

# **United States Coast Guard Auxiliary**



## **Auxiliary Build (AUXBUILD) Program**

### **Standard Operating Procedures**



16790  
10 Apr 17

## MEMORANDUM

From: F.T. Boross /s/  
COMDT (CG-BSX)

To: Distribution

Subj: AUXILIARY BUILD (AUXBUILD) PROGRAM - STANDARD OPERATING  
PROCEDURES

Ref: (a) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)

1. PURPOSE. This document establishes national Standard Operating Procedures (SOP) for the Auxiliary Build (AUXBUILD) program.
2. ACTION. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists who participate in the AUXBUILD program adhere to the SOP in enclosure (1).
3. DIRECTIVES AFFECTED. None.
4. BACKGROUND. Coast Guard shore-side construction, renovation, and repair projects require continuous monitoring. Many Auxiliarists possess specialized skills and experience in shore-side construction-related industries. When coupled with prescribed training and certification, the Coast Guard may leverage such Auxiliary skills and experience to monitor and report on its shore-side construction projects through the AUXBUILD program.
5. DISCLAIMER. This SOP is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Auxiliary personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. None.
7. DISTRIBUTION. Copies of this SOP will be electronically distributed as described below. An electronic version shall be located on the CG-BSX and Coast Guard Auxiliary web sites: <http://www.uscg.mil/auxiliary/> and <http://www.cgaux.org/>, respectively.

16790  
10 Apr 17

Subj: AUXILIARY BUILD (AUXBUILD) PROGRAM - STANDARD OPERATING  
PROCEDURES

8. REQUEST FOR CHANGES. Units and individuals may recommend changes via the cognizant Auxiliary chain of leadership and management. Relevant portions of this SOP shall be incorporated into the next change to reference (a).

#

Encl: (1) AUXBUILD SOP

Dist: CG-43, CG-913, NEXCOM, DIRAUX, DCO

# **Auxiliary Build (AUXBUILD) Program**

## **Standard Operating Procedures**

### **Table of Contents**

1. General Guidelines	2
2. Training and Certification Guidelines	3
3. AUXBUILD Program Roles and Responsibilities	4
4. AUXBUILD Program Orders	5
Appendix A: AUXBUILD Project Organization Chart	A-1
Appendix B: AUXBUILD Personal Qualification Standards (PQS)	B-1
Appendix C: AUXBUILD Non-Disclosure Agreement	C-1

## 1. General Guidelines.

a. The cognizant Coast Guard Civil Engineering Unit (CEU) shall serve as the Order Issuing Authority (OIA) for AUXBUILD participants. Orders shall be issued to AUXBUILD participants in accordance with provisions of Chapter 9 of reference (a) and shall delineate the scope of responsibilities, authority, and expectations of the Auxiliarist. AUXBUILD orders shall not be issued without confirmation by the OIA, in consultation with its servicing legal office, that the ordered AUXBUILD participant has no conflict of interest with any party involved in the construction project to which they are being assigned to duty. Questions regarding conflicts of interest should be addressed to the appropriate servicing legal office. The CEU shall ensure that the cognizant contracting officer for the project is notified of the certification and assignment of any AUXBUILD participant.

b. The CEU Contracting Officer's Representative (COR) shall serve as the primary project point-of-contact for participating Auxiliarists. The Project Inspector COR reports to the CEU Project Manager and Contracting Officer (KO). The Project Manager may authorize additional communication between participating Auxiliarists and other appropriate Coast Guard unit personnel based on the complexity of the project.

c. The Auxiliary's national AUXBUILD program manager shall be designated by and serve under the direction of the Auxiliary National Commodore, and shall report to and be supervised by the Vice National Commodore. The regional Auxiliary AUXBUILD program manager shall be the District Directorate Chief for Logistics (DDC-L). In the absence of a DDC-L, the cognizant District Captain (DCAPT) for a CEU shall provide such managerial support.

d. An Auxiliary Unit Coordinator (AUC) shall be appointed for the CEU in accordance with provisions of section 1.C.8. of reference (a) in order to coordinate AUXBUILD support throughout the CEU's area of responsibility.

e. AUXBUILD participants shall only observe, monitor, and report project progress as assigned by the OIA and under the guidance of the CEU COR. Prior to the performance of any AUXBUILD on-site activity, the participating Auxiliarist shall meet in person with the CEU COR to coordinate and establish responsibilities, program expectations, communication methods, and review any project related documents.

