



NAVIGATING THE AUXILIARY MANUAL



U.S. Department of
Homeland Security

United States
Coast Guard



AUXILIARY MANUAL COMDTINST M16790.1G



"Proud Traditions – Worthy Missions"

17 August 2011





Lesson Goals

Provide you with a basic understanding of the AUXMAN in regards to:

- Policies
- Procedures
- Protocols

Review some of its contents applicable to your position



Contents

CHAPTER	TOPIC
1	HISTORY & PURPOSE
2	MEMBERSHIP
3	MISSION & PROGRAMS
4	ORGANIZATIONAL STRUCTURE
5	REGULATIONS AND POLICIES
6	SUPPORT AND BASIC MATERIAL
7	HUMAN RESOURCES
8	MEMBER TRAINING & QUALIFICATIONS
9	REIMBURSEMENTS
10	UNIFORMS
11	RECOGNITION & AWARDS
12	CUSTOMS, COURTESY & PROTOCOLS



Overview

We will not be covering every chapter verse and page.

There are chapters, such as Uniforms, that do not require a detailed review session. A mention should suffice.

Your awareness and general contents are the key factors.



Chapter 1



History, Purpose and Administration

This chapter is divided into 4 sections:

- Creation of the Auxiliary
- Coast Guard Leadership and Management
- Auxiliary Leadership and Management
- Coast Guard Auxiliary Linkage with the Coast Guard



Chapter 1



In this chapter you will find:

The history of the USCG, its leadership chain and responsibilities.

Similarly you will find the same for the USCG Auxiliary with respect to the leadership and management chains and the defined AOR's.

Parallel staffing and linkage of the two organizations.



Chapter 2



Missions and Programs

The Commandant has assigned primary responsibility for the accomplishment of certain missions to the Auxiliary.

Chapter 2 outlines those mission areas in which he has authorized Auxiliarists to participate.

This chapter deals with Mission & Unit Goals and Authorized Programs & Activities



Chapter 3



Membership

This chapter describes the eligibility requirements, privileges, and conduct requirements for Auxiliarists.

This chapter contains the following sections:



Chapter 3



SECTION	TOPIC
A	ELIGIBILITY
B	ENROLLMENT
C	AUXILIARY PERSONNEL SECURITY PROGRAM
D	MEMBERSHIP ACCESSION
E	TRANSFER
F	AUXILIARY ADMINISTRATIVE DISCIPLINE
G	INFORMAL DISCIPLINARY ACTION



Chapter 3



SECTION	TOPIC
H	FORMAL DISCIPLINARY ACTION
I	TEMPORARY SUSPENSION
J	APPEALS – DISCIPLINE & PSI ACTIONS
K	INFORMATION RETENTION & HANDLING



Chapter 4



The Auxiliary Organizational Structure

- This chapter describes the organizational structure of the Auxiliary.
- Contains the general management capabilities and duties of Auxiliary office holders.



