United States Coast Guard Auxiliary
U.S. Department of Homeland Security

America's Volunteer Guardians
Since 1939

Flotilla Monterey 06-04 -Division 6- District 11-Northern Region

New New Member Information Packet:

Name: _____   Mentor: _____

Address: _____

Phone: _____

E-mail: _____

Application: _____

Test Answer Sheet: _____

FC/VFC Meeting Date: _____

1. New Member Interests-- Please check all that apply:

Operations--OP (*On-the-Water Patrols, other direct USCG Support*):

Yes_____.   No _____.   Would like to know more_____.

Vessel Examiner/Program Visitor--VE/PV (*Vessel Safety Checks for Boaters, Kayakers/Visit area Marine Dealers*):

Yes_____.   No _____.   Would like to know more_____.

Communications--CM (*Radio work, Station Monterey Watchstander*):

Yes_____.   No _____.   Would like to know more_____.

Marine Safety--MS (*Environmental Protection, Disaster Preparedness*):

Yes_____.   No _____.   Would like to know more_____.

Public Education Instructor--PE (*Public Boating Safety Classes, AUX Member Training*):

Yes_____.   No _____.   Would like to know more_____.

Public Affairs--PA (*Events, News Articles, Photos, Publicity*):

Yes_____.   No _____. Would like to know more_____.

Information Systems--IS (*Computer work, programs, data updating, etc.*):

Yes_____.   No _____.   Would like to know more_____.

Navigation Systems--NS (*Chart Updating, On-The-Water Buoy & ATON checks*):

Yes_____.   No _____.   Would like to know more_____.

2. *Procedures for getting onto Station Monterey* (i.e. "*Coming Aboard"*--shoreside USCG installations maintain the use of maritime terminology on land):

a.   Auxiliary members notify the Watchstander on duty of their arrival at the Main/Reeside Avenue Gate by pressing 001 at the gate intercom.

   b. After greeting members/guests at the gate, the Watchstander calls for an escort who greets members and accompanies them to the Communications Center (Comms Center) in the   Administration Building.

   c. Once at the Comms Center, all Auxiliary members and Station guests must sign in the Visitors Log--both when coming aboard and departing Station Monterey.

   d. IMPORTANT: Auxiliary members are aboard Station Monterey at the pleasure of the Station Command. While Auxiliarists do not generally salute each other, if members are outdoors, in uniform, and "covered" (i.e. they have their hats on), when encountering uniformed Station officers, salutes are in order and appropriate.

3. *Auxiliary member levels of training and involvement (aka "Status" levels) and the requirements of each:*

There are four general *Membership Status* levels for Auxiliary members based on training and requirements completed by the individual. Members can also complete many other types of training for whatever types of jobs they want to do in the Auxiliary.

The four basic *Membership Status* levels in the Auxiliary--and the requirements for each--are the following:

AP (Approval Pending) Status:
   a. Complete multiple choice exam covering basic information about the USCG Auxiliary (*See links below):*
   b. Complete the Personnel Security Investigation application *(aka, PSI, background check)*
   c. Take a photo and apply for an Auxiliary ID card.
   d. Complete USCG Core Values Training modules (*may be done online or in a class).*
   e. Pay annual dues to your flotilla (*Flotilla Monterey 06-04; $6-4 per year).*

Useful Handbook, Study Guide, and Exam links for new members:

**The *New Member Handbook (revised December 2015 edition)* covering introductory information on the USCG Auxiliary as well as goals and expectations for new members as U.S. Coast Guard volunteers can be accessed here:
http://hdept.cgaux.org/pdf/NEW%20MEMBER%20HANDBOOK.pdf**

The *Study Guide for the New Member Course Exam (2011 edition)* for one of the first qualifications a new Auxiliary Member must complete, can be accessed here:
http://hdept.cgaux.org/pdf/New%20Member%20Packet/NewMemberStudentStudy.pdf

A sample *New Member Course Exam (March 2013 edition)* can be accessed here:
http://ppgroup.uscgaux.info/hfiles/New_Member_Exam.pdf

NOTE: New members in AP Status have many questions about what they can do, and get credit for while waiting for PSI clearance--the answer is AP members can start doing almost anything they want (except hold office positions). For more specific information and a list of Frequently Asked Questions (FAQs) regarding AP status as well as a list of commonly used USCG acronyms, see: http://hdept.cgaux.org/pdf/AP-FAQ.PDF

IQ (Initially Qualified) Status:
> a. The new member has passed the PSI and been issued a seven digit Employee ID Number.
> b. The member's ID card has also been issued.

