improve the knowledge, safety skills, and operating environment of recreational boaters. These include, but are not limited to:

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

The Auxiliary will be included in those Coast Guard recreational boating activities, programs, proposals, committees, and studies that are relevant to the Auxiliary mission and the interests of recreational boaters in the country.

Operations & Marine Safety (OMS)

The Auxiliary has general mission responsibility for providing resources, personnel, and facilities in support of the operations and marine safety, security, and environmental protection missions, and in support of other Coast Guard missions, when requested. These include, but are not limited to:

- a. Operations (OP)
- b. Aviation (AV)
- c. Communications (CM)
- d. Marine Safety (MS)
- e. Navigation Systems (NS)

Fellowship

The Coast Guard recognizes the importance of this aspect of volunteer participation and encourages a close relationship between Auxiliarists and other Coast Guard personnel. Fellowship makes the team work, and binds the entire organization together.

Section B. Programs/Activities Authorized for Auxiliarists

This section describes the various programs/activities in which Auxiliarists are currently authorized to participate. For detailed guidance on operational missions, refer to the



Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). Additionally, Memoranda of Understanding (MOU) are in effect which apply to many of these programs. Coast Guard operational missions may only be authorized by appropriate Coast Guard Operational Commanders.

- a. Academy Admissions Partner Program (AAPP)
- b. Auxiliary Food Service Program (AUXFS)
- c. Administrative Support to Units
- d. Navigation Systems
- e. Bridge Program
- f. Civil Air Patrol Support
- g. Contingency Preparedness
- h. Licensing of Merchant Mariners
- i. Marine Safety, Security, and Environmental Protection
- j. Operational Support
- k. Port Safety and Security
- l. Public Affairs Support
- m. Recreational Boating Safety
 - Vessel Safety Check Program
 - Recreational Boating Safety Visitation Program
 - National Safe Boating Week
 - Media Events
 - Participation
 - Public Education
- n. Recruiting
- o. Search and Rescue
- p. Vessel Inspections/Examinations
- q. Waterways Management
- r. Multi-Mission Harbor Safety
- s. Language Interpreters
- t. Health Care Services Assistance
- u. Coast Guard Unit Support
- v. Maritime Domain Awareness
- w. Other Commandant Authorized Programs



CHAPTER 3 - MEMBERSHIP

Section A. Eligibility

The Auxiliary is an organization of uniformed volunteers. Pursuant to provisions of this chapter, membership is open to any citizen of the U.S. and its territories and possessions who is seventeen years of age or older. Membership is predicated on successful completion of the Auxiliary enrollment application (including the passing of the New Member Exam), and receipt of a favorable (FAV) Personnel Security Investigation (PSI) in accordance with the Personnel Security and Suitability Program Manual, COMDTINST M5520.12 (series).

Individuals who hold dual citizenship with the U.S. and another country may become members of the Auxiliary. Such individuals whose other country of citizenship is one of those specifically identified in Table 2.C of the Personnel Security and Suitability Program Manual, COMDTINST M5520.12 (series), will not be authorized to pursue a Direct Informational (DI) or Direct Operational (DO) PSI nor any of its associated activities. Similarly, an Auxiliarist who holds dual citizenship and who pursues a DI or DO PSI must clearly indicate in their DI or DO PSI package the willingness to renounce their other country's citizenship if circumstances dictate. Failure to so indicate will be recognized by the Director as sufficient grounds to immediately terminate the DI or DO PSI process.

Auxiliary membership is open to all U.S. citizens, or those of dual citizenship as described above, who are current military active duty or Reserve personnel, or veterans of these services who were discharged under honorable conditions.

An Auxiliarist may join any flotilla of their choice regardless of geographic location and/or boundaries. Although not required in some cases pursuant to this section, Auxiliarists are highly encouraged to live within or near the geographic location and/or boundaries of the Auxiliary unit to which they desire to seek election.

There are no specific physical standards that must be met in order to be eligible to enroll in the Auxiliary. However, all Auxiliarists and Coast Guard Order Issuing Authorities (OIA) are expected to take all appropriate action to ensure the safety of assigned crews, facilities, the public, and Auxiliarists themselves.

Any Auxiliarist, regardless of physical limitations, may participate in training to achieve certification in an operational position. However, to become certified in an operational discipline, Auxiliarists must demonstrate their ability, mobility, and endurance to satisfactorily complete performance-based training and qualification tasks that are based on the procedures outlined in associated qualification guide(s) as established by Commandant (i.e., the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51



(series), and associated qualification guides). Once certified, Auxiliarists must meet currency maintenance requirements in order to validate their continued ability, mobility, and endurance to safely perform any qualification task for which they are certified.

Auxiliarists are charged with the responsibility to use good judgment and common sense when evaluating their continuing ability to carry out assignments to duty. Of particular note, if a physician has advised an Auxiliarist that a condition exists which may preclude safe and reliable performance while conducting Auxiliary activities or comparable non-Auxiliary activities, that Auxiliarist must neither seek nor accept orders to perform those duties. The Auxiliarist is required to make these circumstances known to the Flotilla Commander and any appropriate OIA.

Facility (vessel, aircraft, or radio station) ownership and special skills are desirable, but not mandatory for membership.

Section B. Enrollment

The Director is responsible for approving Auxiliary enrollments.

When an individual meets all enrollment eligibility criteria, the Director shall accept and sign their enrollment application and enter them in AUXDATA in Approval Pending (AP) status.

When the Director accepts an individual into the Auxiliary, a unique Member ID Number is assigned. The Member ID Number is critical for entering activity data, awards, and other information into AUXDATA. The Member ID Number is composed of seven digits. It shall be used as the principal means to distinguish any Auxiliarist from all others. It is important to know and understand your Member ID Number.

If this is the first time the individual has ever undergone the PSI process, then the individual shall remain in AP status until receipt of a Favorable (FAV) PSI determination from the SECCEN. If the individual has undergone a previous PSI and can provide a copy of appropriate source documentation as part of their enrollment package, then the individual shall remain in AP status until the SECCEN validates the previous PSI. In either case, the individual shall have the privileges of Auxiliary membership.

Once the SECCEN has provided either a FAV PSI determination or validation of a previous FAV PSI, the Director may place the individual in an appropriate status in AUXDATA. The individual may then be administered the Pledge for New Members (see Figure 3-1) at an appropriate event (e.g., next flotilla meeting).

Section C. Auxiliary Personnel Security Program

Since establishment of the Coast Guard Auxiliary by law in 1939, it has played an increasingly vital role in support of Coast Guard missions. Following the tragic events of 11 September 2001, the Auxiliary has set the national standard for volunteerism and patriotism. As the leading volunteer organization in the Department of Homeland



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Security, the Auxiliary has significantly expanded its support to the Coast Guard's Maritime Homeland Security (MHLS) and Maritime Domain Awareness (MDA) efforts.

To increase its overall readiness and capability, the Auxiliary initiated Operation Patriot Readiness (OPR). As a direct result of this unprecedented undertaking, the Auxiliary has significantly enhanced its preparedness to support the Coast Guard.

In 2003, the Commandant mandated that all Auxiliarists undergo a Personnel Security Investigation (PSI) as criteria for enrollment in the Auxiliary. The reasons for this mandate centered on:

- a. The Coast Guard's new and sensitive post-9/11 missions.
- b. The Coast Guard's higher focus on security of all of its workforce elements.
- c. Increased Auxiliary augmentation of Coast Guard units and billets.
- d. Increased Auxiliary visibility to the public, the Coast Guard, and other DHS agencies.
- e. Increased reliance on Auxiliarists to act as trusted agents of the Federal government.

The Auxiliary Personnel Security Investigations (PSIs)

The Auxiliary PSI program was established as a requirement to assess the suitability of individuals for membership in the Auxiliary. There are three types of Auxiliary PSIs:

- a. Operational Support (OS) – applicable for entry-level membership and most activities.
- b. Direct Informational (DI) – applicable for Auxiliarists who require access to Coast Guard Standard Work Stations (SWS) and/or networks (i.e., the dot mil domain) due to the nature of the support that they provide to a Coast Guard unit.
- c. Direct Operational (DO) – applicable for more advanced and mission-sensitive activities that effectively require an Auxiliarist to be security clearance-ready.

Security Clearances

The purpose of the Auxiliary PSI program is to determine suitability for service, not to grant security clearances. Security clearances are only good for designated periods of time and are normally subject to review by the cognizant command authority to determine if renewal is appropriate. Only SECCEN can grant an interim security clearance or a final security clearance for an Auxiliarist.

AUXDATA

The status, qualifications, and activities of all members and units in the Auxiliary are tracked in the Auxiliary Data System (AUXDATA). AUXDATA has been designed to assist Auxiliarists, Auxiliary leadership, the Director and the Chief Director, and the SECCEN in tracking, managing, and creating reports for implementation and management of the PSI program.



Since the Auxiliary plays a significant part in Coast Guard accomplishments, it has a direct bearing on Coast Guard funding. Reporting is very important to you, your flotilla and division and the Coast Guard.

Section D. Membership Accession

Approval Pending (AP) Status

Once the Director has reviewed, approved, and signed an enrollment package, that individual may be placed in Approval Pending (AP) status until the result of the PSI process is determined.

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 AX).

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

- a. Auxiliarists in AP status shall be regarded as any other Auxiliarists in IQ, BQ, or AX 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.
- b. Auxiliarists in AP status are entitled to be placed on distribution for Auxiliary publications (e.g., *The Navigator*, district publications, flotilla newsletters, and other bulletins) to keep abreast of Coast Guard, Auxiliary, and general boating information.
- c. Auxiliarists in AP status are entitled and strongly encouraged to attend all Auxiliary national, district, division, and flotilla meetings, training sessions, and social events in order to learn about Auxiliary organization, policies, procedures, and programs.
- d. Auxiliarists in AP status may provide direct administrative support to Coast Guard units but must have the concurrence of the command to do so.
- e. Auxiliarists in AP status are not authorized to run for, accept nomination for, or hold any elected office. However, the Director or the Chief Director, as appropriate, may grant requests for waivers that are properly routed through the chain of leadership.
- f. Auxiliarists in AP status are not authorized to accept or hold any appointed staff office. However, the Director or the Chief Director, as appropriate, may grant requests for waivers that are properly routed through the chain of leadership.
- g. Auxiliarists in AP (or higher) status must pay annual dues as part of their enrollment. Each year you will receive a notice when dues are payable. Your total dues are divided into four parts: flotilla, division, district, and national. You pay your total to the flotilla and the Flotilla Finance Officer (FSO-FN), in turn, sends the appropriate portions of your dues to the other levels of the organization.



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Our dues help to support Auxiliary activities at all levels of the organization and are tax deductible.

- h. Auxiliarists in AP status may vote in any Flotilla matter.
- i. Auxiliarists in AP status shall be issued Member ID Numbers as part of the approval of their enrollment packages by the Director.
- j. Auxiliarists in AP status are not authorized to be issued an Auxiliary ID card. They may only receive an Auxiliary ID card upon receipt of a Favorable PSI determination.
- k. Auxiliarists in AP status may not be issued an Auxiliary Logical Access Credential (ALAC). By definition of ALAC authorization terms, an Auxiliarist must have received at least a Favorable OS PSI determination and 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.
- l. 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 AX status to escort them.
- m. 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. Since Auxiliarists in AP status will not have ID cards, they will not be able to make purchases at point-of-sale venues like DoD uniform shops. Auxiliarists in AP status are authorized to shop in Coast Guard exchanges with the same authorization as Auxiliarists in other-than AP status. In order to use this privilege, Auxiliarists in AP status must present a copy of the memo on Coast Guard letterhead from the Director notifying them of their AP status, along with a government-issued photo identification card (e.g., current valid State-issued driver's license).
- n. Auxiliarists in AP status may be administered the Pledge for New Members and presented with the Auxiliary membership certificate at an appropriate time and venue.
- o. Auxiliarists in AP status may fly the Auxiliary Ensign in accordance with Chapter 3 of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
- p. 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.
- q. Auxiliarists in AP status may participate on Auxiliary committees (e.g., Flotilla Change of Watch committee).
- r. Auxiliarists in AP status may participate in Auxiliary ceremonial events (e.g., Emcee of a Change of Watch; member of an Auxiliary color guard).
- s. Auxiliarists in AP status are authorized to take any and all Auxiliary courses. 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. Auxiliarists in AP status are authorized to take any and all end-of-course exams associated with these courses.
- t. 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. However, they may not displace any Auxiliarists in IQ, BQ, or AX status who desire to participate in any training venue. However, Auxiliarists in AP status must successfully complete BQ status requirements in order to qualify in any Auxiliary program authorized for them.
 - u. Auxiliarists in AP status may be qualified by the Director or appropriate qualifying authority in any program except as Coxswain and Personal Watercraft Operator (PWO) in the boat crew program, as any of the aviation program competencies (i.e., Aircraft Commander, First Pilot, Co-Pilot, Air Crewman, Air Observer), and as a Fingerprint Technician. Pursuant to qualification, Auxiliarists in AP status may engage and participate in Auxiliary programs with the following qualifiers:
 - v. 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.
 - w. 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.
 - x. Auxiliarists in AP status may offer surface and air 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 them as a coxswain or pilot, respectively, until they have completed all applicable training and have received at least a Favorable OS PSI determination.
 - y. 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.
 - z. 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.



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Initially Qualified (IQ) 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, AX), the following privileges and provisions apply in addition to those detailed above:

- a. Authorized to receive an Auxiliary membership photo identification (ID) card.
- a. Authorized to hold any elected or appointed office for which eligible.
- b. 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).
- c. 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).
- d. 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.
- e. 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.
- f. Authorized to independently perform any activity without the company of another Auxiliarist or an active duty supervisor as required above.

Basically Qualified (BQ) Status

To achieve BQ status, an Auxiliarist must have completed all of the requirements for IQ status and must have successfully completed one of the following courses, which must be approved by the National Association of State Boating Law Administrators (NASBLA):

- a. Boating Skills and Seamanship (BS&S)
- b. America's Boating Course (ABC)
- c. About Boating Safely (ABS)
- d. Sailing Fundamentals (SF)
- e. Sailing Skills and Seamanship (SS&S)
- f. Boating Safely Circular (BSC)
- g. U.S. Power Squadrons (USPS) Boating or Boat Smart Course
- h. A State boating safety course (minimum eight-hour duration and other than child-specific)

If any of these courses expire subsequent to promulgation of this Manual, the Chief Director may designate an NASBLA-approved replacement course as an acceptable alternative for meeting BQ requirements. Any Auxiliarist who has successfully



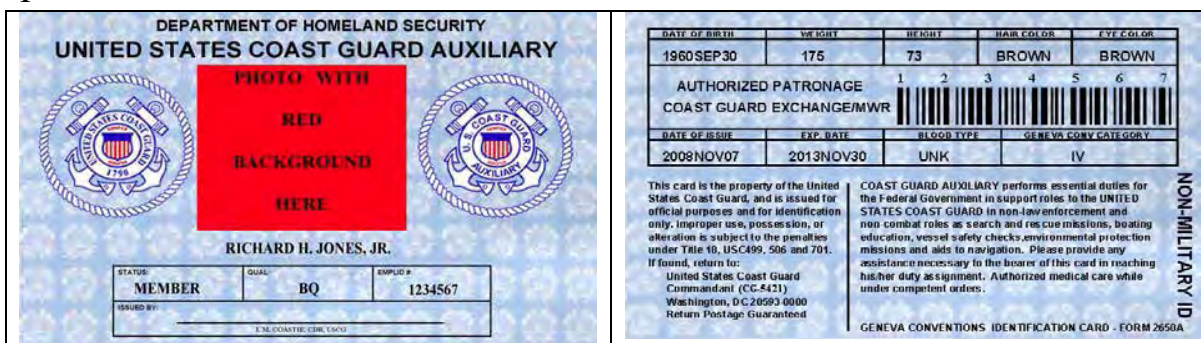
completed any of these courses prior to their expiration shall receive credit for achieving BQ status. Auxiliarists in BQ status are authorized to:

Participate in all training for which IQ Auxiliarists are authorized.

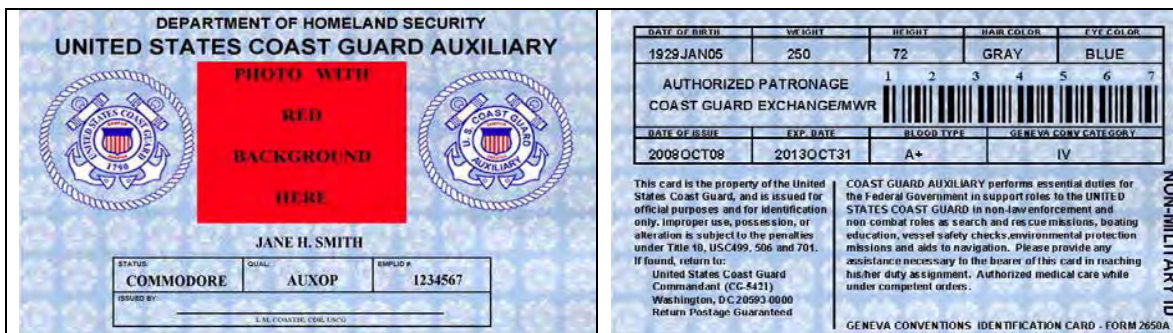
Be qualified, or certified on an interim basis, by the Director in Auxiliary programs that require BQ status. Therefore, achieving BQ status is a pre-requisite for qualification or interim certification in such programs. For example, an Auxiliarist must be in BQ status in order to receive an interim certification as a First Pilot in the aviation program while awaiting the results of their requisite DO PSI for qualification.

The Auxiliarist will be issued a Non-military ID known as the Geneva Convention Identification Card (Form 2850A), reflecting BQ status and your Member ID Number.

I



Operational Auxiliarist (AX) Status



Section E. Transfers

An Auxiliarist may request transfer to another flotilla within the region at any time. The request shall be submitted on the Member Transfer Request Form (ANSC-7056) to the Director, via the Auxiliarist’s FC, and endorsed by the FC of the prospective flotilla. Information copies shall be concurrently provided to appropriate DCDRs.

