U.S. Department of Homeland Security

United States Coast Guard

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From: Director of Auxiliary, First District Southern Region
To: Distribution

Subj: FIRST COAST GUARD DISTRICT SOUTHERN REGION PROCEDURES GUIDE

1. <u>PURPOSE</u>. The purpose of this publication is to provide instruction and policy guidance for the conduct of both the general and specific tasking of the Auxiliary missions within the First Coast Guard District's Southern Region. This publication has been designed to expand upon various procedures in referenced source manuals so as to meet the specific needs of the First District Southern Region. Also, this publication summarizes specific procedures for the Southern Region which are to be followed in conducting the majority of the business and operations of the United States Coast Guard Auxiliary.

2. <u>ACTION</u>. All United States Coast Guard Auxiliarists within the First Coast Guard District Southern Region shall ensure that the provisions of this publication are followed in the administration of the Auxiliary Program.

3. <u>DIRECTIVES AFFECTED</u>. First Coast Guard District, Southern Region Procedure Guide and all previous editions are hereby canceled.

4. <u>FORMS</u>. The forms required by this publication are available from the Auxiliary National Supply Center and may be reproduced locally. This guide also lists all of the approved forms for our area. <u>No one is authorized to create additional forms without the written approval of the Director of Auxiliary.</u>

C. H. ZORMAN
Commander, U. S. Coast Guard
Director of Auxiliary

Dist: COMDT (CG-BSX) D1 (p), Sec NY, Sec LIS,
AirSta Cape Cod, EXCOM, All DCDR, All DSO, All FC

Summary of Change One to D1SR Procedures Guide

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED

3

CHAPTER 1 – MEMBERSHIP

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) CG-5421 Revised Policies for Auxiliarists in Approval Pending Status

A. <u>INITIAL ENROLLMENTS</u>

FORMS REQUIRED:
- Auxiliary Enrollment Application (ANSC 7001) (Submit single-sided page)
- Completed, graded New Member Exam
- FD-258 - Applicant Fingerprint Cards (2 Originals)
- Copy of Birth Certificate, Passport or Naturalization paperwork
- Digital Photograph on a red background provided on CD or e-mail. Member should wear either a light or dark blue collared shirt

ROUTING:
- Flotilla Commander sends enrollment package to DIRAUX
- DIRAUX enters prospective member into AUXDATA as an Applicant
- PSI Forms package is mailed to SECCEN
- If member is approved by SECCEN; DIRAUX then transfers member to IQ or BQ Status

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1. Detailed requirements for enrolling in the Auxiliary are listed in reference (a). The candidate must meet these basic requirements:

    a. Be a citizen of the United States

    b. Be age 17 or older

    c. Have no felony convictions

2. All new member packages must be COMPLETE before they are forwarded to DIRAUX. This means that if any of the required forms are missing, the package should be held by the Flotilla Commander until all required forms are completed and received.

3. Any special qualifications should be included on the application. If an applicant has completed a boating safety course as outlined in Ref. (a), Chap 8, proof of course completion is required in order to receive BQ status. A photocopy of the certificate or member exam should be included with the application.

B. RE-ENROLLMENTS

FORMS REQUIRED:
- Auxiliary Enrollment Application Form (ANSC 7001)
- FD-258 - Applicant Fingerprint Cards (2 Originals)
- Digital Photograph on a red background provided on CD or email
- Copy of birth certificate, passport, naturalization certification

ROUTING:
- Former member to Flotilla Commander
- Flotilla Commander to DIRAUX

1. Any former member may apply for re-enrollment into the Auxiliary unless they were separated for cause. The decision for re-enrollment is subject to DIRAUX approval.

2. If the member is re-enrolled they may request to have their qualifications reinstated. DIRAUX will make final determination on a case-by-case basis.

3. The 'New member' exam is not required for previous Auxiliary members.

C. DIS-ENROLLMENTS

FORMS REQUIRED:
- Change of Membership Status Form (ANSC 7035)
- Identification Card

ROUTING:
- Member to Flotilla Commander (if at member's request)
- Flotilla Commander to DIRAUX

1. <u>MEMBER'S REQUEST</u>. Form 7035 must be signed by the member, or a letter or email from the member requesting disenrollment should be attached. Should a member request disenrollment from the Auxiliary, the Change in membership Status Form (ANSC 7035) is completed and the membership ID card is attached. The form must be signed by the Flotilla Commander; the 7035 needs to go from the FC to the DSO-HR and then to the DIRAUX.

2. <u>DEATH</u>. In the event of the death of a member, the Flotilla Commander will notify the Chain of Leadership and Management immediately. The Flotilla Commander is also required to notify DIRAUX directly in writing, via email or by submitting the Change of

Membership Status form (ANSC 7035). See Chapter 1F for more information regarding death of a member.

3. <u>NON-PAYMENT OF DUES</u>. If upon proper notification to a member of not meeting their financial obligation, the Flotilla Commander may recommend dis-enrollment by submitting the Change of Membership Status form (ANSC 7035). Documentation of notification of non-payment of dues must be enclosed. A copy of the notice that was sent to member's last known place of residence is proof of notification, as is an electronic return receipt e-mail notification of non payment of dues.

4. <u>ADMINISTRATIVE DIS-ENROLLMENT FOR CAUSE</u>. Dis-enrollment for cause is a very serious action towards an individual and requires strict adherence to the procedures set forth in reference (a), chapter 3, sections H.7 and H.8. No member of the Auxiliary may dis-enroll another member for cause. An Elected Officer should contact the Division Commander for guidance on recommending any administrative action requiring dis-enrollment before any action is taken. The DSO-LP should be consulted to provide guidance.

D. <u>MEMBERSHIP STATUS</u>

Initially Qualified – IQ
Upon receipt of a favorable determination from SECCEN, a member is transferred from AP to IQ. IQ status designates a member who has met the initial requirements for membership, but has yet to complete the boating safety course requirements.

Basically Qualified – BQ
Upon receipt of a favorable determination from SECCEN, a member is transferred from AP to BQ if the boating safety course requirements have previously been met.

Note 1) It is the responsibility of the member to forward, via the FC, a copy of the boating course completion certificate to DIRAUX. A state boating safety certificate does not meet the boating safety course requirements as specified in ref (a) Chapter 8.

Note 2) When a member successfully challenges a PE exam, the FC needs to write a memo to the Director indicating when the exam was administered, and by whom. The answer sheet shall be attached to the memo with the FC's signature, along with that of the member taking the exam affixed to it. The memo shall also specifically request that the member's status be changed from IQ to BQ.

AUXOP – AX

1. In consistence with all qualification and certification requests as defined in Section D-MEMBERSHIP STATUS, nothing is automatic and nothing happens unless the member's unit elected officer submits a request for an AUXOP change. That calls on the elected officer to Confirm that all prerequisites are in fact entered in AUXDATA as shown in the member's

training record prior to requesting a designation change.   Recognize that the District Qualifications Team (DQT) does not: a) input any exams taken on-line at the National Testing Center (NTC); b) any Specialty exams; c) any National "C" school courses; d) any Leadership Courses. Input requirements rest with other personnel and no action can be taken by the DQT to record these actions. Again, FCs should confirm everything checked on attachment (1) is in the member's training record before submitting the request for action.

2. As mentioned above, implementation process is rapidly evolving and specific clarifications have been made to initial information. For better understanding, below is provided the following clarification and guidance to attachment (APPENDIX H):

1) Must be a BQ member.

2) All Course validations are based on recording in the member's Individual Training Record (ITR) within AUXDATA.

3) Member's elected officer must endorse the AUXOP request and confirm entries of all courses of credit are in the member's ITR.

4) ICS 300 & ICS400 completed prior to January 1, 2011 and issued by NIMS compliant agencies other than the Coast Guard are acceptable for AUXOP.

5) After January 1, 2011, only NIMS compliant Coast Guard versions of ICS300 & ICS400 taught by National Strike Force certified Coast Guard instructors will be recorded in AUXDATA.

6) All other credit value ICS courses must be the NIMS compliant Coast Guard versions taught by National Strike Force certified Coast Guard instructors. Courses offered by outside agencies are not acceptable for AUXOP.

7) Each CG-ICS course listed carries a value of 1 ELECTIVE credit.

8) Each PQS completed carries a value of 1 ELECTIVE credit.

9) Specific PQSs are defined on CG Homeport web site: RESL3, SITL3, DMOB3, FSC3, OSC3, and PSC3.

10) Navigation Specialty Course AUXNAV consists of both Part A and Part B.

11) No partial or ½ credit options. (ICS300 & ICS400, AUXNAV A&B)

12) AUXSAR with a completion date of 11/30/08 or earlier refers to the

course prior to AUXSCE unless noted as AUXSCE in AUXDATA remarks column or AUXSCE completion certificate is provided.

13) There is no separate task capture for AUXSCE. Therefore, both the new AUXSCE and old AUXSAR are recorded in AUXDATA as AUXSAR.

14) Elective Credit will not be given for both the old AUXSAR and the new AUXSCE.

15) AUXSCE Course does not include the Train-the-Trainer (TTT) certification.

16) The active duty SC&E Course does not count towards AUXOP credit or as the new or old AUXSAR.

17) Introduction to Marine Safety refers to the new IMSEP course (course examination date of October 6, 2010 of later).

18) For IMSEP completed earlier than October 6, 2010, must include successful completion of Initial Introduction to Marine Safety (IIMS).

Once a request is received, DQT will confirm the details on the completed attachment (1) form and process the request. If all provided information is complete, accurate and meets standard, DQT will process the request in AUXDATA within a week.

Once the AUXDATA actions are complete, DQT will inform the requesting elected officer actions and forward hard copy of the AUXOP request form (APPENDIX H) to the Director's office weekly for office processing. At this point, the member is listed as AUXOP inside of AUXDATA.

Once the hard copy form is received by the office, it will require several weeks for internal certificate preparation and signatures. The completed certificate will be processed through normal distribution channels to the member's elected officer. In addition, the record of the completed actions will be listed in Director's Monthly report.

If the request form is not complete, the elected officer will be notified via email of the DQT's findings and the conditions that prevent the DQT from proceeding. Consistent with all other DQT actions, there is no pending file. This rejection closes out DQT's action and once the member corrects the deficiency, the elected officer must submit a new AUXOP request form.

Retired Membership

FORMS REQUIRED:
- Change of Membership Status Form (ANSC 7035)
- Identification Card

ROUTING:
- Member to Flotilla Commander
- Flotilla Commander to DIRAUX

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1. A member with 15 years or more of service in the Auxiliary may elect to apply for Retired Status. The Change of Membership Status form (ANSC 7035) is completed and forwarded via the Flotilla Commander; DSO-HR and then to the Director. A member who elects Retired Status cannot vote, hold office, utilize government exchanges, receive CG orders, be assigned to duty, and participate in Auxiliary programs other than social functions.

2. Under rare, extraordinary, and special circumstances, the Director may waive this requirement. The request must be approved via the Chain of Leadership and Management to the Director. The determination for eligibility for retirement will rest solely with the Director.

E. <u>TRANSFERS</u>

Within First Southern Region

FORMS REQUIRED:
- Member Transfer Request Form (ANSC 7056)
- Change of Member Information Form (ANSC 7028), if applicable

DO NOT COLLECT ID CARD, IT IS NO LONGER REQUIRED FOR TRANSFERS

ROUTING:
- Member to current Flotilla Commander, to DIRAUX

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1. A member may request transfer to any Flotilla within the First Southern Region using the Member Transfer Request form (ANSC 7056).

2. Member submits the Member Transfer Request form (ANSC 7056) to the current Flotilla Commander and the Change of Member Information Form (ANSC 7028) if applicable.

3. The current FC must endorse the form, either recommending or not recommending the transfer. Unpaid financial obligations, ongoing administrative actions and unaccounted property are the only valid reasons for a negative recommendation. Current FC then forwards the form to DIRAUX.

4. The transfer is effective when approved by DIRAUX. DIRAUX notifies the new Flotilla Commander.

Outside First Southern Region

> **FORMS REQUIRED:**
> - Member Transfer Request (ANSC 7056)
> - Change of Member Information Report (ANSC 7028)
>
> ***DO NOT COLLECT ID CARD, IT IS NO LONGER REQUIRED FOR TRANSFERS***
>
> **ROUTING:**
> - Member to Current Flotilla Commander to DIRAUX

1. Members desiring to transfer to a Flotilla outside First Southern Region must submit the Member Transfer Request form (ANSC 7056) and the Change of Member Information form (ANSC 7028) through their Flotilla Commander. Unpaid financial obligations, ongoing administrative actions and unaccounted property are the only valid reasons for a negative recommendation.

F. <u>DEATH OF A MEMBER</u>

1. <u>NOTIFICATION PROCEDURES</u>. The notification of the passing of a member is to the Flotilla Commander and FSO-PS/SO-PS officer. The Flotilla Commander will, in turn, directly notify the Director's office and copy the Chain of Leadership.

2. <u>ADMINISTRATION</u>. Following the passing of a member certain administrative tasks must be accomplished.

   a. Member should be deleted from AUXDATA. This is accomplished by notifying the Director's Office in writing.

   b. The Flotilla Commander should ensure collection of ID card and any government property after a respectful interval (recommend 30 days). Return ID card and any gear issued by the Director's office back to DIRAUX.

   c. If a member recently completed any qualifications / or courses, DIRAUX will hold certificates that would normally have been sent for presentation to the member. The FC should contact the Director's Office if the family would like to receive these certificates.

3. Refer to the Auxiliary Manual, Chapter 12 for information regarding funeral services

CHAPTER 2 – FACILITIES

References: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
               (b) Auxiliary Vessel Examiners Manual, COMDTINST M16796.2 (series)

A. VESSEL FACILITIES

FORMS REQUIRED:
- Vessel Facility Inspection and Offer of Use form (ANSC 7003)
- Non-Owner Authorization – D1SR Form (when owner is not Coxswain qualified)
- Corporate Resolution – required if facility is corporate owned
- Letter of Assent and Authorization – required if one or more owners are non-members
- Copy of Registration or Documentation for Vessel (Initial Paperwork Only)

ROUTING:
- Member to FC to DIRAUX
- DIRAUX issues copies of accepted ANSC 7003 as follows: Appropriate order issuing authority, and member
- Original ANSC 7003 is filed in member record

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1. Only currently certified Vessel Examiners shall complete all inspections.

2. Annual facility inspections, once accepted by DIRAUX, are valid for twelve months from the date of inspection. Facilities may be inspected at any time of the year.

3. A vessel becomes a facility when accepted by DIRAUX. Vessels not accepted are not eligible for patrol orders. DIRAUX will make the AUXDATA entry after vessel is accepted. This will be reflected in the Patrol Order Management System (POMS) within 24 hours after AUXDATA entry.

4. Vessels used for commercial towing, salvage, or marine police work will not be accepted as a facility.

5. DIRAUX shall be notified when any facility is sold, or otherwise disposed of. Any Operational Facility decals shall also be removed.

6. All facility owners must be at a minimum Basically Qualified (BQ).

7. Total value listed on the offer for use should reflect current value of the facility and not replacement value.

B. <u>RADIO FACILITIES</u>

References: (a) CG Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
            (b) D1SR CM Manual – 11-04

FORMS REQUIRED:
- Radio Facility Inspection And Offer For Use form (ANSC-7004)
- Communications Inspection Cover Sheet – D1SR Form 1SR-6 (11-04) 2 copies

ROUTING:
- Member to SO-CM
- SO-CM (assigns call sign, retains one copy of D1SR-6) to ADSO-CM-ADM
- ADSO-CM-ADM to DIRAUX
- DIRAUX issues copies of accepted ANSC-7004 as follows: ADSO-CM-ADM, appropriate order issuing authority and member
- Original ANSC-7004 is filed in member record

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1. The member offering the radio facility for use must be AUXCOM (prior to 1 August 2008), or TCO-PQS qualified.

