

Prospective Member Guide



Flotilla 6-8 Auxiliary Members with the Officers and Crew of the Coast Guard Ship Narwhal during a Public Affairs Day promoting boating safety in Dana Point

BE PART OF THE ACTION!

"TEAM COAST GUARD"



United States Coast Guard Auxiliary

**District 114, Division 6, Flotilla 8
Dana Point**

www.danapointcgaux.org

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USCG Auxiliary Prospective Member Guide

Dear Prospective USCG Auxiliarist Member;

My name is Debbie Allen, and I am the Auxiliary Human Resource Officer for Flotilla 114-06-08, Dana Point. Thank you for your interest in joining the United States Coast Guard Auxiliary (USCG AUX), the largest volunteer marine safety organization in the world. It is our hope that this Guide, will help you become familiar with who we are and what we do. Please take the time to read this information and consider what the “commitment of membership” means to you. If you feel that the Auxiliary is an organization that you want to be a part of, we will assist you in becoming an active and productive member.

Please understand we are the uniformed volunteer branch of the United States Coast Guard. We are a service organization composed of volunteers with an emphasis on activities that support the many and varied U.S. Coast Guard missions in which we participate. Keep in mind that although we want you to become a dedicated member, we understand that you will need to juggle your personal commitments to family, friends, home, work, and community; therefore, you can proceed at your own pace and we will work with you according to your availability.

At the end of this document you will find a list of web sites that will be useful in providing information you will need when you become a member of the Auxiliary.

The basic steps for membership are as follows:

1. Learn about the Auxiliary, what we offer, and what you want to contribute – accomplish this by interviewing with our flotilla HR, Flotilla Commander and attending a meeting.
2. Complete the new member application, forms, and indoctrination process
3. Costs associated with Auxiliary membership: membership dues and uniforms. Costs associated with your work with the Auxiliary may be tax deductible (consult with your CPA)
4. Study, take, and pass the Auxiliary New Member Basic Qualification and core training (online or in classes)
5. Provide proof of having completed a boating safety course or attend, study, and pass a safety boating class/exam (online or via an instructor-led class).

If you have any questions whatsoever, please feel free to contact me at the numbers/email shown below. Thank you again for considering membership in the USCG Auxiliary. I look forward to hearing from you again.

Semper Paratus,

Debbie Allen

Human Resource Flotilla Staff Officer (FSO-
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Flotilla 06-08 Meeting Times and Location

Flotilla meetings are every 4th Saturday of the month. We meet at 8:30 am, preceded by a light breakfast.

Our flotilla meets at the Dana Point Yacht Club. Address: 24399 Dana Dr, Dana Point, CA 92629 We generally meet in the Commodores room. Member wear uniforms and guests may come in civilian clothes.

Requirements for Membership

To apply for membership:

- (1) You must be a US citizen, and
- (2) you must be at least 17 years old.

In addition to meeting the basic requirements for membership, there are other steps that you will need to complete on your way to becoming a full and active member.

First, learn what you can about the Auxiliary by interviewing with the FSO-HR and

- Decide how you want to become involved, what activities are of interest to you, and how and what you would like to contribute (your level of commitment).

Check out the visitors and members pages for our flotilla at

- <http://wow.uscgaux.info/content.php?unit=114-06-08&category=1332372625>

Second, you must pass an entrance exam that covers the basics of the Auxiliary and how we function as an organization. Sources to prepare for the exam include:

- **New Member Study Guide:**
<http://wow.uscgaux.info/content.php?unit=H-DEPT&category=new-member-exam>
- **Auxiliary Manual:**
<http://wow.uscgaux.info/content.php?unit=H-DEPT&category=auxiliary-manuals>

Third, complete the **Enrollment Application**. Under the New Member Study Guide Link, Click “Enrollment Application” form

Finally, you will need to pass a background investigation. Your enrollment application is an agreement to undergo a Personal Security Investigation. However, the agreement to undergo the PSI is NOT a guarantee of membership.

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New Membership and Indoctrination Forms

Item	Comments
Basic Requirement 1: At least 17 years of Age	Be prepared to show your Driver's License as an ID that will verify your age.
Basic Requirement 2: US Citizen	Show proof of citizenship (e.g., birth certificate or passport). Make copy to submit with your application.
New Member Enrollment Application (7001) http://forms.cgaux.org/forms1.php	Fill-out all pages according to specific instructions and guidance provided by the FSO-HR.
New Member Interview	FSO-HR (Personnel Services) will assist you with section on the Application Form
Auxiliary Enrollment ID Card Form (the FSO-HR will email you the form)	You will not need to fill out the ID Card Form until you have been approved for membership based on a personal security screen.
New Member Examination and Exam Sheet	Study the materials provided in the packet and take the exam. Follow the instructions for filling out the examination score sheet. When you have completed the exam call the FSO-HR; he/she will grade the exam.
Complete Basic Qualification test modules and Core Training	<p>Once you have received your member number, you can create a log-in to complete your courses: AUXDATA II website: https://uscg.force.com/auxcommunity/login</p> <p>Online Classroom website for Required Courses: http://classroom2.cgaux.org/moodle/</p>
Boating Safety Course	Take an approved boating class (online or attending the Boating Safety Class offered complimentary by the Auxiliary

Other Resources

There are many resources available to guide the Auxiliarist. Below are just a few to get you started:

Name	Web Link
Auxiliary Members Web Site – public and members' starting point	http://www.cgaux.org/
Uniform Presentations – what/where to buy	http://wow.uscgaux.info/content.php?unit=H-DEPT&category=auxiliary-uniforms

Prospective Member Orientation

What is the Auxiliary?