An Auxiliarist should, but is not required to, request transfer between regions upon a change in permanent residence from one region to another. Such request shall be



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submitted on the Member Transfer Request Form (ANSC-7056) to the Auxiliarist's Director, via the Auxiliarist's FC. An information copy shall be concurrently provided to the Auxiliarist's DCDR.

Section F. Auxiliary Administrative Discipline

Auxiliary administrative discipline is meant to:

- a. Correct inappropriate behavior.
- b. Maintain good order throughout the organization.
- c. Be conducted at the lowest Auxiliary organizational level that circumstances allow.
- d. Be carried out by the Auxiliary organization itself to the maximum extent possible.

All Auxiliarists should consider that in many situations, particularly those of a first-time and minor nature, which might otherwise result in informal disciplinary action, inappropriate or incorrect conduct is most appropriately and effectively dealt with on the spot and in non-confrontational fashion. Frank, mature, and respectful discussion of inappropriate or incorrect conduct, coupled with informal instruction on expected behavior and/or correct performance, often prevents any need to expend significant time and effort associated with administrative disciplinary processes.

Normally, only when all other reasonable attempts to correct inappropriate behavior have failed shall disenrollment be considered. Certain offenses are so unacceptable that they may cause serious discredit to the organization's core values and warrant disenrollment as a disciplinary action. The Director (or Chief Director for National Auxiliary leaders/Staff) shall make these determinations. As members of the Coast Guard's uniformed volunteer organization, Auxiliarists are not subject to the Uniform Code of Military Justice (UCMJ). Auxiliarists may be subject to various administrative actions, however, including disenrollment from the Auxiliary. Such administrative actions may be initiated when Auxiliarists fail to abide by the governing policies established by the Commandant.

Although the Director, Chief Director, and Coast Guard commands that exercise order-issuing authority over Auxiliarists may administer informal disciplinary action, it is principally designed and intended for application by the Auxiliary chain of leadership and management.

Section G. Informal Disciplinary Action

Informal disciplinary action provides the structured, non-judicial course of action that an Auxiliary unit elected leader or appropriate appointed leader (hereinafter referred to as "the leader") should follow when the determination is made that a minor violation of Coast Guard or Auxiliary policy has occurred. It is meant to document and address the commission and correction of such violation.



Section H. Formal Disciplinary Action

Formal disciplinary action provides the structured, non-judicial course of action that an Auxiliary unit elected leader or appropriate appointed leader should follow when the determination is made that a major violation of Coast Guard or Auxiliary policy has occurred. It is meant to document and address the commission and correction of such violation.

Section I. Temporary Suspensions

Recognizing that Auxiliary membership is a privilege, not a right, at any point during the processing of an Auxiliarist's PSI or pending the outcome of an investigation or disciplinary proceeding. The Director shall consult with the DCO before imposition of any temporary suspension action.

Section J. Appeals of Disciplinary and PSI Actions

Appeals may be made for both informal and formal disciplinary actions as well as Unfavorable OS PSI determinations that lead to disenrollment. The appeal must be made in writing (memo or letter) within 30 days of the written date of notice of the action.

Section K. Information Retention and Handling

Copies of any records of any disciplinary action taken with regard to an Auxiliarist shall be retained by the Director for up to three years from the date of the action, in accordance with the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).



CHAPTER 4 - AUXILIARY ORGANIZATIONAL STRUCTURE

The Auxiliary is a single organization with component units structured in four administrative/supervisory unit levels with Auxiliary elected and appointed leaders at each level. This chapter describes the organizational structure of the Auxiliary and contains the general management capabilities and duties of Auxiliary office holders. These duties may be further specified in other documents, provided they do not conflict with the provisions of this manual. Additional information may be found in Commandant instructions and publications, district instructions, procedure guides, and the National Program (a compilation of mail addresses, electronic mail addresses, and telephone numbers for distribution and contacting purposes). The four administrative/supervisory levels are:

- a. Flotilla
- b. Division
- c. District/Region
- d. National

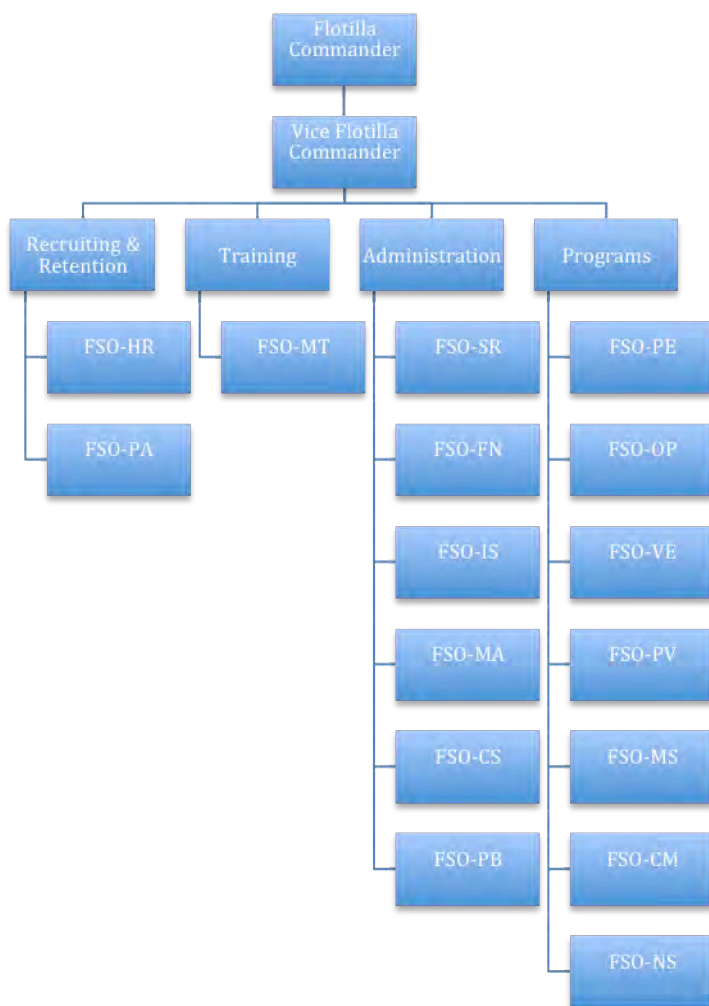
Section A. Flotillas

The flotilla is the basic Auxiliary organizational unit and the working level that translates programs into action. All Auxiliarists must be members of a flotilla. The flotilla may have one or more detachments.

For initial charter, a flotilla must consist of at least fifteen Auxiliarists. The required number of Auxiliarists may be waived by the Director, and then only when exceptional local conditions dictate a departure from the AUXMAN.

Geographic limits of flotillas are for administrative purposes only. The Director assigns limits after considering input from the District Board. Usually, indefinite areas of primary responsibility or activity are preferred to rigid geographic boundaries. However, all steps shall be taken to ensure that Auxiliary services are available and provided for every geographic portion of the division. There are no prohibitions that prevent any Auxiliary unit from conducting activities in another's area. Auxiliary units in close proximity are expected to cooperate with each other in the coordination of Auxiliary unit activities. Locations for VSC stations, setting up PE courses, and recruiting Auxiliarists require flexibility and inter-unit coordination.

Each flotilla is led and managed by a Flotilla Commander (FC). The FC appoints Staff Officers that are responsible for reporting on a monthly basis to the VFC and to their corresponding Division Staff Officer on activities in their area of concentration, and may appoint Flotilla Committees for Fellowship, Nominations, Historian, Audit, etc. The FC also serves on the Division Board and helps to elect the Division Commander (DCDR) and Division Vice Commander (VCDR).



A complete description of the duties of the elected and appointed officers can be found in the Auxiliary Flotilla Procedures Manual. You may obtain a copy of the Auxiliary Flotilla Procedures Manual by downloading it from the AUX Member Section of the National Auxiliary web site.

Your attendance at flotilla meetings is very important where information is shared regarding:

- a. Division activities
- b. Commander's report
- c. Communications
- d. Staff Officer Reports
- e. Old Business
- f. New Business
- g. In-Flotilla training
- h. Fellowship



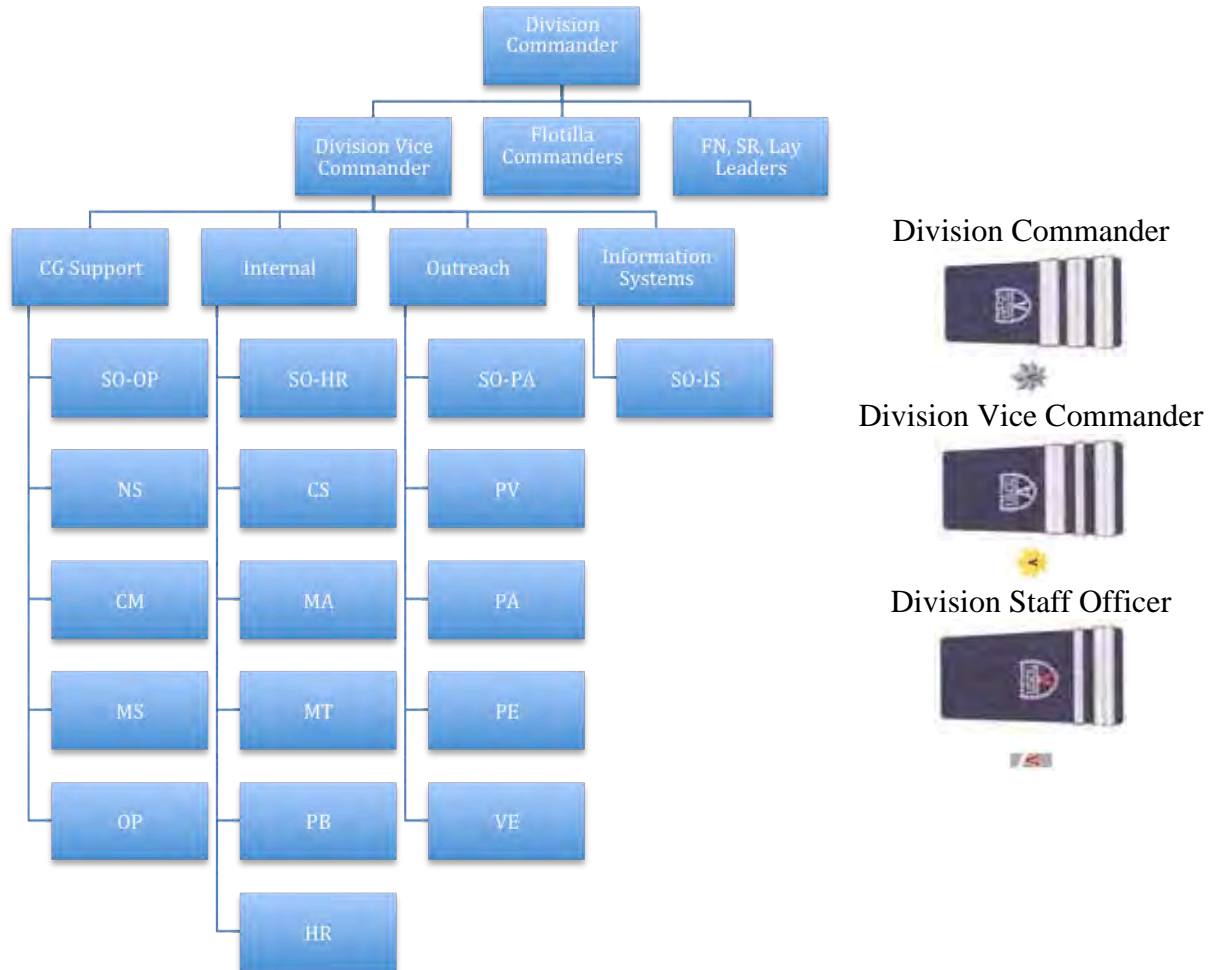
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Attending these meetings will keep you up to date on all of the flotilla's activities. It will also enable you to meet and interact with other members in the flotilla. It is your right and responsibility to VOTE at these meetings.

Staff meetings may also be scheduled for elected and appointed officers, as well as committee chairpersons. All members are welcome to attend these meetings.

Section B. Divisions

The division is the next higher administrative organizational level above the flotilla. It normally consists of several flotillas in the same geographic area, although there is no minimum number of flotillas required. The division provides administrative training, communication, and supervisory support to flotillas and promotes district policy. Each division is led and managed by a Division Commander (DCDR).

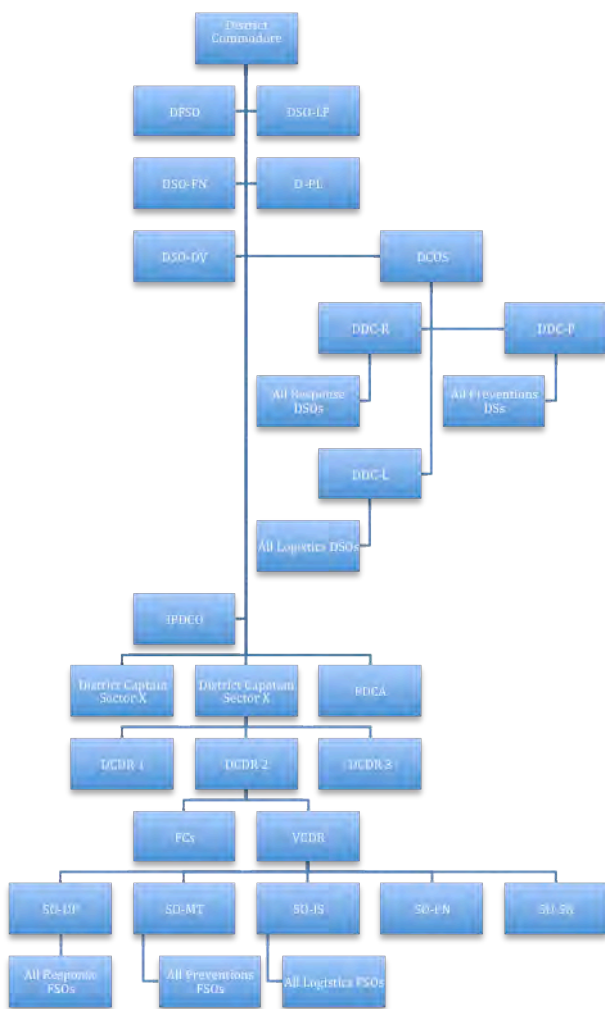


Section C. Districts/Regions

The district is the next higher administrative organizational level above the division. It may be sub-divided into two or more regions. Each district/region may be sub-divided



into two or more geographical sub-areas that are covered by a whole number of divisions. The district level of administration contains the EXCOM, presided over by the DCO in close coordination with the Director. The district provides administrative training, communication, and supervisory support of divisions and promotes National policy. Each district/region is led and managed by a DCO.



District Commodore



District Chief of Staff
District Captain



District Directorate
Officer



Admin Aide to District
Commodore



District Staff Officer



Assistant District Staff
Officer



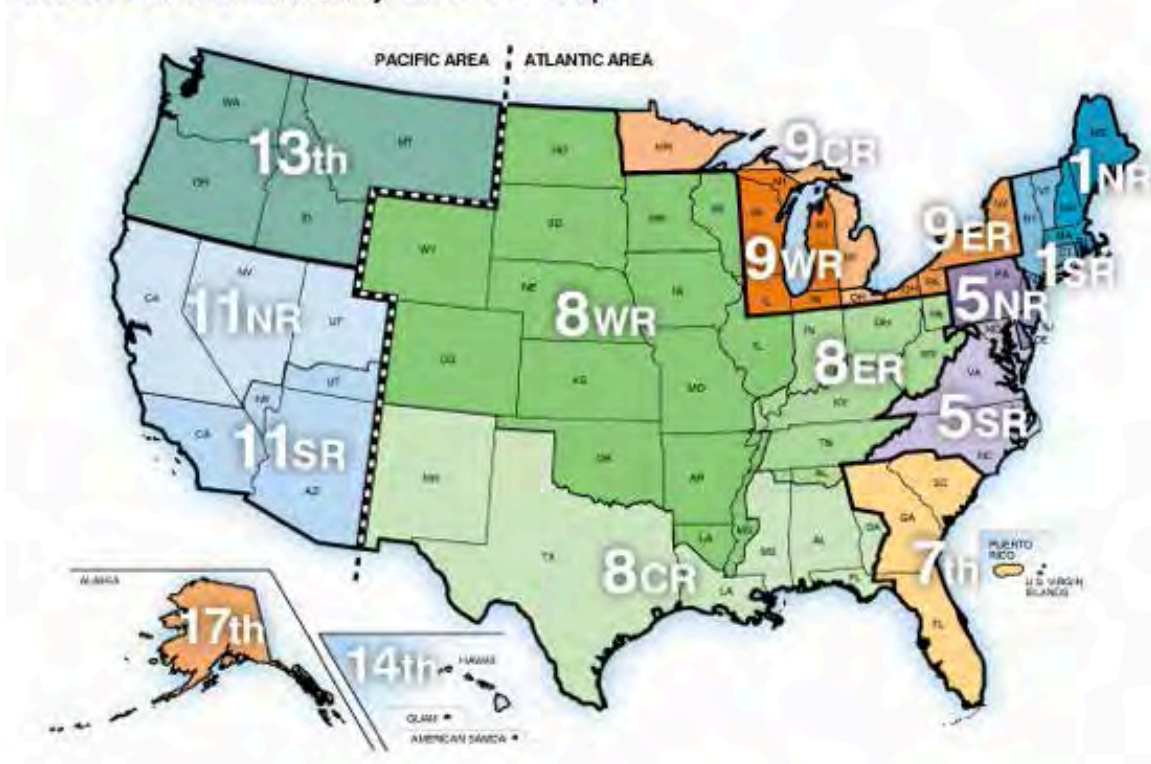


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Section D. National

The national level of administration contains the National Executive Committee (NEXCOM) presided over by the NACO and composed of the Chief Director, the Immediate Past National Commodore (IPNACO), VNACO, and the four DNACOs. The Assistant National Commodores (ANACOs) may attend NEXCOM meetings upon invitation of the NACO, but are not voting Auxiliarists of the NEXCOM. The NEXCOM functions as the Auxiliary's senior leadership and management team. The NEXCOM, National Board, and National Executive Staff comprise the Auxiliary national organization that maintains general Auxiliary leadership and management over all Auxiliary programs and activities.