2. The ADSO-CM-ADM will review for completeness, add facility ID and forward the forms to DIRAUX for acceptance and AUXDATA entry.

3. Inspection of radio facilities shall be performed by a CM staff officer who has completed the AUXCOM OSC (completed prior to 1 August 2008) or TCO PQS. Radio facility inspections are valid for 3 years from date of inspection.

4. All facility owners must be at a minimum Basically Qualified (BQ).

5. Any Radio Facility decal must be removed if vehicle is sold or disposed of.

C. <u>AIRCRAFT FACILITIES</u>

References: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

> **FORMS REQUIRED:**
> - Aircraft Facility Inspection and Offer For Use Form ANSC-7005
> - Non-Owner Authorization – D1SR Form (when owner is not a certified pilot)
> - Corporate Resolution – required for facilities that are corporate owned
> - Letter of Assent and Authorization – required if one or more owners are non-members
> - Copy of FAA Registration for Aircraft.
> - Complete model number of engine must shown on ANSC-7005
>
> **ROUTING:**
> - Form completed by member and a District Flight Examiner
> - District Flight Examiner to DSO-AV
> - DSO-AV to DQO Team Member (see appendix E) to DIRAUX
> - DIRAUX issues copies of accepted ANSC-7005 as follows: DSO-AV, ADSO-AVQ, ASCC and member
> - Original ANSC-7005 is filed in the member record

1. A currently certified Facility Inspector must complete all inspections. Facility inspectors shall ensure all aircraft facilities are in compliance w/ COMDT message dated 042014Z Oct 06, Auxiliary Aviation updates regarding TBO limits. During annual facility inspections, inspectors will verify that all air facilities comply with manufacturer TBO limits, both calendar and hours of operation, and for all power plant and critical systems.

2. Facility Inspectors will be recommended by the DSO-AV, by 15 January each calendar year and designated in writing by the Director annually.

3. Annual facility inspections, once accepted by DIRAUX, are valid for twelve months from the last date of inspection. Facilities may be inspected at any time of the year.

4. An aircraft becomes a facility when accepted by DIRAUX. Aircraft not accepted are not eligible for patrol orders. DIRAUX will make the AUXDATA entry after an aircraft is accepted. This will be reflected in the Patrol Order Management System (POMS) within 24 hours after entry in AUXDATA.

5. DIRAUX shall be notified of any aircraft facility that is sold or otherwise disposed of. Any Operational Facility decals shall also be removed.

6. All facility owners must be at a minimum Basically Qualified (BQ).

7. Total value listed on the offer for use should reflect current value of the facility and not replacement value.

D. **PERSONAL WATERCRAFT (PWC)**

References: (a) CG Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
            (b) D1SR Auxiliary PWC Operations Manual

FORMS REQUIRED:
- PWC Facility Inspection and Offer-for-Use Form (ANSC 7008)
- Non-Owner Authorization – D1SR Form – (when owner is not PWO certified)
- Copy of State Registration

ROUTING:
- Member to FC to DIRAUX
- DIRAUX issues copies of accepted ANSC 7008 as follows: appropriate order issuing authority and member
- Original ANSC 7008 is filed in member's file

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1. A currently certified Vessel Examiner must complete all inspections.

2. Annual Personal Watercraft inspections, once accepted by DIRAUX, are valid for twelve months from the date of the last inspection. A PWC can be inspected at any time of the year.

4. A Personal Watercraft becomes a facility when accepted by DIRAUX. A PWC not accepted is not eligible for patrol orders. DIRAUX will make the AUXDATA entry after the PWC is accepted. This will be reflected in the Patrol Order Management System (POMS) within 24 hours after AUXDATA entry.

5. All facility owners must be at a minimum Basically Qualified (BQ).

6. Total value listed on the offer for use should reflect current value of the facility and not replacement value.

CHAPTER 3 – QUALIFICATIONS

DISTRICT QUALIFICATIONS TEAM

DISTRICT QUALIFICATION OFFICER (DQO):
  William R. Tooker, PVCO, 310 Starr Blvd., Calverton, NY 11933 **dsoop1sr@juno.com**

Boat Crew/PWO/Aviation:
  William R. Tooker, 310 Starr Blvd., Calverton, NY 11933 **dsoop1SR@juno.com**

Radio Facility, Radio Watchstander and TCO:
  Alan Reff, 108 Weeks Road, East Williston, NY 11596-1426 **ADSOCM@gmail.com**

Vessel Examiner, CFV, UPV, AUXOP:
  William Russell, 5 Hofer Ct., Metuchen, NJ 08840-1017 **wruss3@optonline.net**

Instructor:
  Kenneth Gorman, 21 Gracewood Dr., Manhasset, NY 11030-3931 **kgorman@optonline.net**

Marine Dealer Visitor (PV), AUXCHEF, PAFFAIRS:
  Lillian Haines, 39 Reynolds Dr., Wallingford, CT 06492-3933 **nordorf@comcast.net**

Aid Verifier, AUXSCE:
  Paulette Nedrow, 35 Forest Rd., Cedar Grove, NJ 07009-2205 **plned1@aol.com**

ICS:
  Donna Cole, 14 Witherspoon Rd., Verona, NJ 07044-2911
donnamcole.uscgaux@verizon.net

IQ to BQ:
  Karen Wagner, USCG Director of Auxiliary D1SR, Battery Park Bldg.

A. VESSEL EXAMINER QUALIFICATION

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
              (b) Auxiliary Vessel Examiner Manual, COMDTINST M16796.2 (series)
              (c) Vessel Safety Check Manual, COMDTINST M16796.8

> **FORMS REQUIRED:**
> - NTC notice of passing grade achieved for online VE exam, or a copy of the graded VE answer sheet
>
> **ROUTING:**
> - Member to FC to DQO Team Member (see appendix E) to DIRAUX

1. INITIAL QUALIFICATION
   - Member passes open book online exam or paper exam with a score of 90% or better
   - Perform five VSCs on recreational vessels under the supervision of a certified VE
   - The Trainee activity must be entered into AUXDATA
   - FC notifies the DQO Team member that the member has completed all requirements and requests certification as a VE
   - Member must be in BQ status prior to certification as a VE or if in AP status successfully completes a Boating Safety course per CH 8 of AUXMAN.

2. ANNUAL CURRENCY MAINTENANCE
   - Vessel Examiners must complete at least five VSCs, and/or facility inspections each calendar year to retain certification
   - Attend an annual VE/RBSPV workshop, when required by National, prior to the deadline date.

3. RECERTIFICATION
   - Failure to perform the annual currency requirements will result in lapsed certification status (REYR)
   - Member performs two VSCs as a Trainee under the supervision of a certified VE
   - The Trainee VSCs must be recorded in AUXDATA
   - The VE/RBSPV workshop, if required, must be recorded in AUXDATA
   - FC must submit request to the DQO Team member for recertification of the member *Recertification is not automatic*
   - Once recertified, the VE is required to perform the annual currency maintenance VSCs prior to the end of the calendar year

Note: Failure to perform the annual currency procedures for <u>five (5) consecutive</u> years will result in loss of qualification. The member will then be required to meet the initial qualification criteria in order to regain qualification.

B. <u>INSTRUCTOR QUALIFICATION</u>

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
           (b) Auxiliary Instructor Development Course

> **FORMS REQUIRED:**
> - Appendix B of the Instructor Development Course PQS (page 6)
> - NTC notice of passing grade achieved for online IDC exam, or a copy of the graded IDC answer sheet.
>
> **ROUTING:**
> - FC to DQO Team Member (see appendix E) to DIRAUX

1. INITIAL QUALIFICATION
   - Member passes open book online exam or paper exam with a score of 90% or better
   - Teaches a minimum of two classes under the supervision of a certified IT
   - The Trainee activity must be entered into AUXDATA
   - FC notifies the DQO Team member that the member has completed all requirements and requests certification as an IT
   - Member must be in BQ status prior to certification as an IT; or if AP, members who qualify as Instructors may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AUXOP status or an active duty supervisor while doing so.
   - The Director may waive the requirements for IT if the member meets certain criteria as specified in Chap 8 of Ref (a),

2. ANNUAL CURRENCY MAINTENANCE
   - Instructors must perform at least 2 hours as Lead, or 4 hours as aide, each calendar year to retain IT certification
   - Must attend an annual IT workshop, when required by National, prior to the deadline date

3. RECERTIFICATION
   - Failure to perform a workshop requirement will result in lapsed certification status (REWK)
   - Failure to perform the annual currency requirements will result in lapsed certification status (REYR)
   - Member performs two hours as a Trainee under the supervision of a certified IT
   - The Trainee IT hours must be recorded in AUXDATA
   - The IT workshop, if required, must be recorded in AUXDATA
   - FC must submit request to the DQO Team member for recertification of the member *Recertification is not automatic*
   - Once recertified, the IT is then required to perform the minimum hours required for currency maintenance prior to end of the calendar year

Note: Failure to perform the annual currency procedures for <u>five (5) consecutive</u> years will result in loss of qualification. The member will then be required to meet the initial qualification criteria in order to regain qualification.

C. RECREATIONAL BOATING SAFETY PROGRAM VISITOR QUALIFICATION

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
            (b) Auxiliary Recreation Boating Safety Program Visitor (RBSPV) Manual. COMDTINST M16796.3 (series)

FORMS REQUIRED:
- NTC notice of passing grade achieved for online RBSPV exam, or a copy of the graded RBSPV answer sheet

ROUTING:
- FC to DQO Team Member (see appendix E) to DIRAUX

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1. INITIAL QUALIFICATION
   - Member passes open book online exam or paper exam with a score of 90% or better
   - Member performs two practice visits under the supervision of a certified RBSPV
   - The Trainee activity must be entered into AUXDATA
   - FC notifies the DQO Team member that the member has completed all requirements and requests certification as a RBSPV
   - Member must be in BQ status prior to certification as a RBSPV or if AP may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist, in IQ, BQ, or AUXOP status or an active duty supervisor while doing so

2. ANNUAL CURRENCY MAINTENANCE
   - RBS Program Visitors must complete at least four RBS visits each calendar year to retain certification
   - Attend an annual VE/PV workshop, when required by National, prior to the deadline date

3. RECERTIFICATION
   - Failure to perform a workshop requirement will result in lapsed certification status (REWK)
   - Failure to perform the annual currency requirements will result in lapsed certification status (REYR)
   - Member performs two RBS visits as a Trainee under the supervision of a certified RBSPV
   - The Trainee visits must be recorded in AUXDATA
   - The VE/RBSPV workshop, if required, must be recorded in AUXDATA
   - FC must submit request to the DQO Team member for recertification of the member *Recertification is not automatic*
   - **Once recertified**, the RBSPV is required to perform the annual currency maintenance visits prior to the end of the calendar year

Note: Failure to perform the annual currency procedures for <u>five (5) consecutive</u> years will result in loss of qualification. The member will then be required to meet the initial qualification criteria in order to regain qualification.

D. <u>BOAT CREW QUALIFICATION PROGRAM</u>

References: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
(b) Auxiliary Boat Crew Qualification Guide, Volume I: Crewmember, COMDTINST M16794.52 (series)
(c) Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53 (series)
(d) Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 (series)
(e) Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
(f) Auxiliary Operation Policy Manual, COMDINT M16798.3 (series)

FORMS REQUIRED:

Initial Qualification:
- QE Request Form
- Crew / Coxswain / PWO Checklist – Initial Qualification

Third Year Certification:
- QE Request Form

ROUTING:
- Member to FSO/SO-MT to AQEC

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1. **<u>General:</u>**

   a) Before serving as part of a minimum boat crew required on board an Operational Facility, an Auxiliarist must be Crew qualified. Certification must be current.

   b) In order to receive Official Patrol Orders, either Coxswain or Personal Water Craft Operator, the member must be certified.

   c) Initial Boat Crew, Coxswain and Personal Water Craft Operator qualifications must be signed off by a QE. After initial qualification, every third year these qualifications are renewed by a QE with an underway check ride.

   d) Third year currency maintenance check ride paperwork must be forwarded to the DQO Team member within 30 days of completion of activity.

   e) Meeting currency maintenance requirements, including third year check rides, is the sole responsibility of the qualified member.

f) The CREW / COXSWAIN / PWO CHECKLIST – INITIAL QUALIFICATION can be found on the Director's website. http://diraux.cgaux1sr.org/. DIRAUX Instructions> Boat Forces> New checklist for Crew/Coxswain/PWO.

2. Requesting a QE: Initial Qualifications require significant documentation verification prior to a QE being assigned. When a candidate is ready for a QE shore side oral/underway check ride their completed package will be submitted via the MT Officer for an administrative review by the AQEC. Upon successful completion of the administrative review the AQEC will schedule the check ride.

3. **Required Documentation:**

   All items required by the CREW / COXSWAIN / PWO CHECKLIST – INITIAL QUALIFICATION (Enclosure 1 of this Chapter)

   A. **Crewmember:** Auxiliary Boat Crew Qualification Guide, Volume I

   A minimum of 3 underway missions totaling 16 hours of underway time with a mentor must be met before requesting a check ride. This is a D1SR specific requirement approved by HQ.

   B. **Coxswain:** Auxiliary Boat Crew Qualification Guide, Volume II

   Member has to show documentation of 28 hours as a certified crewmember under orders verifiable in AUXDATA training status report.

   C. **Personal Watercraft Operator:** Auxiliary Boat Crew Qualification Guide, Volume III

4. **Navigation Rules:**

   a) NAVRULES 70 series exams can be taken online with an authorized proctor, or a paper exam administered by a QE.

   b) The CG Institute NAVRULES Correspondence Course, CG Deck Watch Officer NAVRULES course and the CG Deck Watch Officer Exam are the only other exams acceptable as completion of task COX-04-01-AUX. They must be completed within the preceding 24 months.

5. **Currency Maintenance Requirements:**

   a) Member must meet the annual requirement of 12 underway hours. The sum of the hours can be as Crew or Coxswain.
   b) Must attend a 1 hr TCT refresher workshop annually.

c) Must maintain TCT and Navigation Rule currency every five years.
d) Successful completion of a Currency Maintenance Check Ride every third year conducted by a D1SR Qualification Examiner, as per Enclosures (1), (2) or (3), of reference (a). NOTE: Check rides performed outside of D1SR with QEs from other districts/region are not acceptable.

E. **AVIATION QUALIFICATIONS**

References: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(b) Auxiliary Aviation Training Text, COMDTINST M16798.5 (series)

FORMS REQUIRED:
- Pilot/Air Crew Qualification Form, ANSC 7015

ROUTING:
- Member to Flight Examiner
- ADSO-AVQ to DSO-NS to DQO TEAM (see appendix E) to DIRAUX

---

1. GENERAL Auxiliarists may qualify as Pilots, Aircrew or Observers, based on requirements contained in reference (a) and relevant Auxiliary aviation manuals. Checking and qualifying aviators is the responsibility of the AVQ, reporting through the District Aviation Board (DSO-AV) to the DQO and the Director of Auxiliary. Flight Examiners, appointed by the Director in writing on an annual basis, train and qualify aviation personnel in the program

a) All new members to the aviation program regardless of previous experience, civil or military, must progress through the program, step by step, starting as an observer trainee and follow the progressive steps outlined in the Aviation manual. There will be NO automatic jumps in status without completing the prerequisites for each step toward Aircraft Commander. Observer candidates must have a minimum of 12 missions. Co-Pilot candidates must have a minimum of one year of experience and fifteen missions as qualified Air Observer before consideration of advancement. First Pilot candidates must have 15 missions as Co-Pilot before consideration of advancement. Aircraft Commander Candidates must have minimum 15 missions as First Pilot before consideration of advancement.

b) Upon completing all subjects and tests for status of Aircraft Commander, each candidate must then sit before a board selected by the DSO-AV to demonstrate his/her qualifications for designation as Aircraft Commander.

c) D1SR Policy: New members will be teamed with a mentor to review and complete observer/pilot requirements per M16798.5B. The maximum number of years as a trainee for each qualification level will be two years. After two years, the candidate will be

removed from the program. Waivers to this policy will be considered on a case-by-case basis by DIRAUX.

    d) Route Certification is required for all routes in this region. Annual currency is required to maintain route currency status.

    e) An aero medical safety evaluation and signoff of any rated Pilot, Observer, or Trainee by a FAA certified Aviation Medical Examiner (AME) is required for return to flight status after any medical incident. Such evaluation will be forwarded to ADSO-AV Flight Surgeon (AME) for review.

    f) Auxiliary members who are current rated pilots are required to report any prior aviation accidents and incidents (i.e., those reported to the FAA) for review prior to being placed on flight status for missions. Additionally, it will be the responsibility of the pilot to advise the DFSO of any reportable accidents or incidents (whether these occurred while under orders or not under orders).

