

UNITED STATES COAST GUARD FIFTH DISTRICT – SOUTHERN REGION AUXILIARY POLICY MANUAL



DEPARTMENT OF
HOMELAND SECURITY

**United States
Coast Guard
Auxiliary**





CGDFIVEINST 16790.1D

MAR 14 2012

FIFTH DISTRICT INSTRUCTION 16790.1D

Subj: FIFTH DISTRICT SOUTHERN REGION (D5SR) AUXILIARY POLICY MANUAL

Ref: (a) Auxiliary Manual, COMDTINST M16790.1(series)
(b) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

1. PURPOSE. This manual promulgates policy and procedures governing operational and administrative activities of the Coast Guard Auxiliary in Fifth District, Southern Region. The Auxiliary Fifth District, Southern Region is comprised of all Auxiliary units and the district Auxiliary staff in the states of Maryland, Virginia, and North Carolina, and in the District of Columbia. This manual supplements national level guidance provided by reference (a) and (b).
2. ACTION. Commanders, Commanding Officers, Officers in Charge, and the Director of Auxiliary and Auxiliarists within the Fifth District, Southern Region shall comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. D5INST M16790.1C is canceled.
4. DISCUSSION.
 - a. This instruction promulgates a new edition of the manual. It reflects significant changes in the Coast Guard organization and the Auxiliary structure as a result of reorganization of the Coast Guard including the establishment of Coast Guard Sectors. This manual edition also reflects a removal of redundant information that is otherwise provided elsewhere by Commandant Instruction or policy. It also updates processes and procedures for the administration of the Auxiliary within the Fifth District Southern Region.
5. PROCEDURES. None.

DISTRIBUTION – SDL No. 160 All Fifth Coast Guard District Units

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NON-STANDARD DISTRIBUTION: B:a (1ea) CG-5421; B:b (1ea) LANT- 3P; B:c (1ea) D5 Divisions, Branches & Staff Components

6. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this Manual contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
7. RESPONSIBILITY. Commander, Fifth Coast Guard District (dpa-s), Director of Auxiliary, is responsible for the content and upkeep of this manual and instruction. Questions or concerns about this material contained in manual should be addressed to Director of Auxiliary (D5SR) at 757-398-6688.
8. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel, including Auxiliarists and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
9. RECORDS MANAGEMENT CONSIDERATION. This instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

11. FORMS/REPORTS. All forms required by this Guide may be ordered from the Auxiliary National Supply Center.

W. D. LEE /s/
Rear Admiral, U.S. Coast Guard
Fifth Coast Guard District

Encl: (1) Fifth District Southern Region (D5SR) Auxiliary Policy Manual

Enclosure (1) to CGDFIVEINST 16790.D

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FIFTH DISTRICT-SOUTHERN REGION (D5SR) AUXILIARY POLICY MANUAL

CHAPTER 1 – ORGANIZATION

1. A. INTRODUCTION

Reference: (a) Auxiliary Manual, COMDTINST M16790.1(series)

Reference (a), Chapter 1 identifies those components of the Coast Guard which have a part in the administration of the Auxiliary and the responsibilities of each. It describes the organization of the Auxiliary in general terms, and defines the concepts of “Chain of Leadership and Management (CoL),” “Chain of Communications,” and “parallel staffing” as they apply to the functioning of the Auxiliary. Reference (a), Chapter 4 provides further definition of Auxiliary administrative levels and the purpose and responsibilities of elected and staff officers. This Instruction provides further guidance to align Auxiliary administration and organization to the needs of Auxiliary customers (Coast Guard, States, and the boating public) in the Fifth District, Southern Region.

1.B. FIFTH COAST GUARD DISTRICT ORGANIZATION

1.B.1. District Commander

The District Commander is the senior Coast Guard officer in the Fifth Coast Guard District, located at the Fifth Coast Guard District Office, Portsmouth, Virginia. The District Commander is responsible for the administration and general direction of District units. Within the District, the District Commander is responsible for carrying out the functions and duties of the Coast Guard and for assuring that these duties are performed, safely and effectively.

1.B.2. Chief of Staff

The Chief of Staff is the second in command below the District Commander. The Chief of Staff is responsible for advising and assisting the District Commander in the general administration of the District and acting as District Commander in that officer’s absence. The Chief of Staff directs and supervises the District Commander’s staff. Two such components coordinate the operational activities of the District, and thus are most directly related to Auxiliary activities. They are the Response Division and the Prevention Division. The Auxiliary Branch falls under or is subordinate to the Prevention Division.

1.B.2.a. Response Division

The Response Division focuses on command and control of many of the District's operational assets to accomplish incident response, crisis management, and security enforcement.

1.B.2.b. Prevention Division:

The Prevention Division is focused on protecting the public, our ports, the environment and U.S. economic interests through the prevention and mitigation of maritime incidents and also has responsibility over the Districts' fleet of buoy tenders. The Prevention Division is comprised of four branches:

- Inspections and Investigations, including Maritime Transportation Security Act (MTSA) compliance, Fishing Vessel Safety, and Recreational Boating Safety.
- Waterways Management, including aids to navigation
- Coast Guard Auxiliary, Director for Northern region and Director for Southern region
- Bridges.

All Prevention Division Branches focus on the prevention of deaths, injuries and property damage associated with maritime transportation, fishing, and recreational boating.

1.B.3. Director of Auxiliary

The Director of Auxiliary (D5-dpa), working together with the Auxiliary District Commodore (DCO), the Auxiliary, Coast Guard Area and District Staffs, Coast Guard Operations and Administrative Commands, Auxiliary Board and Staff, is responsible for administering, coordinating, facilitating, supporting, advocating, advancing, arbitrating, and overall execution of the Auxiliary program within the district. The Director serves as the adviser to the District Commander on all Auxiliary matters and is the District Commander's direct representative on all Auxiliary matters within the District. The Director receives program policy direction from the Chief Director of the Auxiliary (CHDIRAUX) located at Coast Guard Headquarters.

1.B.4. District Sectors and Field Units

There are Four Coast Guard Sector Commands in the Fifth District. Of the four, three Sectors are in D5SR:

- Sector Baltimore
- Sector Hampton Roads
- Sector North Carolina

Sectors and their field units (small boat stations and small cutters) carry out the Coast Guard's missions as directed by the District Commander. Appendix (A) lists each Sector's field units within the Sector's Area of Responsibility (AOR).

