

CHAPTER 1
PERSONNEL, ADMINISTRATION AND POLICIES

- References:
- a. Auxiliary Manual COMDTINST M16790.1_ (SERIES)
 - b. Auxiliary Membership Recruiting and Retention Guide, COMDTPUB P16794.12_ (SERIES)
 - c. Eleventh District Northern Region Standing Rules, as last revised.

A. Membership.

- 1. Eligibility: (Reference a)
- 2. Categories: Member, Retired, Life Membership, Honorary Membership (Reference b)
- 3. Membership Accession: Qualification (Reference b)
 - a. Enrollment Process for the prospective member is administered by PS, MT, or elected officer:
 - (1) Interview using ANSC 7036 Prospective Member Interview Record
 - (2) Issue Auxiliary Manual **OR** New Member Reference Guide
 - (3) Issue New Member Course Student Guide COMDTPUB P16794.40_ to be completed. All required forms are included.
 - (4) Upon course completion, administer the open manual (or guide) test located in Auxiliary New Member Course Instructor Guide. Use Examination Answer Sheet, scored 80% or better.
 - b. Flotilla Commander forwards the following New Member Package to DIRAUX:
 - (1) ANSC 7026 Prospective Member Interview Record (signed)
 - (2) Auxiliary New Member Course Examination Answer Sheet scored
 - (3) Enrollment Application (complete with FC signature)

Note: Dues are sent to FSO-FN
 - c. Official Enrollment of New Members. Upon receipt of the New Member Package, DIRAUX will:
 - (1) Verify completeness and accuracy of the New Member package

- (2) Process the membership application.
 - (3) Send “Welcome Aboard” letter to the new member.
 - (4) Issue Auxiliary membership card, New Member Handbook, certificate, and copy of the Eleventh District Auxiliary Policy Guide to the Flotilla Commander for presentation to the new member during a regular or special Auxiliary meeting.
- d. Upon Membership the member will be in an initially qualified status (IQ). The following flotilla documents and services will be provided to the new member:
- (1) Flotilla Roster and List of Officers
 - (2) Standing Rules
 - (3) Schedule or calendar of activities
 - (4) Assign a Mentor to help with goal setting, strategies for training, assist with uniform procurement, and be a resource to the new member
4. Reenrollments: ANSC 7001 Enrollment Application (Reference: a. 3-5)
5. Transfers: ANSC 7056 Member Transfer Request (Reference: a. 3-6)
6. Change of Membership Status is sent to DSO-PS for verification and forward to DIRAUX to be processed. To prevent flotilla dues obligation for the following year, send to DSO-PS prior to October 1st to be forwarded to DIRAUX by November 1st for processing.
- a. Retirement status is an option for members meeting the 15-year requirement and in good standing. The Flotilla Commander signs and forwards the form to DSO-PS for verification. It is then sent to DIRAUX for processing.
 - b. Deceased Member notification completed by the Flotilla Commander, forwarded to DSO-PS. It is then sent of DIRAUX for processing. (No flotilla dues obligation in this case for the following year if after November 1st.)
 - c. Member Request to be dis-enrolled, use the Change of Membership Status form or write a letter. The Flotilla Commander completes the form and attaches a letter if written by member, forwarding to the DSO-PS. It is then sent to DIRAUX for processing. Prior to processing, DIRAUX will send the member an invitation to transfer to Inactive Flotilla 99-99.

