Director’s Vision for the Human Resources Directorate
Commodore Harry M. Jacobs, DIR-H

I want to share my vision for our Directorate. The Human Resources Directorate (HRD) will become reinvigorated if members remain dedicated to the Mission, acting with professionalism and teamwork as passionate advocates of boating safety and servant leadership. In these ways, HRD members will be a source of pride for the public, Team Coast Guard, and themselves.

Further, the culture within this Directorate will exhibit that members cherish the Coast Guard’s core values of honor, respect, and devotion to duty. Moreover, this Directorate will exhibit agility, competency, and resourcefulness, and reflect the diversity of the nation. Also, the organizational structure will have fewer, stronger, and more cohesive Divisions and Branches to achieve better “command and control.”

Directorate leaders will develop innovative policies to support the mission objectives and adapt to the needs of the various cultures and variegated geography of the national entity, remaining mindful to listen to the “heartbeat” of the members.

This Directorate will be outcome-oriented in developing tactics to target efficiently and effectively areas showing the greatest need for personnel assistance. The Directorate will foster partnerships with other Directories to address the priorities of the organization at all levels.

Finally, every member of the HRD, and Auxiliary, must keep a positive attitude about the future in these times of budget sequestration. As an encouragement, I want to share ideas from a colleague who has given me permission to use his thoughts about working with volunteers. They are called “The Paradoxical Commandments,” by Kent M. Keith.

1. People are illogical, unreasonable, and self-centered. Love them anyway.
2. If you do good, people will accuse you of selfish ulterior motives. Do good anyway.
3. If you are successful, you will win false friends and true enemies. Succeed anyway.
4. The good you do today will be forgotten tomorrow. Do good anyway.
5. Honesty and frankness make you vulnerable. Be honest and frank anyway.
6. The biggest men and women with the biggest ideas can be shot down by the smallest men and women with the smallest minds. Think big anyway.
7. People favor underdogs but follow only top dogs. Fight for a few underdogs anyway.
8. What you spend years building may be destroyed overnight. Build anyway.
9. People really need help but may attack you if you do help them. Help people anyway.
10. Give the world the best you have and you’ll get kicked in the teeth. Give the world the best you have anyway.

Reference:

Semper Paratus!
This is Not Burger King®; You Can’t Have it Your Way
Commodore Robert Smekta, DIR-HD

While most Auxiliary members adhere to policies established by the Commandant, some have chosen to disobey policies that are inconvenient for them. Examples of failure to follow policies include refusal to comply with uniform regulations such as the requirement to wear ODUs aboard Operational Facilities when under orders and making inappropriate remarks about women, mentally or physically challenged people, minority members, or potential Auxiliary members. Other examples of selective adherence include refusing to follow the rules regarding use of social media, interaction with Coast Guard Active Duty members, and participation in political activity while in uniform.

We all took the Pledge when we joined the Auxiliary. It may serve us well to review it from time to time.

I, (your name), solemnly and sincerely pledge myself to support the United States Coast Guard Auxiliary and its purposes, to faithfully execute my duties, and to abide by the governing policies established by the Commandant of the United States Coast Guard.

The Pledge provides broad guidance for proper conduct of Auxiliary members. The Auxiliary Manual provides the specific details of the expectations for all of us. It is important for Auxiliarists to remember that in the minds of the public, the Auxiliary is the Coast Guard and any actions contrary to the “governing policies established by the Commandant of the United States Coast Guard” reflect badly on the Coast Guard.

The Auxiliary’s role is to support the Coast Guard and its missions. To do that, Auxiliarists must make a personal effort to become aware of the requirements of our volunteer service and refrain from adhering to only those policies and procedures that fit their own needs and interests.

Use the Auxiliary Manual as a resource to answer questions about personal conduct, use of social media, uniform etiquette, involvement in political activity, or any other aspect of your life in the Auxiliary. It is your responsibility to know what is or is not acceptable Auxiliary conduct.

Remember, this is not Burger King®. You can’t always “have it your way”©.

Commandant Addresses Sexual Harassment during Final Speech
Garry Boulard

In his State of the Coast Guard address, Adm. Robert J. Papp Jr. said the agency is determined to not only punish Guardsmen convicted of sexual assault, but to prevent such assaults.