2. AIRCREW REQUIREMENTS All pilots, aircrew and observers must meet the applicable requirements of Ref (a) for initial certification and annual currency maintenance. Auxiliarists must have a Direct Operational status in order to participate in flight missions. Upon successful completion of an Operational Support PSI members may submit a Direct Operational application. An interim waiver may be granted by DIRAUX to allow for participation in flight missions while the Direct Operational PSI is processed by SECCEN.

- FC must submit request to the DQO Team member for recertification of the member. ***Recertification is not automatic***

3. INITIAL QUALIFICATION No certified flight examiner will give an initial flight test to a member of his/her own flotilla.

F. **QUALIFICATION EXAMINER PROGRAM (QE)**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
             (b) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51A (series)
             (c) Auxiliary Qualification Examiners (QE) Program Manual, D1SRINST 16790.2

FORMS REQUIRED:
- Qualification Examiner Application Form
- Qualification Examiner In Training Check Off Sheet

ROUTING:
- Member to the Area QEC to District Chief QEC to DCO to Boat Crew Advisory Board to DIRAUX.

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1. <u>GENERAL</u> The Qualification Examiner's (QE) primary task is to ensure all boat crewmembers are initially qualified, and through the re-certification process, remain proficient in their skills. To enforce the standards, boat crew QEs must be expert coxswains; and personal watercraft QEs must be expert PWC operators with impeccable integrity.

2. <u>BOAT CREW (BC) QE</u> To become a boat crew (BC) qualification examiner, the candidate must meet the following requirements:

    - Must be a currently certified Auxiliary coxswain for at least one year.
    - Must be a currently certified Auxiliary instructor for at least one year.
    - Must have completed the 8 hour Team Coordination Training (TCT) workshop in the last 2 years.
    - Completion of specialty courses with a goal toward obtaining AUXOP is strongly encouraged.

3. <u>PERSONAL WATERCRAFT OPERATOR (PWO) QE</u> To become a personal watercraft operator (PWO) qualification examiner, the candidate must meet the following requirements:
    - Must be a certified PWO for at least one year
    - Must meet all other requirements for becoming a QE

4. <u>AREA QE COORDINATOR</u> The Area QEC is appointed by the Chief QEC for a two year term to act as their direct representative for an assigned geographical region. Appointment/reappointment is subject to approval by DIRAUX.
5. <u>CHIEF QE COORDINATOR</u>. The Chief QEC is appointed per Ref B by DIRAUX.

CREW / COXSWAIN / PWO CHECKLIST - INITIAL QUALIFICATION

SECTION A - Required with Request for QE

Required Items

AUXDATA ENTRY REQUIRED- verified by Individual Member Training Record Report

- ☐ TCT (8 HR) completed within 48 months (Crew / Coxswain / PWO)
- ☐ TCT Refresher (1 HR) completed in current calendar year (Crew / Coxswain / PWO)
- ☐ ICS 100 (Crew / Coxswain / PWO)
- ☐ ICS 700 (Crew / Coxswain / PWO)
- ☐ ICS 200 (Coxswain / PWO)
- ☐ ICS 800 (Coxswain / PWO)
- ☐ ICS 210 or ICS 300 (Coxswain)
- ☐ Navigation Rules Series 70 Exam (Coxswain / PWO)
- ☐ Navigation Rules Series 95 exam <u>within 2 years</u> if Series 70 is more than 2 years old (Coxswain / PWO)

- ☐ 28 hours (minimum) underway, under orders within 24 months (Coxswain): <u>AUXDATA Individual Training Status report is required</u>
- ☐ 16 hours (minimum) underway, under orders within 24 months - <u>At least three separate missions on three separate dates</u> as shown on the 1SR-7 Form (Crew)
- ☐ Operations Policy Exam (Coxswain / PWO)
- ☐ BQ/AX Status verified in AUXDATA by IS Officer

SECTION B - Verified by Flotilla (Mentor, FSO-MT, and/or FC)

Only Qualification guides dated Jan 2007 will be accepted

- ☐ Candidate's Name and EMPID on All Pages

Appendix B Review

- ☐ Appendix B – Qualification Guide / Mentor Training Record

Crew	– Pages B1-B5
Coxswain	– Pages B1-B6
PWO	– Pages B1-B4

- ☐ MENTOR TRACKING FORM-Mentor(s)/QE names printed, signed, initialed, and dated
- ☐ All Tasks have been signed and dated by Mentor(s)/QE
- ☐ All Tasks performed within 24 months

Chapter 2 Review

- ☐ All Tasks have been signed and dated by Mentor(s)/QE
- ☐ All Tasks performed within 24 months

- -

SECTION C - QE Processing

- ☐ Appendix B - Verify & complete
- ☐ Chapter 2 - Verify & review task completion dates (within 24 months) and mentor signatures
- ☐ Qualification Guide Chapter 2 - Dockside Oral task pages (Crew / Coxswain / PWO)
- ☐ Qualification Guide Chapter 2 - Check-ride task pages (Crew / Coxswain / PWO)
- ☐ Appendix C (ref: M16794.51A) - Completed Transmittal Form
- ☐ Check Ride Survey (Crew/ Coxswain/ PWO) - must be completed for **all** check-rides

☐ **Completed Candidate Package Forwarded to AQEC.** Retain copies of forms before mailing to AQEC

NOTE: **Currency Maintenance requires <u>only</u> a signed Appendix F and CM task sheets, which are returned to the candidate at the completion of the check-ride**

Rev 2/22/09
 Previous editions are obsolete

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Date Rec'd _____

QE REQUEST FORM

May be sent via e-mail, USPS or fax

From: FC/FSO-MT or SO-MT: _____

Email: _____   Phone: _____

To: _____   AQEC _____

Candidate's Name _____   **Empid** _____   **Flotilla** _____
Use separate form for each member

I am requesting a QE for the following purpose:

INITIAL CERTIFICATION		CURRENCY MAINTENANCE	
Crew Checkride	☐	Three-year Crew	☐
Coxswain Checkride	☐	Three-year Coxswain	☐
PWO Checkride	☐	Three-year PWO	☐
Nav Rules 70 Exam	☐		

Request date: (Not sooner than 14 days) Date _____   Time _____

Alternate date: (Not sooner than 21 days) Date _____   Time _____

Location: _____

Facility 1:_____   Facility 2:_____
Facility Name & Facility Registration/Documentation #   Facility Name & Facility Registration/Documentation #

The candidate has been trained to the standards set forth in the appropriate publication(s) and is ready to perform the required tasks before a QE

Initial QUALIFICA

☐ I have inspected the candidate's Boat Crew Qualification Guide (Vol. 1, 2 or 3 as appropriate) and paperwork
☐ The *Record of Completed Tasks* -Appendix B is complete; a mentor has initialed/dated each appropriate task
☐ The candidate is BQ/AX status as verified in AUXDATA
• **All items shown on the Crew/Coxswain/PWO Checklist, Section A are attached**
  ☐ **The AUXDATA Individual Member Training Record Report is attached**
  ☐ **The AUXDATA Individual Training Status Report (Coxswain only) is attached**
  ☐ **The 1SR 7 Form (Crew Only) is attached**
  ☐ **The Operations Policy Exam (Coxswain /PWO) is attached**

3RD Year CM

Member must have completed and bring forms to Currency Maintenance Evaluation
• Appendix F - Third Year Currency Maintenance (COMDTINST M16794.51A) Signed by FSO/SO-IS
• Enclosure 1,2 or 3, as appropriate (COMDTINST M16794.51A)

_____   _____
Signed: FC/FSO-MT or SO-MT   Date

Date Replied:_____   QE Assigned: _____

QE Assigned: _____

Tel: _____   E-mail: _____

Tel: _____   E-mail: _____

CHAPTER 4 – TRAINING AND EDUCATION

A. SPECIALTY COURSES

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

FORMS REQUIRED:
- Auxiliary OSC Exam Request/Transmittal Form (ANSC 7026)

Or
- For online testing, member should contact the proctor for his Flotilla.

ROUTING:
- AUXOP designated Proctor, FSO-MT or FC to DIRAUX

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1. GENERAL There are six advanced level training courses. They are Seamanship, Navigation, Communications, Aux Search Coordination & Execution, Patrols, and Weather.

   a. There are no formal enrollment procedures for members interested in participating in these training courses. Most Flotillas offer these specialty courses through an experienced instructor (IT). Interested members should contact their Flotilla Commander or FSO-MT to find out where the specific training is being offered within their Flotilla and/or division.

   b. Instructor Guides and Student Workbooks pertaining to each particular course are available from ANSC through the FSO-MA or the FC.

2. PROCTORS The Director's office controls and distributes the written specialty course examinations. A Commissioned Officer, Petty Officer, CG civilian employee, or any Auxiliarist designated as an AUXOP, and approved as a proctor by the Director, may order and administer specialty course examinations. The preferred method of test administration is online.

3. PAPER EXAMS A request for a specialty course examination must be submitted to the Director's Officer by the DSO-MT, FSO-MT, DCDR, FC or designated Proctor. Requests may be mailed, faxed or emailed.

   a. Upon receipt of the Auxiliary OSC Exam Request/Transmittal Form CG-4887 (ANSC 7026), examination booklets, and answer sheets are mailed to the proctor for administration.

   b. Once the examination has taken place the entire package will be returned to DIRAUX for grading. A score of 75% or greater (80% or greater for AUXSCE) is needed to pass any specialty exam.

c. Personnel that are qualified and desire to instruct AUX SC&E must successfully complete The AUX SC&E train the trainer program.

d. Passing grades are entered into AUXDATA. An 'Examination Results' letter is sent to the member, along with an appropriate certificate. Only the exam results letter is sent when member does not successfully pass the course.

4. <u>ONLINE EXAMS</u> Members may also take the specialty course examination online @ http://ntc.cgaux.org. Administration of online exams shall be IAW the NTC users guide located on the NTC homepage. Members are encouraged to print a copy of the results of the online examination and completion certificate for their personal records.

B. <u>COAST GUARD INSTITUTE CORRESPONDENCE COURSES</u>

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

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FORMS REQUIRED:
- Form CGI-210-2

ROUTING:
- Member to FSO-MT/FC to DIRAUX

</div>

C. <u>AUXILIARY NATIONAL "C" SCHOOLS</u>

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

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FORMS REQUIRED:
- Short-Term Training Request, Form CG-5223/ANSC 7059

ROUTING:
- Member to FC to DIRAUX (OTO)

</div>

1. National Schools are offered through CG Training Facilities and at various locations nationwide. Members serving in the various mission categories may elect to expand their specialty knowledge by attending a Class "C" school. Members shall submit a Short-Term Training Request, CG-5223/ANSC 7059, through their FC. The FC will insure the form is completed correctly, provide endorsement, and then forward request on to DIRAUX (OTO).

2. Student quotas are limited. Auxiliarists are ineligible to attend if previously enrolled in the same course, or if they attended any "C" school within the past thirty-six months.

3. Members who are issued orders and do not attend the course may not be allowed to attend another "C" school for a period of up to 36 months. Penalties for course cancellation for unforeseen circumstances will be evaluated by DIRAUX on a case by case basis.

D. QUALIFYING WORKSHOPS

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

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FORMS REQUIRED:
- Workshop Mission and Attendance Report – Form ANSC 7039

ROUTING:
- Workshop Leader submits the ANSC 7039 to the FSO/SO-IS for entry into AUXDATA

</div>

1. <u>GENERAL</u> Nationally promulgated directives periodically require members to attend approved workshops in order to retain certification in certain program areas.

2. <u>TIME FRAME FOR WORKSHOPS</u> Workshops that are prescribed by National are to be held as directed, usually annually. Those members who do not attend the required workshop(s) face a lapse (REWK) in their specific certification(s). Once suspended, members will not be able to receive orders or receive credit for operational missions, vessel/facility examinations, instructor missions, or RBS visits.

3. <u>WORKSHOP LEADERS</u> The SO-OP, SO-MT, SO-PE, and SO-VE should present the required workshop(s) at the Division level. FSO-OP, FSO-MT, FSO-VE, and FSO-PE may present the workshop(s) at the Flotilla level. Although not required, workshop leaders *should* be IT qualified.

4. <u>WORKSHOP REPORTING</u> The instructor, upon completion, will submit a listing of all members who were in attendance, on Form ANSC 7039, to the FSO/SO-IS for entry into AUXDATA. If reports are not entered into AUXDATA by the date set by the Chief Director, the member's certifications will lapse. When a member completes a makeup workshop and the entry is made in AUXDATA the FC must notify the DQO and request the member be recertified. **Recertification is not automatic.**

E. <u>TEAM COORDINATION TRAINING (TCT)</u>

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
　　　　　　　(b) Team Coordination Training, COMDTINST 1541.1 (series)

1. Team Coordination Training (TCT) is required for all personnel in the Boat Crew Program. Those members who are seeking Boat Crew qualifications are required to attend TCT prior to performing the shore-side oral and u/w check-ride with a QE.

2. Any Auxiliary member may attend TCT Training. TCT is *required* every 5 years for all members in the boat crew program and every 2 years for QE's.

3. FC's or DCDR's should submit or email request to the OTO to schedule a TCT session.

4. A 1 hour annual refresher is required for all members in the Boat Crew program. On the year the member takes the 8 hour TCT training, the 1 hour refresher is not required.

CHAPTER 5 – FORMS AND REPORTS

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

A. ANNUAL REPORTS

FORMS REQUIRED:
- Annual Unit Officer Report Form, ANSC 7007
- Change of Officer Report Form, ANSC 7006
- Certification of Election, Form 1SR-1
- Unit Financial/Inventory Form, ANSC 7025

ROUTING:
- Annual Unit Officer Report: FC or DCDR to SO-IS
- Change of Officer Report: FC or DCDR to SO-IS
- Certification of Election: FC or DCDR to DCAPT to DIRAUX
- Unit Financial/Inventory Report: FC or DCDR to DCAPT to DIRAUX

1. ANNUAL UNIT OFFICER REPORT Form is submitted before the start of the year to record newly elected and appointed officers. Due date is December 20.

2. CHANGE OF OFFICER REPORT Used when changing officers during the year.

3. CERTIFICATION OF ELECTION Form is submitted by the certifying officer to report the results of an election to the Director. Due date is December 20.

4. UNIT FINANCIAL REPORT Form is filed annually to report the unit inventory and financial status. Due to DIRAUX office by 1 March. Units that fail to submit reports will be audited.