BQ *(Basically Qualified)* Status:
a.   Complete PSI *(as above).*
b.   Complete the *Basic Qualification II* course
c.   Complete *About Boating Safely ("ABS")* course.

AUXOP/AX *(Operational Auxiliarist)* Status:
a.   Complete PSI *(as above).*
b.   Complete required AUXOP core training courses.
c.   Choose and complete qualified elective courses.

New Members can find the training courses and completion requirements for each Auxiliary Membership Status level at the *USCG Auxiliary Training Directorate* website: *http://wow.uscgaux.info/content.php?unit=t-dept*

4.   How to keep track of and log Auxiliary volunteer hours:

Any amount of time members spend doing any kind of work for either the Auxiliary or the U.S. Coast Guard counts as part of their volunteer service and should be counted.

NOTE: Hours add up fast!! especially for new members who are training, starting in their specialty areas, learning how to navigate websites, completing forms and paperwork, studying and taking exams, meeting with mentors and other Auxiliary members, and any other number of events and activities. Learning how to log hours is the member's friend. If you need a hand, ask someone to help you!

The two main Auxiliary forms for logging and submitting volunteer hours are **1. the ANSC Form 7029 (aka *"the 7029"*)** for all general hours completed, and **2. The ANSC Form 7030 (aka *"the 7030"* or *"Mission"* form)** for particular operational activities called "Missions" (on-the-water patrols, Watchstanding, teaching classes, to name a few examples.) There are also other forms for other types of work completed, but the two noted above are most common.

The process for accessing the appropriate forms online: Access the District 11 Northern Region (D11NR) website:
http://wow.uscgaux.info/content.php?unit=113.

After that, follow these steps:

1. Enter your Member Number and Password in the "Member Zone" box at left..

2. Click the "*AUX Members"* **button** at the top middle-left of the site.
3. Re-enter your Member Number and Password in the "Member Zone" box at left.
4. Click the *"Form 7029"* button. Follow the directions given, enter your activities, hours**,** miles, expenses, etc.
5. To access the 7030 *Mission* **Form, click on "ANSC Forms" link in the "Quick Links" box at left.**
6. Click on "E-Forms" at left, then choose the 7030 Mission Activity form or other form for the appropriate activity.
(*At this stage, members can also click the "Aux Directory" quick link to view their individual information by following the prompts given. Also, remember to save your information before exiting or submitting finalized forms to your Information Services (IS) officer!)*
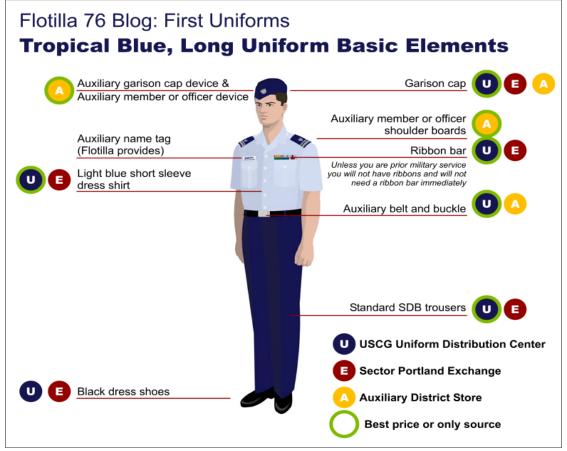

5.   *Uniforms--The two basic outfits needed for Auxiliary service:*

     a. Tropical Blue, aka "Trops" (*short sleeves, long pants, no tie*).

     b. Operational Dress Uniform, aka "ODU"s (*work uniform*).

(Please see illustrations on pages below for items required for proper regulation wear of each uniform)

For USCG regulations on proper uniform wear, Chapter 10 in the Auxiliary Manual (AUXMAN) is the standard reference:
http://d11s.org/documents/auxman/auxman_ch10.pdf

NOTE: Auxiliary members do not have official "rank" like USCG Active Duty personnel, instead they hold various levels of office and wear the appropriate insignia for each (shoulder boards, collar insignia, etc.).