f. AUXBUILD participants shall neither communicate nor interact with any vendors or contractors associated with their assigned AUXBUILD program duties. This includes neither delaying nor disrupting contractors, nor altering construction requirements in any way, except in any life threatening or dangerous activity that will result in serious injury or loss of life.

g. AUXBUILD participants shall only be assigned to AUXBUILD duties upon successful completion of training and certification procedures described below.

h. Appendix A contains the AUXBUILD project organization chart. Appendix B contains the Personal Qualification Standards (PQS) for program certification. Appendix C contains the requisite Non-Disclosure Agreement that must be signed by AUXBUILD participants (also available as described in paragraph 2.a.(6)).

i. Should there be any conflict between the AUXBUILD program SOP and a Commandant Instruction manual, instruction, or directive, then the manual, instruction, or directive shall be controlling.

j. AUXBUILD participants shall not work for, consult, or be part of any other arrangement for contractors or vendors on any given project. Any possible conflicts of interest shall be reported directly to the responsible CEU COR and responsible Contracting Officer for determination.

## 2. Training and Certification Guidelines.

a. In order to participate in the AUXBUILD program, Auxiliarists must meet the following minimum training and certification requirements to earn the AUXBUILD competency:

(1) Successful completion of either the Auxiliary leadership training requirement or leadership achievement requirement. The Auxiliary Administrative Procedures Course (APC) constitutes the leadership training requirement. Successful completion of a full term in any Auxiliary elected office at any organizational level constitutes the leadership achievement requirement.

(2) Successfully complete the boating safety course requirement for Basically Qualified (BQ) membership status.

(3) Successfully complete and possess currency in Auxiliary Mandated Training (AUXMT).

(4) Must be at least in Approval Pending (AP) Personnel Security Investigation (PSI) status with provisional membership program completion.

(5) Possess a minimum five (5) years of commercial, public, or military civil construction, architectural, or engineering experience. This may be demonstrated by providing documentation of past or current employment with a commercial or public civil construction, architectural, or engineering entity, or documentation of military civil construction, architectural, or engineering service.

(6) Demonstrated ability to read commercial building plans and specifications. This may be demonstrated by providing documented training, letters of recommendation from commercial, public, or military construction entities, or proof of engineering licensure.

(7) Sign the DHS 11000-6 Non-Disclosure Agreement found in Appendix C and at the website: [https://www.uscg.mil/retiree/docs/rsd/DHS\\_Form\\_11000-6%20Non-Disclosure\\_Form.pdf](https://www.uscg.mil/retiree/docs/rsd/DHS_Form_11000-6%20Non-Disclosure_Form.pdf).

(8) Read the AUXBUILD SOP and any CEU instructions identified by the command.

(9) The CEU command may require additional training course completion if it deems necessary based on the Auxiliarist's skill level and experience. For example, the CEU command may require an Auxiliarist to complete the Environmental Safety and Occupational Health course (CLM 035) available through the Defense Acquisition University as part of initial certification. Then CEU would be responsible for any guidance and support required for the Auxiliarist to complete such training.

b. Certification and re-certification of the above training requirements shall be performed as follows:

(1) An Auxiliarist shall provide the elements of their training to their District Captain (DCAPT) who will forward such to the regional Auxiliary program manager. After notifying the District Commodore (DCO) (or District Chief of Staff (DCOS) if so designated by the DCO), the regional Auxiliary program manager shall forward these elements to the cognizant AUC.

(2) The AUC shall provide the Auxiliarist's elements of training to the Commanding Officer of the CEU for review and certification.

(3) If the Commanding Officer of the CEU is satisfied with an Auxiliarist's training, then the CEU shall issue a command certification letter specifically authorizing that member to perform AUXBUILD program functions (copy shall be provided to the cognizant District Director of Auxiliary (DIRAUX) with the PQS form for record retention and AUXDATA entry).

(4) Every third year after acceptance into the AUXBUILD program, participants must re-submit their documentation of current employment with a commercial or public construction entity, or documentation of military construction service, to the Commanding Officer of the CEU. If the AUXBUILD participant's employment changes during the three-year period, then the participant shall immediately notify the CEU command. Based on its review and re-assessment, the CEU may then re-certify the participant for continued AUXBUILD utilization and performance.