“I made a commitment to the President and Congress... and to the American people,” he remarked at Coast Guard headquarters. “We will eliminate sexual assault from our Coast Guard.”

Papp continued: “We are taking aggressive steps to do this. We have established the Military Campaign Office to drive completion of the initiatives in our Service-wide plan to end sexual assault.”

The issue of sexual assaults in the Coast Guard has received public notice in the wake of a report last year by the U.S. Department of Defense, which indicated complaints of sexual abuse in the armed services increased by 6 percent between 2012 and 2013—from 3,192 to 3,374. Reports of sexual assault in the Coast Guard have seen a steady increase from 65 in 2010 to 216 in 2013.

The Coast Guard is currently providing “additional training to our special agents and attorneys who investigate and prosecute these crimes and who advise our commanders.”

“I continue to have faith in our military justice system, which is the best in the world,” said Papp. “And in our convening authorities whose diligent and deliberate judgment in every hard case makes it so.”

To that end, the Coast Guard has committed an additional $5 million and 32 military and civilian billets. “This includes creation of our cadre of Special Victims Counsel—specially trained Coast Guard attorneys dedicated to assisting victims of sexual assault,” he added. “Their sole focus is representing the victim throughout the entire process of holding a perpetrator accountable, ensuring the victim has an advocate to speak for them.”

Papp is a 1975 graduate of the U. S. Coast Guard Academy and has commanded four of the six Coast Guard cutters he has served in during his career. His address also lauded the growth of the Coast Guard fleet. “We have also received 148 of the 170 Response Boats-Medium we’ve ordered. They are the most capable response boats in our history.” He also emphasized that the Coast Guard became the first military service to achieve a clean financial audit. Papp said that the Coast Guard provided a sound stewardship of taxpayer dollars, an “achievement that required an all hands effort across the service.”
Auxiliary Health Services- A Decade of Support to the Coast Guard
Commodore Victor Connell, M.D, DVC-HM

Auxilarist Health Care Providers (HCPs) have been supporting the Coast Guard (CG) in specifically authorized programs since 2003, volunteering their special skills by augmenting CG Clinics, Sickbays, on CGSTA SAR Teams, and by instructing First Aid and CPR procedures to Active Duty and Auxiliary units. In addition, Auxilarists who are certified Emergency Medical Services personnel (EMTs and First Responders) may be authorized to provide emergency care while on Auxiliary Boat Crew patrols, to the level of EMT-basic if they are currently certified and approved by their local CG Order Issuing Authority.

Auxiliary Health Services (AUXHS) has been authorized as a division within the Auxiliary Human Resources Directorate since 2010. AUXHS leadership currently serving on the Auxiliary National Staff consists of a Division Chief (who also serves as Chief Medical Officer) and a Branch Chief for each of the three Auxiliary Areas, reporting to the Auxiliary Director of Human Resources. AUXHS maintains a web page containing program information and encourages contacts from Auxilarists and prospective Auxilarists who wish to offer their health care skills as volunteers to the CG. AUXHS Staff are also working with Auxilarists District Staff Officers for Human Resources (DSO-HRs) to help improve communication between AUXHS National Staff and our health service personnel at the district, division, and flotilla unit levels.

AUXHS functions under the guidelines contained in COMDTINST 6010.2. As a result of changes in CGHQ policies, the Instruction has experienced 3 revisions and updates over the past 10 years. A new AUXHS instruction is anticipated to be released later this year and is expected to include new procedures which will ensure the privacy of Auxilarist Health Care Providers’ personal identifying information while communicating with AUXHS National Staff and the CGHQ Health Services Office. There are also new policies for increased security measures for Auxilarist HCPs who are required to access CG Health Care electronic databases while treating patients in CG Clinics. These measures have already resulted in a requirement that Auxilarist HCPs volunteering in CG facilities must obtain an Auxiliary Logical Access Card (ALAC) from their DIRAUX Office in order to enable access to CG Workstations and CG Health Care databases.