USCG and Auxiliary Tropical Blue Uniform: Items for Auxiliary attire for almost all non-ODU uniform occasions

Authorized covers: Ball Cap

Office insignia: Sew-on collar insignia

Shirt: ODU blouse

Undershirt: CG Blue crew neck t-shirt

Belt: Basic Riggers Belt cotton belt with subdued buckle.

Trousers: ODU trousers

Footwear: Eight-Ten inch well blackened safety boots - shined for office wear. Specified boat shoe is authorized for Auxiliarists

OPERATIONAL DRESS BLUE

Sew on name and Auxiliary tapes - one qualification device and AUXOP device if earned

Outwear: Foul Weather Parka=======

Socks: Black socks

USCG and Auxiliary Operational Dress Uniform: Proper ODU items for on-the-water and work uniform

Where to buy uniforms, insignia, and accessories:

1. *The USCG Exchange Service (CGX)* (Active Duty and related branches online purchasing option--Auxiliary ID# and Auxiliary password required. Members can set up an account for purchases, billing, and delivery. Orders filled and shipped by the Uniform Distribution Center (UDC) in 7-14 days. Get most ODU, Trops, and outerwear items here. (Very limited Auxiliary-specific items available. *NO* AUX ball caps, *NO* AUX white plastic name-tags for Trops): **https://shopcgx.com**

2. *Lighthouse Uniforms* (Sells uniforms and Auxiliary items not available at the Coast Guard Exchange): catalog.**lighthouseuniform**.com/**coastguard**

3. *CG Auxiliary Association Member Store* (Sells many Auxiliary uniform items and accessories such as, greeting cards, hand bags, etc. Get regulation Auxiliary ball caps for ODUs here): **http://store-xms6i.mybigcommerce.com/**

4. *5th District U.S. Coast Guard Auxiliary Materials Center* (Has almost all Auxiliary items at CGX prices. A good source to find most everything in one place): **http://uscgaux-5sr.bizhosting.com/index.html**

5. *Cutter Agent* (Custom unit t-shirts, hoodies, challenge coins, mugs, business cards, etc.): *http://www.cutteragent.com/*

6. *The Exchange at USCG Base Alameda* (For members who have an ID card or their Employee ID number-EPLID. All items that may be purchased by Active Duty for ODUs and Trops can be purchased in person here. No Auxiliary items available).

7. *Dee Bee's Tailors* (An alterations and tailor shop that specializes in serving Alameda and Coast Guard Island's (CGI) large military community. Many USCG & Auxiliary items in shop)*; 206-4 Lincoln Ave. Alameda, CA 94501. Phone (510) 522-1531.*

8. *Station Monterey /Active Duty "Lucky Bag"* (Uniform items no longer needed by other personnel. For those new Auxiliary members who have the build of Active Duty personnel, If you find it--and it fits--you can have it for free).

9. Ebay (Sells many Auxiliary uniform items at reasonable prices. Takes some luck and searching).

MORE on Uniforms--Getting your ribbons and awards in the right places:

Chapter 10 of the Auxiliary Manual (AUXMAN) is the standard reference for proper insignia placement: **http://d11s.org/documents/auxman/auxman_ch10.pdf.**

For getting ribbons in the right order, use ***Ribbon Checker*** by accessing the District 11 Northern Region (D11NR) website: **http://wow.uscgaux.info/content.php?unit=113.**
Then, follow these steps:

1. Click the "***AUX Members"*** button at the top middle-left of the site.
(*This is the most used button for common, regular Auxiliary activities)*
2. Click the*"Job Aids & Resources"* button.
3. **Click the***"Ribbon Checker"* button in menu on left of D11NR site.
4. Following the directions given, *click on all the ribbons you've earned.*
5. Click th*e "Display"* button at the bottom--and there they are--the ribbons in the right order!

Note: it is not required that members wear any or all the ribbons they have earned, but if so, this is the simplest way to make sure it's done properly. Very helpful indeed!

Please feel free to ask your Mentor or other Flotilla 6-4 Members for any guidance you may need or to answer any other questions you may have.

WELCOME ABOARD!