5. Forms can be found at **http://forms.cgaux.org/forms.html**

B. <u>RBS VISITOR/VESSEL EXAMINER REPORTS</u>

FORMS REQUIRED:
- Activity Report - RBS Visitation, ANSC 7046
- Manufacturer ID Code System/Mailing Label System, CG-5093
- Activity Report - Vessel Examination, ANSC-7038

ROUTING:
- RBS Visitation Activity Report, ANSC 7046 - Member to FSO/SO-IS
- Manufacturer ID Code System/Mailing Label System, CG-5093 - Member to DSO-PV
- Vessel Examiner Report, ANSC-7038 – Member to FSO/SO-IS
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1. <u>MARINE DEALER VISITATION</u> Form is used to report mission time and number of visits to marine dealers by certified RBS Visitors, or a member in training for RBSV. Only 1 trainee per visit may be shown on the form.

2. <u>ID CODE/MAILING LABEL SYSTEM</u> Used by the Coast Guard for mailings to Marine Dealers.

3. <u>VESSEL EXAMINATION ACTIVITY REPORT</u> Form is used to report vessel safety checks and facility inspections, along with mission hours. Only 1 trainee per visit may be shown on the form.

C. <u>PUBLIC EDUCATION COURSE SCHEDULE REPORTS</u>

FORMS REQUIRED:
- Notice of Intent to Teach, 1SR Form

ROUTING:
- FSO-PE to ADSO-PE
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1. <u>INTENT TO TEACH</u> Form is used to register a course on the 1SR website. Form is also sent to BOAT/US.

2. <u>REPORTING</u> Instructor must complete a mission report (Form 7030) for each PE class session conducted. Upon completion of the course the instructor must submit a 7030 form for end of course data entry. Form is routed to FSO/SO-IS. Records should be maintained at the Flotilla level for a minimum 36 months.

D. **MEMBER REPORTS**

FORMS REQUIRED:
- Mission Activity Report, ANSC-7030
- Member Activity Log, ANSC-7029
- Change of Member Information, ANSC-7028

ROUTING:
- Mission Activity Report, ANSC-7030 – Member to FSO/SO-IS
- Member Activity Log, ANSC-7029 – Member to FSO/SO-IS
- Change of Member Information, ANSC-7028 – Member to FSO/SO-IS

1. <u>MISSION ACTIVITY REPORT</u> Form is submitted by mission leader to report hours performed by all participants on mission activities.

2. <u>MEMBER ACTIVITY LOG</u> Used by the member to report preparatory, travel, and any other mission time not reportable on ANSC-7030.

3. <u>CHANGE OF MEMBER INFORMATION</u> Used by the member to report any change in member information - address, phone number etc.

E. **MONTHLY MEETING AND FINANCIAL REPORTS**

FORMS REQUIRED:
- Monthly Meeting Report

ROUTING:
- FC to DCDR

1. All Flotillas will file a monthly meeting report to the DCDR. The monthly report will contain financial reporting, including starting balances, income, expenditures, (summaries) and ending balances.

2. All Division Commanders will file a copy of the Monthly Division Report with the DCAPT for his/her review.

3. A copy of the year end (December) bank statements SHALL be attached to the annual Flotilla and Division Finance Reports, submitted no later than 1 March of each year.

CHAPTER 6 – ADMINISTRATION

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 1

A. ELECTIONS

1. GENERAL Eligibility **for positions is outlined in appendix (g) (D1SR Procedures Guide) and supersedes eligibility criteria in reference (a).** Nomination procedures for the positions are outlined in the USCG Auxiliary D1-SR Standing Rules. Guidelines on elections can be found in reference (a).

B. STANDING RULES

Introduction: As of 2012, after the adoption of Auxiliary Manual COMDTINST M 16790.1G, the National Board as implemented Standardized Standing Rules (SSR) for Districts, Divisions and Flotillas. Unlike earlier editions of the Standing Rules, which permitted extensive local options to be inserted within the Rules themselves, the SSR permits only minor exercise of local unit discretion. This exercise is limited to two areas: (i) within the Rules themselves the filling in of blank spaces and (ii) the attachment of an Appendix limited to matters permitted for local regulation. The text of the SSR CANNOT BE CHANGED except for the "fill in the banks" paragraphs.

The SSR cannot conflict with the Auxiliary Manual M 16790 .1 (series), currently referred to as "1G" (as provided in Article II of the various sets of SSR) Sources of the latest version of the SSR for a unit can be found on the National Auxiliary website, the First District, Southern Region website on the DSO-L/P web page or by contacting the DSO-L/P for a copy. **Three (3) copies** must be submitted by the unit for final approval. All units are required to adopt the SSR together with any Appendix the unit desires to implement.

Procedure: The following steps must be employed in the adoption of new Standardized Standing Rules:

Step 1: Obtain a copy of the Standardized Standing Division Rules (SSDR) or Standardized Standing Flotilla Rules (SSFR) from the National Auxiliary website found under the Chief Counsel's department page or from the web page of the DSO-L/P on the First District, Southern Region's web site. The DSO-L/P provides specific instructions for the completion of each of set of SSR. These instructions may change from time to time if there are changes to the SSR in later editions or practical experience requires an instruction to change. It is therefore important to always consult the DSO-L/P web page.

Step 2: Draft and add any Appendix to the SSR adopted by the unit and have the unit adopt them. The Appendix may be changed from time to time by the unit.

It is the policy of the First District, Southern Region, as set forth herein, to file a copy of your initial Appendix to your unit's SSR, or any future edition of same, in your unit's folder maintained by the District Director of Auxiliary. Your initial Appendix or any future revision of your unit's Appendix must be reviewed by the DSO-L/P to determine if it is conformity with the SSR, the current edition of the Auxiliary Manual and District policy. The purpose of this policy statement is to provide a source from which your unit's future leaders can obtain an official copy of your unit's SSR and Appendix.

Step 3: Have the unit leader and secretary date and sign the SSR and Appendix and submit them (i) in the case of a Flotilla for the approval of the Division Commander who in turn submits them to the DSO-L/P for approval of the SSR and review of the Appendix, the DSO-L/P then sends the units SSR on to the District Commodore who will sign them, submit the SSR to the Director for signing and filling in the Flotilla's records maintained by the Director; (ii) in the case of a Division, for approval by the DSO-L/P, who will send them on to the District Commodore for approval who in turn will submit the SSR to the Director for signature and filing in the Division's records; (iii) in the case of the District's Standardized Standing Rules, the DSO-L/P will have approved them, they are then signed by the District Commodore and Director of Auxiliary and submitted to the DC-L for his review and approval and then to be submitted to the NACO and National Director for signature before being filed in the office of the District Director.

Step 4. The person providing the final signature, except in respect to the District Standardized Standing Rules and Appendix, must file the unit's SSR and Appendix and return excess signed copies to the unit leader.

*** *Requesting a Liability Letter and an Example of a Liability Letter can be found on the D1 SR website under the LP link.*

C. <u>DUES</u>

1   <u>NATIONAL AND DISTRICT DUES</u> All IQ, BQ, and AUXOP members are required to pay dues to the National and District organizations. Divisions and Flotillas may have dues apart from those discussed here. These dues are billed by the appropriate finance staff officer. As the date of this publication the dues are:

   National Dues - $12.00
   District Dues - $9.00

2. <u>DUES PAYMENT SCHEDULE</u> Annual District and National dues for a given calendar year are billed to Divisions by the DSO-FN within 20 days of receipt of dues billing from the Comptroller of the National Board. The amount of each bill shall be determined by the number of active members on division rosters (broken out by Flotilla) as of the previous 31 December determined by the rosters in the AUXDATA, multiplied by the amount of District dues, plus whatever amount is set by the National Board as national dues. Dues for members not dis-enrolled prior to 31 December shall be the liability of the Flotilla regardless of the

reasons for failure of the Flotilla to collect dues from the members. Division dues are payable within 30 days after the District billing.

3. <u>DUES COLLECTIONS</u> Dues will be collected at the Flotilla level. The amount collected should satisfy the annual National, District, Division and Flotilla dues, if any. The amount of National and District dues will then be forwarded to the SO-FN for payment to the DSO-FN. The DCDR is responsible for meeting this obligation.

4. <u>DELINQUENT DUES</u> All National and District dues are payable upon receipt of the bill. Any Flotilla that has not paid its dues obligations in a timely manner will be considered delinquent and subject to possible disestablishment.

5. <u>DUES DISCREPANCIES</u>. Occasional disagreements occur between Flotilla Commanders and the DSO-FN concerning the amount of dues payable. If a disagreement occurs, the FC shall pay the amount billed by the DSO-FN and notify the DSO-FN of the suspected error (s). The DSO-FN will then investigate the reported discrepancies in order to determine their validity and initiate refunds if deemed necessary.

D. <u>UNIFORMS</u>

References: (a) Uniform Regulations, COMDTINST 1020.6 (series)
            (b) Auxiliary Manual, COMDTINST 16790.1 (series)

1. <u>AUTHORIZED UNIFORMS</u>
Guard Auxiliary uniforms shall be worn in accordance with the AUXILIARY MANUAL, COMDTINST M16790 (series). The Service Dress Blue and Tropical Blue Uniforms are year round prescribed uniforms. The Winter Dress Blue Uniform is authorized for wear in D1 Southern Region from 1 November to 31 March. The Tropical Blue and Undress Blue Uniforms are authorized for use year round. The Operational Commander will specify the "Uniform of the Day" for CG Auxiliary members under orders patrolling the unit's Area of Responsibility.
**** Uniforms to be worn at events such as Change of Watch and Award Dinners will be prescribed by the event organizing authority.

2. <u>UNIFORM INFORMATION</u> Information on the types, ribbons, insignia etc., and proper wearing of, and accessories pertaining to, can be found in ref (a), Chap 10. Additional guidance can also be found in the Coast Guard Uniform Manual and COMDTINST M1020.6 (series). Working Blue uniform is authorized until no longer serviceable. Serviceable means that the uniform must comply with uniform standards in terms of fitting appropriately, maintaining a neat appearance (not torn, worn or faded).

3. <u>PROCUREMENT</u> Many uniform items are obtainable through the District Store.   Members may also order uniforms by mail or telephone from the Uniform Distribution Center in Woodbine, NJ at 1-800-874-6841. Order forms are available from ANSC through the FSO-

MA. Uniforms may also be purchased thru commercial sources which can be found in the Uniform Procurement Guide, ANSC 7053.

E. <u>MAIL</u>

1. <u>GENERAL</u> Any Auxiliary member may request Government Stamps (special design) from their Material Staff Officer, or FC for authorized use. They may also request various size envelopes, labels, and letterhead stationery.

2. <u>AUTHORIZED OFFICIAL MAIL</u>

   a. Coast Guard and Auxiliary forms or applications

   b. Notices of Meetings

   c. AUXDATA reports

   d. Correspondence to DIRAUX or other Auxiliary officers

   e. Auxiliary text books

   f. Auxiliary unit publications

   g. Request for lodging and conference registration for official meetings

3. <u>UNOFFICIAL MAIL NOT AUTHORIZED FOR GOVERNMENT STAMPS</u>.

   a. Mail to other government officials or agencies, other than the CG, unless approved by DIRAUX

   b. Orders for, and shipment of, Auxiliary uniforms or insignia from any source

   c. Personal information between members, greeting cards, and invitations to social functions

   d. Auxiliary unit publications containing advertising

   e. Electioneering or campaign materials

   f. Personal use

4. <u>MARKING OF ENVELOPES</u> In the return address section of the envelope, or on a label, print your official title (e.g. FC, DCDR etc.), address, and below that the words "OFFICIAL BUSINESS". **Do not put your name in the return address area.**

F. <u>ADVERTISING</u>

1. As a unit of the Federal Government, the Auxiliary is prohibited from endorsing any product or service. However, an Auxiliary unit may carry or solicit advertising under the following conditions:

    a. Prior approval from the Director is obtained

    b. The publication is not mailed using Government Stamps

    c. If an advertisement or notification on behalf of an Auxiliary unit is fully or partially paid for by persons or concerns other than the Auxiliary unit, prior approval must be received from DIRAUX

G. **FUND RAISING & DONATIONS**

1. For policy and guidance refer to Reference (a), Chapter 5 and Appendix E.

H. <u>ALCOHOL</u>

1. Policy can be found in the Auxiliary Operations Policy Manual COMDTINST 16798.3 (series). Auxiliarists must conduct themselves in a manner worthy of the Auxiliary uniform and membership. At no time should there be any use of alcoholic beverages on an Auxiliary facility while under orders. This applies to any guests or passengers while on board the facility, as it relates to operations activity. The patrol ensign and sign boards shall be removed prior to consumption of alcoholic beverages on any facility.

2. As Auxiliarists are considered to be public servants and role models, boating under the influence of alcohol is discouraged.

3. Consumption of alcohol is not permitted under any circumstances at Auxiliary meetings in which minutes are taken.

I. <u>CANVASSING</u>

1. While in uniform, Auxiliarists are specifically prohibited from canvassing for an elected candidate, a candidate running for office, or entering into any form of electioneering.

2. The wearing of an Auxiliary uniform to any political rally or function is prohibited.

J. <u>AUXILIARY CHAIN OF LEADERSHIP AND MANAGEMENT</u>

1. At all times, the Auxiliary Chain of Leadership and Management will be observed when sending written correspondence, endorsements and verbal correspondence. Sending e-mail or faxing documents does not negate using proper communication procedures. Members are expected to send communications only to their unit leader. **Do not send to, copy or blind copy any members outside the Chain of Leadership. Doing so causes uncertainty as to who is the action addressee and undermines the structure of the organization.**

2. **Individual members are not authorized to call the Director's staff.** Division Commanders and Flotilla Commanders shall not direct their members to call the Director's Office. Only EXCOM, Division Commanders and Flotilla Commanders may call the Director or office staff.

K. <u>PERSONNEL RECORDS</u>

1. Auxiliary records held by the Coast Guard, including the AUXDATA database, come under the "Privacy Act" and "Freedom of Information Act". The Privacy Act of 1974 prohibits disclosure of personal information about an individual from Coast Guard records. A roster of names, addresses, and telephone numbers of Auxiliary members shall not be made available to any outside person or organization, or used for any non-Auxiliary purpose. All such rosters or any publication containing any of the above listed restricted data must contain a Privacy Act of 1974 statement.

2. Auxiliary unit records are public records, except those records that contain personal member information.

L. <u>PUBLICATIONS, ARTICLES AND NEWSLETTERS</u>

1. **ALL publications and articles must be approved by the DIRAUX <u>prior to</u> distribution. Per reference (a) the Director has delegated approval of publications to any of the following members: the Commodore, Chief of Staff, District Captains, DSO-PA and DSO-PB.** Items should be of an "official nature" or relate to Auxiliary affairs. Avoid personal articles that refer to family activities, member's vacation plans, etc. Copies of each issue must be provided to DIRAUX and to the DSO-PB. General guidelines for unit publications are as follows:

   a. Defamation of an individual <u>will not</u> be made or insinuated in any manner

   b. Copyright violations are prohibited

   c. Contradiction or criticism of official policy or regulations must not be made

   d. Publications and Newsletters containing commercial advertising may not be mailed using government stamps

M. "OVER THE BOW"

1. The First District Southern Region's publication is titled "Over The Bow". It provides information on Auxiliary programs along with stories of interesting activities occurring in the 1SR region. Publication is normally quarterly.

2. For submission of articles for publication or information, contact the District Staff Officer for Publications (DSO-PB).

N. PERSONAL CONDUCT

1. As a member of Team Coast Guard you are expected to uphold the CG core values of Honor, Respect and Devotion to duty at all times. Care must be taken when communicating via any means: written, verbal, electronic or social media, to ensure that when you represent yourself as an Auxiliarist you abide by the Coast Guard Core Values.