One of AUXHS’s most recent accomplishments in support of Auxilarist HCP recognition and morale has been the authorization by the CG of an AUXHS uniform device and corresponding ODU insignia. This can be earned by select Auxilarist HCPs after volunteering for a period of time in CG Clinics or Sickbays. The authorization of the AUXHS uniform device and the development of its criteria was a joint effort taking over three years to reach final approval through the dedicated efforts of CGHQ Health Services Office Staff, the Chief Director of Auxiliary Office Staff, the Auxiliary Director of Human Resources, and the Chief Medical Officer of the Auxiliary.

Additional AUXHS program information and points of contact are available on our AUXHS web page located via a link on the Human Resources Directorate web page.

What’s New

To view the complete postings go to http://blogs-it.cgaux.org/member_news.php

National Help Wanted

To view the complete position postings go to http://cgaux.org/members/wantads/index.php

Cool Idea!

Got a cool idea for an article? Send your ideas- or the whole article to michell_z@yahoo.com. Short articles are great- use 150-250 words as a guideline. Please send pictures as well. Suggestions:
• Policy updates
• New member recruitment
• Motivating volunteers
• Integrating PA & other departments in HR.
If your article isn’t put in right away, check out the next issue.
Support Services- It’s Not Just a Name
Clint Wells, DVC-HC

The Media Branch creates information and training videos on the HRD YouTube site: https://www.youtube.com/user/USCGAuxiliaryNDHR?feature=watch. Currently, the Media Branch is in the process of creating mentoring videos on the different Auxiliary programs (ex. Boat Crew, Vessel Examiners, etc.). These should be available to our customer by mid-Summer.

If quality and timely publications are your interest, the Publications Branch is constantly reviewing and editing all Coast Guard Auxiliary publications and is responsible for managing and producing the quarterly Directorate newsletter known as Keeping You Posted, the first issue of which is in the final stages of development.

In addition, the Publications Branch also keeps an electronic library of the HRD publications. These publications cover different policies and protocols for HRD and can change frequently. Maintaining updated information is a top priority for the HRD Division, as it circulates the most current information to Auxiliary members.

The driving force behind the dynamic Talent Bank Staffing Branch is a dedicated manager who screens applications to join the National Staff for suitability, applicant qualifications, and experience. This Branch refers only qualified candidates to our customer, the National Staff.

Training and Readiness Go Together
Patrick Hickey, BC-HQA

U.S. Coast Guard Mandated Training for the Auxiliary is essential for building awareness and enhancing knowledge, skills, abilities, and readiness. The question is—Are you ready?

Mandated Training (MT) is a broad category of training which is needed to introduce, reinforce or clarify the law to improve the function of the federal government or protect the safety of its people; influence the behaviors and/or attitudes of the workforce towards Coast Guard core values; or is critical to improve the function of the Coast Guard or protect the safety of its people. The Coast Guard is committed to supporting Auxiliary training by providing training materials, courses, and electronic delivery systems to impart the skills and knowledge needed.

As part of this commitment, the Auxiliary launched the Auxiliary Learning Management System (AUXLMS) to systematize the instructional system and improve the efficiency of training processes for members. All Auxiliarists must complete the mandated training courses; however, new Auxiliarists must successfully complete the following mandated training during their first year of enrollment. All Auxiliarists have to complete the courses once every five years:

- Suicide Prevention
- Security Education and Training Awareness (SETA)
- Privacy Awareness/Prevention of Sexual Harassment (POSH)
- Sexual Assault Prevention
- Civil Rights Awareness
- Ethics Training
- Influenza Training

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 March 2014, that individual will have until 31 December 2015 to complete mandated training. The subsequent five-year cycle for each of the first six courses listed above will start after each respective course completion.

You are encouraged to consult with your Flotilla Member Training Officer (FSO-MT) or Flotilla Human Resources Officer (FSO-HR) about mandated training requirements. For more information on mandated training for the Auxiliary, visit http://www.uscg.mil/auxiliary/training/auxlms.asp.

Are You Ready?
Aux Food Service Division- Ready to Serve
Russel R. Venti, DVC-HA

The Auxiliary Food Service (AUXFS) program enhances Coast Guard mission readiness, effectiveness, and execution by providing food service support to Coast Guard Units and the Auxiliary. AUXFS supports and maintains food preparation and service in Coast Guard Galleries ashore and afloat for regular meal service and for special events such as promotions, change of command, and retirements.