(5) If the Commanding Officer of the CEU loses confidence in an AUXBUILD participant's performance of duties under the AUXBUILD program, they may revoke any aspect of the participant's AUXBUILD competency.

3. AUXBUILD Roles and Responsibilities. A certified Auxiliarist assigned to duty in the AUXBUILD program shall:

- a. Attend preconstruction (Precon) and progress meetings.
- b. Witness project milestone activities with the Project Inspector whenever possible.
- c. Review and become familiar with all associated project cost estimates, activity schedules (e.g., Gantt charts), specifications, and drawings.
- d. Notify the COR, through any designated means of communication, upon detecting or identifying any non-compliant work or inconsistencies between project execution and project briefs, plans, and documents. The COR shall also be notified as otherwise directed.
- e. Review daily project reports and provide any necessary feedback to the COR.
- f. Document and photograph any significant and noteworthy activity progress that should be identified on the COR weekly reports.

g. Review and comment on any installation instructions and operations and maintenance manuals provided.

h. Not communicate with any contractor (e.g., prime contractor or subcontractor) associated with the assigned project, except in any life threatening or dangerous activity that will result in serious injury or loss of life.

i. Not authorize, nor present any image of authorization of, any change or deviation from the project's specifications (e.g., substitute materials or equipment), scope of work, schedule, supply, procedures, methods, or techniques.

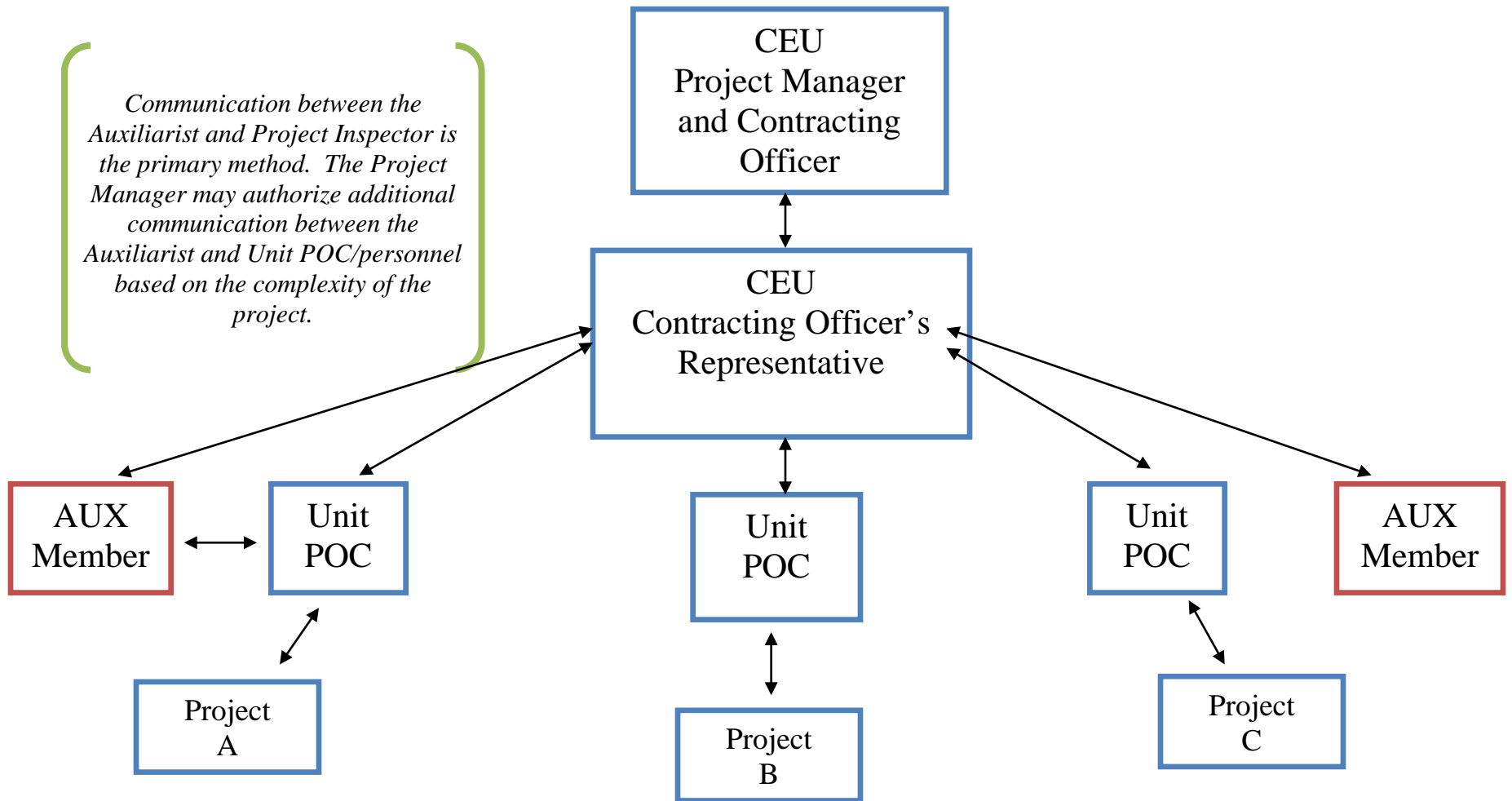
j. Not undertake any responsibility or obligation from any contractor (e.g., prime contractor or subcontractor).