CHAPTER 7 – AUXDATA

> **FORMS REQUIRED:**
> A complete list of current forms can be found on the National Auxiliary web page at:
> http://www.cgaux.org/cgauxweb/home_frame_955a.htm
>
> **1SR FORMS:**
> A complete listing of current forms can be found on the 1SR Auxiliary web page at:
> http://diraux.cgaux1sr.org/forms/index.html and http://www.cgaux1sr.org/forms.htm
> **Reminder – no new forms are to be created w/o DIRAUX approval**
> **FORMS ROUTING:**
> * Individual member to FSO-IS. FSO-IS to SO-IS

A. GENERAL

1. Currency of certificates relies on accurate and timely recording of mission reports in AUXDATA. It is the responsibility of mission leader to report hours performed by all participants on mission activities. **If this is not accomplished a member risks a lapse in qualification during the end of year process run in AUXDATA**

2. All problems should be addressed to the SO-IS. Request for access to AUXDATA must go via the "IS" chain of communication to the DSO-IS.

3. All members are strongly urged to use AUXINFO reports (there is no password required to use AUXINFO) to ensure their mission activity has been recorded

4. Mission reports must be submitted no later than 31 Dec of the year the activity was performed.

5. The member is ultimately responsible for the maintenance of their qualification currency. This is verifiable in AUXDATA and thru the use of AUXINFO reports

6. When a member goes into REYR status recertification is not automatic. **FC ACTION IS REQUIRED.**

B. SO-IS DUTIES

1. Follow procedures when inputting AUXDATA related data.

2. Work with the FSO-IS to provide timely response to their AUXDATA questions and problems. Ensure that training sessions are conducted for IS personnel. Keep the FSO-IS advised of new policies and procedures.

3. Maintain liaison with the DSO-IS and pass information up and down the IS chain of communication.

4. Provide the Division Board and Staff with AUXDATA output reports (may be done electronically).

5. Maintain correspondence and records pertaining to the Division and input AUXDATA reporting forms into the system. Return forms or make file copies to the submitter for verification of entry. Upon relief of duty, the outgoing SO-IS must deliver these records to the incoming SO-IS.

C. FSO-IS DUTIES

1. Review AUXDATA reports to ensure that Flotilla input is being received and entered and to notify the SO-IS of errors. These printouts will be provided by the SO-IS. It is essential that the FSO-IS review and correct errors as failure to do so will result in loss of member and flotilla credits for activities. By far, most of these errors will be on the Member Activity Report Form and the Vessel Examination Report Form. In these cases, the FSO-IS can simply resubmit the AUXDATA report form writing "Re-submission" across the top. Minor corrections can be made to the original forms and then re-submitted as well. For major errors a new form should be completed.

2. Review the AUXDATA reporting forms for errors and correct types before submission to the SO-IS. The FSO-IS should stamp the form before sending. The FSO-IS is strongly encouraged to submit AUXDATA forms at the minimum of one per week and to maintain accounting of AUXDATA input and listings.

3. Provide training to flotilla members on use of AUXDATA/AUXINFO reports.

4. Conduct administrative workshops/training sessions to promote better understanding and usage of AUXDATA and AUXDATA reporting procedures.

5. Keep correspondence and records pertaining to their Flotilla. Upon relief of duty, the outgoing FSO-IS must deliver these records to the incoming FSO-IS.

6. FSO-IS who have completed the AUXDATA training conducted by District staff, or by attendance at an AUX-10 C School, may request data entry access their respective flotilla. This must be requested by the FC, endorsed by the SO-IS, and sent to the DSO-IS for access to AUXDATA.

CHAPTER 8 – PUBLIC EDUCATION

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 5

A. GENERAL POLICY AND PROCEDURES

1. Public education courses are authorized by the Auxiliary National Board or official State Courses. No departure from established lesson plans is permitted.

2. Only qualified Instructors (IT) may teach Auxiliary public education courses. Guests with special expertise are welcome to teach their specialty as long as a qualified IT is present. Auxiliarists who wish to become instructors must meet the requirements put forth in ref (a) Chap. 8

3. When required by the owner/manager of a building where classes are being held that insurance coverage is necessary, a self-insurer letter may be obtained from the Director's office. This letter explains federal liability coverage under the Federal Torts Claims Act.

4. Instructors are covered for liability and injury as put forth in the Auxiliary Manual, COMDTINST M16790.1 (series).

5. Auditing of a course may be permitted at no cost. However, no books are to be given free of charge. A Certificate of Completion is not to be presented to the auditor at the end of the course.

6. When custodial fees are charged the Auxiliary unit, the Auxiliary may charge the students that fee. Collections must be kept separate from fees collected for course materials. No cost facilities, i.e. government buildings, should be utilized if possible.

7. In addition to custodial and text fees, the Auxiliary unit may price course competitively with the local market.

8. Only authorized PE materials may be used. These are obtainable from the DSO-MA through the FSO-MA or SO-MA.

9. The DSO-PE should be advised in advance of the course scheduled by submission of the Notice of Intent to Teach, form ANSC 7023, by the FSO-PE. The course can be listed by BOAT US. In doing so, the course title and schedule of classes will be placed on the BOAT US hotline (1-800-336-BOAT).

10 Members acting as Lead Instructor or Instructor aides must submit their activity report, form ANSC 7030, to their FSO-IS/SO-IS for entry into AUXDATA.

11. Upon completion of a course, the EOC details are completed on the ANSC 7030 form by the FSO-PE and forwarded to the FSO/SO-IS for entry into AUXDATA.

12. Any PE course final exam answer sheets should be kept in flotilla files for two years.

13. As per the Auxiliary Manual, COMDTINST M16790.1 (series), at no time shall a PE course, or any portion thereof, be performed on board a vessel. Failure to comply with this restriction would be grounds for immediate dis-enrollment by the Director of the member(s) conducting such training.

CHAPTER 9 – AWARDS PROCEDURES AND POLICIES

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 11
(b) Medals and Awards Manual, COMDTINST M1650.2 (series)

A. GENERAL

1. Recognizing Auxiliarists is essential to the success and vitality of the Auxiliary Program. In many respects, the recognition they receive through the awards process can be considered to be their "paychecks". The services and actions of Auxiliarists should receive appropriate recognition and awards to the maximum extent possible.

2. Auxiliary ribbons, medals, awards, and award certificates may be obtained from the Director of Auxiliary, or from the Auxiliary National Supply Center.

3. The procedures contained herein for any Auxiliary award shall be used in conjunction with CGDONEINST 1650.2. (series).

B. ELIGIBILITY AND CRITERIA

1. Auxiliarists are eligible to earn a variety of Auxiliary awards, as described in Chapter 11 of reference (a).

2. A listing of awards for which Auxiliarists are eligible is contained in ref (a). Chapter 11, sections A, B, & C.

C. PROCEDURES

1. RECOMMENDATIONS BY REGULAR COAST GUARD PERSONNEL. Coast Guard Commanders and Officers in Charge may recommend Auxiliary members for awards listed in ref (a). Captains and Commanders in command billets and the Director of Auxiliary are the awarding authorities for several of the awards.

   a. Recommendations will be prepared and submitted on the Coast Guard Award Recommendation form, CG-1650, along with required supporting documentation through the chain of command to the awarding authority.

   b. All awards for which the District Commander or COMDT is the awarding authority will be forwarded via the Director of Auxiliary (dpa-SR). The First District Auxiliary Awards Board consists of the Chief of Staff, the award specific program manager, and the Director of Auxiliary. The Director of Auxiliary will staff award recommendations through the First District program manager and Chief of Staff to the awarding authority. The program manager will vary based on the mission being supported. For example, group and air station support will be reviewed by the Chief, Search and Rescue Branch, marine safety support by the Chief, Marine Safety Division, etc.

   c. All awards for which a Captain or a Commander, in a command billet, is the awarding authority are approved at the command level. Copies of awards approved by Commanding Officers must be sent to the First District Director of Auxiliary (oax-SR) for inclusion in the member record.

2. RECOMMENDATIONS BY AUXILIARISTS. Any Auxiliarist may recommend another Auxiliary member for one of the awards listed in ref (a). Auxiliary members may not recommend active duty members for Auxiliary awards. However, an active duty member assigned to a working group or a team consisting of Auxiliary and active duty members may be included on the roster of those being recommended for a Coast Guard Meritorious Team Award initiated by an Auxiliarist.

   a. Recommendations will be prepared and submitted on the Coast Guard Award Recommendation form, CG-1650, along with required supporting documentation through the Chain of Leadership and Management to the EXCOM.

   b. It is imperative that award recommendations are not discussed with personnel who are not in the review process, including the individual(s) being recommended for the award. Award recommendations are to be treated as privileged information.

   c. The EXCOM shall review the recommendation upon receipt for completeness and take any action necessary to obtain documentation that is needed to complete the recommendation. Particular attention should be given to the citation to accompany the

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award. In some cases it may be appropriate for EXCOM to draft or edit the citation. When the recommendation is complete, it will be forwarded to the District Commodore and EXCOM will note their recommendation on the Auxiliary Award Recommendation Cover Sheet.

d. The District Commodore will include his/her recommendation(s) and forward to the Director of Auxiliary for final processing.

e. If an award submission receives a negative determination from the EXCOM, the District Commodore will notify the submitting Auxiliarist of the reasons for not adopting the recommendation.

D. DOCUMENTATION

1. The documentation to support an award recommendation is outlined in Chapter 11 of reference (a).

E. INFORMAL AND ON THE SPOT AWARDS.
1. Use of informal and on the spot awards is highly encouraged. Information on informal recognition is outlined in Ref (a). Unit leaders are encouraged to develop programs at the local level.

CHAPTER 10 – D1SR AWARDS PROGRAM

A. GENERAL

1. The District Board shall approve the name, purpose, nature, and applicable conditions of all awards offered to members of the Coast Guard Auxiliary, First Coast Guard District (SR). The awards, which are open to all members, flotillas, and divisions, shall be considered as District Board Awards. All expenses in connection with these awards shall be born by the District Board Treasury, unless offered by other individuals or organizations.

   a. Individual or Organizational Awards. The District Board will give due consideration to any award offered to the Coast Guard Auxiliary, First Coast Guard District (SR), by any individual or an organization and any such awards determined to be appropriate as a District Award will be accepted and officially established by the District Board.

   b. Final Authority. Where doubt exists regarding deadlines or time limits, the date recorded when received in the District Director's Office, will be the final authority.

c. <u>Flotilla Eligibility for Receipt of Awards</u>. To be eligible for unit awards, as detailed in the List of Awards sponsored by the District Board, a Flotilla must have made payment of District Dues no later than 1 June, as required by the bylaws (DSO-FN Report).

2. All points are calculated from information in AUXDATA or AUXINFO unless otherwise noted. Awards are calculated and compiled by the District Awards Committee (unless otherwise noted), The committee is appointed by the district commodore.

B. POINTS FOR AWARDS
The following point structure is used n the calculation of all awards except where specifically noted.

1. <u>ADMINISTRATIVE</u>.
   a. Each Coast Guard Administrative Support Mission 6
   b. Each five (5) hours of Administrative Support Mission 4
   c. Each CG Recruit/Aim Support Mission 6
   d. Each five (5) hours of CG Recruit/Aim Support Mission 4

2. <u>VESSEL EXAMINATIONS</u>.
   a. Each 25 Vessel Examinations given 15
   b. Each member attaining 100 Examinations 15
   c. Each Vessel Examiner on roster 10
   d. Each Commercial Fishing Examiner on roster 15
   e. Each Marine Dealer Visitor on the roster 5
   f. Each 25 Marine Dealer Visits given 15
   g. Each Communications Facility 5
   h. Each 10 Commercial Fishing exams given 15
   i. Each Surface or Air Operational facility 10

3. <u>PUBLIC EDUCATION</u>
   a. Each Youth Course given (14F) 5
   b. Each Other PE Course (14G) 5
   c. Each State Boating Course (14H) 20
   d. Each GPS cours given   (14D) 20
   e. Each America's Boating or About Boating Safety Course   (14A) 30
   f. Each thirteen-lesson Sail (14C), BS&S (14B) or ACN (14E) Course given 50

4. <u>OPERATIONS</u>.
   a. Each Safety and/or Regatta Patrol (including AIROPS) 15
   b. Each five (5) hours of Safety or Regatta Patrol 10
   c. Each CG Operational Support or Logistics Mission 10
   d. Each five (5) hours of CG Ops Support or Logistics patrol 10
   e. Each Chart Update Patrol 10

f.	Each five (5) hours of Chart Update Patrol	10
g.	Each Environmental Mission Patrol	1
h.	Each five (5) hours of Envirnomental mission patrols	10
i.	Each Marine Safety Mission Patrol (70a,70b)	15
j.	Each Marine Safety Mission (70C-70U)	1
k.	Each five (5) hours of Marine Safety Missions	5
l.	Each Assist	10
m.	Each member Boat Crew, Air Observer, Air Crew	15
n.	Each member Coxswain, Co-Pilot, or First Pilot, PWO, or Air Craft Commander	20
o.	Each member attaining 100 cumulative hours on Patrol and or Operational Support Missions (Crew, Coxswain, Air Observers, PWO)	15

5. <u>MEMBER TRAINING</u>.

a.	Each new BQ Member	6
b.	Each member becoming AUXOP	40
c.	Each new VE or MDV qualification or re-qualification	8
d.	Each new IT qualification or re-qualification	8
e.	Each Operational or Coxswain qualification or re-qualification (New BCQP, and New AIROPS)	8
f.	Each new Commercial Fishing Vessel Examiner (CFVE)	15
g.	Each new Operational Specialty Certified	10
h.	Number of MT Sessions plus hours	3
i.	Each member attaining 30 Head Instructor (PE & MT) Hours	15

6. <u>GROWTH AND RETENTION</u>.

a.	Net Increase of members (New minus Dis-enroll & Deaths)	10
b.	Total number of new members or transfers	10
c.	Each AUXOP	20

7. <u>PUBLIC AFFAIRS</u>

a.	Each Public Appearance or Public Lecture given (10J, 10B)	5
b.	Each news story submitted (10A)	2
c.	Each radio/TV spot aired days (10C)	2
d.	Each Web Maintenance Mission (10D)	2
e.	Each Publications Hours (10L)	2
f.	All other PA Missions (each) (10E, F, G, H, K)	2

8. <u>DCO ROLAND BALDINE AWARD</u>. Special Award - points not used in per capita calculations.

a.	Each new BQ Member	5
b.	Each new AUXOP	10
c.	Each new VE (qualification or re-qualification)	5
d.	Each new IT (qualification or re-qualification)	5

e.	Each new AIROPS (observer or pilot)	5
f.	Each new Specialty Course Passed	5
g.	Each new Crew Member	5

Per Capita Formula. Total all points accumulated (excluding points for DCO Roland Baldine Award), divide that total by the total number of members. This will constitute the per capita number of points scored.

C. AWARDS

1. <u>Director's Cup</u>. The Director's Cup (a perpetual trophy held in the Director's Office and a suitable memento presented to the member) is awarded in recognition of exemplary leadership contributions of individual Auxiliarists to the Auxiliary and the community. It is given based upon the recommendation of the District Commodore and at the discretion of the Director. It may not be awarded annually, but will be awarded when the Director deems it appropriate. It may be awarded to as many as three members in one year. It is presented at the December Leadership and Training Conference or the Awards Conference.

2. <u>Flotilla Meritorious Award</u>. The Flotilla Meritorious Achievement Award recognizes the top Flotilla in the First District Southern Region. The Director and the District Commodore using the point system from this awards program determine the recipient of this award.