1.C. FIFTH DISTRICT, SOUTHERN REGION AUXILIARY ORGANIZATION

Reference: (a) Auxiliary Manual, COMDTINST M16790.1(series)

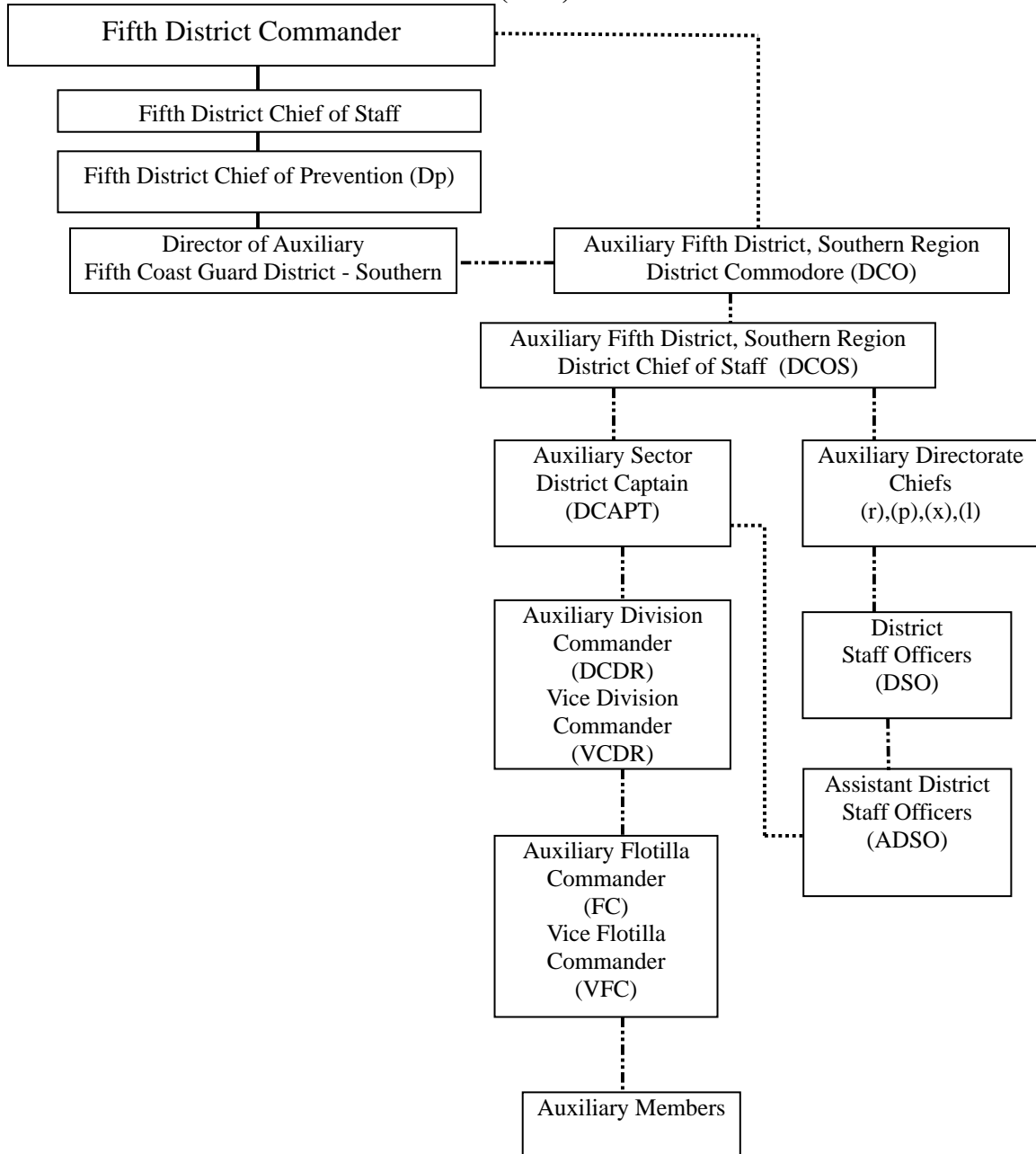
1.C.1. Regions

The Coast Guard Fifth District has two Auxiliary Regions, the Northern Region and the Southern Region. Each region is led by an Auxiliary District Commodore. The Fifth District, Southern Region (D5SR) Auxiliary organization is shown in Figure 1-C-1. Appendix (B) lists the Auxiliary Divisions and Flotillas within each of the three Sectors making up the Southern Region. Each Sector has an elected Auxiliary District Captain (DCAPT) as the senior Auxiliarist assisted by an appointed Auxiliary Sector Coordinator in providing and coordinating auxiliary support to the Sector Commander.

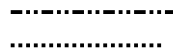
1.C.2. Auxiliary Sector Coordinator (ASC)

The administrative levels of organization and duties of elected and appointed Auxiliary officers within the D5SR are as prescribed in reference (a). The Auxiliary Sector Coordinator (ACS) is a key position in maintaining continuity of Auxiliary support to the Sector as elected Aux leaders and Sector commands transition over time as new Auxiliary personnel are elected or active duty members transfer. Reference (a) provides a list of the ASC duties. The ASC and DCAPT relationship are pivotal to the success of the Auxiliary in supporting the sector. The ASC shall work to keep the DCAPT advised and in the loop on aux support provided to the sector. Additional ASC duties are discussed in Chapter 8 (Patrols) of this instruction.

FIFTH DISTRICT, SOUTHERN REGION AUXILIARY CHAIN OF LEADERSHIP (CoL)



Auxiliary Chain of Leadership and Management
Line of Communication



**Fifth District, Southern Region Auxiliary Chain of Leadership
Figure 1-C-1**

1.D. AUXILIARY/COAST GUARD RELATIONSHIPS

1.D.1. Auxiliarist Support of Operations

All Divisions and Flotillas report to their respective Sector as shown in Appendix B regarding operational mission support. The ASC and DCAPT are the point of communicating support and planning.

1.D.2. Auxiliarist Support to Sectors and Units

Auxiliarists may provide support to any Fifth District Coast Guard unit with the permission of the supported unit and the Flotilla Commander. Coordination of the support, especially when operating outside the Auxiliarists's normal Sector boundary should include notification to the appropriate District Captain. Note - each Sector may have established policy and requirements visiting members need to be aware of in addition to District and Commandant policy.

1.D.3. Auxiliarist Support to District Staff

Auxiliarists may work with and for Fifth Coast Guard District staff personnel but initial arrangements shall be coordinated through the Director.

1.E. DIRECTOR OF AUXILIARY/INTERPERSONAL COMMUNICATIONS POLICY

Reference: (a) Auxiliary Manual, COMDTINST M16790.1(series)

1.E.1 General Policy

Reference (a) discusses the concept of "Leadership and Management" with regard to formal communications among Auxiliary members. Reference (a) states: "Auxiliarists must utilize the chain of leadership and management in communicating ideas, information, and requests." The above notwithstanding, interpersonal communications between Auxiliarists and the Director of Auxiliary and the Director's staff shall be in accordance with the following guidance; (By definition communications include phone calls, mailed correspondence, E-mail, and personal visits.)