Coast Guard Auxiliary District Map



Section E. Supervisory Administration & Duties of Boards, Committees & Leaders

Boards, committees, and offices are extremely important aspects of the Auxiliary organizational structure.

The division, district, and national levels each have administrative boards. A majority of the members of any board must be present to transact business. Board meetings are normally open and all Auxiliarists are welcome and invited to attend national or their district, division, and flotilla meetings. In rare situations, a closed meeting may be needed. This action will be taken only when authorized by a Director or the Chief Director for National Board meetings.



Section F. Elections

Every Auxiliary administrative level holds annual elections, except the national level.

Newly elected Auxiliary leaders, except at the national level, assume office on 1 January of the year following their election. National elected leaders take office on 1 November of the year of their election and their term runs for two years until 31 October. For those leaders elected in an interim election to fill a vacancy, their term begins upon election and approval (where appropriate) by the Director.

Should you desire to seek elected office at some time in your career as an Auxiliarist, you should talk to the Member Training Officer (FSO-MT) about completing the required Administrative Procedures Course (APC) or the Flotilla Leadership Course (FLC). All qualifications for elected office can be found in your Auxiliary Manual.

Section G. Staff Officers

Every unit's senior elected Auxiliary leader appoints staff officers. Staff duties are purely administrative, providing functional supervisory program management over specifically authorized activities. A member may hold more than one appointed office, but not more than one elected office at the same time. The appointment and delegation of duties should be given to each staff officer in writing. Should you be interested in serving as a Flotilla Staff Officer, be sure to discuss the requirements with your Flotilla Commander.

The Auxiliary is organized and administered along parallel staffing principles, which requires staff officers at all levels to report to senior levels and to monitor activities at lower levels. Mission accomplishment will be difficult unless Auxiliarists carefully follow the parallel staffing concept. Staff officers are charged with carrying out their part of the unit mission.

Staff officers are appointed and serve at the elected Auxiliarist's pleasure. A staff officer's appointment starts and expires with the term of the appointing leader unless the appointment is terminated earlier. Staff officers may be removed from a position any time the appointing leader deems it appropriate. District Staff Officer (DSO) appointments are made by the DCO only with Director's concurrence. National staff officer appointments are made only with the NACO approval. ANACOs and national Directors and their Deputies are appointed by the NACO with the Chief Director's concurrence.

New Auxiliarists are not normally 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. Time may also be spent working with elected leaders or staff officers in areas of the new Auxiliarist's interest. The Auxiliary unit's elected leader has full discretion to waive the year's service to make appointments, as deemed useful for both the Auxiliarist's and unit's benefit and to encourage Auxiliarist contributions. However, such waiver may not be made until the new Auxiliarist receives a favorable PSI determination.



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Section H. Standing Rules

Standardized standing rules are required for all Auxiliary units. All Auxiliary unit standing rules have been standardized, developed, and approved by the National Board. All standardized standing rules, with options selected, must be affirmed by a two-thirds majority vote of the Auxiliary unit governing body. The unit governing body at the National level is the National Board; at the District level it is the District Board; at the Division level it is the Division Board; and at the Flotilla level it is all eligible voting members.



CHAPTER 5 - REGULATIONS & POLICIES

Section A. Public Law Excerpts

The Auxiliary is a non-military organization established by Congress and administered by the Coast Guard. Auxiliarists must be aware of the organizational responsibilities and limitations intended by Congress. From these basic laws come the Commandant's authority to promulgate pertinent instructions and regulations to properly administer the Auxiliary within the Coast Guard framework.

Only the Coast Guard Commandant makes policies; usually based on a recommendation from the National Board. We are responsible for adhering to those policies. The Commandant permits District Commanders to make exceptions to some of the established policies based on the operational and administrative needs of the Coast Guard District, not the Coast Guard Auxiliary District.

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:

- a. to promote safety and to effect rescues on and over the high seas and on navigable waters;*
- b. to promote efficiency in the operation of motorboats and yachts;*
- c. to foster a wider knowledge of, and better compliance with, the laws, rules, and regulations governing the operation of motorboats and yachts;*
- d. to facilitate other operations of the Coast Guard."*

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."

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:

1. 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*



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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]

2. 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.

3. 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 non-contractual civil liability. While assigned to duty, Auxiliarists are considered to be Federal employees for certain purposes. For example, an Auxiliarist may be entitled to the same legal protection afforded other 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)]

4. 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. All these provisions provide greater liability protection to Auxiliary members while assigned to authorized Coast Guard duty. [14 U.S.G.827 & 828]

5. 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)]

Section B. Communications with Other Government Agencies & Industry

Auxiliarists shall not communicate with officials of other Government agencies or members of Congress in the name of the Auxiliary, unless the Chief Director determines the recommendations or requests are consistent with the Coast Guard and Auxiliary policy and grants the Auxiliarist specific permission in advance of the communication.

The right of Auxiliarists to communicate directly with elected and appointed Government officials and agencies as private citizens is not restricted. Neither official stationery nor Auxiliary titles shall be used in such communications.

No undertaking may be made in the name of the Auxiliary for any manufacturer, product, or service by which an endorsement by the Coast Guard or the Auxiliary is stated, implied, or inferred. Organizations, however, may offer to help the safe boating mission by producing pamphlets, films, etc. Organizations providing such help may take a credit line. For example, “Printed Courtesy of XYZ Company.” It must be clear that no Auxiliary or Coast Guard endorsement is given.



Section C. Public Appearances for Political Affairs

Auxiliarists may appear and testify as private citizens at legislative hearings or political meetings without Coast Guard approval. If Auxiliarists appear and/or testify as a private citizen on a matter related to the Coast Guard or the Auxiliary, they must provide the Chief Director and the local Director with advance notification. If Auxiliarists appear and/or testify in a private capacity, they may not wear the uniform, use an Auxiliary title, or otherwise indicate that they represent the Coast Guard or the Auxiliary.

Section D. Marketing and Public Affairs

There is a need to develop public understanding and appreciation of the Auxiliary's role and a need to help the Coast Guard in maintaining and carrying out its public information program.

Auxiliarists participating in the Auxiliary Marketing and Public Affairs Program shall direct their efforts toward publicizing the Auxiliary's aims, purposes, and activities.

Since the Auxiliary is a working part of the Coast Guard, the Director should clear, before release, publicity releases concerning pending activities. The Director may delegate this responsibility to the DSO-PA/ADSO-PA, SO-PA, or FSO-PA. Routine Auxiliary items such as write-ups of meetings, cruises, elections, PE courses, and other local activities do not require prior clearance. Clippings of the published items shall be forwarded to the Director.

Section E. Privacy, FOIA, PII, Auxiliary Correspondence, & Network Security

Records maintained by the Coast Guard and by the Coast Guard Auxiliary may be subject to the provisions of the Freedom of Information Act and the Privacy Act of 1974.

The treatment and handling of Auxiliary Personally Identifiable Information (PII) and Auxiliary correspondence shall be in accordance with these provisions and pertinent Coast Guard directives. Personally Identifiable Information is defined as data that can be used to distinguish or trace a person's identity, or any other personal information that can be linked to a specific individual. Examples of PII include: name, date of birth, home mailing address, telephone number, social security number, mother's maiden name, home e-mail address, ZIP code, account numbers, certificate/license numbers, vehicle identifiers (including license plates), Uniform Resource Locators (URL), internet protocol addresses, biometric identifiers (e.g., fingerprints), photographic facial images, any unique identifying number or characteristic, and other information where it is reasonably foreseeable that the information will be linked with other personal identifiers of the individual.

Auxiliary correspondence encompasses all forms of written communication generated by or bound for Auxiliarists in connection with their authorized activities. It includes letters, memos, forms, manuals, publications, ID cards, associated electronic transmissions, and e-mail. All such correspondence serves as a critical resource for the development, training, and operation of the Auxiliary in support of the Coast Guard.



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Coast Guard computer networks are part of the Department of Defense (DoD) Global Information Grid (GIG). The ever-evolving threat environment requires sustained high standards for the Coast Guard's cyber security posture. Accordingly, essential tasks and training as defined by the Assistant Commandant for Command, Control, Communications, Computers, and Information Technology (CG-6), must be performed by all Auxiliarists who are authorized access to Coast Guard information systems.

Section F. Official Business Mail

The U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series), authorizes the Coast Guard the privilege of official business mail for mailing of Federal Government mail. Such mail is defined as official mail relating exclusively to the business of the U.S. Government. The Commandant extends this privilege to the Auxiliary. Regionally, the Director may grant the capability for use of official business mail to the Auxiliary leadership. Further, the Director's authority may be delegated by Auxiliary leadership to individual Auxiliarists. Auxiliary unit leaders are responsible for controlling the use of all official business mail materials..

Section G. Taxes

This section presents information on taxes purely for guidance and is not authority for any tax actions. The IRS has determined the Auxiliary and all of its units (not including any corporations) are an integral part of the Federal Government. Auxiliary units are not required to file State or Federal income tax returns.

Unreimbursed out-of-pocket transportation expenses incurred in the use of facilities in the performance of Coast Guard and Auxiliary missions may be deductible. Such operation, maintenance, and repair costs may be deductible only when they are directly attributable to Auxiliary services. A pro rata share of general maintenance and repairs of a facility is not deductible. The rental value of a facility while engaged in Auxiliary services is not deductible.

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.

Auxiliarists must not rely upon the information contained in this Manual when making tax decisions. Because information set forth in this section may conflict with subsequent IRS regulations or tax rulings, Auxiliarists must consult a qualified tax advisor before making any specific decisions regarding the potential deductibility of Auxiliary related expenses.

Section H. Solicitations, Gifts, & Donations

All Auxiliarists, including all district corporation members, when acting in their capacity as Auxiliarists, are prohibited from soliciting any gift of any type from any federal or non-federal source for themselves, any family member, any private organization, any commercial entity, or any other federal or non-federal entity except as described below:



- a. Any solicitation must be for the support of an authorized Auxiliary program(s) and from which an Auxiliary unit will receive benefit.
- b. Any solicited gift source must be within the soliciting unit's area of responsibility.
- c. The market value of each solicited and accepted gift (e.g., funds, personal property – real property is specifically excluded) cannot exceed \$2,500. The aggregate market value of all gifts solicited and accepted from any particular gift source cannot exceed \$5,000 per calendar year.

An unsolicited gift offer is a gift offer from a non-federal source that was not requested by any Auxiliarist or Coast Guard member acting in their capacity as such. Non-federal source means any person, and any entity of any kind, that is not part of the U.S. federal government.

No Auxiliarist, and no one in the Coast Guard except the Commandant, the Vice Commandant, and CG-8, has any authority to accept any unsolicited offer of real property.

In order to be considered for approval, all unsolicited gift offers to any member or organizational unit of the Auxiliary must be in writing from the gift source (e-mail is acceptable) and include:

- a. A description of the offered gift.
- b. The estimated market value of the gift.
- c. Any conditions the gift source places on the gift (e.g., that the gift must be used for a specific purpose or by a specific Auxiliary element).

An Auxiliarist who receives an unsolicited gift offer must obtain the required information in writing and forward the offer, with an acceptance recommendation, through their respective chain of leadership to the appropriate gift acceptance authority.

Section I. Publications

An individual serving as an Auxiliarist is prohibited from receiving any compensation for articles related to the Coast Guard or the Auxiliary, which are produced as a result of such service. Any article written for Auxiliary publications becomes the sole property of such entity that publishes such work unless intellectual property rights are reserved in writing.

Feature articles on Auxiliary topics prepared by Auxiliarists for commercial periodicals, articles for organization's publications, or Coast Guard internal publications are encouraged.

The DIR-GP, or a DVC specifically appointed for that purpose, must approve the article before publication. Before printing any national Auxiliary publication, all articles and photographs shall be submitted to the Chief Director and NACO for approval.



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Section J. Assignment to Duty

The Commandant employs the services of qualified Auxiliarists in support of various Coast Guard programs. To this end, specific Auxiliary activities are authorized in support of Auxiliary programs or Coast Guard units. An Auxiliarist performing such duties is considered to have been assigned to duty within the meaning of 14 U.S.C. § 831 and 823a, when these activities have been authorized and clearly communicated verbally and/or in writing by appropriate authority. The Commandant has specifically delegated the authority to assign qualified Auxiliarists to duty for authorized activities.

Additionally, in many circumstances, an Auxiliarist's assignment to duty may be constituted by the Auxiliarist's actual performance of an authorized activity or mission, understanding that the Auxiliarist was properly qualified for such duty and acted within the scope of employment. This policy promotes valued volunteer support and provides Auxiliarists the benefits and protections allowed by law.

Section K. Claims, Injury, or Death While Assigned to Duty

Auxiliarists who are injured while assigned to duty and who require immediate attention should obtain emergency care from the nearest medical treatment facility. Due consideration must be made that Auxiliarists are generally not direct members of military services and are, therefore, not included in the Defense Enrollment Eligibility Reporting System (DEERS) nor authorized medical coverage under the military's Tricare medical services. Such consideration may, therefore, warrant an Auxiliarist to obtain care from the nearest civilian medical treatment facility of their choosing in lieu of proceeding to the local Coast Guard unit's contract provider, military hospital, or U.S. Public Health Service facility.

Upon the death of an Auxiliarist, notification must be made to the Coast Guard Command Center in Washington, DC as soon as possible. The 24-hour phone number is (202) 372-2100. Coast Guard field units shall report via the chain of command. Auxiliarists should report via their Coast Guard OIA or a local Coast Guard command.

Section L. Public Education Course Fees

The conduct of the Auxiliary's PE program allows for the collection of certain fees to provide funding for certain Auxiliary programs. Fee types and their uses may include but are not limited to those listed in this section.

Some PE courses are conducted in buildings whose management charges the Auxiliary custodial or rental fees. If the building owners do not provide anyone to collect fees, Auxiliarists may do it for them. In collecting these fees, Auxiliarists must inform students that the Auxiliary is not charging for instructing the course. Such fees should be properly labeled as, "custodial fees." The fees must be kept separate, both for accounting purposes and physically, from any collections for texts and other materials. When custodial fees become too costly, flotillas should make every effort to re-locate to a classroom site with little or no cost.

When conduct of a PE course involves texts or training aids that become student property, the purchase of these materials must not be mandatory. The purchase of course



materials must not be a condition of class attendance. Attending class without purchasing materials must not be termed auditing, nor will course completion certificates earned by students through satisfactory class attendance, homework preparation, and passing of an exam, as may be required of the class, be withheld for not purchasing materials, but an examination and certificate fee may be charged. Course texts, aids, and related items may be sold to students at fair market driven prices.

Administrative fees are used to support various authorized Auxiliary programs and may be added to textbook costs. These fees support purchase of teaching aids such as pencils, paper, projectors, bulbs, screens, and miscellaneous audio-visual or operational equipment. The collected fees shall not be used for any flotilla social function.

Auxiliary instructors serve as volunteers, therefore, they and their units are prohibited from collecting or receiving any compensation for their services performed as Auxiliarists.

Section M. Incorporation

The Commandant has approved the organization of only one corporation to support Auxiliary activities, the CGAuxA, Inc. The National Board requires a legal entity to conduct certain fiscal affairs peculiar to the National Board. CGAuxA, Inc. is the authorized entity to conduct the fiscal and business management responsibilities for the National Board.

No divisions or flotillas shall be permitted to incorporate. Any other corporations or entities other than those expressly authorized herein, whether formed in whole or in part by Auxiliarists, are not affiliated or a part of the Coast Guard or Auxiliary. The members of those corporations are acting solely in a private or individual capacity and not as Auxiliarists or as leaders, agents, or employees of the U.S. There must be a clear distinction between the official statutory activities of the Coast Guard and the Auxiliary, as opposed to the private and separate activities of such an entity. Those organizations may receive no financial or other support from the Coast Guard or the Auxiliary.

Section N. Finances

The Commandant considers financial management to be necessary to establish certain guidelines to avoid the chance of embarrassment to either the Auxiliary or the Coast Guard. The Coast Guard has a responsibility to ensure proper financial procedures and accountability are observed at each level for all monies received. This accounting includes monies received from such sources as dues, PE courses, and gifts.

Auxiliary unit funds may only be spent or committed with the concurrence of an appropriate majority of the voting members of that unit unless specific provisions authorizing the expenditure or commitment are in the Auxiliary unit's Standing Rules. Auxiliary unit funds may be disbursed with the signature of the unit finance officer and/or a unit elected officer, as authorized in the unit's Standing Rules.

DCDRs and FCs of every unit receiving and disbursing funds in the unit's name must submit to the Director an annual financial report on the form entitled Financial Reporting



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of an Auxiliary Unit (ANSC-7025). No other form is authorized for this purpose. Funds are defined as monies received or disbursed as dues, course registration fees, sale of publications, etc. FCs are responsible for forwarding copies of the report to the DCDR on or before 31 January. The DCDR will review the reports and forward them, together with the division report, to the DCO on or before 20 February. The DCO, or their designees (such as DSO-FN), will review the reports and forward them to the Director on or before 1 March. Any irregularities revealed by the financial report shall be reported to the DCO and Director. If an Auxiliary unit fails to comply with these procedures, the DCO may authorize an audit. The DCO, after an audit review, may recommend other action deemed appropriate. In addition, corporate entities must follow all other State or Federal financial reporting requirements.

Section O. Auxiliary Identification Means

Identification Cards

When an Auxiliarist in Approval Pending (AP) status receives a Favorable PSI determination, the Director shall issue the Auxiliary ID card.