3. <u>Sector Commander's Flotilla Awards</u>. Suitable memento will be awarded to each Flotilla designated as having been of the greatest assistance to a Coast Guard Sector Commander during a calendar year. This award can only be given on recommendation of a Sector Commander.

    a. The number of awards designated by any Sector Commander will be promulgated by the District Director.

    b. Only one (1) award to a Flotilla per Division.

D. DISTRICT AWARDS

1. <u>SPECIAL AWARDS</u>.

    a. <u>Kitty Shannon Trophy</u>. Suitable memento retained by the Flotilla that performs the greatest number of VE's beginning at the start of **Safe Boating Week** and continuing through the **National VSC MegaWeek**. A suitable memento to the Flotilla in EACHAREA doing the most VE's other than the winner of the Kitty Shannon Trophy. (Counts & award winners computed by the DSO/Qual)

Note: This trophy will be awarded at the Banquet at the District Conference.

b. District Commander's Efficiency Trophy. Suitable memento awarded by the incumbent USCG First District Commander to the Auxiliary Division that has the best record of accomplishment during the calendar year. Award will be based on the point count system for awards adjusted by a Per Capita Formula.

c. DCO Roland Baldine Award. Suitable memento awarded to the Division with the best record of accomplishment in Membership Training based on the point count system for this award.

2. PUBLIC EDUCATION AWARDS. All Awards will be based on a point count system found in this chapter.
a. Division. Suitable memento to the Divisions with the highest number of PEC points during the year. First, second, and third place awards.

b. Flotilla. Suitable memento to the Flotillas with the highest number of PEC points during the year. First, second, and third place awards.

c. Division Youth Award. Suitable memento to the Divisions having the highest number of youth enrolled in the PE classes. First, second, and third place awards.

d. Flotilla Youth Award. Suitable memento to the Flotillas having the highest number of youth enrolled in the PE classes. First, second, and third place awards.

e. Most Instructor Hours. Division (Instructor Hours based on PE Class Hours from Division District Management Report). Suitable memento to the Divisions with the highest number of instructor hours for the year. First, second, and third place awards.

f. Most Instructor Hours. Flotilla (Instructor Hours based on PE Class Hours from Flotilla District Management Report). Suitable memento to the Flotillas with the highest number of instructor hours for the year. First, second, and third place awards.

g. Most Instructor Hours. Member (PE or MT Head Instructor Hours Only). Suitable memento to the highest number of instructor hours for the year. First, second, and third place awards.

h. Instructor Awards. A certificate awarded to each instructor who has achieved a minimum of thirty (30) hours of instructing. Computed by DIRAUX office.

3. OPERATIONS AWARDS.
a. Bogen Trophy. Judged by EXCOM. Suitable memento shall be given to the persons making the most outstanding assists. First, second, and third place awards. The Bogen Trophy is retained by the Flotilla for 1 year whose member makes the most outstanding assist of the year.

b. Mazotta Award. Suitable memento shall be given to the persons with the highest number of assists. First, second, and third place awards.

c. Most Coxswain Hours. Suitable memento shall be given to the persons with the highest number of hours. First, second, and third place awards.

d. Most Crew Hours. Suitable memento shall be given to the persons with the highest number of hours. First, second, and third place awards.

e. Patrol Hours Award #01a-2-3. A suitable memento awarded to each Auxiliarists who achieves 100 hours on patrol. Computed by DIRAUX office.

f. Operational Support Missions Hours Award #7-20-21-26. A suitable memento awarded to each Auxiliarist who achieves 100 hours in operational support missions. Computed by DIRAUX office.

g. Environmental Mission Hours Award #28-71-72. A suitable memento awarded to each Auxiliarist who achieves 100 hours in environmental missions. Computed by DIRAUX office.

h. CG Administrative Support Missions #8-41-42-43, 92.

    (1) *Division*. Suitable memento to the Divisions reporting the highest number of CG Administrative Support Missions. First, second, and third place awards.

    (2) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of CG Administrative Support Missions. First, second, and third place awards.

i. Aids to Navigation & Bridge Missions.
    Note: ATON/PATON awards are determined based on valid ATON discrepancy reports and PATON verifications and discrepancy reports filed and approved by DSO-AN. Bridge Program awards are determined based on valid bridge discrepancy reports filed and approved by DSO-AN. Awards are computed by the awards committee and verified by the DSO-AN. All paperwork must be completed and submitted for the patrol and for the verivication/discrepancy reports to get credit toward this award.

    (1) *Division*. Suitable memento to the Divisions reporting the highest number of ATON discrepancy reports combined with PATON verification and discrepancy reports filed. First, second, and third place awards.

    (2) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of ATON discrepancy reports combined with PATON verification and discrepancy reports. First, second, and third place awards.

(3) *Individual*. Suitable memento to the Members reporting the highest number of ATON discrepancy reports combined with PATON verification and discrepancy reports. First, second, and third place awards.

(4) Division. Suitable memento to the Divisions reporting the highest number of Bridge discrepancy reports. First, second, and third place awards.

(5) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of Bridge discrepancy reports. First, second, and third place awards.

(6) *Individual*. Suitable memento to the Members reporting the highest number of Bridge discrepancy reports. First, second, and third place awards.

4. VESSEL EXAMINATION AWARDS.

    a. Vessel Examination Award.

        (1) *Division*. Suitable memento to the Divisions reporting the highest number of vessel examinations. First, second, and third place awards.

        (2) *Flotilla*. Burkhardt Trophy. Awarded to the Flotillas with the greatest number of vessel examinations for the year. First, second, and third place awards.

    b. Vessel Examiner Award.
        (1) Suitable memento awarded to each Vessel Examiner who has achieved 100 to 199 Vessel Examinations for the calendar year. Computed by DIRAUX office.

        (2) Suitable memento awarded to each Vessel Examiner who has achieved 200 or more Vessel Examinations for the calendar year. Computed by DIRAUX office.

    c. Public Visitor Visits (MDV).
        (1) *Division*. Suitable memento to the Divisions reporting the highest number of Marine Dealer Visits. First, second, and third place awards.

        (2) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of Marine Dealer Visits. First, second, and third place awards.

5. CHART UPDATING AWARDS (FROM DSO-NS DATA). Awards will be based Chart Updating Reports and on the point system established and calculated by NOAA. Top award candidates will be submitted to the awards chairperson by the DSO-AN.

a. <u>Division</u>. Suitable memento to the Divisions submitting the highest number of reported and approved chart updating reports. First, second, and third place awards.

b. <u>Flotilla</u>. Suitable memento to the Flotillas submitting the highest number of reported and approved chart updating reports. First, second, and third place awards.

c. <u>Individual</u>. Suitable memento to the members submitting the highest number of reported and approved chart updating reports. First, second, and third place awards.

6. <u>PUBLICATIONS AWARDS (SUPPLIED BY DSO-PB & JUDGED BY EXCOM)</u>.
Awards Criteria – Best regularly published newsletter. Minimum number of issues in the calendar year for 'regularly' published:
   - ❖ Quarterly – 4 issues
   - ❖ Bi-Monthly – 6 issues
   - ❖ Monthly – at least 10 issues
   - ❖ Semi-Monthly/Bi-Weekly/Weekly – at least 15 issues

Publications meeting the minimum criteria will be judged by EXCOM based on quality and the accuracy of content, readability, usefulness, and appropriateness of information in each issue.
All awards may not be given in any particular year. All publications will be judged on content.

a. <u>Division</u>. Suitable memento to the Divisions that have regularly published the best Division Publications during the year. First, second, and third place awards.

b. <u>Flotilla</u>. Suitable memento to the Flotillas that have regularly published the best Flotilla Publications during the year. First, second, and third place awards.

7. <u>CAPTAIN JAMES J. RAO AWARD</u>. Determined by the DSO-AV.

a. <u>Most Pilot Hours</u>. Suitable memento to the member with the most hours. First, second, and third place awards.

b. <u>Most Air Observer Hours</u>. Suitable memento to the members with the most hours. First, second, and third place awards.

8. Best of the web award – This award will be given to the Division and Flotilla with the Best Web site. Judging will be done by a committee appointed by EXCOM with EXCOM as the final approver. Criteria for judging each site will be established and published, but in general will follow the same standards and criteria as the National Best of the web competition

Any flotilla or division wishing to have their site included in the judging must submit a request in writing (e-mail or US Mail) to the District Commodore. In that request they must certify that they believe that their site is in full compliance with the guidelines established by the CS department for Auxiliary Websites as defined in the website development checklist at **http://csguide.auxservices.org/2.6.htm** and the the CS Officers Guide at **http://csguide.auxservices.org/index.htm**

a. <u>Division</u>. Suitable memento to the Division with the best web site. First place and up to 2 honorable mentions.

b. <u>Flotilla</u>. Suitable memento to the Flotilla with the best web site. First place and up to 2 honorable mentions.

9. <u>THE AUXILIARY SERVICE AWARD (EXCLUDING EXCOM AND ABOVE)</u>. This is hours from the 7029 form (AKA 99 Hours).   A suitable memento shall be given to the members with the most hours. First, second, and third place awards.

APPENDIX

INDEX – PAPERWORK ROUTING QUICK REFERENCE (APPENDIX A)

A. __INTRODUCTION__

1. This index is provided as a quick reference guide as you prepare and process any of the forms required in order to conduct and complete Auxiliary business. Although sometimes frustrating or seemingly cumbersome, forms are necessary in order to receive credit for work done and to establish and maintain qualifications. To that end, this index should help you through the process.

2. __ROUTING__. A defined routing for each form has been designated in order to facilitate prompt and efficient processing. __Please do not vary from this routing__. Varying from the prescribed routing invites processing delays and problems.

3. __FORM PREPARATION__. Elected and staff officers are responsible for ensuring that the forms they have cognizance of are prepared properly and completely. That does not mean however, that you can't or shouldn't help in preparation of the forms. If you have responsibility in the routing process, you should help correct minor errors on the form without sending the whole package back and needlessly delaying the process and creating more frustration than is necessary for our members. Think about it – if your package were returned because of a minor clerical error and it delayed you from fully participating in an Auxiliary program, how would you feel? Obviously however, if the form is significantly deficient, you should return it from whence it came with some clear guidance as to remediation.

4. Forms and processes are how we track all of the great things we do in the Auxiliary. We have a responsibility to make the process as smooth as we can for our members, whilst we still hold them accountable for performing these clerical tasks properly. Use good judgment, and exercise sound leadership when determining how to handle each issue with forms or processes as they arise. This guide also lists all of the approved forms for our area. __No one, repeat NO ONE, is authorized to create additional forms without the written approval of the Director of Auxiliary.__

PROGRAM/ACTIVITY	USE	ROUTING
__Aids To Navigation__		
NOAA-77-5	Used to report changes and updates to navigational charts	SO-AN to DSO-AN to NOS
CG-5474 ATON Report	Used to report aids to	ADSO-AN to

	navigation discrepancies	ANT

Aviation

ANSC-7005 Aircraft Inspection and Offer of Use	Used for initial offer and for annual inspection of air facilities	Facility Inspector to DSO-AV to DQO TEAM to DIRAUX
ANSC-7015 Pilot/Aircrew Qualification	Used for initial qualification and currency maintenance	Flight Examiner to ADSO-AVQ to DSO-AV to DQO TEAM to DIRAUX
ANSC-7042 Air Crew Medical Screening	Used for initial medical screening	Member to ADSO-AVQ to DQO to DIRAUX

Communications

ANSC 7004 Radio Facility Inspection and Offer of Use	Used for initial offer and for re-inspection	FSO-CM to SO-CM to ADSO-CM to DIRAUX
1SR-6 Communications Inspection Cover Sheet	Used when submitting a radio facility for use	SO-CM to ADSO-CM to DIRAUX

Flotilla Management

ANSC-7006 Change of Officer Report	Used when changing Officers during the year	FC or DCDR to SO-IS
ANSC-7007 Annual Unit Officer Report	Submitted at the start of the year to record newly elected and appointed officers	FC or DCDR to SO-IS *due 31 December*

PROGRAM/ACTIVITY	**USE**	**ROUTING**

Flotilla Management cont.

ANSC 7025 Unit Financial/Inventory Report	Filed annually to report unit inventory and financial status	FC/DCDR to DCAPT to DIRAUX

Annual Certification of Election	Used to certify all elections	FC/DCDR to DIRAUX

RBS Visitor

ANSC 7046 RBS Visitation Report	Used to report time and visits to Marine Dealers	Member to FSO/ SO-IS
CG-5093 Mfg. ID Code and Mailing Label	Used by the CG for mailings to Marine Dealers	Member to DSO-MV

Member Forms

ANSC 7030 Mission Activity Report	Submitted by members to report hours performed on mission activities	Member to FSO/SO-IS
ANSC 7029 Member Activity Log	Used by the member to report travel and non-mission related time	Member to FSO/SO-IS

Surface Operations

ANSC 7003 Vessel Facility Inspection and Offer of Use	Submitted to offer vessel as operational facility initially and resubmitted annually	VE to FC to DIRAUX
ANSC 7008 PWC Facility Inspection and Offer of Use	Submitted to offer PWC as operational facility initially and resubmitted annually	VE to FC to DIRAUX
Non-Owner Authorization (1SR)	Submitted annually with the ANSC 7003 to allow, other than the owner, to serve as Coxswains	Route w/ facility inspector and offer for use form

CG-4612 SAR Incident Report	Submitted as follow-up paperwork to a SAR incident while underway on patrol	Coxswain to controlling Coast Guard Station, copy to FSO/SO-IS
Crewmember Trainee Underway Mission Record (1SR-7)	Submitted to the QE by the candidate at the time of the dockside oral exam and check ride.	The form is routed with crew qualification paperwork to QE to QEC to DQO

Public Education

ANSC 7014 Instructor Qualification Record	Used to notify DIRAUX of a member's initial Instructor qualification	FC to DQO to DIRAUX *this information can be emailed from the FC to DQO*
Intent to Teach (1SR)	Used to register a course on the 1SR website. Also sent to BOAT/US	FSO-PE to ADSO-PE

Personnel Services

New Member Package ANSC 7001 Enrollment Application	Submitted to enroll a new member in the Auxiliary	Member to FC to DIRAUX
Completed graded exam answer sheet to the New Member Test Answer Sheet	All of these forms must be submitted together.	
Digital Photograph on a red		

background

copy of Boating Safety
Course Certificate (if
applicable)

FD-258 Fingerprint Cards (2
originals)

Copy of Birth Certificate or
other form of citizenship
proof

Current Member ID Card Form and Digital Photo	Submitted by current members for issuance of a replacement ID card	Member or FC to DIRAUX Application may be faxed, mailed, or emailed Digital photo may be emailed or mailed in on a disk/floppy.
ANSC 7056 Member Transfer Request	Used to process transfer requests by member	Member to FC to DIRAUX *Do not send in ID card for transfers, as no information will change on the card*
Change of Member Information	Used to report any change in member information	Member to FC to DIRAUX
ANSC 7035 Change of Membership Status ANSC 7028 Change of Member Information	Used to request a change in membership status	Member to FC to DIRAUX *FC may use this form for disenrollment of members due to failure to pay dues or due to death*

Vessel Examination

ANSC 7038 Vessel Examination Activity Report	Used to report vessel checks, facility inspections, and hours on the mission	Member to FSO/SO-IS

DIVISION COMMANDER CHANGE OF ADMINISTRATION GUIDE (APPENDIX B)

This guide contains recommendations for obtaining a smooth transition period for newly elected Division Commanders. It is the intent of this guide to suggest a schedule of activities that will help maximize the efficiency of these administrative transition periods. The Change of Watch ceremony is the symbolic representation of this change of administrative leadership at the Division level. The actual administrative transition requires more time, thought and planning. Most of these activities will be completed by the actual time the COW ceremony is held.