1.E.2. Interpersonal Communications

- 1.E.2.a. All Executive Committee (EXCOM) members may call any staff member or the Director on any issue.
- 1.E.2.b. Division Commanders with time sensitive matters who have fully briefed their respective District Captain may call upon the Operations Training Officer (OTO), Auxiliary Affairs Admin Specialist, or the Director. Division

Commanders should advise the staff member or Director at the start of the conversation that the appropriate DCAPT has been consulted; otherwise the caller may be redirected to contact the DCAPT to obtain his/her recommendation.

- 1.E.2.c. District Staff Officers (DSO) are authorized to call the Director or staff to conduct Auxiliary business. Major issues and issues outside routine matters should be discussed with the Auxiliary District Chief of Staff. This arrangement is preferred to maintain the integrity of the "Chain of Leadership and Management."
- 1.E.2.d. DCDR's and VCDR's should contact the appropriate staff member in the Director's office who has oversight for their Sector as assigned by the Director. E-mail sent to the Director's office should include a courtesy copy (cc) to the Auxiliary Affairs Admin Specialist. Use of the DIRAUX General Email inbox/address for administrative matter will normally facilitate full contact of the DIRAUX staff with a single email address.
- 1.E.2.e. Flotilla Commanders should contact Division Commanders to resolve most issues. When an issue is time sensitive, Flotilla Commanders should keep their DCDR and VCDR advised when communicating with the Director or the Director's staff.
- 1.E.2.f. Correspondence sent to the Director of Auxiliary by a member requesting a reply or determination will be answered. A copy of the response and the initial correspondence will be provided to the member's Chain of Leadership and Management.
- 1.E.2.g. Policy matters such as (but not limited to) waiver and interpretations of Auxiliary policy manuals should be directed in writing (E-mail acceptable) through the Chain of Leadership and Management.
- 1.E.2.h. Members' administrative matters such as (but not limited to) qualification letter status, test results, AUXDATA entry, address change, sustained service award, etc. should be addressed to the appropriate Flotilla staff officer or Flotilla Commander.
- 1.E.2.i. Every effort will be made to assist Auxiliary members as quickly as possible. If an issue is time sensitive, letting the Director's staff know in advance will allow the staff member to re-prioritize if possible.

- 1.E.2.j. Never assume a communication or action is being completed unless feedback has been received that the task or issue is being reviewed and addressed. Use the Chain of Leadership to locate a status of the matter. The Director's Office will attempt to provide a timely status of pending tasks to the Leadership on a routine basis. Items not reported on tracking list as pending or completed should be considered as not received and the request must be followed up through the chain of leadership to locate its status and/or resubmit it for action. **WHEN IN DOUBT ABOUT A REQUEST, ASK FOR A STATUS VIA THE CHAIN OF LEADERSHIP AND MANAGEMENT.**

1.E.3. Prohibited E-MAIL Communications

Bulk Email, Chain Email, Junk Email, Joke Email and other Email solicitations shall not be forwarded to email addresses gained through membership in the Auxiliary and are absolutely prohibited from being sent to all email addresses ending in .gov and .mil. These social, non-work related email items often carry viruses, and other clandestine electronic files detrimental to computer systems. Additionally, the message(s) conveyed within these emails may also violate certain Commandant Policies which may subject the sender to disciplinary action including disenrollment.

1.E.4. Use of Government Postage

Government Postage to submit required forms and documents to support Coast Guard and Auxiliary missions is authorized per reference (a), provided the cost is limited to no greater than first class postage. Single page, standard size, letters and forms up to a maximum of six pages shall be sent in a business size envelope. Seven or more pages may be sent in a flat envelope. Care must be exercised to keep government mailing cost to a minimum. Email should be maximized to limit mailing cost whenever possible. Use of Certified, Registered, or other higher cost mailings at government expenses requires justification and approval by the Director before being used.

CHAPTER 2 – DIRECTIVES, PUBLICATIONS, AND REPORTS

2.A. COAST GUARD AUXILIARY PUBLICATIONS

Area and District Commander directives pertaining to the Auxiliary that supplement Commandant directives (such as this manual) are issued on occasion. These publications are distributed to Coast Guard and Auxiliary units which must comply with their provisions. The source from which to obtain a copy will vary with the subject of the directive. Flotilla Commanders will assist members with acquiring publications.

2.B. AUXILIARY FORMS AND REPORTS

D5SR forms and instructions for their use and completion are included in the chapters of this manual. When additional forms are developed, they will be made readily available. Check the District Auxiliary Website for electronic versions of the forms.

2.C. DISTRICT, DIVISION AND FLOTILLA PUBLICITY AND PUBLICATIONS

Reference: (a) Auxiliary Manual, COMDTINST M16790.1(series)

See reference (a), Chapter 5 regarding Auxiliary District, Division and Flotilla publicity and publications, including Social Media.

2.C.1. DSO-PA Responsibility

DSO-PA is delegated responsibility for clearing for release articles, publications, and documents produced in any medium, and Public Affairs appearances by D5SR Auxiliarists. All releases concerning pending activities must receive DSO-PA clearance.

2.C.2. DSO-PB Responsibility

DSO-PB is delegated responsibility for clearing for release to Auxiliary District, Division and Flotilla publications produced in any medium. DSO-PB shall approve all articles and photographs prior to publication.

2.C.3. Articles and Social Media Which Discredit

The release or publication of any article or media which involves controversy that brings discredit or may bring discredit upon the Coast Guard and/or the Coast Guard Auxiliary or their members shall be submitted to the Director via the DSO-PA or DSO-PB for clearance and approval prior to publication or release. Whenever there is doubt, consult with the DSO-PA or DSO-PB. Use of social media is not prohibited however matters discussed on these sites including Blogs, Chats, Tweets and Twitters, etc. must remain professional and may not bring discredit to the Coast Guard; see reference (a) for more guidance. Members are cautioned to not misrepresent themselves and avoid making

comments that could be construed as speaking on behalf of the Coast Guard. Due to the free nature of speech on these sites, it is strongly recommended to avoid engaging in controversial matters. Discrediting the service is grounds for immediate disenrollment for cause. Before posting, consult with reference (a) Chapter 5 for policy guidance as well as the DSO-PA, DSO-PB and the Chain of Leadership and Management.

IF IN DOUBT, DON'T POST

2.C.4. Expedited Clearance

Clearance by telephone or electronic correspondence is authorized for timely release of noteworthy and newsworthy activities. In accordance with reference (a), routine Auxiliary items such as write-ups of meetings, cruises, elections, PE courses, and other local activities do not require prior clearance. A clipping of the published items shall be forwarded to the DSO-PA and the Director.