7. Mentoring New Members.

- a. Studies confirm mentoring programs increase the productivity, performance, and career satisfaction of new members in an organization. The Auxiliary is clearly benefited by the development and retention of new members. Flotilla Commanders will work with their FSO-MS and FSO-MT's to develop a pool of talented and experienced mentors for their flotilla. Mentors should normally have a broad knowledge of Auxiliary Missions and the qualification process for various positions. They should also be enthusiastic and have pride in the organization and exhibit good coaching and communication skills. At the least, mentors should:
- b. Meet with the mentee and discuss their skills, interests, and goals
- c. Chart a development plan to meet those goals
- d. Refer them to other subject matter experts in the Flotilla, or outside the Flotilla, to assist in their development
- e. Based on their interest and skills, encourage their involvement in other Auxiliary activities and staff position support
- f. Ensure the new member is involved in flotilla meetings and fellowship activities from the start
- g. Counsel the new member on overcoming hurdles or difficulties

B. Uniforms.

1. Authorized Uniforms.

- a. The following uniforms are authorized for wear by Auxiliarists in this region. Appropriate uniforms for scheduled events will normally be specified by the sponsor of the event. Any change to this timetable will be announced via the chain of leadership.

Uniform	Authorized Dates
Dinner Dress Navy Blue Jacket	ALL YEAR
Dinner Dress White Jacket	1 MAR - 30 NOV
Dinner Dress Blue	ALL YEAR
Service Dress Blue "A" or "B"	ALL YEAR
Tropical Blue	ALL YEAR
Winter Dress Blue	1 DEC - 28 FEB
Undress Blue (s/s)(dressy/work)	1 MAR - 30 NOV

Undress Blue - Winter	1 DEC - 28 FEB
Undress Blue - Summer, Alpha	1 MAR - 30 NOV
Undress Blue - Summer, Bravo	1 MAR - 30 NOV
Working Blue (l/s or s/s)	ALL YEAR
Hot Weather Boat Crew Outfit	1 MAR - 30 NOV

b. Ballcaps. Ballcaps are authorized to be worn under the following conditions:

- (1) At a station or Coast Guard unit. When performing work or attending a function at a Coast Guard unit, the unit ballcap is authorized in accordance with unit's uniform of the day.
- (2) When on patrol or performing a Auxiliary mission. Only Auxiliary ballcaps are authorized.
- (3) Not on orders, not in uniform. Any ballcap is authorized.

2. Procurement.

- a. District Store. Many uniform articles and associated Auxiliary items are stocked in the District Store. For an up-to-date listing of items and prices, contact the District Staff Officer-Materials (DSO-MA).
- b. Clothing and Small Stores. A well stocked exchange is located on Coast Guard Island, Alameda. Members may buy any item except tax exempt items, (i.e. Cigarettes, Alcohol). The store may be reached at (510) 437-3028. Auxiliarists are authorized to use the tailor shop located on Coast Guard Island, Alameda. The tailor shop may be reached at (510) 536-4252.
- c. Mail Order Service. All uniform mail orders should be sent directly to:

Coast Guard Training Center,
Uniform Locker,
Cape May, New Jersey 08204-5098.

All deliveries should be shipped United Parcel Service.

C. Travel.

1. Reimbursable Travel Orders. In the Northern Region, reimbursable travel orders may be issued to members for activities and members as indicated below. Reimbursement is limited to mileage, tolls, and per diem costs. Per Diem varies, depending on the area, and is based on the actual cost of lodging plus subsistence.

- a. The Director, or Assistant Director or Administrative Assistant may authorize orders for "local travel" in which no per diem costs occur. In this case, the Auxiliarist shall, in writing, complete form SF 1164 and forward it to DIRAUX for reimbursement.
- b. Orders may be issued as follows:
 - (1) District Board Meetings. Written travel orders may be issued to the District Board members (Executive Committee (EXCOM,) Division Captains (DCPs,) and President Past Captains' Association, (PCA).
 - (2) Annual District Conference. Written travel orders may be issued to all current District Board members, and all District Staff Officers required to be present to conduct workshops.
 - (3) District Awards Banquet. Written travel orders may be issued to all current District Board members, the District Commodore's Aide and the on-site coordinator.
 - (4) Bi-Annual Utah Mini-Conference. When scheduled, written travel orders may be issued to the District Commodore (DCO), Vice Commodore (VCO), the liaison Rear Commodore (RCO), and District Staff Officers presenting the training.
 - (5) Division Changes of Watch. Written travel orders or local mileage reimbursement may be issued to the District Commodore and one other member of EXCOM, as determined by the DCO, for each Division Change of Watch.
 - (6) District Level Qualification Seminars/Workshops. Written travel orders may be issued to District Staff Officers offering seminars/workshops.
 - (7) Boat Crew Qualification Training. Written travel orders or local mileage reimbursement may be issued to the appointed Qualification Examiner(s).
 - (8) Auxiliary Half-Boat Display Transportation. Travel authorization for Half-Boat Displays will be handled by the Operations Training Officer on a case by case basis.
 - (9) Flotilla/Division Charters. Written travel orders may be issued to the District Commodore and members of EXCOM as determined by the District Commodore and the Director.