AUXFS personnel are also available to support a wide variety of Auxiliary events. The Division is supported by one Division Chief who maintains leadership and guidance of policies for the program and Branch Chiefs who help maintain operational readiness for local Coast Guard Units.

Food Service Branch Chiefs serve as point of contact for Auxiliary.

Food Service (AUXFS) and Auxiliary Leadership for information or guidance regarding participation in authorized AUXFS programs. Branch Chiefs also promote the AUXFS program through the Auxiliary Chain of Leadership and Management. Each District is supported by AUX Food Service Chairs who are the point of contact for all District AUXFS activities. These AUX Food Service Chairs are usually ADSO-HRs for Food Services.

All fully qualified AUXFS participants have been trained using a Coast Guard Approved Guide.

Training includes both classroom and hands-on work. A standardized PQS must be completed within one year of their initial class. A Hepatitis A vaccination and a medical screening are required as AUXFSs, as are yearly Sanitation Class and Team Coordination Training.

The AUXFS staff brings relief to Coast Guard Food Service staff so they can attend classes, go on leave, or attend other training. When AUXFS personnel are asked to suggest menus, they are able to bring some home-style cooking to the crews. As a Force Multiplier, AUXFS personnel provide back up for both routine meal service and large events at Coast Guard facilities. They provide service to running a full station galley.

AUXFS Division - Ready to Serve You!

Honesty is the Best Policy in Recruiting
Jonathan Raden, DVC-HR

Inviting prospective members to join the Auxiliary can be an enjoyable task if you listen carefully to the other person. There is so much information to provide, and we are afraid of providing too much information at one time and scaring them away. However, that doesn’t have to be the case.

There is always pressure to recruit new members because recruiting is how the organization continues its mission, but we also must be fair to those we recruit by providing them with an accurate representation of the Auxiliary.

Providing an accurate representation of the Auxiliary means that recruiters need to offer prospective new members the full information about the cost of membership, expectations for training, and donation of personal time. It also means that the prospective member needs to have the full range of services that the Auxiliary provides and know how those services benefit the member and the boating public.

Advise the new member that there is an expectation of involvement. Flotilla meetings are a vital means of communicating information and training opportunities. Flotilla meetings are also an opportunity to get together and share ideas. Finally, don’t forget to mention social events.

Be upfront about dues and costs of uniforms. Use the New Member Involvement Plan to get an idea of what interests the new member. Listen! This will help you determine which uniforms the member will need. Explain how dues are calculated and used by your flotilla, division, district and the National Organization and the Coast Guard Auxiliary Association.

Make an effort to explain that training is mandatory. Break down training requirements for each mission which is of interest to the member and let him/her know how he/she will be mentored during the Auxiliary career. Explain why everyone must pass training to ensure that missions are performed correctly and safely, and that there are requirements to maintain qualifications.

By being open regarding the costs and service requirements, those who join will understand the meaning of membership in the Auxiliary. This will help ensure that the member is comfortable in joining and will improve the potential for retention in the organization. Remember, honesty is the best policy in recruiting!
Small College- Big Mission
Commodore Stephen Ackerman, DVC-HI

The U.S. Coast Guard Academy, the smallest U.S. Federal Service Academy, offers a four-year Bachelor of Science Program oriented toward math, science, and engineering. Students receive a full scholarship with graduates serving at least five years in the military after graduation. Admission to the Coast Guard Academy is based on a nation-wide competition as no congressional appointments are required. It provides academic programs, a structured military regimen, and competitive athletics in the NCAA III Athletic Conference.

The AIM Program is a challenging and rewarding opportunity for college-bound high school students who are interested in finding out what it is like to be a U.S. Coast Guard Academy Cadet. The AIM Program is to facilitate communication between the leadership and administrative management of the Academy and the national leadership of the Coast Guard Auxiliary. AIM program managers maintain contact with the Office of Admissions and encourage to Auxiliary participation in the Academy Partners Program.

Academy Partners are active throughout the year by contacting local high schools and participating in college recruiting fairs. Many times, Academy Partners are asked to participate at Senator’s and Congress member’s Federal Academy Orientation Days, where high school seniors with appointments to the other Academies are presented to the public. College Fairs and Academy Presentation Days afford excellent opportunities for Academy Partners to represent the Academy and act as good-will ambassadors.