Chapter 4



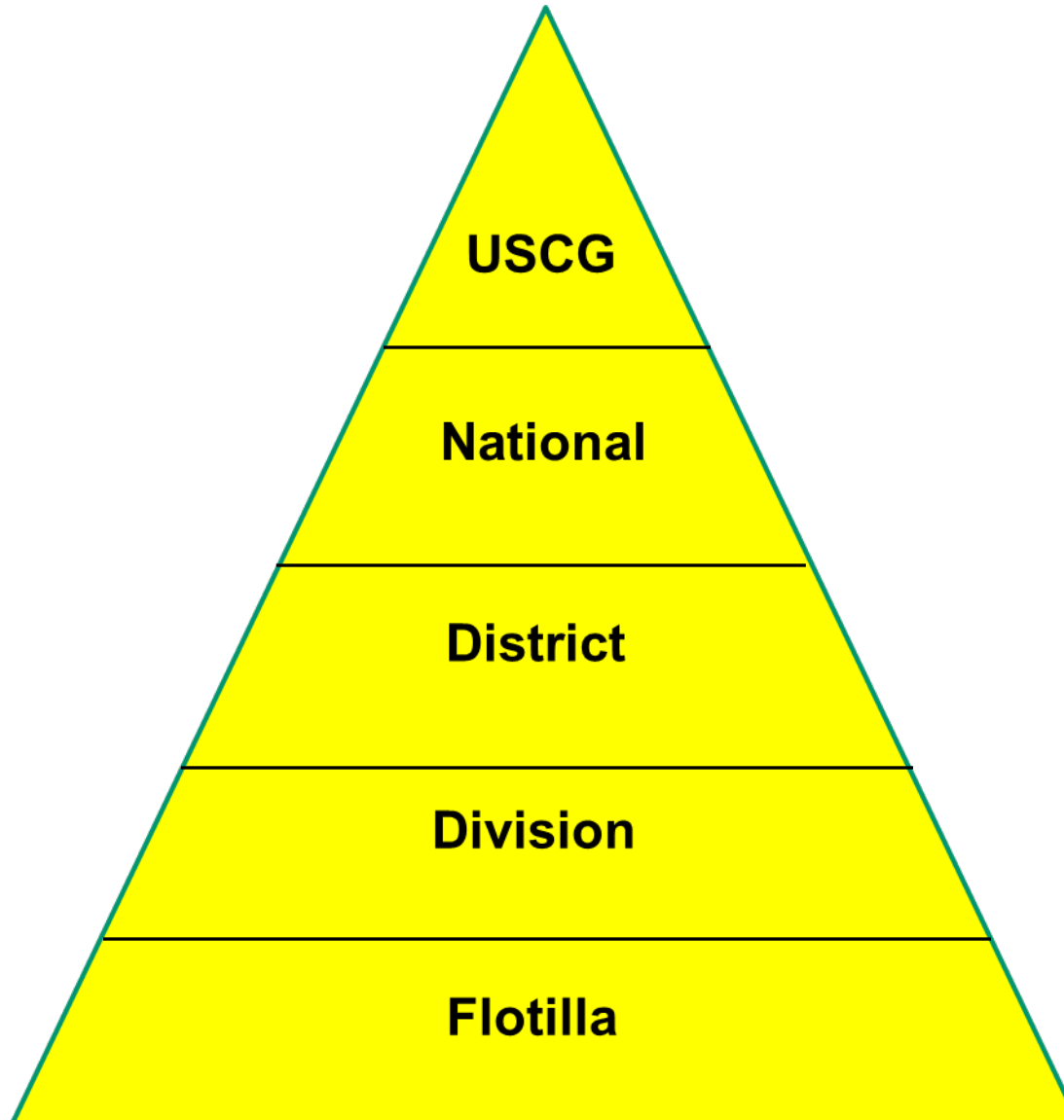
SECTION	TOPIC
A	FLOTILLAS
B	DIVISIONS
C	DISTRICTS
D	NATIONAL
E	SUPERVISORY ADMIN & DUTIES OF BOARDS, COMMITTEES & LEADERS
F	ELECTIONS
G	STAFF OFFICERS
H	STANDING RULES



Organizational Pyramid



HOMELAND SECURITY





Chapter 5

Regulations and Policies

This chapter provides regulations and policies related to certain Auxiliary functions.

SECTION	TOPIC
A	PUBLIC LAW EXCERPTS
B	COMMUNICATIONS WITH OTHER GOVERNMENT AGENCIES & INDUSTRY
C	PUBLIC APPERANCES FOR POLITICAL AFFAIRS
D	MARKETING AND PUBLIC AFFAIRS
E	PRIVACY, FOIA, IDENTIFIABLE INFORMATION, AUXILIARY CORRESPONDENCE & NETWORK SECURITY



Chapter 5



SECTION	TOPIC
F	OFFICIAL BUSINESS MAIL
G	TAXES
H	SOLICITATIONS, GIFTS & DONATIONS
I	PUBLICATIONS
K	ASSIGNMENT TO DUTY
L	PE COURSE FEES
M	INCORPORATION
N	FINANCES



Chapter 5



SECTION	TOPIC
O	AUXILIARY IDENTIFICATION MEANS
P	ACCOMODATION OF INDIVIDUALS WITH PHYSICAL & MENTAL DISABILITIES
Q	WEAPONS
R	SOCIAL MEDIA
S	STANDARDS OF ETHICAL CONDUCT



Chapter 6



Support and Basic Materials

This chapter provides a description of facilities and support programs available for use by the Auxiliary.

In short what the Coast Guard provides for Auxiliary use.



Chapter 6



SECTION	TOPIC
A	GENERAL SERVICES & SUPPLY
B	GOVERNMENT PROPERTY
C	COAST GUARD PERSONAL PROPERTY
D	AUXILIARY LICENSE SIGNATURE AUTHORITY
E	OTHER AGENCIES & PARTNERSHIPS
F	WORK-LIFE & MUTUAL ASSISTANCE PROGRAMS



Chapter 6



Do you know what the Auxiliary License Signature Authority is?

Are you familiar with “other agencies & partners”?
(USACE – NPS – TVA)

With respect to “partnerships” do you understand the “authority” to sign and enter into a MOU or LOU?

Do you know what the Work Life and Mutual Assistance Programs are?



Chapter 7

Human Resources

This chapter describes the Auxiliary's provisions for several human resource areas.