2.C.5. Media Interviews

When the interview is planned in advance, ensure the DSO-PA, Director of Auxiliary and appropriate Sector Commander are aware and approve the topic and purpose of the interview. Comments by the member being interviewed should be restricted to what they had direct involvement with. Items outside the member's direct involvement should be deferred to proper authority by simply stating, "I was not involved enough with that event or issue to make an appropriate comment and recommend you inquire with the Sector/Station/Unit having better knowledge to respond to your question." During impromptu interviews, if possible, defer the interviewer to the Active Duty Sector Public Affairs Officer for comments especially in SAR cases or other major evolving events drawing media attention. Other options include cordially declining comment stating "you are not authorized to make any comments" and again offer the Sector Command or Public Affairs Officer as the POC for the interviewer. If you do make a comment, only comment on what you know and had direct involvement in; avoid speculating or making presumptions or assumptions. If time allows, request a review copy of the article or program so you can review and approve your comments to ensure they are taken in the correct context.

CHAPTER 3 – MEMBERSHIP

3.A. MEMBER RECRUITMENT, ENROLLMENT AND DISENROLLMENT

Reference: (a) Membership Recruiting & Retention Guide, COMDTPUB P16794.12(series)
(b) Auxiliary Manual, COMDTINST M16790. 1 (series)
(c) Standing Rules, Fifth District-Southern Region, United States Coast Guard Auxiliary

3.A.1. Overview

Every member in the flotilla is encouraged to get involved with the recruitment of prospective members. Care must be taken to recruit and qualify only those prospects who express an intent to actively support the missions and objectives of the Auxiliary and who intend to be active in at least one Auxiliary mission.

3.A.2. Prospective Members

3.A.2.a. Prospective members should be recruited with the understanding that:

- Membership is voluntary.
- They are expected to become involved in at least one aspect of the Auxiliary's mission.
- The pledge that they will take is a commitment to support the U. S. Coast Guard Auxiliary, an organization dedicated to the promotion of boating safety and providing assistance to the Coast Guard in fulfillment of its missions.
- They will be charged with abiding by Coast Guard policies set by the Commandant of the United States Coast Guard.
- They will assume certain responsibilities and obligations including their willingness to support the Auxiliary and its purposes and to participate in authorized programs to the best of their ability, and to the extent that time and circumstances permit.

3.A.2.b. Prospective members should be invited to attend at least one flotilla meeting prior to the Prospective Member Interview. This will help the prospective member gain a better understanding about the basic Auxiliary unit, its membership, participation in various missions and the importance of fellowship and fun in performing these missions.

3.A.2.c. New Member pre-enrollment and enrollment are administrative functions of the Flotilla Commander (FC), Vice Flotilla Commander (VFC), and Flotilla Human Resources Staff Officer (FSO-HR). The processes are defined in

reference (a) and reference (b).

3.A.2.d. It is essential that flotillas maintain a proactive member retention campaign. Members who are involved in Auxiliary missions are far more likely to remain in the Auxiliary than those members who are not involved in any mission. For that reason, it is the responsibility of the Flotilla Commander (FC), Vice Flotilla Commander (VFC), Human Resources Staff Officer (FSO-HR), and Member Training Staff Officer (FSO-MT) to make every effort to regularly engage each member and see that they are becoming more involved in at least one Auxiliary mission area.

3.A.2.e. Using Mentors or Coaches can prove invaluable in retaining and training new members. The right attitude and an approach, that is not overbearing, yet fosters member growth, can greatly improve the personal reward volunteers achieve in supporting the Recreational Boating Safety mission of the Coast Guard Auxiliary.

3.A.3. Re-enrollment of Former Members

Every reasonable effort should be made by Flotilla elected and staff officers to re-enroll qualified former members. The former member's desires for participation should be accommodated when they are in keeping with Auxiliary and Coast Guard policies. If the former member has issues with the flotilla that cannot be resolved, the member should be encouraged to seek re-enrollment in another flotilla.

3.A.4. Retired Member Reinstatement

Should any retired member desire to become an active member again, a letter request for reinstatement shall be submitted to the Director of Auxiliary by the member. Upon the Director's approval, the member shall be reinstated as an active member.

3.A.5. Member Disenrollment

3.A.5.a General

Reference (b), Chapter 3, contains the causes and process for dis-enrolling a member as a matter of disciplinary action. Reference (c), Appendix D, specifies additional D5SR procedures for dis-enrolling a member.

3.A.5.b. Disenrollment - At Member's Request (Resignation)

(1) Every effort should be made to ensure that a member's request for resignation is a "last resort" action.

(2) Every member joined for some reason. Flotilla Commanders need to learn through personal contact why that reason no longer exists and if there might be some other interest that would keep the individual as a productive

member. Changing flotillas is an option to be considered.

(3) Failing that, the member should address a letter to the Director of Auxiliary, via the Chain of Leadership, requesting disenrollment and stating the reason for the request. If a separate letter is impractical, then the reason needs to be stated in writing in the appropriate section of the Change of Membership Status form (ANSC 7035), and signed by the Auxiliarist requesting disenrollment.

(4) The member must attach his or her identification card to the form or a signed letter indicating they have shredded and destroyed their Auxiliary ID.

(5) The member's Flotilla Commander, by endorsement in the appropriate section of the Change of Membership Status form, states what personal contacts were made with the member and that disenrollment (resignation) is a "last resort" action that cannot be avoided at this time. The Flotilla Commander should ask for the member's Identification card and attach it to the form if not already attached.

(6) The letter of resignation, if any, and the Change of Membership Status form shall be forwarded to the Division Commander for verification and signature and then to the Director of Auxiliary for approval. After processing, the Director of Auxiliary will forward a copy to the DSO-HR.

(7) The Director of Auxiliary will acknowledge the completion of the disenrollment process in a letter to the member stating that the disenrollment process is complete and extending an open invitation to return to full membership status should the individual wish to do so at a later date.

3.A.5.c. Disenrollment - Non-payment of Dues

(1) The only reason for forced disenrollment, other than for an administrative purpose or felony conviction, is for non-payment of dues. Every effort should be made to collect dues and to ensure that non-payment of dues is not used as a convenient method for disenrolling a member.

(2) Reference (c), Article X states, "any member who is delinquent in payment of dues and who does not request voluntary disenrollment, shall be dis-enrolled by the DIRECTOR OF AUXILIARY on 31 December of the year in which member dues were payable upon request of the Flotilla Commander."

(3) To ensure that all members are notified when dues are payable and in what amount, the use of an "Annual Dues Notice" such as the form in Appendix C, is encouraged. Flotilla Staff Officer for Finance (FSO-FN), the Flotilla Commander or someone else designated by the Flotilla Commander must make personal contact with members in arrears to encourage payment and avoid disenrollment. The contact action used to advise a member of the delinquency should be provided as part of package submitted to the Director of Auxiliary for disenrollment.

