

**UNITED STATES COAST GUARD AUXILIARY  
TWENTY SEVENTH DISTRICT**



**John Q Member**  
**District Commodore**  
1792 Auxiliary Avenue  
Any City, Any State Any Zip Code  
000-000-0000

22 August 2014

From: J.Q. Member, DCO  
CGD Twenty-Eleven  
To: AUXILIRIST FIRST MI LAST, MEMBER # 0000000  
Reply to DCO Member  
Attn of: (000) 000-0000  
Subj: DOCUMENTATION OF ORAL COUNSELING \_[Incident Here]  
Ref: (a) United States Coast Guard Auxiliary Manual, COMDTINST M16790.1G

\_\_\_\_\_:

Thank you for your service, you are a valuable member of the Auxiliary and your willingness to advance the mission of promoting recreational safe boating by volunteering your time and expertise as a certified Vessel Safety Examiner is sincerely appreciated. Moreover, I appreciate the frank and professional response to my telephone call and the degree of frustration and stress that you are feeling over this citizen's complaint. All of the statements that you made to me were carefully considered.

You should not have:

- (1) Stated that vessel safety checks are mandatory;
- (2) Inspected the boat without permission;
- (3) Boarded the boat without permission;
- (4) Conducted the inspection on the launch ramp;
- (5) Made comments that were political in nature;
- (6) Demanded cooperation with the inspection when the owner told you to get off the boat.

As we discussed on the phone, I am obliged to remind you:

- (1) That VSCs are voluntary;
- (2) That the vessel owner must give permission to you to conduct a VSC;
- (3) That you must ask permission to "come aboard" before boarding the boat, whether on land or in the water;
- (4) That VSCs are never conducted on the launch ramps, but always in a location that will not interfere with other boaters.
- (5) That comments to the boater must be limited to the boating safety issues, including those on the VSC Check List, or membership in the Coast Guard Auxiliary;

- (6) that you must never challenge a boater who refuses to cooperate once a vessel safety check is started, but rather politely terminate the inspection without irritating the boater if at all possible;
- (7) that you may never suggest, in any way that you have any law enforcement authority, and,
- (8) that you must clearly document all events on the VSC Safety Check Form and give a copy to the boater.

\_\_\_\_\_, I appreciate the fact that the Moonbase County Sheriff was conducting a law enforcement surge on that day and that anyone in uniform became the focus of “anger” by boaters who were delayed getting their vessels in the water. However, since you noticed that, be alert to that fact in the future and be gentle courteous when approaching a boater for a VSC.

Please, no more complaints from boaters about your conduct!

v/r

*COMO J. Q. Member*

District Commodore  
27th Coast Guard District

Cc: DIRAUX; OTO; DSO-LP

### **AUXMAN 3.G.2. Elements and Types of Informal Disciplinary Action**

In the administration of any type of informal disciplinary action, the nature of such action shall be documented and communicated by the leader to the Auxiliarist who is subject of the action, in writing (by memo or letter), within 10 days of that leader’s determination of the propriety of such disciplinary action. This documentation may be combined with the notification required by paragraph F.6 of this chapter. *Copies of such correspondence shall be provided to all those who were initially notified of the investigation, including the appropriate Director even in situations that involve National elected staff officers, aides, and committee members.*

#### **AUXMAN 3.G.2.a. Elements of Informal Disciplinary Action**

The leader shall ensure that such correspondence describes, as a minimum:

- (1) The unacceptable conduct.
- (2) Any specific deficiencies on the part of the Auxiliarist.
- (3) That any statements submitted by the Auxiliarist were considered.
- (4) The expected and acceptable behavior.
- (5) The effective period of the action (which shall not exceed three years from the date of issuance.
- (6) The right to appeal as described in paragraph G.3 below. Since this letter is strictly counseling in nature, there is no right to appeal. (AUXMAN 3.G.3)