4. AUXBUILD Program Orders. Auxiliarists assigned to AUXBUILD program duties shall be issued written orders for each project in accordance with Chapter 9 of reference (a). Orders shall describe the location, duration, general scope of such duties (e.g., expected frequency of site visits; inclusion of expectation to attend Precon and progress meetings), appropriate points-of-contact including the Project Inspector, and any associated funding data against which the Auxiliarist may file claims for reimbursement of authorized expenses. The duration of any such orders shall not exceed three consecutive months. If necessary, a new set of orders shall be issued if the project duration exceeds that time period.



Appendix A

AUXILIARY BUILD (AUXBUILD) PROJECT ORGANIZATION CHART



## Appendix B

### AUXILIARY BUILD (AUXBUILD) PROGRAM PERSONAL QUALIFICATION STANDARDS (PQS)

**AUXBUILD Applicant Name /**

**Auxiliary Region / Flotilla:** \_\_\_\_\_

<b>Task Number</b>	<b>Task Description – AUXBUILD Participant</b>	<b>Task Sign-off</b>
	<p>Tasks 1-3 must be signed off by the Auxiliarist's Flotilla Commander or higher elected officer in their chain of leadership.</p> <p>Tasks 4-8 must be signed off by a CEU Project Manager, Project Inspector, or other CEU active duty or civilian employee designated by the command.</p>	<p><b><u>Include</u></b> <b>Signature</b> <b>Printed name</b> <b>Command /</b> <b>Unit</b> <b>Date</b></p>
1	Successful completion of either the Auxiliary Administrative Procedures Course (APC) or a full term in any Auxiliary elected office at any organizational level constitutes the leadership achievement requirement.	
2	Successful completion of the boating safety course requirement for Basically Qualified (BQ) membership status.	
3	Current in all Auxiliary Mandated Training (AUXMT) requirements.	
4	Possess a minimum five (5) years of commercial, public, or military civil construction, architectural, or engineering experience (see AUXBUILD SOP for additional guidelines).	
5	Demonstrate ability to read commercial building plans and specifications. This may be demonstrated by providing documented training, letters of recommendation from commercial, public, or military construction entities, or proof of engineering licensure.	

6	Sign the DHS 11000-6 Non-Disclosure Agreement found in Appendix C and at the website: <a href="https://www.uscg.mil/retiree/docs/rsd/DHS_Form_11000-6%20Non-Disclosure_Form.pdf">https://www.uscg.mil/retiree/docs/rsd/DHS_Form_11000-6%20Non-Disclosure_Form.pdf</a> .	
7	Read AUXBUILD SOP and CEU instructions identified by command.	
8	Additional CEU training requirements as may be identified by the CEU as unique and relevant to program activity within its area of responsibility.	

**Validation and routing of AUXBUILD PQS completion from applicant:**

District Captain: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed name and signature)

Regional AUXBUILD  
Program Manager\*: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed name and signature)

Auxiliary Unit Coordinator (AUC): \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed name and signature)

Commanding Officer, CEU\*\*: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed name and signature)

\* - Forward after notifying District Commodore (DCO) or District Chief of Staff (DCOS, if so designated by DCO)

\*\* - Forward PQS to cognizant District Director of Auxiliary along with copy of qualification letter for record retention and AUXDATA entry

**Appendix C**  
**DEPARTMENT OF HOMELAND SECURITY**  
**NON-DISCLOSURE AGREEMENT**

---

I, \_\_\_\_\_, an individual official, employee, consultant, or subcontractor of or to (the \_\_\_\_\_ Authorized Entity), intending to be legally bound, hereby consent to the terms in this Agreement in consideration of my being granted conditional access to certain information, specified below, that is owned by, produced by, or in the possession of the United States Government.