This instruction is broken down into two areas:
>> **I. Responsibilities of the DCDR elect before taking office**
>> **II. Responsibilities of the DCDR elect upon taking office**

A. Responsibilities of the DCDR elect before taking office

1. Transfer of Records and Documents by 15 Dec.

By 15 December, schedule a meeting with the outgoing DCDR to set a time to transfer pertinent Division records and documents, see ENCLOSURE (1), which will be necessary for smooth transition. Review the minutes and financial records of the previous Division meetings. Obtain a copy of the current AUXDATA records. The outgoing DCDR should/will serve as a valuable asset that can help the incoming DCDR overcome some early difficulties. This resource should not be overlooked. Request some stamps and envelopes for your mailings in preparation for the change of office.

> #### a. District Requirements
> Become aware of all District specific requirements such as deadlines for additional paperwork; specific tasks for the Boat Crew Program; any District specific currency maintenance procedures, etc.

> #### b. Forms
> Copies of all Auxiliary required forms can be obtained on the Auxiliary website http://www.cgaux.org/forms/forms.html If you do not have internet access, determine if another member of the Division does. This individual can serve as the Division web watcher.

2. Annual Unit Officer Report (ANSC 7007) by 20 Dec.

> #### a. Choosing a Staff
> Choosing a staff will be among the most important decisions of the DCDR elect. Potential Division Staff Officers should (ideally) be well versed in the area of responsibility they are being considered for, but more importantly, the prospective Staff Officer **MUST BE WILLING** to serve in the new administration. Expectations of the

Staff Officer should be clearly explained before the appointment/reappointment is made. Additional guidelines for staff appointments are found in the Auxiliary Manual, COMTDINST M16790.1 (series). This stage of staff selection should be seen as an interview process; it should be more than just a question of whether or not the person wants to be a staff officer. The initial interview should be one of many communications that will be held during the term of office. Time spent at this level will be the foundation of a successful administration. A well-chosen staff oversees the Division activities as it pertains to the various Auxiliary programs.

b. Letter of Appointment
Enclosure (1) of the Division Procedures Manual, COMDTPUB P16791.3, contains sample letters of appointment for staff officers. These letters indicate the term of office and the expectations of the duties of the office. Each appointed staff officer should receive an appointment letter. Prepare them for mailing on 1 January. If the Division Procedures Manual is unavailable, review and revise the Flotilla Staff Officer letter to reflect the duties of the Division Staff Officer. Briefly review the Auxiliary Manual, COMTDINST M16790.1 (series) to become reacquainted with its contents and policies.

c. VCDR
The newly elected Vice Commander manages the Division Staff. Advise him/her of your progress during this transition stage; set expectations of what is expected. While the DCDR and VCDR should meet frequently with the staff, both should avoid the temptation to micromanage the staff officers. The elected officers should "guide" the staff officer when necessary, acting as mentor. The DCDR should also avoid "micromanaging" the VCDR. An effective VCDR makes the job of the DCDR easier and more efficient. An effective relationship with the VCDR is essential to a well-run Division. Keep the VCDR well informed starting with the staff selection process. Consider the input of the VCDR during this process. The position of VCDR can be thought of as "DCDR-in training", especially if he/she should seek the position in the future. Always think of the VCDR as a "team member".

d. Staff Meeting
Before 1 January have a meeting with your Chief of Staff and all your staff officers to coordinate your administrative expectations. Reinforce the TEAM nature of your administration and instruct staff members to coordinate with each other where useful, but to always keep the Chief of Staff informed. For example, the SO-PE will request the SO-MT to organize IT-training; the SO-OP will coordinate recruiting of new crewmembers with the SO-PS.

3. Preparation
It is impossible to remember everything, regardless of its importance. Obtain a three-ringed notebook (a 2 and 1/2 inch "D" ring is very suitable) and a series of dividers. This will be another foundation for the success of the new administration. Properly maintained, this notebook will help make the responsibilities of the DCDR be performed in a timely and efficient fashion. Minimally, there should be four sections to this notebook. These sections are:
   a. REPORTS - This section will contain chronological files. The section should be

further subdivided into five additional subsections:
1. Chief Director's & Director's ALAUX Messages
2. Minutes of Division Meetings
3. Financial Report
4. Correspondence
5. Flotilla Commander Reports
6. SO Reports

b. AUXDATA - This section contains the current Division AUXDATA records. Old AUXDATA records should be filed separately from the current AUXDATA record. They may be maintained with assistance from the SO-SR.

c. ROSTER - This section contains a list of the membership names, Auxiliary numbers, addresses, phone numbers and facility information. Keep this section updated with all current changes. This section should be further subdivided into an Ops roster listing the facilities and owners; a VE roster; an IT roster and a Boat Crew/Coxswain roster.

d. **THINGS TO DO** - This section contains the list of all planned items of activity. Mark off completed items and obtain status reports on works in progress. A sub-division may also be used here to contain agenda items for Division meetings.

B. Responsibilities of the DCDR upon Taking Office
1. Rules of Order
Before the first Division meeting review:
1) Enclosure 4, "Rules of Order", in the Division Procedures Manual and the Auxiliary Manual)
2) Division Standing Rules
These will serve as an example of the proper way to conduct an orderly meeting. It explains the role of the DCDR as a presiding officer, the proper presentation of motions and provides a table of types of motions.

2. Auxiliary Missions
Review Chapter 2, Auxiliary Missions, of the Auxiliary Manual (COMTDINST M16790.1 series).

3. Division Highlights
Take written notes at the Division Board meetings on any item you deem necessary to warrant your immediate action.

4. Auxiliary Manual
When attending each Division meeting be prepared and equipped with knowledge of the Auxiliary Manual (COMTDINST M16790.1). Be well versed in its content. It will provide answers to many questions.

5. Agenda
Prepare an agenda for each Division meeting. The agenda should list the date, time and meeting

location. List sections that include the order of staff officer reports, Comments of Guests, Old Business, New Business, member comments, Good and Welfare and next meeting information. All members of the Division Board should have copies of the agenda prior to the meeting. Consider distributing the agenda to the Division Board in attendance or include it with the meeting notice.

6. Staff Alignment Sessions
In January, meet with each of your staff officers individually with the Vice Commander. Carefully review the previous year's AUXDATA report before this meeting. This meeting should last from 5 to 30 minutes. You should be able to accomplish these staff meetings in one or two days. Each staff position will, obviously, have special concerns.

    a. Certificates of Appointment
    Formally introduce your staff officers to the membership at you first Division meeting. Distribute the "Certificate of Appointment" to each staff officer at this time.

7. Division Emergency Plan
If the Division has this plan, review it for applicability and modification if required. If there is no plan in existence, develop one using the combined talents of the Division members. This plan should go hand in hand with the D1SR Emergency Response Plan, ICS guidance, and related policies.

CONCLUSION
Consider the membership as an expansion of the TEAM you have appointed. The DCDR represents the Division and the PEOPLE in it. Respect the membership and they will trust you. Most of all, enjoy the experience. A reasonable amount of planning and preparation will make an exceptionally rewarding term of office.

LIST OF DOCUMENTS AND RECORDS FOR
DIVISION COMMANDER TURNOVER

A. DIVISION CAPTAIN RECORDS
      1. Correspondence
      2. Member Rosters
      3. Division Officer Rosters
      4. Division Calendar
      5. Inventory of Division Property
      6. Division AUXDATA Activity Reports
      7. Division Financial Reports File
      8. List of Member Qualifications
      9. Division Member Awards File
     10. List of Specialty Course Proctors
     11. List of Qualification Examiners

B. DIVISION DOCUMENTS
      1. Division Standing Rules
      2. Division Charter
      3. Agreements regarding Division meeting place and other properties.
      4. Division Scrapbook, if not retained by SO-PB or SO-SR
      5. Division Calendar
      6. Division Emergency Plan
      7. Division Master Plan

C. DISTRICT DOCUMENTS
      1. District Policy Manual
      2. District Operations Policy Manual
      3. District Telephone Book
      4. District Board and Staff Roster
      5. District Calendar

E. COAST GUARD AUXILIARY DOCUMENTS
      1. Auxiliary manual, COMDTINST M16790.1 (Series)
      2. Auxiliary Flotilla Procedures Manual
      3. Auxiliary Division Procedures Guide
      4. Boat Crew Manual
      5. In Division Training Topics
      6. Training Aid Manual

FLOTILLA COMMANDER CHANGE OF ADMINISTRATION GUIDE (APPENDIX C)

This instruction contains recommendations for obtaining a smooth transition period for newly elected Flotilla Commanders. It is the intent of this instruction to suggest a schedule of activities that will help maximize the efficiency of these administrative transition periods. The Change of Watch ceremony is the symbolic representation of this change of administrative leadership at the Flotilla level. The actual administrative transition requires more time, thought and planning. Most of these activities will be completed by the actual time the COW ceremony is held.

This instruction is broken down into two areas:

I. Responsibilities of the FC elect before taking office
II. Responsibilities of the FC elect upon taking office

A. Responsibilities of the FC elect before taking office

1. **Transfer of Records and Documents by 15 Dec.**

By 15 December, schedule a meeting with the outgoing FC to set a time to transfer pertinent Flotilla records and documents, (see ENCLOSURE (1) p.4) which will be necessary for smooth transition. Review the minutes and financial records of the last two flotilla meetings. Obtain a copy of the current AUXDATA records. The outgoing FC should serve as a valuable asset who can help the incoming FC overcome some early difficulties. This resource should not be overlooked. Request some stamps and envelops for your mailings in preparation for the change of office.

a. District Requirements
Become aware of all District-unique requirements such as deadlines for additional paperwork; unique tasks for the Boat Crew Program; any District specific currency maintenance procedures, etc.

b. Forms
Copies of all Auxiliary required forms can be obtained on the Auxiliary website
http://216.167.73.185/~forms/
If you do not have internet access, determine if another member of the Flotilla does. This individual can serve as the flotilla web watcher.

2. Annual Unit Officer Report (ANSC 7007) by 20 Dec.
   a. Choosing a Staff
Choosing a staff will be among the most important decisions of the FC elect. Potential Flotilla Staff Officers should (ideally) be well versed in the area of responsibility they are being considered for, but more importantly, the prospective FSO MUST be WILLING to serve in the new administration. Expectations of the FSO should be clearly explained before the appointment is made. Additional guidelines for staff appointments are found in The Auxiliary Manual,

(COMTDINST M16790.1 series). This stage of staff selection should be seen as an interview process; it should be more than just a question of whether or not the person wants to be a staff officer. The initial interview should be one of many communications that will be held during the term of office. Time spent at this level will be the foundation of a successful administration. A well-chosen staff oversees the flotilla activities as it pertains to the various Auxiliary programs.

b. Letter of Appointment

Enclosure 1 of the Flotilla Procedures Manual (COMDTINST M16791.5) contains sample letter of appointment for staff officers. These letters indicate the term of office and the expectations of the duties of the office. Each appointed staff officer should receive an appointment letter. Prepare them for mailing on 1 January.

Briefly review the Auxiliary Manual (COMTDINST M16790.1 series) to become reacquainted with its contents and policies.

c. VFC – Chief of Staff

The newly elected Vice Flotilla Commander should act as the "Chief of Staff". Advise him/her of your progress during this transition stage. Inform the VFC of what is expected as Chief of Staff. While the FC and VFC should meet frequently with the staff, both should avoid the temptation to micromanage the staff officers. The elected officers should "guide" the staff officer when necessary, acting as mentor.

The FC should also avoid "micromanaging" the VFC. An effective VFC makes the job of the FC easier and more efficient. An effective relationship with the VFC is essential to a well-run flotilla. Keep the VFC well informed starting with the staff selection process. Consider the input of the VFC during this process. The position of VFC can be thought of as "FC-in training", especially if he/she should seek the position in the future. Always think of the VFC as a "team member".

d. Staff Meeting

Before 1 January have a meeting with your Chief of Staff and all appointed Staff Officers to coordinate your administrative expectations. Reinforce the TEAM nature of your administration and instruct staff members to coordinate with each other where useful, but to always keep the Chief of Staff informed. For example, the FSO-PE will request the FSO-MT to organize IT-training; the FSO-OP will coordinate recruiting of new crewmembers with the FSO-PS.

3. Preparation

It is impossible to remember everything, regardless of its importance. Obtain a three-ringed notebook (a 2 and 1/2 inch "D" ring is very suitable) and a series of dividers. This will be another foundation for the success of the new administration. Properly maintained, this notebook will help make the responsibilities of the FC be performed in a timely and efficient fashion. Minimally, there should be four sections to this notebook. These sections are:

a. REPORTS -*This section will contain chronological files. The section should be further subdivided into five additional subsections:*

1. CHIDIRAUX/DIRAUX ALAUX Messages
2. Minutes of Flotilla Meetings
3. Financial Report
4. Correspondence
5. FSO Reports

b. AUXDATA - *This section contains the current flotilla AUXDATA records. Old AUXDATA records should be filed separately from the current AUXDATA record.*

c. ROSTER -This section contains a list of the membership names, Auxiliary numbers, addresses, phone numbers and facility information. Keep this section updated with all current changes. This section should be further subdivided into an Ops roster listing the facilities and owners; a VE roster; an IT roster and a Boat Crew roster.

d. THINGS TO DO - This section contains the list of all planned items of activity. Mark off completed items and obtains status reports on works in progress. A sub-division may also be used here to contain agenda
items for flotilla meetings.

B. Responsibilities of the FC upon Taking Office

1. **Rules of Order**
   Before the first Flotilla meeting review Enclosure 4, "Rules of Order", in the Flotilla Procedures Manual (COMDTINST M16791.5). This provides as example of the proper way to conduct an orderly meeting. It explains the role of the FC as a presiding officer, the proper presentation of motions and provides a table of types of motions.

2. **Auxiliary Missions**
   Review Chapter 2, Auxiliary Missions, in the Auxiliary Manual(COMTDINST M16790.1).

3. **Division Highlights**
   Take written notes at the Division Board meetings. Do not attempt to remember what happened. Report on the division meeting at the next Flotilla meeting. Avoid saying "nothing happened" - that only creates a "who cares" attitude among the membership.

4. **Auxiliary Manual**
   When attending each Flotilla meeting be prepared and equipped with knowledge of the Auxiliary Manual (COMTDINST M16790.1). Be well versed in its content. It will provide answers to many questions.

5. **Agenda**
   Prepare an agenda for each flotilla meeting. The agenda should list the date, time and meeting location. List sections that include the order of staff officer reports, Comments of Guests, Old Business, New Business, member comments, Good and Welfare and next

meeting information. Minimally, the FC, VFC and IPFC should have copies of the agenda. Consider distributing the agenda to the members in attendance or include it with the meeting notice.

6.   **Staff Alignment Sessions**
      In January, meet individually with each of your staff officers and the Vice Flotilla Commander. Carefully review the previous year's AUXDATA report before this meeting. This meeting should last from five to 30 minutes. You should be able to accomplish these staff meetings in one or two days. Each staff position will, obviously, have special concerns.

a. Certificates of Appointment
      Formally introduce your staff officers to the membership at you first Flotilla meeting. Distribute the "Certificate of Appointment" to each staff officer at this time.

CONCLUSION

Consider the membership as an expansion of the TEAM you have appointed. The FC represents the flotilla and the PEOPLE in it. They elect the FC. Respect the membership and they will trust you.
Most of all, enjoy the experience. A reasonable amount of planning and preparation will make an exceptionally rewarding term of office.