(4) Members disenrolled for non-payment of dues will normally not be automatically re-enrolled upon repayment of delinquent dues. The member must request re-enrollment consideration explaining lack of timely dues payment via the Chain of Leadership to the Director. The Director shall review the member's record and request letter to determine if re-enrollment is for the best interest of the Coast Guard and the Auxiliary. Members re-enrolled and subsequently becoming delinquent in dues a second time will not be considered again for re-enrollment.

3.A.5.d. Disenrollment - Administrative Actions

(1) Administrative disenrollments are serious in nature. Strict adherence to the procedures in Chapter 3 of reference (b) is required.

(2) Unless a request for a preliminary investigation has been made in accordance with reference (b), an Auxiliarist's inappropriate behavior which may result in administrative action should be discussed among the elected officers at the lowest level in the management chain who are not personally involved in the matter. The senior officer should consult with the next highest level officer when further guidance is required. An officer at any level may institute a preliminary investigation in accordance with reference (b) when it is deemed appropriate to the situation.

All initiated investigations of Auxiliarists MUST be brought to the attention of the Director for awareness and to ensure appropriate procedures are being adhered to.

3.A.6. Conviction of a Felony

In accordance with reference (b), Chapter 3, the Director of Auxiliary is required to immediately dis-enroll any member convicted of a felony. Members charged and pending trial will be suspended from participating and attending all Auxiliary activities pending resolution of the charges. Regardless of trial results, members may still be disenrolled based on the charges, or evidence, if there is potential for discredit that may be brought upon the Coast Guard.

3.A.7. Death

3.A.7.a. In accordance with reference (b), upon the death of an Auxiliarist while assigned to duty, notification must be made to the Coast Guard Command Center in Washington, DC as soon as possible. The 24-hour phone number is (202) 267-2100. Coast Guard field units shall report via the chain of command. Auxiliarists should report via their Coast Guard order-issuing authority or a local Coast Guard command.

3.A.7.b. It is extremely important that the Flotilla Commander make timely notification to the District Commodore, the Director or Auxiliary's office, District Captain and Division Commander, in writing, when a flotilla

member dies. Email is acceptable and is usually more expeditious. The Director of Auxiliary and the Division Commander should send a personal sympathy letter to the next of kin. Additionally, deaths shall be reported using the Change of Membership Status form (ANSC 7035). FSO-IS or SO-IS must update AUXDATA on publication requirements to prevent sending publications to the deceased member.

3.A.7.c. The Director will provide information on all deaths (including flotilla, date of enrollment, city and state of residence) to the District Staff Officer for Human Resources (DSO-HR) for statistical record keeping and for use in announcements of members "Crossing the Bar" in "The Blinker" and at District board meetings.

3.A.7.d. Elected officers at all levels shall take action to ensure that all Auxiliary correspondence, E-Mail and mailings to the deceased member are suspended and mailing labels are destroyed.

3.A.7.e. Reference (b), Chapter 3 contains further action that may be required.

3.A.8. Determining Why Members Leave

3.A.8.a. General

Human Resource Staff Officers and Elected officers at all levels should know the reasons why members of their unit leave the Auxiliary. The reasons can be obtained through discussions with members who are leaving Auxiliary service or obtained using a questionnaire. In any case, the reasons should be obtained and carefully evaluated by the Human Resources Staff Officer. Appropriate recommendations should be furnished to the elected officers for recommended changes in unit policies, procedures, activities, and member relationships. The objective is to utilize disenrollment feedback as a means to improving the unit, thus, assuring the retention of members.

3.B. MEMBER TRANSFERS AND CHANGE OF STATUS

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

3.B.1. Transfers Within the Fifth District-Southern Region

3.B.1.a. Reference (a), Chapter 3 prescribes the procedure for transfers within a District. For all such transfers, the Member Transfer Request form (ANSC 7056), and, if necessary, the Change of Member Information form (ANSC 7028) are to be completed and submitted.

3.B.1.b. The forms shall be routed and approved in accordance with reference (a), Chapter 3. The transfer is effective only upon final approval by the Director.

3.B.1.c. A member transferring from another flotilla shall not be charged dues until the next annual billing date.

3.B.1.d. Fifth District Southern Region members may transfer within the District once per calendar year.

3.B.2. Transfers to Another Coast Guard District

3.B.2.a. Reference (a) Chapter 3 prescribes the procedures for transfers to another district. For all such transfers, both the Member Transfer Request form (ANSC-7056), and Change of Member Information form (ANSC 7028) are to be completed and submitted.

3.B.3. Transfers into the Fifth District-Southern Region

3.B.3.a. When a member transfers in from another District, the Director will notify the Division Commander in whose area of responsibility the new member resides. If the incoming member has not already associated with a Flotilla, the Division Commander shall give the member's name and address to the most appropriate Flotilla Commander. The new Flotilla Commander should contact the member, welcome him or her, and invite the new member to the next Flotilla meeting.

3.B.3.b. Flotilla dues are not to be charged the new member until the next annual billing.

3.B. 4. Retired Status

Reference (a), Chapter 3 prescribes the procedures for changing a member's status to retired. Use Change of Membership Status form (ANSC 7028) to request this status. Members need to have 15 years of volunteer service to qualify for retirement. There is no financial retirement benefit or pension for auxiliary service.

3.C. MEMBERSHIP DUES

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) Standing Rules, Fifth District-Southern Region, United States Coast Guard Auxiliary

3.C.1. Membership Dues

The Coast Guard Auxiliary requires that all Auxiliary members pay dues. One exception to this rule is those Past District Commodores for whom the paying of National and District dues have been formally waived in recognition of their service to the Auxiliary.

3.C.2. Annual Dues

Reference (a) authorizes the collection of dues from Auxiliary members. Reference (b), Article X and Appendix (b), explain how dues are levied, collected, distributed and managed within the Auxiliary. It also defines the D5SR procedures for levying, collecting, distributing and managing dues within the District. D5SR Divisions and Flotillas Standing Rules contain similar information for their organizational level.

3.C.3. Unit Annual Dues Discrepancies

When disagreements occur between Flotilla Commanders and the DSO-FN concerning the amount of dues payable, the Flotilla Commander shall pay the full amount billed. At the same time, but not later than 1 March, the Flotilla Commander shall address a complete statement concerning the suspected discrepancy to DCO with copies to the Flotilla Commander's DCDR, SO-FN and DSO-FN. The DCO will investigate the claim to determine its validity and advise the DSO-FN to initiate a refund if appropriate. When a claim is not initiated by 1 March, the billings will be considered correct and payable prior to 31 March.