Academy Partners also assist the Active Duty and Reserve members of the Coast Guard during AIM Week by standing watches in the Operations Center, assisting during engineering sessions, acting as duty drivers moving the AIMSTERS between locations, and assisting whenever asked. Auxiliarists interested in becoming an Academy Partner should contact Ms. Tamara McKenna, Associate Director of Admissions, Volunteer Services at tamara.s.mckenna@uscg.edu. The process begins with an application followed by a security clearance.

AIMSTERS experience a week of “swab summer,” which challenges their self-discipline, physical stamina, commitment to service, and capacity for teamwork. On-line application opens for high school juniors 5 February 2014 and closes on 1 April 2014, with letters of acceptance expected to be received by the first week in May. Each applicant must be a U.S. citizen, a junior in high school, and be between 16 and 18 years old when attending the program. Candidates should be in good health and physical condition—able to run, do push-ups, sit-ups, and handle Connecticut’s heat and humidity during the summer. Five hundred of the most qualified high school rising seniors are selected for the AIM Program.

The Coast Guard Academy—a small college with a big mission!

Auxiliarists have recently been allowed to wear the ODU Utility Jacket. This alternative to the Foul Weather Parka is authorized to be worn only with the ODU uniform (i.e. not with the Tropical Blue or Winter Dress Blue uniforms). There are important details to wearing it properly. A memo has been sent down to the membership through the Uniform Division Branch Chiefs and to all HR Staff. While the text of that memo follows, for further information contact your DSO-HR.

**Action Requested:** Advise all members that the Foul Weather Parka—Gortex Liner with Insignia Tab has now been approved as outer wear for Auxiliary.

**Background**

1. The Foul Weather Parka with Gortex Liner with Insignia has previously been approved for use by active duty, reserve, and auxiliary members. However, the use of the Gortex Liner with Insignia Tab as OUTER WEAR was limited to active duty and reserve officers only. The DNACO-MS requested reconsideration of the regulation and BXS has given oral approval to implement the change. The UDC Manager has provided an accurate description of the approved garment and ordering code. The text of abridged e-mail from LCDR Hayes is below:

   **2.** The Gortex Liner is referred to as the “ODU Utility Jacket.” The product code is “FWL” for Foul Weather Liner with the corresponding size (XXS through XXXL) as indicated on our online store. (i.e. FWLLR for Foul Weather Liner Large Regular).

   **3.** Many thanks to LCDR Hayes C. Davis, Manager, USCG Uniform Distribution Center, for providing the information in this article.
Well, What Does the Auxiliary Manual Say about it?
Brett Bigelow, DVC-HX

When I joined the Auxiliary, my mentor always had the same answer to every question I would ask: “Well, what does the Auxiliary Manual say about it?” I realize now what a great benefit I gained by reading the Auxiliary Manual. Rather than relying on what somebody thinks the rule is, or what a procedure might be; IT’S IN THE MANUAL!

It is simple: “Auxiliarists are authorized to wear Coast Guard uniforms with the appropriate Auxiliary insignia. **Uniforms shall be worn as prescribed in Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), except as noted in Chapter 10 of this Manual.” COMDTINST 16790.1G, Chapter 1.A.4.a.

“As a matter of pride, all Auxiliary members should set the goal to strive to attain the same standards as active duty members. Auxiliarists who wear the Auxiliary uniform will be held to higher grooming and appearance standards than those who wear the Auxiliary Blue Blazer outfit.” COMDTINST 16790.1G, Chapter 1.A.4.

In the Auxiliary, we are granted the privilege (not the right) to wear the same uniforms as the active duty and reserve personnel while conducting the missions we have been assigned. With this privilege comes great responsibility. There is a long-standing history and pride that goes with our uniform. It’s an esprit de corps that goes back to the very first Revenue Cutters and their uniformed crew.

It is not up to our picking and choosing as to how we wear the uniform. “Uniform,” by definition, means to be the same, consistent, and unvarying. The Coast Guard and each of the other branches of the military follow precisely defined Uniform Regulations. In the Auxiliary, we are subject to follow the same. Yet the current Commandant of the US Coast Guard has commented about the Auxiliary’s ongoing selective disobedience to Uniform Regulations.