When an Auxiliarist submits a request for retired status, a permanent, plastic Retired Status card with the retired Auxiliarist's name on it will be provided to the Auxiliarist.

Vehicle Registration Decals

Auxiliarists are issued Coast Guard vehicle decals on a limited basis only. Access to a Coast Guard facility is at the discretion of the Commanding officer exercising Coast Guard command authority over that facility. Therefore, Commanding officers of such facilities are the final authority for determining whether or not an individual has a frequent, demonstrated need to have on-base driving privileges.

Auxiliary Local Access Credential (ALAC) Cards

Based upon the nature of the support that they provide to Coast Guard units, some Auxiliarists may require access to Coast Guard Standard Work Stations (SWS) and/or networks (i.e., the dot mil domain). The Auxiliary Logical Access Credential (ALAC) may be provided such Auxiliarists for the sole purpose of gaining such access. An ALAC is not a Common Access Card (CAC). It shall not display a photograph, shall not convey benefits, entitlements, or privileges, and shall not be used for physical access. Physical access of Auxiliarists to Coast Guard and DoD facilities shall remain predicated upon presentation of the Auxiliary ID card.

The ALAC has Coast Guard Public Key Infrastructure (PKI) certificates to allow access to government computers and networks. These credentials will be verified through the Contactor Verification System (CVS), processed through the Defense Enrollment Eligibility Reporting System (DEERS), and issued by a Real-time Automated Personnel Identification System (RAPIDS) ID card issuance facility. Logical access is defined as that access which necessitates a Coast Guard SWS account to input, review, manipulate,



and extract data. It includes the need to access web sites, information systems, and software applications within the dot-mil domain.

ALAC issuance shall only occur pursuant to procedural guidelines established by the Chief Director.

Section P. Accommodation of Individuals with Physical & Mental Disabilities

The Auxiliary is guided by diversity policies of the Commandant of the Coast Guard, and no person shall be subject to discrimination in the Auxiliary or its programs because of disability. An individual's physical or mental disability(ies) shall therefore not be sufficient grounds in and of itself for denial of enrollment in the Auxiliary. However, it should be communicated with the individual well in advance of the submission of an enrollment package that the Auxiliary is not subject to requirements of covered entities as defined in the Rehabilitation Act of 1973, nor the Americans with Disabilities Act (ADA). Moreover, that the Auxiliary may take reasonable steps to accommodate individuals with physical or mental disabilities who desire to participate in its events, programs, activities. In effect, an individual's degree of involvement in the Auxiliary would be limited by the individual's disability(ies) and the constraints of the Auxiliary. Clear understanding of these provisions are necessary for the individual to make an informed decision as to whether or not Auxiliary membership is appropriate for them, and it should also be incorporated into any membership acceptance correspondence from the Director to the individual.

To accommodate individuals with physical or mental disabilities who desire to take an Auxiliary PE class, Auxiliary units may, when available, try to obtain suitable services through non-profit agencies or through local/State governments. Contacts with these agencies should be initiated and nurtured by all units who conduct PE classes. To the greatest extent possible, units should also attempt to identify Auxiliarists who can also provide such services.

The actions to accommodate individuals with physical or mental disabilities should be taken in a reasonable period of time, which does not necessarily mean immediately. The individual should provide reasonable notice of their disability(ies) so that the Auxiliary unit can attempt to arrange suitable accommodations. If suitable accommodations cannot be arranged for a pending class, the individual's participation may be delayed to a future class when/if accommodations are available. Once accommodations have been arranged for a course, units should notify the Director and aggressively advertise the availability of the course with its accommodations in order to attract the maximum number of individuals who would benefit from such.

Section Q. Weapons

Weapons, except those worn by certified law enforcement officers in accordance with Federal, State, and local laws and regulations and required by their agency policy, may not be worn, carried, or held by any Auxiliarist or guest of the Auxiliary while attending an approved Auxiliary function or participating in an authorized Auxiliary activity, including regularly scheduled detachment, flotilla, or division meetings. This prohibition



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extends to those who have concealed weapons permits and those who may otherwise be authorized, but not required to wear weapons when not performing law enforcement duties (i.e., off-duty law enforcement officers). This prohibition also extends to periods immediately preceding and following Auxiliary functions (e.g., during fellowship periods).

Weapons are excluded at all times from Government facilities, buildings, property, and military installations. This means certified law enforcement officers who are required by their agency policy to carry a weapon(s) shall be subject to the policy of the facility they are entering and may be required to check the weapon(s) or be denied entry.

Weapons, except those worn by certified law enforcement officers in accordance with Federal, State, and local laws and regulations and required by their agency policy, may not be worn, carried, or held by any Auxiliarist or guest of the Auxiliary while aboard any Auxiliary surface, air, or mobile radio facility while under orders. This includes the exclusion of weapons even though they may be able to be locked up or secured on the facility. If a surface facility is an Auxiliarist's primary residence upon which a personal weapon(s) is normally secured and stored, then a request for waiver of this exclusion may be submitted to the Director.

Section R. Social Media

Social media is the evolution and integration of information technology and social interaction through various media including blogs (web logs), Wikis, social networks, Really Simple Syndication (RSS) feeds, social bookmarking, and podcasts. Sustaining a flexible and change-centric organization requires basic understanding of and interaction with social media. Unfortunately, it is impossible to ensure that information passed via social media is complete and accurate, thus its readers have to assume responsibility for judging the validity of the information. Moreover, it is incumbent upon Auxiliarists who seek to post information through social media to ensure all due accuracy and propriety of such information, particularly when their capacity as an Auxiliarist may be linked to the information they post within that social media.

Auxiliarists in a personal capacity, while not assigned to duty, are authorized to make Internet posts on Coast Guard-related topics as outlined in these provisions. The Auxiliary performs valuable services throughout the Coast Guard every day, and nobody is in a better position to tell the story than Auxiliarists. Accordingly, Auxiliarists are expected to responsibly engage in Internet postings in accordance with the following provisions. They are designed to protect the Coast Guard and its members from any harm associated with a potential unauthorized release of protected or non-public information, and concurrently ensure the Auxiliary image is in keeping with the Coast Guard's core values and ethos. These objectives cannot be overstated. Auxiliarists are therefore expected to ensure that their use of social media neither inadvertently nor deliberately connects or associates, or projects an image of connection or association with, inappropriate material that is not consistent with the Coast Guard's core values and ethos.



Auxiliarists, whether assigned to duty or while acting in a personal capacity, shall not use social media as a mechanism for change or the advancement of positions or policies related to Coast Guard matters. Use of the chain of leadership is most appropriate and expected in such cases. Failure to abide by this tenet may subject an Auxiliarist to disciplinary action, up to and including disenrollment.

Auxiliarists must also be aware that some individuals and groups use public networking forums to gain information that will advance their causes. Auxiliarists can help protect the Coast Guard from this threat through due compliance with these provisions.

Section S. Standards of Ethical Conduct

As is true for all other members of the Coast Guard, Auxiliarists are expected to uniformly and consistently uphold and practice the highest standards of ethical conduct in the course of their Auxiliary activities and in the course of their personal lives so as to never discredit the United States Coast Guard nor the United States Coast Guard Auxiliary. Accordingly, all Auxiliarists are expected to adhere to the Coast Guard's standards of ethical conduct, and, moreover, should expect to be held accountable for deviation from such. Additional information about ethics in the Coast Guard is available through the Auxiliary Mandated Training (MT) program.



CHAPTER 6 – SUPPORT & BASIC MATERIALS

Section A. General Services and Supplies

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

- a. Available Coast Guard shore facilities for Auxiliary meetings and for conducting authorized educational and training programs.
- b. 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 to administrative, training, and educational activities.
- d. Coast Guard Exchanges for the purchase of goods and services, except alcohol and tobacco products.

Section B. Government Property

An Auxiliary unit may be granted written permission for long-term use and occupancy of Federal real property (buildings and land). Use and occupancy must be for authorized Auxiliary activities. A District Commander must consider such use as necessary and desirable. The Auxiliary unit must follow all legal provisions for property use. Property in which the Coast Guard or another Federal agency has the title or right, or which is excess or surplus, may be requested for Auxiliary use. Such a request is subject to the necessary operational, engineering, and budgetary approval stated in the Real Property Management Manual, COMDTINST M11011.13 (series).

Any such use/occupancy is subject to immediate repeal if such use/occupancy does not conform to Coast Guard policy. Written permission to use and to occupy Coast Guard property shall contain the conditions under which the Auxiliary may make new construction or remove existing structures. Directors shall coordinate requests with their Coast Guard District Property officer.

The Coast Guard cannot authorize transfer of title to Federal real property to an Auxiliary element. Any permanent improvement, alterations, additions, fixtures, or maintenance placed on the property shall become and remain U.S. Government property.

Section C. Coast Guard Personal Property

Auxiliarists, loaned, or given custody of Coast Guard or Auxiliary owned personal property, may use said property for authorized activities only. The property, loaned or obtained under 14 U.S.C. § 641, shall be accounted for in the appropriate Coast Guard authority's property inventory records and returned to the Government upon request. The



appropriate Coast Guard authority shall normally be the Director. Auxiliarists shall return property upon ending Auxiliary membership, transferring to retired status, or to another unit, or if the property is no longer needed. Auxiliarists shall immediately report the loss, damage, or theft of Coast Guard property to the appropriate Coast Guard authority.

Section D. Auxiliary License Signature Authority

Under the authority of 14 U.S.C. § 92(f), 821, 822 and 49 CFR 1.46(b), all Auxiliary FCs, DCDRs, DCOs and NEXCOM are delegated the authority to negotiate, execute, renew, modify, and end licenses and similar use agreements for the Auxiliary's use of real property from Federal and non-Federal entities. This authority shall not be exercised unless the ANACO-CC and/or appropriate DSO-LP has reviewed and approved, or negotiated if necessary, the license or similar agreement. This authority is not to be construed as authority to activate, deactivate, move facilities, or spend appropriated funds. Delegation or re-delegation of this authority is permitted only as follows:

- a. VFCs in the absence of the FC, and in an emergency, may request a DCDR or DCO execute a license, contract, or other agreement for a flotilla. Such action shall be reported to the Flotilla or Division Board at the earliest opportunity.
- b. VCDRs in the absence of the DCDR, and in an emergency, may request the DCO execute a license, contract, or other agreement for the Division. Such action shall be reported to the Division Board at the earliest opportunity.

Additional guidance on this matter may be obtained from the ANACO-CC, in conjunction with the Chief, Office of General Law (CG-0944).

Section E. Other Agencies and Partnerships

Various agencies help the Auxiliary promote VSCs and PE activities on water resource projects under their control. These agencies include:

- a. US. Army Corps of Engineers
- b. National Park Service
- c. Bureau of Land Management Tennessee Valley Authority

Reservoirs, impoundments, and other recreational water resource projects are popular among thousands of boaters who trailer boats from inland areas. Many boaters have had little or no boating safety indoctrination. To help with such instruction, liaisons have been established with applicable agencies. General approval has been received for providing the Auxiliary with available facilities, where practical. Before Auxiliary units use any of these facilities for operations, PE, or VSC programs, the Director must contact the appropriate agency manager to establish liaison. The Director will provide information to and receive guidance from the manager relative to expected Auxiliary activity. Their full cooperation, as a courtesy and as a practicality, must be obtained.

The Coast Guard has a cooperative policy agreement with the Public Building Service of the General Services Administration (GSA) concerning Coast Guard Auxiliary use of available space in GSA-controlled buildings to conduct PE courses. Due to expanding Auxiliary education programs, the need for classroom space is increasing. Often, a problem of suitable classroom space availability presents scheduling difficulties for



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sponsoring Auxiliary units. Conveniently located GSA-controlled building spaces, largely in metropolitan areas, should, if made available to the Auxiliary, provide valuable additional classroom resources. When potential classroom spaces are under its control, GSA has agreed to help the Coast Guard. Such actions are subject to the Federal Property Management Regulations. Directors are authorized and encouraged to help Auxiliary units get these classroom spaces.

Section F. Work-Life Programs & Mutual Assistance Program

Auxiliarists may take full advantage of various benefits from the Coast Guard Work-Life Program. Auxiliarists are entitled to participate in any program benefit, other than those for which the Coast Guard pays a per capita basis fee. Auxiliarists may contact their Director to learn about available benefits and application details.

The Coast Guard's Work-Life delivery system identifies and responds to Auxiliarists' individual and family member needs. Information and referral services are provided through District Work-Life staff members. Representatives currently available to assist Auxiliarists are:

- a. Career Development Advisor
- b. Family Advocacy Specialist
- c. Health Promotion Manager
- d. Employee Assistance Program Coordinator
- e. Relocation Assistance Manager

The representatives specialize in placing needed information and points of contact in the hands of those requesting assistance. The Work-Life Program is intended to provide people with services that can be utilized at different stages of their personal and professional lives.



CHAPTER 7 - HUMAN RESOURCES

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

The Commandant is responsible for providing overall leadership and direction to ensure all policies and procedures contained in this section are in effect throughout the Coast Guard and the Auxiliary.

The Chief Director is responsible for implementation of the Coast Guard's Diversity Policy Statement within and throughout the Auxiliary.

Section A. Diversity Management

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

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

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

- a. Positive environment.
- b. Value all Auxiliarists.
- c. Promote individual success.



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Section B. Anti-Discrimination and Anti-Harassment

The Coast Guard is committed to a workplace where no member of the workforce will be subject to physical or verbal harassment, abuse, violence, or discrimination based on an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, or any other basis protected by law. Simply, it is committed to an environment free of harassing and discriminatory behavior.



Harassment is generally defined as unwelcomed advances, requests for favors, and other physical and verbal conduct when such conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's service performance, or creates an intimidating, hostile, or offensive environment. This also encompasses unwelcome display or communication of sexually offensive materials.

The image shows a document titled "ANTI-DISCRIMINATION and ANTI-HARASSMENT POLICY STATEMENT" from the Commandant of the United States Coast Guard. The document features the Coast Guard flag in the top left corner and the text "THE COMMANDANT OF THE UNITED STATES COAST GUARD Washington, DC 20503" at the top center. The main title is in large, bold, black letters. Below the title, there are four paragraphs of text. The first paragraph states the commandant's commitment to a work environment free from discrimination and harassment. The second paragraph details the goal of creating command climates that promote inclusion and respect, and lists various protected characteristics. The third paragraph explains the reporting process for harassment and the prohibition of reprisals. The fourth paragraph emphasizes the importance of responsible behavior and respect for shipmates. At the bottom, there is a handwritten signature and the printed name "R. J. PAPP, JR. Admiral, U.S. Coast Guard".

THE COMMANDANT OF THE UNITED STATES COAST GUARD
Washington, DC 20503

ANTI-DISCRIMINATION and ANTI-HARASSMENT POLICY STATEMENT

I am committed to providing a work environment free from discrimination and harassment. Our mission success depends upon it. Our core values of Honor, Respect and Devotion to Duty demand it. Federal law and policy require it. Coast Guard men and women deserve nothing less.

We will do this by creating command climates and work environments that promote inclusion, equity and respect. Every member of the workforce should be familiar with Coast Guard Equal Employment Opportunity (EEO) policies and should take proactive measures to prevent all forms of discrimination and harassment. We must eliminate conduct that unreasonably interferes with an individual's work performance or creates an intimidating, offensive, or hostile work environment on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, engagement in any protected EEO activity, or any other basis protected by law.

Behavior that constitutes harassment should be reported to leaders and managers; leaders and managers must take prompt and appropriate corrective action. Reports and responses should be in accordance with Coast Guard Anti-harassment and Hate Incident Procedures. Reports of harassment can also be made to local Civil Rights or Human Resources Offices. Reprisal or threats of reprisal against individuals who report unlawful discrimination or harassment will not be tolerated.

Performing our duty to act responsibly and respect our shipmates will create work environments in which every member of the workforce has an equal opportunity to achieve their full potential, contribute to Coast Guard missions and thrive.

R. J. PAPP, JR.
Admiral, U.S. Coast Guard



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Section C. Rape and Sexual Assault

Rape and sexual assault will not be tolerated in the Coast Guard. These criminal acts violate the Coast Guard's core values.

All Auxiliarists shall foster and maintain an environment of mutual respect and trust to ensure the safety and security of others. All personnel shall become familiar with and follow the contents of Reporting and Responding to Rape and Sexual Assault Allegations, COMDTINST 1754.10 (series), when reporting rape and sexual assault and responding to rape and sexual assault allegations. It is available through the Director's office. Key elements include:

- a. Mandatory annual training.
- b. Requirements to report allegations of rape or sexual assault to CGIS for investigation in accordance with Mandatory Reporting of Incidents to the Coast Guard Investigative Service and Requesting Investigative Assistance, COMDTINST 5520.5 (series).
- c. Steps to ensure victims are not further traumatized by any investigation.
- d. Clarification of roles and responsibilities.

Section D. Civil Rights Program

The Coast Guard Auxiliary is committed to ensuring protection of all Auxiliarists' civil rights. This section describes the provisions for the Auxiliary's Civil Rights Program.

The Commandant is responsible for providing overall leadership and direction to ensure all policies and procedures contained in this section are in effect throughout the Coast Guard and Auxiliary.

The Chief Director is responsible for Coast Guard civil rights and equal opportunity program administration within the Auxiliary.

District Commanders are responsible for carrying out the spirit and intent of the Coast Guard's civil rights and equal opportunity programs.



THE COMMANDANT OF THE UNITED STATES COAST GUARD
Washington, DC 20593

EQUAL OPPORTUNITY POLICY STATEMENT

Everyone should expect and demand the opportunity to work, develop and achieve his or her full potential, whether serving as a member on active duty, drilling Reservist, civilian employee or Auxiliary volunteer. Adherence to Equal Opportunity principles and our core values of Honor, Respect and Devotion to Duty, will promote positive command climates and enhance mission readiness and execution.

Everyone in the Coast Guard must work together to eliminate all forms of discrimination that violate law or policy and eliminate any actions that discriminatorily impact our workforce, those seeking Coast Guard employment and those receiving benefits from Coast Guard-sponsored programs.