The U.S. Coast Guard Auxiliary is the uniformed, civilian volunteer component of the United States Coast Guard. Created by an Act of Congress in 1939, the Auxiliary directly supports the Coast Guard in all missions, except combat missions and law enforcement actions. The Coast Guard's philosophy is to be SEMPER PARATUS (ALWAYS READY) against all threats and all hazards. The Coast Guard Auxiliary is an integral part of that philosophy and the Coast Guard Forces. While socializing is a part of the Auxiliary, it is not our primary purpose. The Auxiliary is a SERVICE ORGANIZATION, composed of men and women actively supporting Coast Guard civil functions. The U.S. Coast Guard Auxiliary was established by Congress in 1939 as the Coast Guard volunteer, non-military. The Auxiliary performs many jobs for the Coast Guard. In many parts of the country, the Auxiliary provides recreational boating safety support to state and local authorities.

The Auxiliary has members in all 50 states, Puerto Rico, the Virgin Islands, American Samoa, and Guam. We conduct safety patrols on local waterways, assist the Coast Guard with homeland security duties, teach boating safety classes, conduct free vessel safety checks for the public, as well as many other activities. You do not have to own a boat or participate in water-based operations to join the Auxiliary.

Applicants must be U.S. citizens, at least 17 years old, and pass a basic background check. There are no upper age limits or height/weight standards, although for operational activities, you must be physically able to perform certain tasks. There are no minimum service hours – you can serve as little or as much as you want.

What Members Can Expect from the Auxiliary

Increase your skills. The Auxiliary provides a series of courses at no cost to you. These courses prepare members to actively support Auxiliary programs and activities. You will have the opportunity for personal growth by learning new skills and participating in many different activities to assist the Coast Guard. The operations that Auxiliarists perform will give you a sense of pride and accomplishment while assisting others. As an Auxiliarist, you enjoy certain honors and privileges; among them are wearing the Coast Guard Auxiliary uniform and having access to the USCG Base Exchange. Take advantage of advanced training in surface operations, leadership, or one of the many courses available through the Auxiliary and Coast Guard. As a member of the Auxiliary, there are no fees for these courses.

What the Auxiliary Expects from the Members

Dedication, fellowship, public service, professional conduct, and participation. The Auxiliary needs dedicated people to carry on the high quality programs and missions that make the Coast Guard the premier maritime service in the world. As a member, you are expected to contribute time and resources in furthering the Auxiliary's programs and activities. Your individual service can be in one of several areas assisting the Coast Guard in its many mission areas. Attaining the active duty grooming and appearance standards should always be held as the goal for all Auxiliary members wearing the Coast Guard Uniform. Fellowship is encouraged!

Professional Conduct

Being a part of TEAM COAST GUARD, your actions are a direct reflection on both the Coast Guard and the Auxiliary. You will receive the best possible training available, since as an Auxiliarist you are eligible to receive Coast Guard and Auxiliary mission orders. In conducting these missions, you will be interacting with the public as well as other Coast Guard and Auxiliary members. As with all members of TEAM COAST GUARD, you will be expected to comply with and support policies mandating the avoidance of sexual harassment, discrimination, drug, and alcohol abuse. You will be expected to conduct yourself in a professional manner while participating in public service aimed at assisting the recreational boating public and the Coast Guard.

Every Member is Expected to Participate in Some Program

The Auxiliary's primary function is to assist the Coast Guard in its missions of serving the public. As an Auxiliarist, you are expected to aid your Flotilla in one or more of the different programs. You **must** first undergo training and qualification in the specific program. These qualifications are designed to ensure that you are proficient in your specialty and satisfy the requirements of the Coast Guard. Many opportunities to participate in the various trainings are provided by Auxiliary trainers throughout the year. If you have a vessel and want to use it to assist the Coast Guard and Auxiliary in operational programs, you may offer it for use as an operational facility.

Flotilla Organization

Two Officers lead the flotilla: the Flotilla Commander (FC), and the Flotilla Vice Commander (VFC). The Auxiliary differs from the Coast Guard since the flotilla members elect our leaders. Additionally, various flotilla staff officers (FSO) are appointed by the Flotilla Commander to manage the flotilla's activities.

New Member Mentor: Assists the prospective New Member in navigating the requirements of the Auxiliary as well as be a resource for information and connection.

Flotilla Staff Officers:

Navigation Systems (FSO-NS): Update charts. Plan chart patrols.

Communications (FSO-CM): Radio facility inspections. Radio support of Coast Guard Auxiliary patrols.

Communication Services (FSO-CS): Designs and maintains Flotilla's web site and reports information posted on the Auxiliary website.

Member Training Officer (FSO-MT): Organize training sessions for all Auxiliary qualifications and specialty courses.

Operations Officer (FSO-OP): Schedules and organizes on-water patrols and Coast Guard support missions.

Marine Safety Officer (FSO-MS): Supervises flotilla programs associated with marine environmental awareness.

Education Officer (FSO-PE): Organize courses and schedule instructors for adult and children's public boating classes, mostly available to the public and free to Auxiliarists

Human Resources Officer (FSO-HR): Oversee Member Resources, recruiting, retention, and fellowship activities.

Vessel Examinations Officer (FSO-VE): Organize Vessel Safety Check program and operations facility inspections.

Finance Officer (FSO-FN): Oversees Flotilla Budget, records expenditures, and collects dues.

Information and Services (FSO-IS): AUXDATA reporting, official activity records. Oversees information systems for the flotilla.

Materials Systems (FSO-MA): Responsible for procurement of materials including stationery, forms and publications.

Public Affairs Officer (FSO-PA): Publicity, posters, public speaking, safety booths.

Publications Officer (FSO-PB): Flotilla newsletter and materials for other Auxiliary publications.

Program Visitor (FSO-PV): Distribute safety material to marine dealers.

Secretary/Records (FSO-SR): Record and publish minutes; maintain records.