SECTION	TOPIC
A	DIVERSITY MANAGEMENT
B	ANTI- DISCRIMINATION & HARASSMENT
C	RAPE & SEXUAL ASSUALT
D	CIVIL RIGHTS PROGRAM



Chapter 7



This chapter contains several of our CORE class requirements and recertification of same every 5 years.

If it important enough for us to both certify and recertify, then you, in your current position, should be extremely familiar with all it's sections.



Chapter 8

Authority and Privilege

“The Commandant shall prescribe the circumstances and qualifications under which members of the Auxiliary may be advanced.”

“The Commandant will prescribe the type of training Auxiliary shall be deemed qualified to perform certain duties. The Commandant also will prescribe the circumstances and manner in which certain members of the Auxiliary shall be authorized to perform regular and emergency specific duties.”



Chapter 8



SECTION	TOPIC
A	AUTHORITY & PRIVILEGE
B	TRAINING & QUALIFICATION OPPORTUNITIES
C	ADVANCED LEVEL TRAINING
D	OTHER AVAILABLE COAST GUARD EDUCATION
E	AUXILIARY MANDATED TRAINING



Chapter 8



Member Training & Qualifications

Auxiliary applicants must complete the New Member (NM) Course and pass its exam in order to enroll in the Auxiliary.

Following this orientation, new Auxiliarists have a wide range of opportunities to gain additional knowledge, skills and qualifications by participating in training programs.



Chapter 9

Reimbursement of Auxiliarists

14 U.S.C. § 831 states;

“When any member of the Auxiliary is assigned to such duty he may, pursuant to regulations issued by the Secretary, be paid actual necessary traveling expenses, including a per diem allowance in conformity with standardized Government travel regulations in lieu of subsistence, while traveling and while on duty away from his home.”



Chapter 9



SECTION	TOPIC
A	TYPES OF ORDERS
B	MISCELLANEOUS EXPENSES
C	REIMBURSEMENT GUIDELINES
D	TRAVEL CLAIM PROCEDURES

In this chapter you will find the who, what, when, where, and how with respect to travel and reimbursement.



Chapter 10



Uniforms

- What should I wear?
- What do I need?
- Where do it get it?

All this and more are here in chapter 10





Chapter 10

SECTION	TOPIC
A	WHEN UNIFORMS ARE REQUIRED & PROHIBITED
B	PROCUREMENT & DISPOSAL OF UNIFORMS
C	STANDARDS
D	UNIFORM COMPONENTS
E	AUXILIARY UNIQUE ITEMS
F	UNIFORM ACCESSORIES
G	MEN'S UNIFORMS
H	MEN'S & WOMEN'S UNIFORMS
I	WOMEN'S UNIFORMS



Chapter 11



Recognition and Awards

The recognition of an Auxiliarist's service, through the presentation of timely and appropriate awards, is essential to the success of the Auxiliary program.

The following page lists the What, Where and How with respect to awards and other recognitions.



Chapter 11

SECTION	TOPIC
A	AUXILIARY AWARDS
B	CG UNIT & SERVICE AWARDS
C	APPLICABLE NON-MILITARY AWARDS
D	MAKING A RECOMMENDATION
E	PROCUREMENT OF AWARDS
F	MANNER OF WEARING MINIATURES AND RIBBON ATTACHEMENTS
G	PRECEDENCE FOR AWARDS
H	INFORMAL RECOGNITION
I	TERMS FOR REFERENCING AWARDS



Chapter 11

REMEMBER

WE DON'T GET PAID – WE DON'T GET PROMOTED

TAKE CARE OF YOUR PEOPLE!





Chapter 12

Customs, Courtesies and Protocols

As auxiliary members you can expect, at some point in time, to interact with regular military personnel, either in person or on facilities.

You are expected to know, respect and abide by their standards.

This chapter deals with ***most*** of the customs, courtesies and protocols you may encounter.



Chapter 12



Section	TOPIC
A	SALUTING
B	FLAG ETIQUETTE
C	BOARDING OR DEPARTING A MILITARY VESSEL
D	WARDROOM ETIQUETTE
E	INVITATIONS
F	FORMAL FUNCTION & PROTOCOL
G	SEATING ARRANGEMENT & SPEAKING ORDER
H	AUXILIARY FUNERAL SERVICES
I	SPIRITUAL ELEMENTS OF AUXILIARY FUNCTIONS



Chapter 12

Do you know what time reveille is on a Marine Base?

Is it different from an Army, Navy or Air Force base?





Chapter 12

The answer to that is; It varies base to base.

Some examples of reveille

Joint Base San Antonio – 0500

JBSA-Lackland - 0530

Fort Sam Houston – 0630

Moral to the story – Check don't ASSUME

Remember when you ASSUME you only make an

ASS out of **U** and **ME**



Questions?



Contact your FC, VFC or HR Staff Officer with any questions you may have regarding the Auxiliary Manual.