All Coast Guard personnel shall:

- Reach out widely and in previously untapped markets to identify highly qualified applicants for enlistment, officer accession, civilian employment and Auxiliary enrollment;
- Recruit, retain, train, develop, promote, reward and deploy a highly capable, diverse workforce in a fair and consistent manner on the basis of merit;
- Provide reasonable accommodations for qualified applicants and employees with disabilities;
- Maintain a work environment free from unlawful discrimination, reprisal and harassment;
- Ensure all men and women of the Coast Guard are educated about their rights and responsibilities under federal civil rights laws, and
- Act promptly, appropriately and effectively to endorse this policy and to ensure personal accountability by members of the Coast Guard.

I expect every member of our workforce at all levels to respect their shipmates, treat them fairly and equally and hold those that do not demonstrate these values accountable.

R. J. PAPP, JR.
Admiral, U.S. Coast Guard



CHAPTER 8 - MEMBER TRAINING & QUALIFICATIONS

Auxiliary applicants must complete the New Member (NM) Course and pass its exam in order to enroll in the Auxiliary (this is not required for re-enrollment). Following this orientation, new Auxiliarists have a wide range of opportunities to gain additional knowledge, skills and qualifications by participating in training programs. Participation in training enhances competence and enables increased professionalism in the performance of Auxiliary service. Auxiliary programs requiring additional qualifications along with related training opportunities are defined in the Auxiliary Manual. Coast Guard programs may also require special training as identified by the responsible Coast Guard organization overseeing the service opportunity.

Coast Guard organization overseeing the service opportunity. The opportunity to increase knowledge and skills through training and experience with the Coast Guard and Auxiliary is a primary reason many people join the Auxiliary. Auxiliary training programs range from simple in-flotilla lessons through advanced specialty courses and programs. Most Auxiliary member training (MT) is accomplished at the flotilla level. Although responsibility for ensuring member opportunity and participation in MT rests with the FC, all qualified Auxiliarists are expected to participate in accomplishing MT by sharing their knowledge, experience, expertise, and time in helping other Auxiliarists learn and advance. Auxiliarists entering the operations program should possess a basic knowledge of boating or aviation skills obtained through prior experience or participation in Auxiliary courses.

Talk to your Member Training Officer (FSO-MT) OR Flotilla Commander and refer to the appropriate Coast Guard Auxiliary publications for more specific information on the program of interest to you. More detailed information may be obtained through the Training Directorate Web Site. <http://wow.uscgaux.info/content.php?unit=t-dept>.

Section A. Authority & Privilege

Auxiliary training by the Coast Guard is a statutory requirement of 14 U.S.C. § 831. The following paragraphs in 33 CFR Part 5, charge the Commandant with responsibility for Auxiliary training. The Commandant has delegated the duty and responsibility for all Auxiliary training to the Chief Director, under general advisement of FORCECOM.

Section B. Training & Qualification Opportunities

Auxiliarists can pursue training in MT programs to increase knowledge and skills, and to attain qualifications for participation in various Coast Guard and Auxiliary programs. Special qualifications are available as ITs, VEs, AtoN verifiers, RBS-PVs, boat crew, coxswains, pilots, aircrew, and air observers. Auxiliary specialty courses offer advanced training in several fields. Auxiliarists may also enroll in Coast Guard Institute (CGI)



correspondence courses and receive continuing education units (CEUs) from self-study paced course completions. Regular in-flotilla training sessions are fundamental to keeping Auxiliarists informed, interested, qualified, and ready to participate fully in Auxiliary activities.

Auxiliary Instructor (IT) for Public Education (PE) & Member Training (MT)

ITs can teach either or both Auxiliary PE and/or MT courses. Additionally, experienced ITs shall serve as prime mentors in qualifying new ITs, improving the skills of current instructors, and assisting in the NM program.

Boat Crew Program

Auxiliarists who wish to participate in authorized Auxiliary surface operations must be BQ. The specific requirements (minimum standards) for qualification, currency maintenance, certification, and recertification can be found in the Auxiliary Boat Crew Training Manual (COMDTINST M16794.51 (series); Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member, COMDTINST M16794.52 (series); Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53 (series); Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 (series).

Air Operations Program

Aircraft facility owners and Auxiliarists wishing to participate in Auxiliary air operations must be BQ and complete an air operations training course. The Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), provides the specific requirements and is the principal document for the Auxiliary Aviation program.

Other Operational Programs

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

- a. Qualified watch standing at Coast Guard active duty units or Auxiliary radio facilities, including Telecommunications Operators.
- b. Aids to Navigation verification and AtoN repair.
- c. Commercial fishing vessel safety examinations (CFVSE).
- d. Augmentation of Coast Guard boats and cutters as qualified in any authorized watch station.
- e. Augmentation of Coast Guard aircraft as qualified air observers.
- f. Auxiliary Dive Program (as may be authorized by specific directive).
- g. Assistant Barge Inspector (AUX-BI).
- h. Assistant Container Inspector (AUX-CI).
- i. Assistant Pollution Investigator (AUX-ED).
- j. Assistant Maritime Enforcement Investigator (AUX-EO).
- k. Assistant Facility Inspector (AUX-EU).
- l. Assistant Foreign Freight Vessel Examiner (AUX-FFVE).



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- m. Assistant Foreign Passenger Vessel Examiner (FPVE).
- n. Assistant Suspension and Revocation Investigator (AUX-FN).
- o. Assistant Marine Casualty Investigator (AUX-FO).
- p. Assistant Hull Inspector (AUX-HI).
- q. Assistant K-Boat Inspector (AUX-KI).
- r. Assistant Life Raft Inspector (AUX-LR).
- s. Assistant Machinery Inspector (AUX-MI).
- t. Auxiliary Machinery Inspector (Steam) (AUX-MS).
- u. Assistant Port State Control Examiner (AUX-PSCE).
- v. Assistant T-Boat Inspector (AUX-TI).
- w. Uninspected Passenger Vessel Examiner (AUX-UPV).
- x. Uninspected Towing Vessel Examiner (AUX-UTV).

Other Non-Operational & Administrative Programs

Training programs that lead to specific qualifications are available for those Auxiliarists wishing to take part in other Auxiliary non-operations and administrative programs.

Some of these additional programs include:

- a. Dockwalker
- b. Assistant Contingency Planner (AUX-ACP)
- c. Assistant Federal On-Scene Coordinator Representative (AUX-ET)
- d. Assistant License and Document Evaluator (AUX-LDEV)
- e. Assistant License and Document Examiner (AUX-LDEX)
- f. Prevention Outreach Specialist (AUX-MEES)
- g. Marine Safety Administrative and Management Specialist (AUX-MSAM)
- h. Port State Control Dispatcher (AUX-PSC)
- i. Assistant Waterways Management Representative (AUX-WM)

Recreational Boating Safety Visitation Program (RBS-VP)

Auxiliarists may seek qualification as a Program Visitor (PV). To do so, the Auxiliarist must be BQ and be familiar with the contents of the Vessel Safety Check Program, COMDTINST M16796.7 (series), and the Recreational Boating Safety Visitation Program Manual, COMDTINST M16796.3 (series).

Section C. Advanced Level Training

In order to give variety to Auxiliarists, increase practical knowledge, and better assist the Coast Guard to fulfill needed skill sets, the AUXOP program and Coast Guard "C" schools provide advanced level training.

Operational Auxiliarist Program (AUXOP)

Auxiliary members earn and wear the AUXOP device in lieu of the Specialty Training Ribbon, after successfully completing core courses, leadership courses, and a combination of elective courses



US Coast Guard “C” School

“C” schools are normally conducted at Coast Guard training facilities in different parts of the country. These schools are conventionally referred to as resident courses. “C” schools that are conducted by instructors who travel to remote sites that are more local and accessible by students are conventionally referred to as road shows. The Coast Guard Training Quota Management Center (TQC) is the order issuing authority for Auxiliary “C” schools.

All “C” schools have course prerequisites. Auxiliarists, active in their mission area, who meet course prerequisites and who agree to further train Auxiliarists in their own district/division upon completion of training are eligible to apply.

Section D. Other Available Coast Guard Education

With the exception of classified courses, all CGI correspondence courses are offered to Auxiliarists. Of special interest is the CGI NAVRULES course with color flash cards and excellent study tools to assist in requalification for Auxiliarists.

The Federal Emergency Management Agency (FEMA) provides online training opportunities of value to Auxiliarists that can be obtained through their website, <https://training.fema.gov/IS/crslist.aspx>

- a. ICS100-FEMA Introduction to Incident Command Systems (ICS)
The course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS).
- b. ICS200-FEMA ICS for Single Resources and Initial Action Incidents
This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS.
- c. ICS210-FEMA Incident Command System
This course prepares Type 4 Incident Commanders and First Federal Officials On-Scene to operate as single resource leaders in a Type 4 or Type 5 incident. Type 4 Incident Commanders could include coxswains, aircraft commanders, boarding officers, pollution responders, facilities inspectors, and command center staff.
- d. ICS700-FEMA National Incident Management System An Introduction
This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all



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government, private sector, and nongovernmental organizations to work together during domestic incidents.

- e. ICS800-FEMA National Response Framework, an Introduction
The course introduces participants to the concepts and principles of the National Response Framework. This course is intended for those who have a responsibility to provide for effective response.

Section E. Auxiliary Mandated Training

The purpose of Mandated Training (MT) is to build awareness and enhance the knowledge, skills, abilities, and attitudes of the Coast Guard's workforce required to perform Coast Guard missions. MT is established only when explicitly required by an official mandate such as Presidential Directive, public law, Department of Homeland Security or Coast Guard policy requirements, or when MT is determined by the Force Readiness Command (FORCECOM) as the most efficient means of delivery for a valid training requirement. Responsibility for the management and administration of all MT resides under the singular authority of FORCECOM. The Chief Director shall administer MT for the Auxiliary on FORCECOM's behalf.

Auxiliarists must successfully complete the following MT during their first year of enrollment and then once every five years thereafter:

- a. Suicide Prevention
- b. Security Education and Training Awareness (SETA)
- c. Privacy Awareness
- d. Prevention of Sexual Harassment (POSH)
- e. Sexual Assault Prevention
- f. Civil Rights Awareness

Auxiliarists must successfully complete the following MT only once (new members shall complete them during their first year of enrollment):

- a. Ethics Training
- b. Influenza Training

New enrollees must complete all eight of the MT courses listed above within their first year of enrollment. By definition for this purpose, the first year of enrollment will extend to 31 December of the year following their Base Enrollment Date. For example, if a new enrollee has a Base Enrollment Date of 15 November 2013, then that individual will have until 31 December 2014 to complete all mandated training. The subsequent five-year cycle for each of the first six courses listed above will start after each respective course completion, as described above for enrolled Auxiliarists.



CHAPTER 9 - REIMBURSEMENT OF AUXILIARISTS

Auxiliarists, as volunteers dedicated to helping support Coast Guard missions, often expend significant amounts of personal resources to effectuate such support. It is, therefore, incumbent upon each Coast Guard order issuing authority to clearly and comprehensively consider its capacity to reimburse Auxiliarists for authorized expenses, completely or to the extent to which the availability of its own resources allow.

Section A. Types of Orders

The following various types of Coast Guard orders under which Auxiliarists may be assigned to duty may be eligible for reimbursement.

Travel Orders

- a. Trip Orders
- b. Monthly/Quarterly Orders
- c. Patrol Orders
- d. Verbal Orders
- e. Invitational Orders
- f. Official Foreign Travel Orders

Coast Guard Temporary Additional Duty (TAD) Orders

Auxiliarists are normally assigned to temporary additional duty (TAD) using Form CG-4251.

Non-Reimbursable Orders

Non-reimbursable orders do not entitle the Auxiliarist to any type of reimbursement.

Coast Guard Auxiliary Funded Orders

The procedures for reimbursement under Auxiliary funded orders are contained in the Auxiliary's Fiscal Policy Guide.

Section B. Miscellaneous Expenses

Auxiliarists are eligible for actual expenses of operations when using their facility in conjunction with Coast Guard orders (14 U.S.C. § 830). The actual necessary expenses of operation are defined as including fuel, oil, power, water, supplies, and provisions used in the conduct of those orders. Other expenses for landing fees, ramp fees, and miscellaneous costs will be reimbursed separately from maintenance and fuel. Whenever budgetary circumstances allow and the total fuel cost exceeds the amount that would be reimbursed by the flat hourly rate, the actual fuel cost will be reimbursed in lieu of the flat hourly rate. Fuel receipts must be submitted with any claim for fuel-only reimbursement. The procedures for obtaining reimbursement for such items are listed in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).



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Section C. Reimbursement Guidelines

Specific questions regarding travel policies contained in the Federal Travel Regulations (FTR) should be referred to the local civilian travel management specialist or the Authorized Certifying Officer (ACO). Additional information about Coast Guard travel policies and the FTR can be found at the Coast Guard Pay and Personnel Center (PPC) website, www.uscg.mil/hq/ppc/default.asp.

Section D. Travel Claim Procedures

The final step for any travel process is the filing of a travel claim to liquidate and reimburse travel expenditures. Two major Coast Guard commands are involved in the processing and reimbursement of travel claims: the Coast Guard Pay and Personnel Center (PPC) located in Topeka, KS and the Coast Guard Finance Center (FINCEN) located in Chesapeake, VA. PPC effectively reviews and conducts periodic audits of travel claims once they have been submitted from an order issuing authority. FINCEN effectively executes payment of the claimed expenses that have been approved for reimbursement.



CHAPTER 10 - UNIFORMS

Auxiliary uniforms are similar to those worn by Coast Guard officers and need to be worn when on any mission where you represent the Auxiliary or the Coast Guard. Silver braid and silver buttons replace the gold braid and buttons worn by Coast Guard officers. Auxiliarists may also wear other authorized emblems, insignia and ribbons. It is the responsibility of the members to purchase and maintain uniforms appropriate to the activities in which they participate. All uniform purchases may be tax deductible.

All Auxiliarists are authorized and encouraged to wear the various Auxiliary uniforms or the Blazer outfit. As a new member you should consider purchasing the Tropical Blue Uniform. This basic uniform can be worn for most Auxiliary activities. This uniform, as well as the Service Dress Blue, Operational Dress Uniform, and all other options of uniform selection and their appropriate use, is outlined in detail in Chapter 10 of your Auxiliary Manual. The Flotilla Human Resources Officer (FSO-HR) will be able to help you order the clothing for your uniform and the Flotilla Materials Officer (FSO-MA) can order the insignia and devices needed to make it complete. Auxiliarists must adhere to uniform policies when engaged in Coast Guard and Auxiliary programs and activities. Uniforms shall be worn as prescribed in Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), except as noted.

Section A. When Uniforms are Required & Prohibited

Auxiliarists shall wear uniforms during the following situations:

- a. Onboard vessel facilities during ordered missions
- b. Vessel Examinations
- c. Onboard aircraft facilities during ordered missions
- d. Instructing or Assisting in Instruction
- e. Recreational Boating Safety Visitation Program (RBSVP) Visits
- f. Travelling as passengers on any military air or surface craft
- g. Assignment to Duty
- h. Formal and Ceremonial Occasions

Auxiliarists shall not wear during the following situations:

- a. Presence in places of dubious reputation which might discredit the USCG
- b. Political Activities
- c. Paid Employment or Sports
- d. Onboard vessel or aircraft facilities if not on an authorized mission
- e. Foreign Country unless specifically authorized



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Section B. Procurement & Disposal of Uniforms

Many uniform accessories and special items are available through the Auxiliary Center (AUXCEN), which is operated by the CGAuxA, Inc.

The Commandant has authorized Auxiliarists to buy uniform and insignia items in all Coast Guard exchanges and uniform stores. This authorization extends to the outlets of DoD services for uniform purchases. Special order service (not mail order) may be used in Coast Guard exchanges for items not in stock. Some uniform stores, however, will accept mail orders for uniform garments. The Auxiliary identification card is the only document needed for entry and purchasing ability. If ever denied access to a Coast Guard exchange or DoD exchange for the purpose of uniform outlet purchases, an Auxiliarist should immediately report such denial to the Director. The Director shall attempt to reconcile any misunderstandings about Auxiliary access and/or ID cards with the Coast Guard or DoD facility's command.

Auxiliarists may also order uniforms by mail from the Coast Guard Uniform Distribution Center (UDC) in Woodbine, NJ. Dinner Dress White and Service Dress White uniforms may be procured from Navy Exchange uniform shops.

Auxiliarists may use commercial sources for buying uniforms and insignia, except for Auxiliary ball caps. These caps may only be obtained from the AUXCEN, UDC, or the Coast Guard Exchange System (CGES).

To avoid potential security concerns associated with selling Auxiliary uniform items to anyone or otherwise disposing of them, the following guidelines apply:

- a. Obsolete, worn, damaged, unserviceable, or unwanted uniform items shall be disposed of properly to ensure that they do not become available to the general public. Any markings or identification sewn into or stamped onto the uniform, which would identify it as belonging to an individual or as a U.S. Coast Guard or Auxiliary uniform item, shall be removed before disposal
- b. Uniform items shall be rendered wholly unserviceable by burning, tearing, cutting, etc. Uniform items shall not be merely thrown in the trash without taking such precautions first. Additionally, uniform items shall not be donated to relief agencies (e.g., Goodwill, Salvation Army), sold to retail or consignment stores for further resale to the general public, nor provided to any organization, for any purpose, regardless of whether the intent is noble or not.

Section C. Standards

In keeping with the true spirit of an organization of volunteers, the possession and wear of the Auxiliary uniform by Auxiliarists must be a matter of personal pride. When in uniform, an Auxiliarist is a representative of DHS, the Coast Guard, the Auxiliary, and the U.S. Government. Appearance, uniform fit, and grooming shall reflect the pride of that representation.



Elected and appointed leaders are expected to wear the uniform properly to set an example. They must help other Auxiliarists develop proper habits of personal appearance, hygiene, and grooming when wearing the uniform.