3.D. UNIFORMS

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) Fifth District Uniform Policy and Regulations, D5INST 1020.1 (series)

3.D.1. Auxiliary Uniforms

Reference (a) prescribes the Auxiliary policy regarding uniforms: the proper wearing, what uniform is required or allowed at various activities, and descriptions of what the uniform comprises. Members unable to fully comply with uniform requirement shall instead wear the Blue blazer per reference (a) or should withdraw from the Auxiliary.

3.D.2. Uniform and Uniform Accessory Procurement

Reference (a), Chapter 10 discusses the various uniform procurement options including mail order.

- 3.D.2.a. District Materials Center - Many uniform articles and associated Auxiliary items are stocked in the District Materials Center. For an up-to-date listing of items and prices, members should contact their Flotilla Materials Staff Officer (FSO-MA) or the District Material Center's web-site.

3.D.2.b. Units in the Fifth District with uniform outlets are listed in the following table. Availability of items varies at each unit. These units provide for “walk-in” purchases only. No mail orders can be processed. It is advisable to call ahead for operating hours and availability of the item(s) desired. The member will be required to present his/her Auxiliary Member Identification Card; without it, no purchases can be made. New members still in Applicant Pending (AP) status must be escorted by fellow Auxiliary members and shall carry the New member letter to assist in procuring uniform items at Coast Guard exchanges. New members should limit purchases and investment in uniform items to fulfilling only basic needs while in AP status. The Coast Guard unit addresses and phone numbers are:

<u>Coast Guard Unit</u>	<u>Phone Number</u>
Coast Guard Headquarters 2100 2 nd Street, S. W. Room 3501 Washington, D. C. 20593	1-800-842-8740 Ext 7-2374, or 202-267-2374
CG Training Center Yorktown Bldg 231 Yorktown, VA 23490	757-898-3602 757-856-2153
CG Base Support Unit - Exchange 4000 Coast Guard Blvd. Portsmouth, VA 23703	757-483-8615
CG Base Support Unit - Exchange Elizabeth City, NC 27909	919-335-6269

3.D.2.c. **Use of substitute or homemade uniform items is strictly prohibited.**

Members shall not create uniforms from similarly colored work or dress pants that do not meet CG uniform manufacture requirements or are not Auxiliary unique uniforms otherwise defined in reference (a). Examples of improper unauthorized uniforms include;

- (1) Attempting to use dark blue work pants like Dickies™ sold at retail outlets as dress or work uniform trousers.
- (2) Home sewn shirts, (hemming is normally the only alteration allowed.)

3.D.3. Commander, Fifth Coast Guard District Policy on Auxiliary Uniform

As prescribed by references (a) and (b), the following uniforms are authorized for Auxiliarists in the Fifth Coast Guard District for the period indicated.

<u>Men and Women Uniforms</u>	<u>Authorized Period</u>
Dinner Dress Navy Blue Jacket	Winter ^{1,3}
Dinner Dress White Jacket	Summer ^{1,3}
Dinner Dress Blue	All Year ³
Service Dress Blue	All Year
Winter Dress Blue	Winter ¹
Tropical Blue	All Year
Undress Blue	All Year
Operational Dress Uniform (ODU)	All Year – Sleeves up in Summer, Down in Winter ¹
Auxiliary Jump Suit	All Year during flight related OPs
Hot Wx Boat Crew Outfit	Note 2

¹In the Fifth Coast Guard District, the Summer Period starts 1 April. The Winter Period runs from 1 November through 31 March.

²As prescribed by the order issuing authority (OIA) and in accordance with reference (a).

³Dinner Dress Wear is considered evening wear (after 6pm) and is not prescribed for lunch or daytime functions.

The appropriate uniform will normally be specified by the person in charge of an event or the Order Issuing Authority

3.E. AUXILIARY OFFICER ELECTIONS

Reference: (a) Auxiliary Manual, COMDTINST M16790. 1 (series)

3.E.1. Elections Eligibility.

Reference (a) provides complete guidelines concerning elected officers.

3.E.2. District Elections

The District Board will hold elections each year as prescribed in reference (a). Election nominations and conduct will be as prescribed in the District Standing Rules.

3.E.3. Division Elections

Each Division will hold annual elections following District Elections and prior to 20 November. Eligibility for Division Elected Office is contained in reference (a). Nominations and conduct of the elections will be as prescribed in the Division Standing Rules. In coordination with the Division Commander, the District Commodore will assign a member of the District Executive Committee to monitor (or conduct if requested) and certify the election. The presiding officer will report the results of the election to the Director of Auxiliary in writing within 48 hours with a copy to the District Commodore.

3.E.4. Flotilla Elections

Each Flotilla will hold annual elections following Division Elections and prior to 15 December. Eligibility for Flotilla elected office is contained in reference (a). The Flotilla Standing Rules will prescribe the procedures for nominations and conduct of elections. In coordination with the Flotilla Commander, the Division Commander will select the Vice Division Commander, a past Division Commander, or himself, to monitor (or conduct if requested) and certify the election. The presiding officer will report the results of the election in writing to the Director of Auxiliary and District Commodore within 48 hours, including a copy to the Division Commander.

3.E.5. Appointment of Staff Officers and Appointed Staff Officer Term of Office

Unless otherwise stipulated by reference (a) or this manual, Appointed Positions at the District, Division, and Flotilla are made at the will and pleasure of the senior elected official/leader presiding over the unit, DCO/DCOS for DSOs and ADSOs, DCDR for SOs, and FC for FSOs. All staff positions shall terminate at the end of the appointing official's term of office. Appointed Staff may be replaced at anytime during the Appointing Official's term of office. Newly elected leaders have the option to reappoint former staff officers or assign new staff members. No appointed position should be considered a lifetime appointment. Having new staff encourages diversity and innovation

in the Auxiliary and develops a better membership.

3.E.6. Transfer of Leadership and Staff Duties

It is imperative that leaders and staff officers transfer all property and information to Newly Elected or Appointed Staff upon termination or end of term of office to effect a smooth transition of the Auxiliary program. Terminated Staff or Elected member's purposefully withholding or deleting information to sabotage or undermine the Auxiliary program may be subject to disciplinary action.

3.F. STANDING RULES AND BYLAWS

Reference: (a) Auxiliary Manual, COMDTINST M16790. 1 (series)
(b) Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series)
(c) Administrative Procedures Guide, Flotilla Administration, COMDTPUB P16791.2 (series)

3.F.1. General

All D5SR Divisions and Flotillas shall maintain Standing Rules as required by reference (a), Chapter 4. References (b) and (c) provide a discussion on and samples of Standing Rules including suggested format and content.