There is another consideration — Conduct. We are judged (within the Coast Guard and in Public) by how we follow established protocol, how we conduct ourselves with “military bearing,” and our demeanor and behavior while in uniform and representing the Coast Guard Auxiliary. Our attitudes, words, gestures, our professionalism, are a direct reflection on the U.S. Coast Guard.

This conduct, just like our uniforms, is not a matter of opinion or whim, but is clearly spelled out in the recently updated “Guide to Courtesy & Protocol” (http://hdept.cgaux.org/pdf/CourtesyProtocolGuideMAY2013.pdf). Uniform and Conduct also extends to where and when we are allowed to exercise our privilege to represent the US Coast Guard Auxiliary. I challenge you to re-read the Auxiliary Manual and refresh your familiarity with the how/when/where we may wear our uniform in public COMDTINST 16790.1G, Chapter 10.A.8, and to become familiar with Prohibited Occasions COMDTINST 16790.1G, Chapter 10.A.9.

Finally, the Manual is constantly being updated. Make certain you read the annotated version on the Chief Director’s website on a regular basis to ensure you have the latest information and you can say to others, “Well, what does the Auxiliary Manual say about it?”
USCGAUX Awards Tracking Program
Tom Jacobsmeyer, DVC-HT

One of the few ways we have of acknowledging an Auxiliarist’s outstanding service is through an award. Awards are a critical part of Auxiliary “pay” and not only bring recognition to the Auxiliarists, but also instill a sense of pride in the accomplishment of a particular task, assignment or service. Staff retention is positively motivated, and recognizing these efforts and success is essential for the strength of the Auxiliary. In addition to acknowledging the time spent completing a task or event, awards also have the effect of serving to inspire other members to strive for this recognition.

In that respect Awards can have a fourfold effect:

1) service and success recognition,
2) supporting the programs and services supporting the member through an award,
3) demonstrate support for the proper completion of tasks and assignments, and finally,
4) establish a knowledge base by those performing these tasks and services.

Members who regularly strive for success and receive awards are the backbone of the Auxiliary and deserve this recognition for all their efforts. A list of the awards that will be placed in the new tracking system are listed at the bottom of this article.

To this end, the Auxiliary is working to improve the important process of identifying candidates, tracking an award, and having that award issued. The Retention Division of the HR Directorate is developing a new National Staff Awards Tracking program to make the process of managing awards easier and more accurate. One of the significant issues with Awards management has been the communications of the award status and subsequently the process of moving the awards through the system. The process of tracking National Staff Awards is a high priority with the National Staff and is slowly becoming a reality. After these awards are managed through the tracking process, the system will be opened to all relevant Auxiliary awards for tracking support. The awards should be publicly presented to enhance the value of the recognition for the Auxiliarists being honored. Public presentations also can have a positive ripple effect on other employees, building engagement, enthusiasm, and a desire to do work recognized by peers as worthy of an award. Since awards have a positive effect on the entire organization, service awards should be given with pomp and circumstance in order that we not miss the opportunity to positively impact morale.

Currently there is a Google calendar which has listings for all National Awards, their due date, and a description of the award. For more information on this calendar go to www.cgaux.org, Click on “Leadership” (top menu), Click on “National Calendars” (left menu), Find specific Award (red), Click on it to bring up a link to detailed information regarding Award.

A target date of as early as possible in the second calendar quarter is the current estimated completion of the Awards Tracking program.

Title of Award:

- NACO 3-Star Award for Diversity Excellence
- Auxiliary Diversity Award
- National Boating Federation (NBF)
- BoatUS Award
- NACO Membership Growth Award—Individual
- NACO Membership Growth Award—Flotilla
- NACO Membership Growth Award—Division
- NACO Membership Growth Award—District
- AFRAS Award (Association for Rescue at Sea)
- Auxiliarist of the Year (AUXOY)
- Coast Guard RBS Award of Excellence (Eagle Award)
- Auxiliary Streamers
- Marine Retailers Association Award (MRAA)
- Commodore Charles S. Greanoff Inspirational Leadership Award