
Section A. Flotillas

Introduction	The flotilla level is the basic Auxiliary organizational unit and the working level that translates programs into action. Each flotilla is led and managed by a Flotilla Commander (FC). All Auxiliarists must be members of a flotilla. The flotilla may have one or more detachments.
A.1. Initial Charter	For initial charter, a flotilla must consist of at least fifteen Auxiliarists. The required number of Auxiliarists may be waived by the Director, and then only when exceptional local conditions dictate a departure from the AUXMAN. The use of flotilla detachments (see paragraph A.7 below) should be considered before waiving the minimum flotilla membership requirements.
A.2. Geographic Boundaries	Geographic limits of flotillas are for administrative purposes only. Limits are assigned by the Director after considering input from the District Board. Usually, indefinite areas of primary responsibility or activity are preferred to rigid geographic boundaries. However, all steps shall be taken to ensure that Auxiliary services are available and provided for every geographic portion of the division. There are no prohibitions that prevent any Auxiliary unit from conducting activities in another's area. Auxiliary units in close proximity are expected to cooperate with each other in the coordination of Auxiliary unit activities. Locations for VSC stations, setting up PE courses, and recruiting Auxiliarists require flexibility and inter-unit coordination.
A.3. Responsibility	Primary responsibility for initiating efforts to start a new flotilla rests with the DCO or other such Auxiliary leaders as appointed by the DCO. Before taking any action, all plans should be submitted to the DCDR who will formulate the proposal. Assistance should be provided by other division officers and flotilla members who may have personal acquaintances or contacts in the proposed new flotilla area. The DCDR should clear the proposal, via the cognizant DCAPT, with the DCO. The DCO will obtain the concurrence of the Director before advertising for, or accepting, any Auxiliarist transfer or enrollment applications. Following this procedure for starting a new flotilla avoids duplication of effort and demonstrates correct procedure to new Auxiliarists.

**A.4.
Designation**

Auxiliary flotillas are designated by Arabic numerals. The first numeral indicates the division, followed by the flotilla number. The name of the city or town in which the flotilla is located completes the designation. For example, Flotilla 32, St. Louis, is Division 3, Flotilla 2, located at St. Louis, Missouri. Different flotillas in the same area must, for record purposes, have different names. New flotillas should use the name of the community, body of water, or other name identified with the locale. When either the number of divisions or the number of flotillas exceeds nine, use a hyphen between the flotilla and division number. For example, 11-4 or 6-10.

**A.5.
Administration**

The purpose of a flotilla is to recruit, train and nurture Auxiliarists, conduct Auxiliary programs, and carry out the business of the flotilla. Flotilla business includes, but is not limited to, the following:

- a. Material Supply
- b. Recordkeeping
- c. Finance
- d. Information Services
- e. Fellowship
- f. Administration
- g. Managing Recruiting/Retention
- h. Training

The Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5 (series), details guidance for flotilla administration.

**A.6. Authority
to Establish or
Disestablish
Flotillas**

The authority to establish or disestablish a flotilla is vested in the Director. When established, each Auxiliary unit receives a formal Coast Guard charter signed by the Director authorizing formation and the effective date. Directors shall keep their respective district chains of command advised of any flotilla establishment or disestablishment actions.

**A.7.
Disestablishment**

Disestablishment must be considered if a flotilla falls below the required minimum acceptable membership level of ten Auxiliarists or the flotilla members' activity or inactivity are not deemed to be in the Coast Guard or Auxiliary's best interests. Flotillas may be recommended for disestablishment for a variety of reasons, such as:

- a. Failure to meet financial obligations to division, district, or national levels.
 - b. Continued under-strength membership (the Director may waive the required minimum acceptable membership level of ten Auxiliarists, if requested by the FC and favorably endorsed by the DCDR and DCO, for a period of no more than two consecutive years).
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- c. Failure to comply with Auxiliary, district, or Commandant policies or directives.

When there is a need to reorganize the division, there also may be a need to disestablish a flotilla. In this situation, the DCO and Director shall review and assess flotilla activity or inactivity, and decide on the need to retain flotillas as part of the division reorganization.

- A.7.a. Probation Disestablishment action should be a last resort. Prior to disestablishment, consideration should be given to placing the flotilla on probation.

When placing a flotilla on probation, the DCDR shall inform each flotilla member of the reasons, probationary period, and conditions for probation removal. The probationary period will not exceed one year and may immediately follow one or both years of the two-year waiver period authorized by the Director for continued under-strength membership. If the problem is not resolved during the probationary period, the DCDR will initiate the disestablishment recommendation at the first Division Board meeting following the end of period. The DCDR shall inform the DCO and the Director of such action.

- A.7.b. Division Board Meeting The DCDR shall enter the disestablishment recommendation as an agenda item at the next regularly scheduled Division Board meeting. The DCDR shall advise the FC and VFC of the flotilla in question of that action and request their attendance at the meeting. The DCDR must advise them of their right to submit a report outlining any matters in mitigation of their circumstance to the Division Board for consideration. Each Division Board member shall review the DCDR's report and those matters in mitigation presented by the flotilla. Upon completion of the review, the Board will vote on the recommendation to disestablish.

The passage of a disestablishment recommendation requires a two-thirds majority Division Board members vote. The DCDR will inform the DCO and Director of the results within thirty calendar days. The report will include all statements from Board members concerning the intent to disestablish the flotilla.

A.7.c.
Disestablishment
Request

A flotilla may disband voluntarily and request disestablishment after a majority affirmative vote with a quorum present. When deciding on this course of action, the FC shall notify the DCDR, DCO, and Director. The DCDR will coordinate the transfer of all Auxiliarists wanting to remain in the Auxiliary to another flotilla or flotilla detachment. Those Auxiliarists not wanting transfer shall be retired or disenrolled.