3.F.2. Division and Flotilla Standing Rules and Bylaws

- 3.F.2.a. Flotilla and Division Standing Rules and Bylaws newly adopted or amended are not effective until reviewed by the District Legal Staff Officer (DSO-LP) and approved by the District Commodore (DCO) and the Director of Auxiliary.
- 3.F.2.b. Newly adopted or amended Standing Rules and Bylaws (with the appropriate number of copies) shall be mailed directly to the DSO-LP for review.
- 3.F.2.c. Upon approval by Flotilla Membership, Flotilla Standing Rules and Bylaws (original and two copies) are signed by the Flotilla Commander and mailed to the DCO via the flotilla's Division Commander, and DSO-LP. Consultation with the DSO-LP during the drafting process is highly recommended.
- 3.F.2.d. Upon approval by the Division Bridge, Division Standing Rules and Bylaws (original and two copies) are signed by the Division Commander and mailed to the DCO via the DSO-LP.
- 3.F.2.e. The DCO will sign and forward the Standing Rules and Bylaws to the Director who will sign and return the original to the unit, send a copy to the leader of the next highest unit, and retain a copy for the Director's files.

- 3.F.2.f. The signatures of the FC (for Flotilla Standing Rules and Bylaws only), DSO-LP, DCDR, DCO and Director of Auxiliary are required on all copies of effective Standing Rules and Bylaws. By signing, individuals are signifying that they have reviewed the Standing Rules and Bylaws and find them in accordance with Commandant Policy and are otherwise acceptable.
- 3.F.2.g. Changes made only to Bylaws at the Flotilla or Division level do not require resubmission of Standing Rules and the above approval process provided the Standing Rules are not also being changed. Copies of amended Bylaws approved by the appropriate board should indicate a version and date of the change and must be provided to the Chain of Leadership and the Director of Auxiliary. Bylaws are subordinate to Standing Rules and cannot change requirements in Standing Rules or the AUXMAN. Bylaws in error or conflict with Standing Rules or Coast Guard policy are null and void and will be corrected at the earliest opportunity of the governing board.
- 3.F.2.h. Flotilla and Division Standing Rules are not effective until signed by all members in the Chain of Leadership and returned to the appropriate Flotilla or Division.

3.F.3. District Standing Rules

- 3.F.3.a. District Standing Rules, newly adopted or amended, are not effective until reviewed by the Auxiliary National Legal Officer (DC-L) and approved by the National Commodore (NACO).
- 3.F.3.b. Newly adopted or amended District Standing Rules are first reviewed by the DSO-LP.
- 3.F.3.c. The original and copies per reference (a) are signed by the DCO and the Director and sent via the DC-L to the NACO for signature.

CHAPTER 4 – INFORMATION REPORTING REQUIREMENTS

4.A. PERSONAL & ORGANIZATION INFO REPORTING REQUIREMENTS

Reference: (a) Flotilla Procedures Manual COMDTINST 16791.5
(b) Auxiliary Division Procedures Guide, COMDTPUB P16791.3

4.A.1. The Auxiliary Data System (AUXDATA)

4.A.1.a. Background

(1) The Coast Guard Operations Systems Center (OSC) in Martinsburg, West Virginia operates an Auxiliary Data System (AUXDATA) which contains personal and activity data about Auxiliarists and units. This information is available in various management reports to authorized users over the internet for viewing and downloading. The database functions as a management tool that is only effective when accurate and timely submission of forms and reports occurs. Complete descriptions of Auxiliary forms that provide input data are found on the USCGAUX Forms Listing web site:

<http://forms.cgaux.org>.

(2) AUXDATA forms completed and submitted by individual members and elected and staff officers are described in this Chapter. There are other forms listed on the USCGAUX Forms Listing web site whose title is self explanatory or whose use is addressed in training material for the activities the form addresses.

4.A.2. Flotilla Staff Officer for Information Systems (FSO-IS)

FSO-IS exercises staff responsibility over all matters pertaining to the collection and forwarding AUXDATA forms submitted by flotilla members. FSO-IS duties and responsibilities are delineated in reference (a), Chapter 5.

4.A.3. Division Staff Officer for Information Systems (SO-IS)

SO-IS exercises staff responsibility at the division level over all matters pertaining to AUXDATA. SO-IS duties and responsibilities are delineated in reference (b), Enclosure (1). In addition to those duties, SO-IS may perform Data Entry and review submissions for accurate activity reporting.

4.A.4. District Staff Officer for Information Systems (DSO-IS)

The DSO-IS facilitates communication with National Aux, EXCOM, and the Director regarding accurate and timely data collection as well as communicates with other DSOs. The DSO-IS provides guidance regarding proper mission code use in concert with guidance from the DCO, National Auxiliary Staff, and the Director, as appropriate.

4.B. FLOTILLA MEMBER AUXDATA FORMS PROCESSING

4.B.1. Form Submission

Forms should be submitted as soon as possible after a mission or to report a personnel status change, or report an event that has taken place. In the Fifth District, Southern Region, IS Officers may reject submissions which are over 60 days old. Therefore, it is imperative that all forms be quickly submitted for processing. Instructions for completing all forms can be found on the form's Instruction page. All rejected forms over 60 days old must be sent by the IS officer to the appropriate DCDR. The DCDR shall review the cause and reason for the delayed submission and provide a recommendation for final determination and action by the DCAPT. Results shall be reported to EXCOM and all involved members. The timeline from initial receipt by the DCDR to DCAPT determination shall not exceed 30 days. The DCAPTs will forward all documentation to the Director. All effort will be made to properly account for all hours volunteered.

4.B.2. Member Submitted Forms

The forms listed below can be downloaded or printed from the internet at:

<http://forms.cgaux.org/forms.html>.

4.B.2.a. Change of Member Information (ANSC 7028)

- (1) Used to enter permanent changes to a member's personal information on record with the U.S. Coast Guard Auxiliary.
- (2) Members are required to keep current the personal information recorded in AUXDATA. This includes: NAME, ADDRESS, PHONE NUMBERS and EMERGENCY CONTACT INFORMATION.
- (3) Whenever a change occurs in any one of these items, the member must complete a Change of Member Information Report, Form 7028, and submit it to their FSO-IS.

4.B.2.b. Member Activity Form (ANSC 7029)

Used to log all preparation and travel time for missions shown on forms 7030, 7038, and 7039 and any hours that are not defined and reportable on those forms.

4.B.2.c. Activity Report – Mission (ANSC 7030)

Used to report hours of activity on air, boat, radio, and unit or individual missions. The form's Instructions list the missions to be reported on the ANSC 7030.