Uniforms shall be pressed, clean, fit properly, and be in good repair. The nature of Auxiliary uniform policies occasionally warrants the authorized wear of specific items until they are no longer in serviceable condition. A uniform item shall be considered no longer serviceable when any aspect of it is irreparably damaged, soiled, stained, frayed, worn, discolored, faded, or altered. All Auxiliarists, particularly those in leadership positions, have the responsibility to render judgments and take appropriate action regarding adherence to the Coast Guard's high standards of appearance relative to the serviceability of uniform items as worn by themselves and their fellow Auxiliarists. Although Auxiliarists are not required to closely adhere to Coast Guard appearance standards (e.g., weight standards, grooming standards) on a daily basis, circumstances may arise in which close adherence to standards is expected. For example, assignment to duty at a Coast Guard training facility for recruits, enlisted leaders, or new officers carries an implicit expectation that Auxiliarists closely adhere to Coast Guard standards of appearance in order to sustain and support the examples that are strived and set for these groups. Particular attention shall be paid by Auxiliary leaders in such circumstances, to ensure that Auxiliary representatives adhere as closely as practicable to Coast Guard grooming, weight, and overall appearance standards. Considerable deviation from these standards would not be appropriate in such circumstances, and it should give cause to Auxiliary leaders to consider the propriety of allowing an Auxiliarist who does not closely adhere to them to so serve.

The Auxiliary Manual COMDTINST M16790.1 (series) provides comprehensive information regarding acceptable standards for military appearance and grooming.

Section D. Uniform Components

The Auxiliary Manual COMDTINST M16790.1 (series) provides detailed information regarding the many uniform options and regulations pertinent to the wear of particular uniform components with particular uniform styles.

Section E. Auxiliary Unique Items

This section describes uniform items that are unique to the Auxiliary.

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 Blue Blazer outfit is highly recommended to be worn when an Auxiliarist in uniform does not present an appearance in keeping with organizational standards of wear, or if the UDC does not stock or have properly fitting sizes. The Auxiliary patch is sewn on the left breast pocket. Material is dark blue flannel, tropical worsted, or similar commercial blend. The official blazer patch is round and contains the Auxiliary logo with stars around it. The Auxiliary Blue Blazer outfit may be



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substituted for all Auxiliary uniforms, except the Undress Blue Summer, Working Blue, and ODU uniforms. The Auxiliary Blue Blazer outfit may be authorized by unit Commanding Officers for wear in office spaces while on duty at Coast Guard units.

Women may wear the Blue Blazer with white or gray dress slacks, white or gray skirts, pleated or straight. Skirt and slacks are to be made of tropical worsted or polyester blend. Dress slacks are full cut, straight hanging, and without cuffs. Neutral nylon hose and plain unadorned black shoes with 1- to 2³/₈-inch high heels complete the outfit. Black socks may be worn with slacks. The blouse is white, buttoned front, of simple design, without ruffles or ornamentation. The blue tab tie is worn for normal occasions and the black tab tie for formal occasions.

Men may wear the Blue Blazer with white or gray dress trousers. They are to be made of tropical worsted or polyester blend. The trousers are full cut, straight hanging and without cuffs. Black socks and black dress shoes complete the outfit. A white dress shirt and a dark blue necktie are worn for normal occasions, and black bow tie for formal occasions.

Auxiliary Jump Suit

Auxiliarists may wear a Jump suit on patrols and while conducting VSCs. Jump suits will be worn on patrols only if worn by all crewmembers.

The Jump suit is dark blue, long- or short-sleeved, with or without belt loops. If with belt loops, the uniform belt and buckle shall be worn. No sewn-in belts (self belts) are authorized. The Jump suit may be purchased from commercial sources.

Auxiliary Operations Polo Shirts

The Auxiliary Operations Polo Shirt may be worn as an alternative to the Coast Guard Working Blue Uniform shirt, the Operational Dress Uniform (ODU) top, and the Hot Weather Uniform shirt for patrol activities. No logos, patches, insignia, nametapes, nor nametags of any type may be worn on this shirt.

The Auxiliary Operations Polo shirt will be dark blue in color, and have two or three buttons with no pockets. It may be 100 percent cotton or be made of a cotton-polyester blend to facilitate moisture wicking. Lettering will be embroidered with white ½-inch tall letters as follows: USCG AUXILIARY on the left front side, and the LAST NAME of the Auxiliarist on the right front side.

The lettering must be the same font on both sides of the shirt and parallel to the bottom hem of the shirt. Place the bottom of the lettering six inches down from the center of the shoulder seam. The LAST NAME and USCG AUXILIARY shall appear to be straight across from each other on the same plane and parallel to the bottom seam. The LAST NAME shall be centered between the button line and the arm seam on the wearer's right front side. USCG AUXILIARY shall be centered between the button line and the arm seam on the wearer's left side.



Section F. Uniform Accessories

This section describes various accessories that Auxiliarists are authorized to wear with their uniforms.

Insignia

Coast Guard personnel are not authorized to wear prior military service insignia if not earned while in the Coast Guard (e.g., a prior-service Army officer who now serves in the Coast Guard cannot wear his/her combat infantry badge on Coast Guard uniforms). This policy does not apply to Auxiliarists. Auxiliarists may wear prescribed prior or current military service insignia earned while serving with a U.S. military service on their Auxiliary uniform. Only metal versions of such may be worn and only upon appropriate authorized uniforms.

All Auxiliary insignia, with the exception of Commodore shoulder boards, must include the letter "A." On metal insignia, the "A" is blue for elected leaders and red for appointed officers. Shoulder boards have the red "A" within the outline of a silver color shield for appointed officers. The "A" for elected leaders is the same as the silver color shield. On sew-on insignia, the "A" shall be black in all cases.

Name Tags

A nametag identifies an Auxiliarist by name and as an Auxiliarist. Nametags shall be 3 3/16 inches wide, and 3/8 inch high. They shall be white with Coast Guard blue lettering. Names shall be horizontally centered on the nametag in 1/4-inch letters. Beneath the name shall be centered horizontally, in 3/16-inch letters, "U.S. Coast Guard Auxiliary". Nametags shall be made of Bakelite or similar material to hold the hard finish, and will have clutch-type fasteners. No insignia are authorized to be worn on any nametags. Auxiliarists may wear these nametags on civilian attire when serving in an Auxiliary capacity.

Name Tapes

Auxiliarists may have last names and "USCG AUXILIARY" embroidered in 1/2-inch white lettering directly onto Working Blue and Jump Suit shirts. The navy blue (black) cloth tapes with 1/2-inch white lettering sewn on are optional for the Working Blue uniform and the Jump suit. Direct embroidery of any sort is not authorized for the ODU, and sew-on nametapes, qualification insignia, and collar insignia must be used.

Ribbons & Medals

Auxiliarists wear ribbons and medals, as part of the uniform, as tangible evidence of certain awards received. Auxiliarists who are authorized U.S. awards may wear the corresponding ribbons on all but Undress, Working/ODU, Blue Blazer, Flight Suit, and Jump suit uniforms. Auxiliarists authorized foreign awards may wear them provided at least one U.S. or Auxiliary award is worn.

Auxiliarists wear miniature medals on Dinner Dress uniforms. Ribbons for which there is no comparable miniature medal will not be worn with dinner dress uniforms.



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Breast Devices

Auxiliarists may wear only two breast devices at one time and these are worn on the uniform's left side only. Other authorized devices include those earned during U.S. military service, such as the combat infantryman and medic devices, aviation wings, Air Force specialty badges, Pathfinder, airborne and air assault badges, submariner dolphins, Surface Warfare Officer, etc. The following are Auxiliary devices:

- a. AUXOP Device
- b. Command Insignia, Service, & Staff Identification Badges
- c. Command At Sea and Ashore Insignia
- d. Service and Staff Badge
- e. Auxiliary National Staff Badge
- f. Past Officer Device
- g. Auxiliary Coxswain Insignia
- h. Aviation Insignia
- i. Auxiliary Marine Safety Insignia
- j. Coast Guard Recruiting Badge & Academy Partner Badge
- k. Auxiliary Personal Watercraft Operator Insignia
- l. Boat Force Operations Insignia
- m. Auxiliary Cutterman Insignia
- n. Auxiliary Recreational Boating Safety Insignia

Section G. Men's Uniforms

Auxiliarists are authorized to wear all designated Coast Guard officer uniforms, except Full Dress and Dress uniforms (white gloves, swords, large medals as appropriate). Before purchasing a uniform wardrobe, Auxiliarists should consider what uniforms are needed for duties they will perform and functions they will attend. Dinner Dress uniforms and Service Dress White, in particular, have very limited use. As a new member, you should consider purchasing the Tropical Blue uniform. Most often, it is appropriate for wear at any non-operational occasion. The Operational Dress Uniform (ODU) is appropriate for most operational duties.

For most social events, including conference banquets, the Auxiliary Blue Blazer outfit or appropriate civilian clothing is acceptable. Only for certain specific missions and business meetings are uniforms considered a requirement.

Dinner Dress Blue Jacket Uniform

The Dinner Dress Blue Jacket uniform may be prescribed and worn for formal evening occasions.

Dinner Dress White Jacket Uniform

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



Service Dress Blue Uniform

The Service Dress Blue uniform is the official Uniform of the Day appropriate for wear at all meetings, in classrooms, and at all other similar functions. It may be worn year-round for business within the Coast Guard and for occasions where the civilian equivalent is coat and tie. It is authorized for wear in a travel status pursuant to Coast Guard assignment to duty.

Dinner Dress Blue Uniform

The Dinner Dress Blue uniform is worn for formal evening occasions when the Auxiliarist does not have the Dinner Dress Blue or White jacket. It is the same as the Service Dress Blue, except miniature medals, miniature breast devices, and a plain black bow tie are worn instead of ribbons, nametag, and the four-in-hand necktie. The AUXOP and past officer devices, for which there are no miniatures, are also worn. Only the combination cap is appropriate for wear with this uniform.

Service Dress White Uniform

The Service Dress White uniform may be prescribed and worn for ceremonies and official functions. The coat is the standard Coast Guard (Navy) officer Service Dress White coat with a stand-up collar. The coat may be worn with a white, unmarked undershirt only. The two gold Coast Guard buttons on the pocket flaps are replaced with two small silver Auxiliary buttons. The five gold Coast Guard buttons down the front are replaced with five large silver Auxiliary buttons.

Winter Dress Blue Uniform

This winter uniform may be worn for general office wear, visits to Coast Guard units, and appropriate assignments to duty. It is the basic cold climate, non-operational uniform and may be worn in lieu of the Service Dress Blue uniform except for occasions where the civilian equivalent is coat and tie. It is authorized for wear in a travel status pursuant to Coast Guard assignment to duty. This option is only authorized from 1 November through 31 March.



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Tropical Blue Uniform

This uniform may be worn instead of the Service Dress Blue uniform except for occasions where the civilian equivalent is coat and tie. It is authorized for wear in a travel status pursuant to Coast Guard assignment to duty. This uniform may be worn year-round for appropriate assignments to duty.

- a. Trousers shall be the same as those prescribed for Service Dress Blue uniform
- b. A black web belt with a silver buckle and tip is worn. The buckle may be plain or display the Auxiliary emblem.
- c. The light blue Air Force style short sleeve shirt with a stand-up collar with stays and epaulets is worn. With this shirt, the collar is worn open, without a tie.
- d. Socks shall be black, made of knitted or rib knit, undecorated material.
- e. 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.
- f. Enhanced shoulder boards are worn on the epaulet style shirt.
- g. Nametag, ribbons, badges, and devices are worn.
- h. The combination cap and garrison cap are the prescribed hats to be worn with this uniform.
- i. The trench coat and windbreaker are the prescribed outerwear with this uniform. The foul weather parka may be worn with the Tropical Blue uniform only if adverse environmental conditions dictate the need for this heavier outer wear. The cardigan sweater and the wooly-pully sweater may be worn with this uniform.

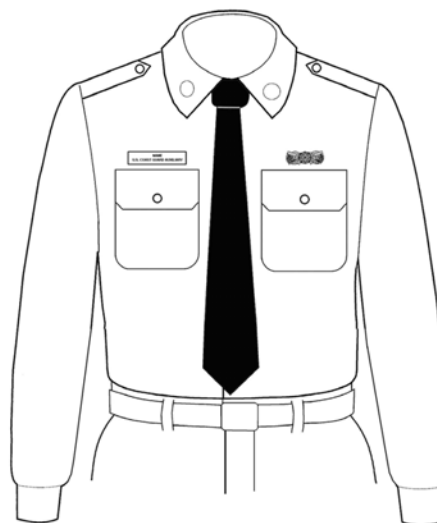




Undress Blue - Winter

This winter uniform is worn for more formal working situations and is appropriate in classrooms, unit meetings, and boating safety booths.

- a. Trousers shall be the same as those prescribed for Service Dress Blue uniform
- b. A black web belt with a silver buckle and tip is worn. The buckle may be plain or display the Auxiliary emblem.
- c. The shirt is the light blue Air Force epaulet style shirt with a soft stand-up collar with stays, long or short sleeves, one-button convertible cuff, epaulets, and a patch pocket with button flap closure on each breast.
- d. A Coast Guard Blue four-in-hand tie of suitable length is worn. Clip-on types are optional.
- e. Socks shall be black, made of knitted or rib knit, undecorated material.
- f. Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.
- g. Metal collar devices are worn. Enhanced shoulder boards are not worn.
- h. Nametag and devices are worn. Badges and ribbons are not worn.
- i. The combination cap and garrison cap are the prescribed hats to be worn with this uniform.
- j. The trench coat, windbreaker, and foul weather parka are the prescribed outerwear with this uniform. The cardigan sweater and the wooly-pully sweater may be worn with this uniform.





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Undress Blue – Summer (Alpha)

This uniform is no longer authorized for wear as of 31 December 2012.

Section H. Men's & Women's Uniforms

This section describes the uniforms that are authorized to be worn by both men and women Auxiliarists.

Undress Blue – Summer (Bravo)

This uniform is no longer authorized for wear as of 31 December 2012.

Working Blue

This uniform is no longer authorized for wear as of 31 December 2012.

Hot Weather Uniform

Though not authorized for active duty personnel, the Hot Weather Uniform is authorized as an optional uniform for Auxiliarists. The Director shall prescribe the proper season for its wear. It is appropriate for personnel performing outdoor activities in locations where humidity and high temperatures cause physical discomfort and extreme work environments require it. It is not appropriate for routine office wear. It is not authorized for wear while commuting to and from a Coast Guard duty station or any public affairs setting, although it may be worn directly to and from a point of Auxiliary patrol or vessel safety check activity.

The Coast Guard dark blue crew neck T-shirt is the prescribed shirt with this uniform. It shall be worn stenciled or embroidered with the words "USCG AUXILIARY" across the front left chest in white ¾-inch tall block-style letters (they must be stenciled identically to promote unit identity and professional appearance). It shall be in good condition with no tears or stains. It may be 100 percent cotton or be made of a cotton-polyester blend to facilitate moisture wicking. The Auxiliary Operations Polo Shirt may be worn with this uniform as an alternative for patrol activities, and the optional VE shirt may be worn when conducting vessel safety checks. Either the standard Coast Guard light blue, short sleeve, undress blue shirt or the standard Coast Guard dark blue, short sleeve, working blue shirt may also be worn, except that these shirts will no longer be authorized for Auxiliary wear with this uniform as of 31 December 2012. Any shirt worn with this uniform must be worn tucked into the shorts.

Modified standard Coast Guard blue utility or ODU trousers hemmed at the knee or 1 inch above the knee are worn.

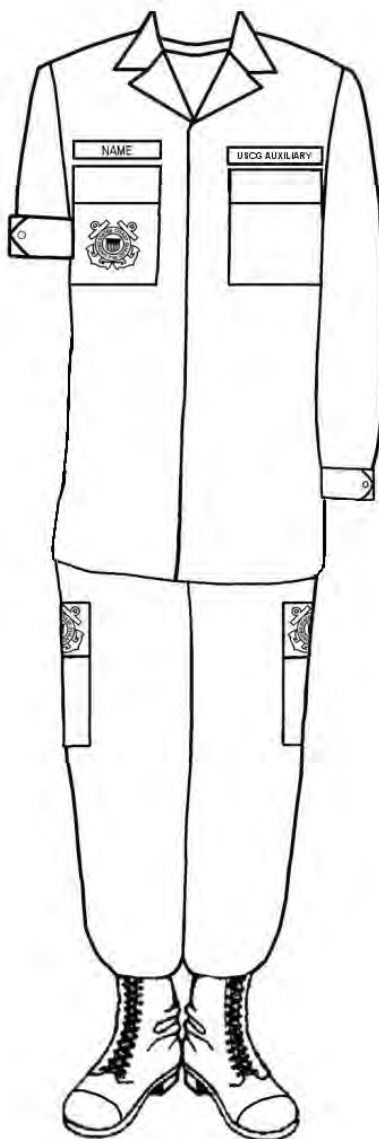
Well-blackened 8-inch or 10-inch safety boots are worn. Excess laces shall be tucked away so they cannot be seen. The boat shoe, (dark blue or brown leather, low cut of moccasin type construction with functional rawhide lacing, brass eyelets, and non-



marking sole) is an authorized option for Auxiliarists, regardless of type ODU that is worn (regular or hot weather version). All white or all black, low top, athletic shoes with nonskid/nonmarking soles are also authorized for Auxiliarists.

Operational Dress Uniform (ODU)

The Operational Dress Uniform (ODU) is the principal general purpose, every day Coast Guard uniform. It may be worn year-round primarily as a field utility and watch standing uniform. It is intended for wear in any situation that does not require a dress uniform, including patrols, vessel safety checks, and Coast Guard unit office wear at Commanding Officer's discretion. It shall not be worn as a substitute for coveralls.