(Signer will acknowledge the category or categories of information that he or she may have access to, and the signer's willingness to comply with the standards for protection by placing his or her initials in front of the applicable category or categories.)

---

Initials:	<b>Protected Critical Infrastructure Information (PCII)</b>
-----------	---

---

I attest that I am familiar with, and I will comply with all requirements of the PCII program set out in the Critical Infrastructure Information Act of 2002 (CII Act) (Title II, Subtitle B, of the Homeland Security Act of 2002, Public Law 107-296, 196 Stat. 2135, 6 USC 101 et seq.), as amended, the implementing regulations thereto (6 CFR Part 29), as amended, and the applicable PCII Procedures Manual, as amended, and with any such requirements that may be officially communicated to me by the PCII Program Manager or the PCII Program Manager's designee.

---

Initials:	<b>Sensitive Security Information (SSI)</b>
-----------	---

---

I attest that I am familiar with, and I will comply with the standards for access, dissemination, handling, and safeguarding of SSI information as cited in this Agreement and in accordance with 49 CFR Part 1520, "Protection of Sensitive Security Information," "Policies and Procedures for Safeguarding and Control of SSI," as amended, and any supplementary guidance issued by an authorized official of the Department of Homeland Security.

---

Initials:	<b>Other Sensitive but Unclassified (SBU)</b>
-----------	---

---

As used in this Agreement, sensitive but unclassified information is an over-arching term that covers any information, not otherwise indicated above, which the loss of, misuse of, or unauthorized access to or modification of could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, as amended, but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. This includes information categorized by DHS or other government agencies as: For Official Use Only (FOUO); Official Use Only (OUO); Sensitive Homeland Security Information (SHSI); Limited Official Use (LOU); Law Enforcement Sensitive (LES); Safeguarding Information (SGI); Unclassified Controlled Nuclear Information (UCNI); and any other identifier used by other government agencies to categorize information as sensitive but unclassified.

I attest that I am familiar with, and I will comply with the standards for access, dissemination, handling, and safeguarding of the information to which I am granted access as cited in this Agreement and in accordance with the guidance provided to me relative to the specific category of information.

---

I understand and agree to the following terms and conditions of my access to the information indicated above:

1. I hereby acknowledge that I have received a security indoctrination concerning the nature and protection of information to which I have been provided conditional access, including the procedures to be followed in ascertaining whether other persons to whom I contemplate disclosing this information have been approved for access to it, and that I understand these procedures.
2. By being granted conditional access to the information indicated above, the United States Government has placed special confidence and trust in me and I am obligated to protect this information from unauthorized disclosure, in accordance with the terms of this Agreement and the laws, regulations, and directives applicable to the specific categories of information to which I am granted access.
3. I attest that I understand my responsibilities and that I am familiar with and will comply with the standards for protecting such information that I may have access to in accordance with the terms of this Agreement and the laws, regulations, and/or directives applicable to the specific categories of information to which I am granted access. I understand that the United States Government may conduct inspections, at any time or place, for the purpose of ensuring compliance with the conditions for access, dissemination, handling and safeguarding information under this Agreement.

---

4. I will not disclose or release any information provided to me pursuant to this Agreement without proper authority or authorization. Should situations arise that warrant the disclosure or release of such information I will do so only under approved circumstances and in accordance with the laws, regulations, or directives applicable to the specific categories of information. I will honor and comply with any and all dissemination restrictions cited or verbally relayed to me by the proper authority.

5. (a) For PCII - (1) Upon the completion of my engagement as an employee, consultant, or subcontractor under the contract, or the completion of my work on the PCII Program, whichever occurs first, I will surrender promptly to the PCII Program Manager or his designee, or to the appropriate PCII officer, PCII of any type whatsoever that is in my possession.