With DCO input, the Director will review and implement disestablishment action for those flotillas having requested disestablishment. The same action will be taken for flotillas under strength with no waiver in effect nor in a probationary status. In those flotillas recommended to be disestablished for other reasons, and after communication with the DCO, the Director shall take the necessary action to disestablish the flotilla and reassign Auxiliarists to another flotilla.

A.7.d. Property
and Assets

A disestablished flotilla's property and assets immediately become division property and will be transferred to the SO-FN who will audit and account for them. Government property held within the flotilla will be returned to the division for assignment to another flotilla or returned to proper Coast Guard authority by the SO-MA. The DCDR shall ensure that the Coast Guard custodian of Government property is advised of such assignments or returns.

**A.8. Flotilla
Detachment**

A detachment is a flotilla sub-unit, not an independent unit. Detachment formation enables a small group of three or more Auxiliarists to carry out some Auxiliary activities. Detachments allow the flotilla to recruit and keep Auxiliarists in remote areas not having enough Auxiliarists to charter or maintain a full unit.

A.8.a.
Sponsoring
Flotilla

The detachment takes advantage of the sponsoring flotilla's existing staff. Detachment members are subject to all Coast Guard and Auxiliary policies and procedures that govern the sponsoring flotilla. The detachment is not a means of bypassing unpopular regulations by attempting to convert a flotilla to a detachment in order to bypass disestablishment procedures.

A.8.b.
Detachment
Leader

The detachment has a leader, appointed by the FC, who holds the status of and wears the insignia of an FSO. Although this position is neither recorded nor tracked in AUXDATA, the Auxiliary detachment leader has the responsibility to assign detachment members to duty according to the provisions of this Manual. The detachment leader coordinates the activities of the detachment under the general supervision of the FC.

A.8.c.
Sponsoring
Flotilla
Responsibilities

The sponsoring flotilla has the following responsibilities to the detachment:

- (1) The flotilla will recognize, accept, and nurture detachment members as full flotilla members.
 - (2) The flotilla will provide full staff support, including member training and qualification.
 - (3) The FC will maintain regular communications with the detachment leader. The FC will meet with the detachment leader and with as many detachment members as can attend at least twice a year at the detachment location.
 - (4) The FC will ensure the detachment's activities and members support Auxiliary purposes and follow all established governing policies.
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A.8.d.
Detachment
Members

Detachment members are full-fledged, voting members who pay dues and are entitled to all benefits of flotilla membership. Each is carried on the flotilla's roster in AUXDATA. Each is encouraged to attend flotilla meetings as often as possible. The detachment leader may desire some identification for communications. For this purpose, a geographic location followed by the flotilla designation is used, i.e., Grafton Detachment, Flotilla 63; or, Grafton DET, FL 63. In no case will more than one detachment be authorized in a single geographic location (e.g., local community).

A.8.e.
Detachment
Formation

A request to form a detachment may be initiated in writing by the sponsoring flotilla's FC. The request is sent via the chain of leadership and management to the DCDR and will state facts to support the request. The DCDR, with DCO concurrence and upon Director notification, may authorize detachment formation.

A.8.f.
Detachment
Disestablishment

A request for disestablishment of a detachment must be submitted to the DCDR. The request may be initiated by the detachment leader or by any Auxiliary elected or appointed leader in the chain of leadership and management. After full consultation with all parties, the DCDR may disestablish the detachment with the concurrence of the DCO. The DCO shall then advise the Director of the disestablishment.

**A.9. Flotilla
Voting Policy**

Unless otherwise specified in the flotilla standing rules, a quorum of one quarter of the eligible voting membership must be present to conduct business. Additionally, one of the voting members present must be the FC, VFC, or Immediate Past Flotilla Commander (IPFC). If none of these individuals are present, then Auxiliary unit business cannot be conducted.

A.9.a. Motions

Provided a quorum is present, a majority of the eligible Auxiliarists voting can carry a motion.

A.9.b. Absentee
Voting

Absentee voting may be allowed by the Director, after considering input by the DCO, in situations where flotilla members reside too far away to travel to flotilla meetings. For general purposes, travel more than fifty miles one way is considered too far. Ideally, absentee voting shall be conducted via telecommuting (i.e., the absentee voters view the meeting and vote via the Internet if available). If not, Directors may authorize telephonic voting, email voting sent to the Director's directed email address, and/or sealed, mailed-in votes. This may be useful for, but is not limited to, flotilla detachments.

In no case will the Director authorize absentee voting by proxy where the absent voter(s) authorize another Auxiliarist(s) to cast their vote(s). If absentee voting is authorized by the Director and DCO, it is also recommended that flotilla standing rules be changed or amended to allow it. Flotillas desiring to allow absentee voting must submit their proposal through the chain of leadership and management to the DCO and Director in writing, stating their reasons why absentee voting is needed for their circumstance.

A.9.c. Voting
Matters

A flotilla may vote on any matter of internal flotilla administration or finance. A flotilla may also vote to recommend a change in Coast Guard or Auxiliary policy, but such a recommendation must be forwarded to and adopted by the appropriate Coast Guard or Auxiliary level before becoming effective. A flotilla's vote on any matter inconsistent with Coast Guard policy or procedures, or affecting the duty or responsibility of Auxiliary elected and appointed leaders is not effective unless approved by authorized Coast Guard authority or Auxiliary leadership.

A.9.d. Written
Ballots

When the Auxiliary unit's standing rules do not require a written ballot be used to decide an issue, and if an Auxiliarist requests a written ballot be used, then the unit must, without further action, either agree by consensus or vote on the use of a written ballot for the specific question on the floor. A majority vote in favor is needed to require a written ballot.