ENCLOSURE (1)

LIST OF DOCUMENTS AND RECORDS FOR FLOTILLA COMMANDER TURNOVER

A. FLOTILLA COMMANDER RECORDS
1. Correspondence
2. Member Rosters
3. Flotilla Officer Rosters
4. Flotilla Calendar
5. Inventory of Flotilla Property
6. Flotilla AUXDATA Activity Reports
7. Flotilla Financial Reports File
8. List of Member Qualifications
9. Flotilla Member Awards File

10. List of Specialty Course Proctors
11. List of Qualification Examiners
12. Boat Crew Manual
13. In Flotilla Training Topics
14. Training Aid Manual

B. FLOTILLA DOCUMENTS
1. Flotilla Standing Rules
2. Flotilla Charter
3. Agreements regarding flotilla meeting place and other properties.
4. Flotilla Scrapbook, if not retained by FSO-PB or FSO-SR

C. DIVISION DOCUMENTS
1. Division Standing Rules
2. Division Board and Staff Roster
3. Division Calendar

D. DISTRICT DOCUMENTS
1. District Procedures Guide
2. District Operations Policy Manual
3. District Directory
4. District Board and Staff Roster
5. District Calendar

E. COAST GUARD AUXILIARY DOCUMENTS
1. Auxiliary manual, COMDTINST M16790.1 Series
2. Auxiliary Flotilla Procedures Manual
3. Auxiliary Division Procedures Guide, COMDTPUB P16791.3

UNITED STATES COAST GUARD AUXILIARY

FIRST COAST GUARD DISTRICT (SR)

2012

SUBJ: DELINEATION OF DIVISIONAL BOUNDARIES (APPENDIX D)

In order to update and provide a listing of all 1st District Southern Region Divisional boundaries, we are providing this document. Also shown are the correct names per their charter for each Division.

SECTOR NY NORTH

DIVISION AREAS INCLUDED

DIVISION 5 - NEW YORK CITY

New York and Bronx counties

DIVISION 6 - WESTCHESTER

The County of Westchester except that area extending beyond 6 miles inland from the Eastern shore of the Hudson River as measured from the Eastern extremities of the Tappan Zee Bridge. Includes the city of New Rochelle and the villages of Larchmont, Pelham and Pelham Manor, also Putnam County.

DIVISION 10 - LOWER HUDSON

1) In New York - those portions of Rockland and Orange Counties bounded by a line from Stony Point due west to the NJ State line, and by the west side of the Hudson River, from Stony Point to the NJ State line.
2) In New Jersey - all of the following Counties:
Bergen Passaic
Hudson Essex
3) In New Jersey - Morris County, east of a bounded line that runs north from Bernards through Jefferson Township
4) In New Jersey - Sussex County, east of a bounded line that runs north from Sparta to the Pennsylvania/New York border at High Point.

DIVISION 15 - UPPER HUDSON

The counties of Greene, Columbia, Schoharie, Albany, Rennsalear, Schenectady, Saratoga, Warren, Essex and Clinton in New York and all counties in Vermont and adjacent to the Hudson River and Lake Champlain including Rutland County.

DIVISION 20 – MID HUDSON

Encompasses the counties of Orange and Ulster on the Hudson's' West Bank with Putnam and Dutchess counties on the Hudson's' East Bank. The Southern border is a horizontal line drawn across the Hudson at the Bear Mountain Bridge. Latitude is 41 19' 12.7"N, Longitude is 073 59' 47.7"W. The Northern border is a horizontal line drawn across the Hudson from the Esopus Lighthouse at the Esopus Creek and at the Hudson River Junction to the East Bank of the Hudson. The latitude is 41 52' 05.1", Longitude is 073 56' 28.0" W.

Sector NY South

DIVISION 2 – SANDY HOOK

Sandy Hook area, parts of Middlesex and Monmouth Counties bounded by the New Jersey Turnpike at the North to the Raritan River. Follows the river East to Raritan Bay, continues East around Sandy Hook to Long Branch, N. J. and then West to West Long Branch, Tinton Falls, Montrose and Freehold and back to the New Jersey Turnpike. They patrol the waters off Sandy Hook and in Raritan Bay and report to Station Sandy Hook.

DIVISION 4 - RARITAN

Encompasses Warren, Hunterdon, and Somerset and Union counties. Also included are the areas of Princeton in Mercer County, Clarksville and Mount Rose to Route 1 and the Middlesex County line. Portions of Middlesex county North and West of the New Jersey Turnpike and North of the Raritan River, Arthur Kill to the Outerbridge Crossing. They Patrol the Arthur Kill to New York Harbor for Station NY and Raritan Bay for Station Sandy Hook.

DIVISION 14 – STATEN ISLAND

Encompasses all of Richmond County, New York (Staten Island). They patrol the Arthur Kill to New York Harbor for Station NY and Raritan Bay to the VZ Bridge for Station Sandy Hook.

DIVISION 11 – ROCKAWAY INLET

Encompasses all of Kings County (Brooklyn) and the South Shore of Queens County below the Long Island Expressway. They patrol Jamaica Bay around JFK Airport for Station New York. They also patrol from Rockaway inlet to off Coney Island to the VZ Bridge for Station New York.

DIVISION 12 – NORTH SHORE LONG ISLAND

Encompasses North Shore of Queens County North of the Long Island Expressway. It extends East of the Queens – Nassau line into Nassau County to the Bayville, NY Bridge, a straight line drawn from the shore of LIS to the LIE. They patrol the West end of Long Island Sound.

SECTOR LONG ISLAND SOUND - NORTH
LAND SIDE BOUNDARIES OF DIVISIONS 7, 22, 24 & 25

DIVISION 7 – WESTERN CONNECTICUT

The western boundary of Division 7 includes the Towns of Mamaroneck, Rye, Port Chester and Harrison to the Connecticut border, following the Connecticut border north to the Massachusetts line.

The northern boundary is the Massachusetts state line.

The Southern boundary is the LIS.

The eastern boundary is a straight line from the LIS to the Mass. Border line, starting just east of Bridgeport, CT.

DIVISION 24 – STATION NEW HAVEN AUXILIARY

The western boundary starts at LIS just west of Bridgeport, extends straight north to the Massachusetts State line.

The northern boundary is the Massachusetts State line.

The eastern boundary is west of Westbrook, CT following the county line north to Durham Center, CT, then straight north to the Massachusetts state line.

The southern boundary is LIS.

The Town of Milford, CT. in New Haven County is in Div 24 as is the County of Fairfield, except the Towns of Sherman, New Fairfield, Brookfield, Danbury, Bethel and Newton, which are in DIV 7.

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DIVISION 25 – NEW LONDON

The western boundary is west of Westbrook, CT., following the county line north to Durham Center, CT, then straight north to the Massachusetts State line.

The Northern boundary is the Massachusetts State line.

The eastern boundary is the Ct / Rhode Island state line.

The southern boundary is LIS.

SECTOR LONG ISLAND SOUND - SOUTH

DIVISION 1 - CENTRAL LONG ISLAND

Nassau/Suffolk County line on the west, to the William Floyd Pkwy on the East, The Long Island Expressway on the North to the Atlantic Ocean on the South.

DIVISION 13 – SOUTH SHORE LONG ISLAND

Nassau County, New York South of Jericho Tpk to the Atlantic Ocean.

DIVISION 18 – EASTERN LONG ISLAND

The land area of Long Island that lies East of William Floyd Parkway and extending North And South to the Shorelines

DIVISION 22 – EATONS NECK

The western boundary is a straight line drawn from the shoreline of LIS directly south to the Long Island Expressway, through the BAYVILLE BRIDGE, Nassau County.

The southern boundary is the Long Island Expressway, through Nassau and Suffolk Counties.

The eastern boundary is the WILLIAM FLOYD PARKWAY, Suffolk County, NY, North from the LIE to the Shoreline of LIS.

The Northern Boundary is the Shoreline of Long Island Sound

DISTRICT QUALIFICATIONS TEAM (APPENDIX E)

Send correspondence to the appropriate team member listed.

DISTRICT QUALIFICATION OFFICER (DQO):
  William R. Tooker, PVCO, 310 Starr Blvd., Calverton, NY 11933 **dsoop1sr@juno.com**

Boat Crew/PWO/Aviation:
  William R. Tooker, 310 Starr Blvd., Calverton, NY 11933 **dsoop1SR@juno.com**

Radio Facility, Radio Watchstander and TCO:
  Alan Reff, 108 Weeks Road, East Williston, NY 11596-1426 **ADSOCM@gmail.com**

Vessel Examiner, CFV, UPV, AUXOP:
  William Russell, 5 Hofer Ct., Metuchen, NJ 08840-1017 **wruss3@optonline.net**

Instructor:
  Kenneth Gorman, 21 Gracewood Dr., Manhasset, NY 11030-3931 **kgorman@optonline.net**

Marine Dealer Visitor (PV), AUXCHEF, PAFFAIRS:
  Lillian Haines, 39 Reynolds Dr., Wallingford, CT 06492-3933 **nordorf@comcast.net**

Aid Verifier, AUXSCE:
  Paulette Nedrow, 35 Forest Rd., Cedar Grove, NJ 07009-2205 **plned1@aol.com**

ICS:
  Donna Cole, 14 Witherspoon Rd., Verona, NJ 07044-2911 **donnamcole.uscgaux@verizon.net**

IQ to BQ:
  Karen Wagner, USCG Director of Auxiliary D1SR, Battery Park Bldg.

FIRST DISTRICT SOUTHERN REGION
AUXILIARY

CERTIFICATION OF ELECTION (APPENDIX F)
1SR-1 (Rev. 05/09)

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
      (b) District Standing Rules dtd 1 Sep 05

Date of Election _____ Election for Office of: _____
Certifying Officer _____ ( )DCDR and VCDR of Division
_____
Title of Cert. Off _____ ( )FC and VFC of Flotilla _____
COMMITTEE NOMINEES:
( )DCDR ( )FC
_____
( )VCDR ( )VFC
_____
PETITIONS RECEIVED: NOMINATIONS FROM THE FLOOR:
( )DCDR ( )FC _____ ( )DCDR ( )FC _____
( )VCDR ( )VFC _____ ( )VCDR ( )VFC _____
( )DCDR ( )FC _____ ( )DCDR ( )FC _____
( )VCDR ( )VFC _____ ( )VCDR ( )VFC _____
YES NO
( ) ( ) A quorum of the membership was present. (Note: reference (a) defines a quorum as 1/3 of eligible
voting members, unless specified in the Unit's standing rules.
( ) ( ) Petition called for prior to the elections?
( ) ( ) Nominations called from the floor called for? (No second is required)
( ) ( ) All candidates passed the Administrative Procedures course?
( ) ( ) All candidates currently designated in any one of the following categories:
VE, IT, or OPS for that year?
( ) ( ) Were all provisions of the Unit's standing rules met?
( ) ( ) Candidates for DCDR, DVCDR past members of the Division Board?
RESULTS OF ELECTIONS
( )DCDR ( )FC_____ ( )VCDR ( )VFC
_____
"I hereby certify, as a duly elected officer of the Auxiliary that I have conducted the indicated election (s)."

_____ _____ __
Print Name Signature Date

ELECTION ELIGIBILITY (APPENDIX G)

Flotilla Commander (FC)
• Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA.
• Must be a member of the Auxiliary for one year prior to date of election (the time that an individual is in AP status awaiting a PSI determination counts for this purpose).
• Must, by the date of nomination, successfully complete the Administrative Procedures Course (APC).
• Must, by the date of nomination, successfully complete IS 100 and IS 700 courses.
• Must, by the date of nomination, be a member of the Flotilla to which they seek elected office.
• Must, by the date of nomination, meet one of the following requirements:
  • Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
  • Have served as a staff officer or elected officer at any organizational level for two years; or,
  • Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

Vice Flotilla Commander (VFC)
• Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA.
• Must be a member of the Auxiliary for one year prior to date of election (the time that an individual is in AP status awaiting a PSI determination counts for this purpose).
• Must, by the date of nomination, successfully complete the Administrative Procedures Course (APC).
• Must, by the date of nomination, successfully complete IS 100 and IS 700 courses.
• Must, by the date of nomination, be a member of the Flotilla to which they seek elected office.
• Must, by the date of nomination, meet one of the following requirements:
  • Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
  • Have served as a staff officer or elected officer at any organizational level for two years; or,
  • Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

Division Commander (DCDR)
• Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA.
• Must, by the date of assuming office, have completed a regular term of office as FC.
• Must, by the date of nomination, successfully complete IS 200 and IS 800 courses.
• Must, by the date of nomination, be a member of a Flotilla within the Division to which they seek elected office.
• Must, by the date of nomination, meet one of the following requirements:
   • Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
   • Have served as a staff officer or elected officer at any organizational level for the previous year; or,
   • Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

Division Vice Commander (VCDR)
• Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA.
• Must, by the date of assuming office, have completed a regular term of office as FC.
• Must, by the date of nomination, successfully complete IS 200 and IS 800 courses.
• Must, by the date of nomination, be a member of a Flotilla within the Division to which they seek elected office.
• Must, by the date of nomination, meet one of the following requirements:
   • Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
   • Have served as a staff officer or elected officer at any organizational level for the previous year; or,
   • Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

District Commodore (DCO)
• Must, by the date of assuming office, submit a complete DO PSI package to the Director.
• Must, by the date of assuming office, have completed a regular term of office as DCOS or DCAPT.
• Must, by the date of nomination, be a member of a Flotilla within the District to which they seek elected office.
• Must, by the date of nomination, meet one of the following requirements:

- Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
- Have served as a staff officer or elected officer at any organizational level for the previous year; or,
- Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including
Member Activity forms (ANSC-7029), for the previous year.

District Chief of Staff (DCOS)
• Must, by the date of assuming office, submit a complete DO PSI package to the Director.
• Must, by the date of assuming office, have completed a regular term of office as DCDR.
• Must, by the date of nomination, be a member of a Flotilla within the District to which they seek elected office.
• Must, by the date of nomination, meet one of the following requirements:
- Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
- Have served as a staff officer or elected officer at any organizational level for the previous year; or,
- Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manualsection 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

District Captain (DCAPT)
• Must, by the date of assuming office, submit a complete DO PSI package to the Director.
• Must, by the date of assuming office, have completed a regular term of office as DCDR.
• Must, by the date of nomination, be a member of a Flotilla within the geographic sub-region or organizational area to which they seek elected office (e.g. – DCAPT SECNY-North, DCAPT SECLIS-South).
• Must, by the date of nomination, meet one of the following requirements:
- Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.
- Have served as a staff officer or elected officer at any organizational level for the previous year.
- Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

National Commodore (NACO)
• Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA.
• Must, by the date of assuming office, be serving in the second year of a regular term as NACO, DNACO, or DCO, or be a past DCO who has completed a regular term as NACO, DNACO, or DCO.
• Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.- 8.B.7.

National Vice Commodore (VNACO)
• Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA.
• Must, by the date of assuming office, be serving as DNACO or DCO in the second year of a regular term of office, or be a past DCO who has completed a regular term as DCO.
• Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.- 8.B.7.

Deputy National Commodore (DNACO)
• Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA.
• Must, by the date of assuming office, be serving as DCO in the second year of a regular term of office, or be a past DCO who has completed a regular term as DCO,
• Must, by the date of nomination, be a member of a Flotilla within the Area to which they seek elected office.
• Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.- 8.B.7.

D1SR AUXOP TRACKING

FC requests MEMBER UPGRADE STATUS to AX2.

The SO-IS or FSO-IS downloads from AUXDATA - AUXOP PROGRESS REPORT for the member who is eligible for the upgrade. (At the bottom of the report it will state member is eligible for AUXOP).

It is preferable for FC request and AUXOP PROGRESS REPORT to be sent via Regular Mail v. E-MAIL based on possible scanning problems making the report, in some cases, unreadable.

The FC request currently goes to WILLIAM RUSSELL, DQT-r.

The Qual Team Member will forward to DIRAUX office a memo of the Member Status Upgrade to AX2.