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- a. Trousers may be tucked into the boots or bloused. When bloused, place blousing bands between the second and third boot eyelet. If tucked into boots, the trouser legs should be shaped to present a bloused appearance. Trouser legs shall be worn straight with boat shoes. Cargo pockets may be used, but items stowed shall not take away from a smart appearance.
- b. The buckle and belt tip of the standard 1¼-inch black ODU belt must not be chipped or discolored. The bitter end shall extend 2 to 4 inches past the belt buckle (subdued version) on the wearer's left. The basic riggers belt is an authorized optional belt for ODU wear. This belt is a 1¾-inch black nylon belt. When worn, the bitter end shall stop behind, but not past, the first belt loop on the wearer's left. This will require the belt be passed through the belt loops from the right, the opposite of other men's belts. This belt also comes in one size, and it must be properly cut to size.
- c. The ODU top is an integral part of the uniform, and the Coast Guard dark blue crew neck T-shirt is the prescribed undergarment. If the ODU top sleeves are rolled up, they shall be done so in prescribed accordion style with only the cuff showing. The ODU top may only be removed temporarily when working in demanding, prolonged operations in high temperatures. In all such cases, the Coast Guard dark blue crew neck T-shirt shall be worn stenciled or embroidered with the words "USCG AUXILIARY" across the front left chest in white ¾-inch tall block-style letters (they must be stenciled identically to promote unit identity and professional appearance), and it shall be in good condition with no tears or stains. It may be 100 percent cotton or be made of a cotton-polyester blend to facilitate moisture wicking. Such relaxed ODU wear is not authorized for routine wear in the office environment, in public, nor for wear while commuting to and from duty assignments, including in private vehicles. The Auxiliary Operations Polo Shirt may be worn in lieu of the ODU top for patrol activities.
- d. Socks should be black, undecorated. If wearing the hot weather version, white crew length socks shall be worn.
- e. Shoes shall be well-blackened 8-inch or 10-inch safety boots. When worn in an office, boots shall be shined. Excess laces shall be tucked away so they cannot be seen. The boat shoe, (dark blue or brown leather, low cut of moccasin type construction with functional rawhide lacing, brass eyelets, and nonmarking sole) is an authorized option for Auxiliarists, regardless of type ODU that is worn (regular or Hot Weather uniform).
- f. Direct embroidery on the shirt is not authorized. Insignia shall be centered directly above the "USCG AUXILIARY" cloth tape immediately above the wearer's left hand pocket. Only one embroidered insignia is authorized. If an Auxiliarist has earned more than one insignia, then the insignia worn shall be at the discretion of the Auxiliarist. Embroidered insignia shall be the same size as the metal insignia, centered on a tape the full width of the pocket. The tape shall not exceed the width of the pocket. Temporary or conditional qualification insignia shall not be worn on the ODU. Incumbent Commanding



Officers and Officers-in-Charge are authorized to wear the embroidered command ashore or afloat devices centered directly above the wearer's nametape. These embroidered devices shall be approximately the same size as the metal versions. The same parameters apply to the wear of the embroidered AUXOP device, which is the only device authorized for wear by Auxiliarists on the ODU. Since these positions are integral to active duty command cadre, only incumbent gold and silver badge Command Chiefs are authorized to wear their respective badges (embroidered only) on the ODU. They shall be worn in accordance with provisions of the Coast Guard Uniform Regulations, COMDTINST M1010.6 (series). Coast Guard active duty, Reserve, or retired personnel who also happen to be Auxiliarists may wear Coast Guard sew-on qualification insignia and devices earned through such service on their Auxiliary ODU uniform in accordance with Coast Guard uniform regulations.

- g. The Auxiliary ball cap and Coast Guard unit ball cap (if authorized) are the prescribed hats to be worn with this uniform. The Tilley hat, the cold weather cap, or the knit watch cap may be worn with this uniform.
- h. The foul weather parka is the prescribed outerwear with this uniform. The cardigan sweater and the wooly-pully sweater may be worn with this uniform.

Auxiliary Flight Suit

The Auxiliary Flight Suit is authorized to be worn during flight on any aviation mission performed under orders, or during flight standby status (B), unless the Coast Guard order-issuing authority specifies another uniform. This Flight Suit shall be similar in pattern, color, and design to those worn by active duty Coast Guard aviators. The Flight Suit shall be manufactured of fire-retardant material similar to that specified for active duty Coast Guard aviators. Only patches, pins, insignia, and devices specified here are authorized. Flight suits shall remain zipped to within 3 inches of the top at all times.

Auxiliary Food Service (AUXFS) Uniform

The Coast Guard unit command or special event coordinator may specify a uniform for food service personnel. Absent such guidance, Auxiliarists who have successfully completed the AUXFS training program may wear the AUXFS uniform when performing food service support or augmentation activities.

Section I. Women's Uniforms

This section describes the uniforms that are authorized to be worn by Auxiliary women.

Dinner Dress Blue Jacket Uniform

The Dinner Dress Blue Jacket uniform may be prescribed and worn for formal evening occasions.



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Dinner Dress White Jacket Uniform

The Dinner Dress Blue Jacket uniform may be prescribed and worn for formal evening occasions.

Service Dress Blue Uniform

The Service Dress Blue uniform is the official Uniform of the Day appropriate for wear at all meetings, in classrooms, and at all other similar functions. It may be worn year-round for business within the Coast Guard and for occasions where the civilian equivalent is coat and tie. It is authorized for wear in a travel status pursuant to Coast Guard assignment to duty.

Dinner Dress Blue Uniform

The Dinner Dress Blue uniform is worn for formal evening occasions when the Auxiliarist does not have the Dinner Dress Blue or White jacket. It is the same as the Service Dress Blue, except miniature medals, miniature breast devices, and a plain black bow tie are worn instead of ribbons, nametag, and the four-in-hand necktie. The AUXOP and past officer devices, for which there are no miniatures, are also worn. Only the combination cap is appropriate for wear with this uniform.

Service Dress White Uniform

The Service Dress White uniform may be prescribed and worn for ceremonies and official functions. The coat is the standard Coast Guard (Navy) Service Dress White coat. The four gold Coast Guard buttons down the front shall be replaced with four medium size silver Auxiliary buttons.

Winter Dress Blue Uniform

This winter uniform may be worn for general office wear, visits to Coast Guard units, and appropriate assignments to duty. It is the basic cold climate, non-operational uniform and may be worn in lieu of the Service Dress Blue uniform except for occasions where the civilian equivalent is coat and tie. It is authorized for wear in a travel status pursuant to Coast Guard assignment to duty. This option is only authorized from 1 November through 31 March.



Tropical Blue Uniform

This uniform may be worn instead of the Service Dress Blue uniform except for occasions where the civilian equivalent is coat and tie. It is authorized for wear in a travel status pursuant to Coast Guard assignment to duty. This uniform may be worn year-round for appropriate assignments to duty.

- a. The skirt, optional slacks, and belt are the same as prescribed for the Service Dress Blue uniform.
- b. The light blue style Coast Guard shirt with a stand-up collar, short sleeves, epaulets, two front pockets, and button packet is worn. With this shirt, the collar is worn open without a tie. The female overblouse dress shirt is authorized as optional wear as an alternative to the light blue style Coast Guard shirt for the Tropical Blue uniform only. Women may also wear the men's shirt.
- c. Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.
- d. Dress shoes and service shoes are the same as prescribed for Service Dress Blue uniform.
- e. Enhanced shoulder boards are worn on the shirt.
- f. This uniform is worn with ribbons, breast insignia, badges, devices, and nametags.
- g. The combination cap and garrison cap are the prescribed hats to be worn with this uniform. Ball caps of any type are not authorized to be worn with this uniform. The cold weather cap may be worn with this uniform.
- h. The trench coat and windbreaker are the prescribed outerwear with this uniform. The foul weather parka may be worn with the Tropical Blue uniform only if adverse environmental conditions dictate the need





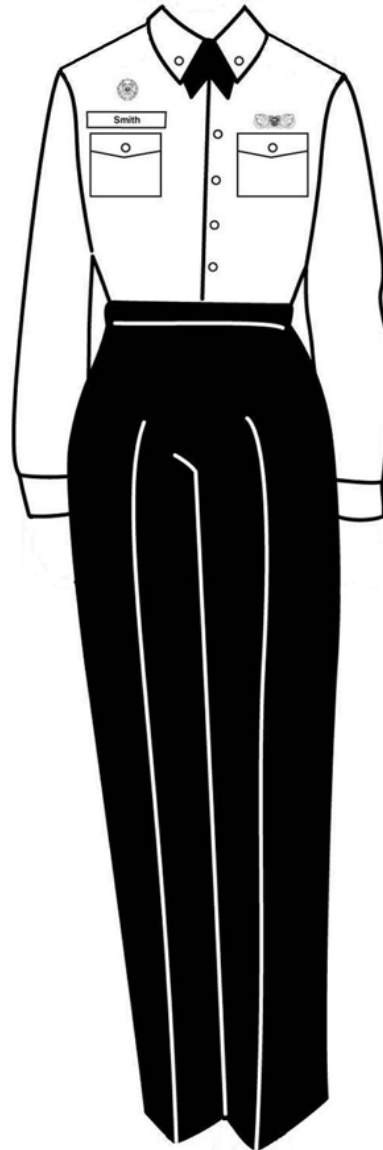
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for this heavier outer wear (such wear shall be limited to necessary occasions or periods). The cardigan sweater and the wooly-pully sweater may be worn with this uniform.

Undress Blue - Winter

This winter uniform is worn for more formal working situations and is appropriate in classrooms, unit meetings, and boating safety booths.

- a. The skirt, optional slacks, and belt are the same as prescribed for the Service Dress Blue uniform.
- b. The light blue, Coast Guard style shirt with a stand-up collar, long sleeves, two-button cuff closures, two front pockets, epaulets, and button packet. The men's shirt may also be worn.
- c. The Coast Guard blue tab tie is worn.
- d. Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn with service shoes.
- e. Dress shoes and optional service shoes are the same as prescribed for the Service Dress Blue uniform.
- f. Metal collar devices are worn. Enhanced shoulder boards are not worn.
- g. This uniform is worn with nametag and devices. Badges and ribbons are not worn.
- h. The combination cap and garrison cap are the prescribed hats to be worn with this uniform. The cold weather cap may be worn with this uniform.
- i. The trench coat, windbreaker, and foul weather parka are the prescribed outerwear with this uniform. The cardigan sweater and the wooly-pully sweater may be worn with this uniform.





Undress Blue – Summer (Alpha)

This summer uniform is worn for formal working situations and is appropriate for wear in classrooms, at unit meetings, and at boating safety booths.



CHAPTER 11 - AUXILIARIST RECOGNITIONS/AWARDS

Auxiliarists, as volunteers, receive no direct compensation for the many hours of time and effort they donate to the Coast Guard. The recognition of an Auxiliarist's service, through the presentation of timely and appropriate awards, is essential to the success of the Auxiliary program. Recognition of Auxiliarists by Coast Guard unit COs, XO's, and all other Coast Guard leaders is very important. In many respects, the recognition they receive through these awards can be considered to be their nominal payment. The service and actions of the Auxiliarists should receive the appropriate recognition and awards to the maximum extent possible. Medals and awards will be worn as prescribed in the Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series), except as noted in this chapter. Associated recommendations for Auxiliary personal awards (Auxiliary Distinguished Service Medal, Auxiliary Legion of Merit, Auxiliary Plaque of Merit, Auxiliary Meritorious Service Medal, Auxiliary Medal of Operational Merit, Auxiliary Commendation Medal, Auxiliary Achievement Medal, and Auxiliary Commandant Letter of Commendation) shall be drafted in accordance with guidelines established in the Awards section of the Chief Director's web site (www.uscg.mil/auxiliary).

As with any aspect of Auxiliary service records, it is the incumbent responsibility of each Auxiliarist to ensure that timely, complete, and accurate changes are made to them. Next to training and qualification entries, this consideration is most important with respect to award and recognition entries. Auxiliarists are therefore highly encouraged to provide the Director with a copy of any award (i.e., certificate and/or citation) as soon as practicable after their receipt of such. This is not meant in any way to relieve the similarly incumbent obligation of an awarding authority from ensuring that a copy of an award and/or citation presented to an Auxiliarist is immediately forwarded after presentation to the appropriate Director for filing in the Auxiliarist's service record.

Section A. Auxiliary Awards

AUXOP Device



Auxiliary Coxswain Insignia



Auxiliary Aviator Insignia





Auxiliary Air Crew Insignia



Marine Safety Insignia



Coast Guard Recruiting Badge



Auxiliary Personal Watercraft Insignia



Boat Force Operations Insignia



Auxiliary Cutterman Insignia



Auxiliary Recreational Boating Safety Insignia





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Auxiliary Distinguished Service Medal (ADSM)

Auxiliary Legion of Merit (ALOM)

Auxiliary Plaque of Merit (APOM)

Auxiliary Meritorious Service Medal (AMSM)

Auxiliary Medal of Operational Merit (AMOM)

Auxiliary Commendation Medal (ACM)

Auxiliary Achievement Medal (AAM)

Auxiliary Letter of Commendation Ribbon (ACLOC)

Auxiliary Sustained Service Award

Commandant's Letter of Commendation

Auxiliary Humanitarian Service Award (HSA)

Auxiliary Annual Service Performance Award Recruiting Service

Auxiliary Specialty Training Ribbon

Auxiliary Operational Excellence

Auxiliary Operations Program

Auxiliary Marine Safety Trident Specialty

Auxiliary Examiner Program

Auxiliary Instructor Program

Auxiliary Public Affairs Specialty

Auxiliary Membership Service Award

Auxiliary Flotilla Meritorious Achievement Award

Auxiliary Operations Service

Auxiliary Examinations/Marine Dealer Visitation

Auxiliary Public Education





Section B. Coast Guard Unit and Service Awards

Coast Guard awards policy allows pennants authorized for unit commendation awards to be displayed by Coast Guard units for a period of three years from the date the award is presented, and thereafter for ceremonial/dress occasions. When an Auxiliary unit is awarded a unit commendation that has an authorized pennant, it is authorized to fly that pennant for the same period of time and in the same fashion.

Presidential Unit Citation

Coast Guard Unit Commendation

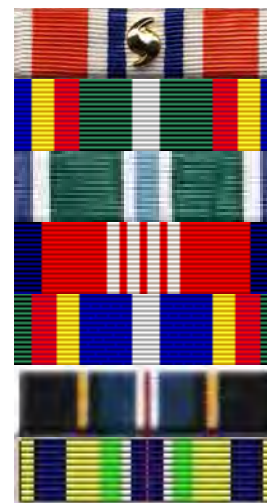
Coast Guard Meritorious Unit Commendation

Coast Guard Meritorious Team Commendation

Coast Guard Bicentennial Unit Commendation

Special Operations Service Ribbon

Coast Guard Recruiting Service Ribbon



Section C. Applicable Non-Military Awards

This section describes the miscellaneous non-military awards that Coast Guard Auxiliarists are eligible to receive.

Secretary of Transportation’s Outstanding Unit Award

Department of Transportation 9-11 Guardian Medal

Department of Transportation 9-11 Medal

Transportation 9-11 Ribbon



Section D. Making a Recommendation

Military and Coast Guard civilian personnel are highly encouraged to make Auxiliary award recommendations, and may submit them directly to the appropriate chain of command. For consideration of all listed awards (except the ADSM, ALOM, APOM, and the Flotilla Meritorious Achievement), any Auxiliarist may make an Auxiliary award recommendation via the chain of leadership and management to the designated Auxiliary awarding elected or appointed leader.



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Section E. Procurement of Awards

Any initial award issue should be provided through the Coast Guard at no cost to the Auxiliarist. Auxiliarists may purchase replacement Auxiliary ribbons, medals, and devices, for all appropriate awards and qualifications, from the AUXCEN through established district channels. Replacement Coast Guard awards may be purchased through Department of Defense/Coast Guard exchanges or through the Coast Guard UDC in Woodbine, NJ.

Section F. Manner of Wearing Miniatures & Ribbon Attachments

Most Auxiliary awards, except the Specialty Award, have a corresponding miniature medal. When an award has no miniature medal, Auxiliarists may not wear the ribbon alone on dinner dress uniforms.

Auxiliarists should wear only miniature medals and devices on dinner dress uniforms. Auxiliarists may wear the AUXOP and past officer devices on dress uniforms.

Section G. Precedence for Awards

Information on award precedence is found in the Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series), or Uniform Regulations, COMDTINST M1020.6 (series).

When the wearing of ribbons is required, Auxiliarists may wear all ribbons authorized, their three senior ribbons or their choice of nine of their authorized ribbons.

Section H. Informal Recognition

Informal recognition can be provided in a number of different ways limited only by the imagination of the person giving the recognition. Some examples include:

- a. Certificates or letters of appreciation to Auxiliarists from the Auxiliary unit's senior elected or appointed leader.
- b. Public recognition at all Auxiliary unit gatherings and social events.
- c. An article in flotilla, division or district newsletters or other significant publications such as the Navigator or Coast Guard magazine. Recognition in local military base newspapers, home town news release program, or local military Public Affairs officer releases are helpful to both Auxiliarist and organizational recognition in the community. All Coast Guard and Auxiliary PA officers should be involved.
- d. The creation of specific informal awards such as "Auxiliarist of the Month/Quarter" or "Commander's Award of Excellence." These awards could be accompanied by certificates, pins, or other items purchased with Auxiliary unit funds.



CHAPTER 12 - GUIDE TO CUSTOMS, COURTESY, & PROTOCOL

The Coast Guard is a maritime military service. The protocols and etiquette reflect the customs and traditions of the Naval/Sea Services as well as the military. The Auxiliary, as part of the Coast Guard family, must observe similar customs and protocols, even though Auxiliarists are civilians. Auxiliarists are expected to demonstrate utmost respect for our national traditions at all times. This includes exercising respect and courtesy aboard U.S. military installations, vessels, and aircraft as well as exhibiting similar respect and courtesy toward the flags, vessels, aircraft, officials, and other personnel of other nations whenever encountered. Auxiliarists are also expected to demonstrate such respect and courtesy toward all fellow Auxiliarists, Coast Guard personnel, personnel of other military services and organizations, and toward the American public with whom they deal.