- (10) Other Circumstances. Written travel orders may be issued to other Auxiliarists when deemed necessary by the Director. No travel will be authorized after the fact. No reimbursement will be authorized for travel not approved before it is accomplished.
 - (11) Active Duty Commands. Orders may be issued to Auxiliarists who augment or perform duty for active duty commands, as funds are available. The augmented command must make that determination.
 2. Availability of Funds. All reimbursement prescribed in this Section is subject to the availability of funds. If budget cutbacks dictate a decrease in Auxiliary funding, travel reimbursement may be restricted or curtailed. The District Commodore will have immediate access to this information and will provide input.
 3. Cancellation of Orders. If a member has been issued written orders but does not wish to claim reimbursement, the original orders MUST be returned to DIRAUX with the word "CANCEL" written across the page.
 4. Auxiliary Travel and/or Reimbursement Claims. Each member authorized to receive written travel orders, will be mailed a "Travel Order Packet" prior to the ordered activity. The travel order packet will contain orders marked "ORIGINAL", extra copies of the orders, and a form entitled "Travel Voucher or Sub voucher (DD 1351-2)", or form SF-1164 for local mileage.
 - a. Reimbursements. After the assigned travel has been accomplished, the following items must be completed and returned to DIRAUX within 3 days:
 - (1) The travel orders marked "ORIGINAL." (A copy should be kept by the member).
 - (2) Completed "Travel Voucher or Sub voucher (DD 1351-2)".
 - (3) Airline, lodging, bridge receipts and any other receipts the member may feel are required.
 - (4) Form SF-1164 for local mileage claims.
 5. Patrol Orders. Addressed in Chapter 4 (Operations).

D. District Elected Officers.

1. Rear Commodores. There will be three (3) Rear Commodores. Division liaison duties will be divided between the Rear Commodores and the Immediate Past District Commodore. No Rear Commodore or IPDCO may serve as liaison to

their own Division. If all are from the same Division the District Vice Commodore will be liaison to that Division.

2. Duties. The Rear Commodores of the Eleventh District Northern Region will assist the District Commodore and District Vice Commodore in the performance of their duties, and in addition will:
 - a. Act as the District Commodore's representative to the Divisions assigned and at other assigned activities.
 - b. Attend their assigned Divisions' meetings at least three times a year.
 - c. Have voice contact with each of their Division Captains at least once a month.
 - d. Be knowledgeable on Manuals, Publications, Commandant Instructions and Eleventh District Northern Region policies and procedures in order to answer questions from and provide guidance on policy to their assigned Division.
 - e. Convey information, recommendations and suggestions received from their Divisions to the EXCOM so appropriate action may be taken.
 - f. Share information about their area with other members of the EXCOM so everyone is equally informed on all matters.
 - g. Complete all assigned tasks on time and promptly report the results to the District Commodore and District Vice Commodore.
 - h. Serve as Chairperson for their assigned Eleventh District Northern Region committees and recommend members to the District Commodore for appointment to the committee. Keep the Eleventh District Northern Region Board informed on the activities of each of their committees.
 - i. Serve as a member of the District Planning Group.
 - j. Attend all meetings of the Eleventh District Northern Region EXCOM, Board, and other meetings as assigned.
 - k. Prepare an article for each issue of the NORTHWIND.
 - l. Maintain close liaison with their assigned Division Captains. Supervise, assist and counsel them as necessary and assist them in problem solving.
 - m. Make an informational presentation at each Division meeting they attend.