(2) If the Authorized Entity is a United States Government contractor performing services in support of the PCII Program, I will not request, obtain, maintain, or use PCII unless the PCII Program Manager or Program Manager's designee has first made in writing, with respect to the contractor, the certification as provided for in Section 29.8(c) of the implementing regulations to the CII Act, as amended.

(b) For SSI and SBU - I hereby agree that material which I have in my possession and containing information covered by this Agreement, will be handled and safeguarded in a manner that affords sufficient protection to prevent the unauthorized disclosure of or inadvertent access to such information, consistent with the laws, regulations, or directives applicable to the specific categories of information. I agree that I shall return all information to which I have had access or which is in my possession 1) upon demand by an authorized individual; and/or 2) upon the conclusion of my duties, association, or support to DHS; and/or 3) upon the determination that my official duties do not require further access to such information.

6. I hereby agree that I will not alter or remove markings, which indicate a category of information or require specific handling instructions, from any material I may come in contact with, in the case of SSI or SBU, unless such alteration or removal is consistent with the requirements set forth in the laws, regulations, or directives applicable to the specific category of information or, in the case of PCII, unless such alteration or removal is authorized by the PCII Program Manager or the PCII Program Manager's designee. I agree that if I use information from a sensitive document or other medium, I will carry forward any markings or other required restrictions to derivative products, and will protect them in the same matter as the original.

7. I hereby agree that I shall promptly report to the appropriate official, in accordance with the guidance issued for the applicable category of information, any loss, theft, misuse, misplacement, unauthorized disclosure, or other security violation, I have knowledge of and whether or not I am personally involved. I also understand that my anonymity will be kept to the extent possible when reporting security violations.

8. If I violate the terms and conditions of this Agreement, such violation may result in the cancellation of my conditional access to the information covered by this Agreement. This may serve as a basis for denying me conditional access to other types of information, to include classified national security information.

9. (a) With respect to SSI and SBU, I hereby assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result, or may result from any disclosure, publication, or revelation of the information not consistent with the terms of this Agreement.

(b) With respect to PCII I hereby assign to the entity owning the PCII and the United States Government, all royalties, remunerations, and emoluments that have resulted, will result, or may result from any disclosure, publication, or revelation of PCII not consistent with the terms of this Agreement.

10. This Agreement is made and intended for the benefit of the United States Government and may be enforced by the United States Government or the Authorized Entity. By granting me conditional access to information in this context, the United States Government and, with respect to PCII, the Authorized Entity, may seek any remedy available to it to enforce this Agreement including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement. I understand that if I violate the terms and conditions of this Agreement, I could be subjected to administrative, disciplinary, civil, or criminal action, as appropriate, under the laws, regulations, or directives applicable to the category of information involved and neither the United States Government nor the Authorized Entity have waived any statutory or common law evidentiary privileges or protections that they may assert in any administrative or court proceeding to protect any sensitive information to which I have been given conditional access under the terms of this Agreement.

11. Unless and until I am released in writing by an authorized representative of the Department of Homeland Security (if permissible for the particular category of information), I understand that all conditions and obligations imposed upon me by this Agreement apply during the time that I am granted conditional access, and at all times thereafter.

12. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions shall remain in full force and effect.

13. My execution of this Agreement shall not nullify or affect in any manner any other secrecy or non-disclosure Agreement which I have executed or may execute with the United States Government or any of its departments or agencies.

14. These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 12958, as amended; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 USC 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 USC 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive Order and listed statutes are incorporated into this agreement and are controlling.

15. Signing this Agreement does not bar disclosures to Congress or to an authorized official of an executive agency or the Department of Justice that are essential to reporting a substantial violation of law.

16. I represent and warrant that I have the authority to enter into this Agreement.

17. I have read this Agreement carefully and my questions, if any, have been answered. I acknowledge that the briefing officer has made available to me any laws, regulations, or directives referenced in this document so that I may read them at this time, if I so choose.

DEPARTMENT OF HOMELAND SECURITY  
**NON-DISCLOSURE AGREEMENT**  
Acknowledgement

Typed/Printed Name:	Government/Department/Agency/Business Address	Telephone Number:

I make this Agreement in good faith, without mental reservation or purpose of evasion.

Signature:	Date:

**WITNESS:**

Typed/Printed Name:	Government/Department/Agency/Business Address	Telephone Number:

Signature:	Date:

This form is not subject to the requirements of P.L. 104-13, "Paperwork Reduction Act of 1995" 44 USC, Chapter 35