Section A. Saluting

The hand salute is a long-established form of greeting and recognition exchanged between persons in the Armed Forces. Saluting is proper courtesy for Auxiliarists when greeting commissioned officers of the Armed Forces including National Oceanic and Atmospheric Administration (NOAA) and the U.S. Public Health Service (USPHS) uniformed officers who serve with the Armed Forces.

During a rendition of the National Anthem or Taps when the flag is displayed or posted, all those present in uniform and covered should face the flag and render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed or posted, those present should face toward the music and act in the same manner they would if the flag were displayed. If uncovered, all those present in uniform should stand at attention facing the flag or music, as appropriate.

Section B. Flag Etiquette

Auxiliary leaders are primarily concerned with and responsible for those rules of flag etiquette that pertain to the display of the National Ensign at meetings and social events. The flag is often referred to by other names such as the colors, ensign, and standard. Regardless of the name, it is important that the flag always be properly displayed so as not to commit a breach of protocol

Section C. Boarding or Departing a Military Vessel

At the quarterdeck, the Officer of the Deck (OOD) will be on duty to greet persons boarding or leaving the ship. Customarily, you request permission from the OOD to board or to leave the ship. As you board, you first stand at the gangway and salute the National Ensign at the stern. Then you turn to the OOD, salute and say, "Request permission to come aboard, sir (or ma'am)." The OOD will return your salute and invite you aboard. If you are in civilian clothing, do not render a salute, face the National



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Ensign, stand at attention for a moment, then turn to the OOD, and request permission to come aboard. When permission is granted, proceed aboard.

When leaving the ship, present yourself to the OOD, salute, and say, "Request permission to leave the ship, sir (or ma'am)." After the OOD has said, "Very well" or "Permission granted" and has returned your salute, you step to the gangway, and as you cross the gunwale, turn and salute in the direction of the National Ensign and then proceed ashore. If you are not in uniform, follow the same procedure, but without rendering the salute.

Section D. Wardroom Etiquette

The wardroom is where the ship's officers eat. If invited to dine in the wardroom and the occasion calls for a sit down meal, expect the Captain, the Executive officer, or other senior ship's officer to be the presiding Coast Guard officer at the mess. Presiding Coast Guard officers will invite the other Coast Guard officers who are members of the mess, plus those guests aboard invited to use the mess to be seated at the table when they are ready for the meal to be served. It is not customary for anyone to sit at the table without being invited to do so by the presiding Coast Guard officer. Custom also dictates that if it is necessary to leave the table before the meal is finished and the presiding Coast Guard officer has not risen, ask for permission before leaving the table by asking, "May I be excused, sir (or ma'am)?" Certain subjects are normally taboo during mealtime. Among these subjects are politics, religion, or shoptalk. If in doubt, always let the presiding Coast Guard officer guide the conversation. Frequently, when several guests are aboard, it may be necessary to have the seating in the Coast Guard officers' wardroom mess in groups, particularly if the guests are going to be aboard for several days. Usually, a list will be posted indicating the Coast Guard officers and wardroom guests of each seating group to be seated. Do not wear headgear in the wardroom or other indoor spaces. Do not place hats on eating tables.



APPENDIX A – REFERENCE MATERIALS

Section A. Telephone Numbers

Office	Telephone	Facsimile
ANSC	P: (618) 452-4309	F: (618) 452-4249
AUXCEN	P: (314) 962-8828	F: (314) 962-6804
Chief Director, Auxiliary's Office	P: (202) 372-1260	F: (202) 372-1908
Coast Guard Finance Center	P: (800) 564-5504	F: (757) 523-6900
Pay & Personnel Center, Topeka	P: (866) 772-8724	
Uniform Distribution Center	P: (800) 874-6841	

Section B. Web Sites

Web Site	Uniform Resource Locator (URL)
ANSC Catalog	www.uscg.mil/auxiliary/publications/misc/dcat.pdf
AUXCEN	www.uscgaux.org/pages/auxiliarycenter
Auxiliary National*	www.cgaux.org
Boat Force Home	www.uscg.mil/hq/cg7/cg731.asp
Chief Director, Auxiliary*	www.uscg.mil/auxiliary
Coast Guard Academy	www.cga.edu
Coast Guard Boating Safety	www.uscgboating.org
Coast Guard Finance Center	www.fincen.uscg.mil/
Coast Guard Home Page	www.uscg.mil
Coast Guard Institute (CGI)	www.uscg.mil/hq/cgi
Coast Guard Learning Portal	https://learning.uscg.mil/portal.asp
Coast Guard Mutual Assistance	www.cgmahq.org
Coast Guard Office of Search & Rescue	www.uscg.mil/hq/cg5/cg534
Coast Guard Public Affairs	http://www.piersystem.com/go/doc/786/440291
Coast Guard Recruiting	www.gocoastguard.com
Coast Guard Reserve	www.gocoastguard.com/find-your-career/reserve-opportunities
Department of Homeland Security	www.dhs.gov
Department of Labor	http://webapps.dol.gov/libraryforms
FEMA Emergency Management Institute	https://training.fema.gov/IS/crslist.aspx
Patrol Order Management System (POMS)	www.fincen.uscg.mil/POMS.htm
Pay & Personnel Center (PPC),	www.uscg.mil/hq/ppc/default.asp



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Topeka, KS	
Training Quota Center, Chesapeake	www.uscg.mil/hq/tqc
Uniform Distribution Center	www.uscg.mil/uniform

Section C. Commandant Instructions

Instruction	Reference
Administrative Investigations Manual	COMDTINST M5830.1 (series)
Auxiliary Air Crew Qualification Program	COMDTINST 16798.2 (series)
Auxiliary Aviation Program	COMDTINST 16798.1 (series)
Auxiliary Aviation Training Manual	COMDTINST M16798.5 (series)
Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member	COMDTINST M16794.52 (series)
Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain	COMDTINST M16794.53 (series)
Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator	COMDTINST M16794.54 (series)
Auxiliary Boat Crew Training Manual	COMDTINST M16794.51 (series)
Auxiliary Flotilla Procedures Manual	COMDTINST M16791.5 (series)
Auxiliary Forms & Instructions	COMDTINST 16790.2 (series)
Auxiliary Manual	COMDTINST M16790.1 (series)
Auxiliary Marine Dealer Visitor (RBSVP) Manual	COMDTINST M16796.3 (series)
Auxiliary National "C" Schools Program	COMDTINST 16794.1 (series)
Auxiliary Operations Policy Manual	COMDTINST M16798.3 (series)
Auxiliary Specialty Course in Navigation (AUXNAV) Student Text	COMDTINST M16798.15 (series)
Auxiliary Vessel Examiner Manual	COMDTINST M16796.2 (series)
Boat Operations & Training (BOAT) Manual, Volume I	COMDTINST M16114.32 (series)
Child Development Services Manual	COMDTINST 1754.15 (series)
Classified Information Management Program	COMDTINST M5510.23 (series)
Coast Guard Auxiliarist Support to Coast Guard Health Care Facilities	COMDTINST 6010.2 (series)
Coast Guard Auxiliary Cutterman Insignia	COMDTINST 1650.9 (series)
Coast Guard Auxiliary Public Affairs Officer's Guide	COMDTINST M5728.3 (series)
Coast Guard Civil Rights Manual	COMDTINST M5350.4 (series)
Coast Guard Claims & Litigation Manual	COMDTINST M5890.9 (series)
Coast Guard Freedom of Information Act (FOIA) & Privacy Acts Manual	COMDTINST M5260.3 (series)
Coast Guard Medals & Awards Manual	COMDTINST M1650.25 (series)
Coast Guard Morale, Well-Being, & Recreation	COMDTINST M1710.13 (series)

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Manual	
Coatings & Color Manual	COMDTINST M10360.3 (series)
Decedent Affairs Guide	COMDTINST M1770.1 (series)
Information & Life Cycle Management Manual	COMDTINST M5212.12 (series)
Navigation Rules, International - Inland	COMDTINST M16672.2 (series)
Nonappropriated Fund Instrumentalities Manual	COMDTINST M7010.5 (series)
Personal Property Management Manual	COMDTINST M4500.5 (series)
Personnel Security & Suitability Program Manual	COMDTINST M5520.12 (series)
Public Affairs Manual	COMDTINST M5728.2 (series)
Real Property Management Manual	COMDTINST M11011.9 (series)
Safety & Environmental Health Manual	COMDTINST M5100.47 (series)
Sexual Assault Prevention & Response Program	COMDTINST 1754.10 (series)
U.S. Coast Guard Addendum to the United States National Search & Rescue Supplement (NSS) to the International Aeronautical & Maritime Search & Rescue Manual (IAMSAR)	COMDTINST M16130.2 (series)
U.S. Coast Guard Postal Manual	COMDTINST M5110.1 (series)
Uniform Regulations Manual	COMDTINST M1020.6 (series)
Vessel Safety Check Program	COMDTINST 16796.7 (series)

Section D. Commandant Publications

Publication	Reference
Auxiliary Division Procedures Guide	COMDTPUB P16791.3 (series)
Auxiliary Instructor Qualification Course (IQC), Part A, Text	COMDTPUB P16794.44 (series)
Auxiliary Instructor Qualification Course (IQC), Part B, Student Study Guide for Required Presentations	COMDTPUB P16794.45 (series)
Auxiliary Instructor Qualification Course: Instructor Guide	COMDTPUB P16794.46 (series)
Auxiliary New Member Course	COMDTPUB P16794.39 (series)
Auxiliary New Member Course (Student Study Guide)	COMDTPUB P16794.40 (series)
Auxiliary Specialty Course Communications: Instructor Guide	COMDTPUB P16794.33 (series)
Auxiliary Specialty Course Communications: Student Guide	COMDTPUB P16794.32 (series)
Auxiliary Specialty Course Patrols (AUXPAT): Instructor Text	COMDTPUB P16794.27 (series)
Auxiliary Specialty Course Patrols (AUXPAT): Student Guide	COMDTPUB P16794.28 (series)
Auxiliary Specialty Course Seamanship: Instructor Guide	COMDTPUB P16794.41 (series)



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Auxiliary Specialty Course Seamanship: Student Study Guide	COMDTPUB P16794.42 (series)
Auxiliary Specialty Course Weather (AUXWEA): Student Text	COMDTPUB P16794.30 (series)



APPENDIX B - ACRONYMS

Acronym	Definition
ADM	Admiral (4-star, USCG / USN / USPHS)
ALAC	Auxiliary Logical Access Credential
ANACO	Assistant National Commodore
AO	Area of Operations
AOR	Area of Responsibility
AP	Approval Pending Member Status
APC	Administrative Procedures Course
AtoN	Aids to Navigation
AUXCEN	Auxiliary Center
AUXCOM	Auxiliary Boat Commander or Auxiliary Communication Specialty Course
AUXDATA	Auxiliary Database
AUXFAC	Auxiliary Facility
AUXFS	Auxiliary Food Service Program
AUXLAM	Auxiliary Leadership & Management Course
AUXLEA	Auxiliary Leadership Course
AUXMAN	Auxiliary Manual
AUXNAV	Auxiliary Navigation Specialty Course
AUXOP	Operational Auxiliarist
AUXOY	Auxiliarist of the Year
AUXSAR	Auxiliary Search & Rescue Specialty Course
AUXSEA	Auxiliary Seamanship Specialty Course
AUXWEA	Auxiliary Weather Specialty Course
AX	Operational Auxiliarist (aka – AUXOP) Member Status
BC	Branch Chief, National Staff
BCM	Boat Crewmember
BQ	Basically Qualified Member Status
CAP	Civil Air Patrol
CAPT	Captain (USCG / USN / USPHS)
CDR	Commander (USCG / USN / USPHS)
CFR	U.S. Code of Federal Regulation
CGMA	Coast Guard Mutual Assistance
CHDIRAUX	Chief Director of Auxiliary
CO/OIC	Commanding Officer/Officer-in-Charge
COMCEN	Communications Center
COMO	Commodore
COTP	Captain-of-the-Port
CPO	Chief Petty Officer (USCG, USN)



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CS	Communications Services
CWO	Chief Warrant Officer
DCAPT	District Captain
DCDR	Division Commander
DCO	District Commodore
DCOS	District Chief of Staff
DEERS	Defense Enrollment Eligibility Reporting System
DFSO	District Flight Safety Officer
DHS	Department of Homeland Security
DIR-A	Directorate Chief of Marketing & Public Affairs
DIR-B	Directorate Chief of Boating
DIR-D	National Deputy Directorate Chief
DIR-E	Directorate Chief of Education
DIR-I	Directorate Chief of Information & Communication Services
DIR-M	Directorate Chief of Marine Safety & Environmental Protection
DIR-O	Directorate Chief of Operations
DIR-P	Directorate Chief of Personnel
DIR-T	Directorate Chief of Training
DIR-V	Directorate Chief of Vessel Examinations
DIRAUX	Director of Auxiliary (District or Region)
DIST	District
DIV	Division
DNACO	Deputy National Commodore
DoD	Department of Defense
DSO	District Staff Officer
DV	Distinguished Visitor or Diversity
ENS	Ensign (USCG, USN, USPHS)
EOD	Entry on Duty
EPIRB	Emergency Position Indicating Radio Beacon
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FC	Flotilla Commander
FEMA	Federal Emergency Management Agency
FLC	Flotilla Leadership Course
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FSO-CM	Communications Officer
FSO-CS	Communication Services Officer
FSO-DV	Diversity Officer
FSO-FN	Finance Officer
FSO-HR	Human Resources Officer
FSO-IS	Information Systems Officer

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FSO-MS	Marine Safety and Environmental Protection Officer
FSO-MT	Member Training Officer
FSO-NS	Navigation Systems Officer
FSO-OP	Operations Officer
FSO-PA	Public Affairs Officer
FSO-PB	Publications Officer
FSO-PE	Public Education Officer
FSO-PV	Program Visitor Officer
FSO-SR	Secretary/Records Officer
FSO-VE	Vessel Examiner Officer
FTR	Federal Travel Regulations
GAR	Green-Amber-Red
GIG	Global Information Grid
GMDSS	Global Maritime Distress & Safety System
GMT	Greenwich Mean Time (see ZULU)
GPS	Global Positioning System
HARPAT	Harbor Patrol
HAZCOM	Hazardous Communication
HAZMAT	Hazardous Material
HAZWASTE	Hazardous Waste
HAZWOPR	Hazardous Waste Operator
HSPD	Homeland Security Presidential Directive
ICE	U.S. Immigration & Customs Enforcement Agency
ICS	Incident Command System
IDC	Instructor Development Course
IP	Immediate Past Office (Except National Commodore)
IQ	Initially Qualified Member Status
LCDR	Lieutenant Commander (USCG, USN, USPHS)
LT	Lieutenant (USCG, USN, USPHS)
LTJG	Lieutenant Junior Grade (USCG, USN, USPHS)
MARPOL	International Convention for the Prevention of Pollution from Ships
MCPO	Master Chief Petty Officer (USCG, USN)
MDA	Maritime Domain Awareness
MHLS	Maritime Homeland Security
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MOM	Maritime Observation Mission
MSSEP	Marine Safety, Security, & Environmental Protection
NACO	National Commodore
NACON	National Conference
NAVRULS	Navigation Rules
NIMS	National Incident Management System



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NIPCO	Immediate Past National Commodore
NOAA	National Oceanic & Atmospheric Administration
NSBC	National Safe Boating Council
NSBW	National Safe Boating Week
N-TRAIN	National Training Conference
NWS	National Weather Service (NOAA-Dept. of Commerce)
ODU	Operational Dress Uniform
OPAREA	Operational Area
OPCON	Operational Control
OPEX	Operational Exercise
OPFAC	Coast Guard Operational Facility (e.g., station, cutter, support center)
OPLAN	Operation Plan
OPORD	Operation Order
OPR	Operation Patriot Readiness
OPSEC	Operations Security
OWT	On-the-Water Training
PAO	Public Affairs Officer
PATCOM	Patrol Commander
PAWSS	Ports & Waterways Safety System
PB	Publications
PE	Public Education
PFD	Personal Flotation Device
PII	Personally Identifiable Information
PO	Petty Officer (USCG, USN)
POMS	Patrol Order Management System
POTUS	President of the United States
PPE	Personal Protective Equipment
PQS	Personnel Qualification Standard
PSI	Personnel Security Investigation
PSQ	Personnel Security Questionnaire
PWC	Personal Watercraft
PWO	Personal Watercraft Operator
QE	Qualification Examiner
QEB	Qualification Examining Board
RADM	Rear Admiral, Upper-Half (2-star, USCG / USN / USPHS)
RBS	Recreational Boating Safety
RBSV	Recreational Boating Safety Visitor
RBSVP	Recreational Boating Safety Visitation Program
RDML	Rear Admiral, Lower-Half (1-star, USCG / USN / USPHS)
SAR	Search & Rescue
SAREX	SAR Exercise
SECCEN	Coast Guard Security Center (Chesapeake, VA)

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SES	Senior Executive Service
SLO	Auxiliary State Liaison
SN	Seaman (USCG, USN)
SO-OP	Auxiliary Division Operations Officer
SSBI	Single Scope Background Investigation
TAD	Temporary Additional Duty
TCOW	Telecommunications Watch Stander
TCT	Team Coordination Training
UCMJ	Uniform Code of Military Justice
UDC	Coast Guard Uniform Distribution Center (Woodbine, NJ)
USA	United States Army
USAF	United States Air Force
URL	Uniform Resource Locators
USCG	United States Coast Guard (also CG)
USCGA	United States Coast Guard Academy
USCGAUX	United States Coast Guard Auxiliary
USCGR	United States Coast Guard Reserve
USMC	United States Marine Corps
USN	United States Navy
VADM	Vice Admiral (3-star, USCG / USN / USPHS)
VCDR	Vice Commodore
VE	Vessel Examiner, Vessel Examination
VFC	Flotilla Vice Commander
VNACO	National Vice Commodore
VSC	Vessel Safety Check
ZULU	Time Zone “Alpha” designation, “Z” “Zulu time”