- n. Copy the District Commodore and District Vice Commodore on all correspondence relating to their activities as Rear Commodore and other items as appropriate.
- o. Take appropriate and timely action to provide information and/or assistance as requested by the Division Captains. If the request is passed to someone else, follow up to ensure appropriate action has been taken.
- p. Serve as a member of the District AIM Review Board.
- q. Report expenses quarterly to the District Audit Committee in order to receive the next quarter's expense allowance. Mail reports to District Commodore for approval and forwarding to DSO-FN for payment.

E. Dues.

1. Annual Dues. The District Staff Officer – Finance (DSO-FN) will bill Divisions for all members, other than Past Commodores, listed in Auxdata as of January 1. Past Commodores are exempt from dues.

2. New Member Dues. The DSO-FN will bill Divisions on a pro-rated quarterly basis in accordance with the following schedule:

<u>Enrolled in</u>	<u>Percent of Annual Dues Payable</u>
1 st quarter	75%
2 nd quarter	50%
3 rd quarter	25%
4 th quarter	none

3. Dues Collection. The DSO-FN will be collecting dues for both National and District. Methods for collecting dues at the flotilla level are at the discretion of the National, the flotilla and its standing rules. The amount collected should satisfy the District, Division, and Flotilla dues.

4. Delinquent Dues. All District and National dues billed by DSO-FN are due and payable within 30 days. Dues not paid during this time period will be considered delinquent. Division whose dues are more than 60 days in arrears shall not be entitled to vote as a member of the District Board.

5. Dues Discrepancies. Occasional disagreements concerning the amount of dues payable are unavoidable. If a disagreement occurs –

- a. pay the full amount billed by the DSO-FN
- b. report the discrepancy to your IS officer and the DSO-FN

Remember, it is the Flotilla's duty to submit paperwork for all disenrollments – including the death of a flotilla member.

6. Non-payment of dues with appropriate notification requires a time frame, if the member had not signed the Change in Membership form. Documentation by the Flotilla Commander may be written either on the form or on an attachment. The member needs to be notified of the financial obligation in writing, by phone, e-mail, or in person by the FSO-FN, FSO-PS and/or FC for the following:
 - a. **Prior to August 1st:** Dues Statement notification by FSO-FN.
 - b. **Prior to September 1st:** Dues are payable. A friendly type reminder is recommended to accompany the past due statement using the Change of Membership Status with Section I completed. Document(s) are to be delivered in person or by mail. The FC and FSO-PS should make every reasonable effort to contact and retain the member.
 - c. **Prior to October 1st:** Thirty required days end for Change of Membership Status form notice in which the member completes Section II and may request disenrollment, retirement, transfer, or pay dues.
 - d. **October 1st:** Change of Membership Status form is sent to DSO-PS. List at least three contacts, type of contacts, and dates of contact in Section III of the form or on an attachment. In case mail is returned with no forwarding address, attached the envelope to the form. Note disconnected phone and effort to locate member. The DSO-PS may require farther documentation or make a contact if there is any question as to member notification of financial obligation.
 - e. **November 1st:** Change of Member Status form Section IV is complete by DSO-PS and forwarded to DIRAUX for processing.
 - f. Administrative Actions (Reference a. 3-7)

F. Coast Guard Auxiliary Forms.

All CG Auxiliary Forms can be found and downloaded from the U.S. Coast Guard Auxiliary website www.cgaux.org. Click on Member's Deck, and next screen FORMS.