NOTE-7030s for Coxswain and Crew time should be produced directly from POMS and shall include a copy of the CG-5132 Patrol Order form when submitted to the IS for validation and Data entry and the OIA for reimbursement. Use of the manual 7030 Forms not printed directly from POMS is acceptable. Both the 7030 and the 5132 are required to be submitted for all patrol claim

reimbursement and hours tracking.

4.B.2.d. Member Transfer Request (ANSC 7056)

Used for members in good standing who request transfer to another flotilla, either within or outside the present district. See the Auxiliary Manual for details on the processing and approval requirements regarding transfers.

NOTE - Intra District Transfers require the Transfer Request to be signed by the member, the FC of the member's departing Flotilla and the gaining Flotilla FC, BEFORE submission to the Director's office for action. Out of District Transfer request are submitted to the Director's office after the member and FC sign the form.

4.B.2.e. Short Term Resident Training Request (STTR) (ANSC-7059)

Used to request travel orders to attend training sessions at Coast Guard training sites. Form is submitted to the Flotilla Commander for signature and forwarding to DSO-MT. Go to Chptr 5.E.6., "Coast Guard "C" - School Courses", in this instruction for additional info on use, procedure, and processing of the STTR. (For courses go on the internet to cschools.auxservices.org)

4.B.3. Sequence of AUXDATA Forms Processing

4.B.3.a. Member

(1) Members should consult with the Flotilla Staff Officer responsible for the mission or subject area covered by a form for help with completing a form.

(2) When a member performs an authorized activity (e.g., a patrol, a public education course, or vessel examination), the member completes the appropriate AUXDATA form (e.g., The Activity Report – Mission, Form 7030 or the Vessel Examination Form 7038), verifies it is accurate and legible and sends it to the FSO-IS. For Patrols, the 7030 should be produced using POMS.

4.B.3.b. FSO-IS

(1) Reviews forms received from members to verify that they are correctly filled out and legible. Forms that are unclear or that contain errors that cannot be corrected by the FSO-IS are returned to the member.

(2) Logs all forms received, recording data as needed for up-to-date flotilla performance records.

(3) Once per week mails all AUXDATA forms to the SO-IS.

4.B.3.c. SO-IS

- (1) Re-checks all forms received from the FSO-IS or other staff officers (e.g., SO-NS submission of ATON report for entry into AUXDATA). Forms that are unclear or that contain errors that cannot be corrected by the SO-IS are returned to the FSO-IS.
- (2) Enters data from all forms received into the AUXDATA computer system.
- (3) Provides confirmation either by returning forms to the appropriate FSO-IS after data is entered, or provides listing of forms processed successfully.

4.B.3.d. FSO-IS

- (1) Checks the returned forms against log of forms received to ensure they have been processed by the SO-IS.
- (2) Corrects any remaining errors. If the FSO-IS cannot determine what correction should be made, they shall contact the member to get the information necessary to make the correction. (Note: Unless errors are corrected and forms resubmitted, neither the flotilla nor the member will receive credit for that activity).
- (3) Resubmits corrected forms to the SO-IS.
- (4) Updates flotilla performance records as necessary.
- (5) Provides feedback to members about errors which have occurred, no matter who has made the correction, so that forms will be completed correctly in the future.
- (6) Conducts additional IS/AUXDATA training for the flotilla, when recurring problems occur or IS procedures change.

4.B.3.e. Member

- (1) Takes corrective action as necessary.
- (2) Participates in training and accepts feedback from the FSO-IS.

4.C. ELECTED OFFICERS' REPORTING REQUIREMENTS

4.C.1. Enrollment Application. (ANSC 7001)

- 4.C.1.a. Everyone requesting membership in the U.S. Coast Guard Auxiliary must complete the form. This form is used to supply new member personal information for entry into AUXDATA.
- 4.C.1.b. FSO-HR should assist the member with completing the form and verify its completeness. The FSO-HR also completes applicable Sections identified in the form's instructions.

4.C.1.c. The Flotilla Commander signs the form and sends it directly to the Director's Office.

4.C.2. Change of Officer(s) Report (ANSC-7006)

Used whenever a change occurs in elected officers or in staff assignments. The senior elected officer must complete the form and send it to the Director's office with copy to the unit IS Officer. IS Officers at the Flotilla and or Division Level will update AUXDATA with the changes.

4.C.3. Annual Unit Officer Report (ANSC-7007)

Each year, as soon as possible after the election, but not later than 20 December, the newly elected senior officer at each level (FC, DCDR) completes the form with a copy sent to the appropriate IS officer for AUXDATA entry/update. Flotilla Commanders will send a copy of the report to the Division Commander. The Division Commander, after collecting all flotilla reports, will send copies of the division and flotilla reports to the Director's office.

4.C.4. Record of Unit Meeting. (ANSC 7017)

This form shall be completed by the Flotilla/Division Staff Officer - Secretary/Records after each unit meeting. It serves as a record of each unit business meeting held. It is sent, at a minimum, to the Director of Auxiliary, District Commodore, District Captain, and for flotillas, the DCDR. Minutes in narrative form may be substituted for this form provided the same information is provided as is required by the form. Sending the completed minutes via email is preferred.

4.C.5. New Member Certification. (ANSC- 7018)

Sent directly to the Director's Office by the Flotilla Commander along with the Enrollment Application.

4.C.6. Change of Membership Status (ANSC-7035)

4.C.6.a. This form is used to remove a member from the flotilla rolls by disenrollment, transfer or retirement. It is sent directly to the Director's Office.

NOTE – Intra District Transfers require an additional Transfer Request, ANSC 7056, form signed by the member, the FC of the member's departing Flotilla and the gaining flotilla FC, BEFORE submission to the Director's office for action. Out of District Transfer are submitted to the Director's office after the member and FC sign.

- 4.C.6.b. A timely notification of a member's death shall be made to the Director's office as outlined in this Manual, Chapter 3. This form shall be used to make changes in AUXDATA on the member's status as a result of the member's death. It should be sent following proper notification of the member's death and not as the initial method of death notification. Completing this form should not delay reporting the member's death to the Chain of Leadership. Additionally, the FSO-IS or SO-IS should immediately change the mailing information in AUXDATA to ensure official Auxiliary publications, i.e. the "Blinker", "Navigator", etc. are not sent to the deceased member.

4.C.7. Qualification Approval Submission Requirement of Elected Leaders

All completed qualification documents for all Auxiliary qualification programs shall be presented to the senior unit leader (FC), or DSO when specified, for submission of the appropriate designation form or document to the Directors Office. The entire qualification package does not need to be forwarded unless required as specified by separate qualification policy or otherwise requested. Only the designation form or qualification document should be submitted. In those cases where the FC is attaining a qualification, the DCDR, as the next Senior leader, shall review the qualification package, sign and submit the required qualification approval or designation document(s) to the Directors Office. No leader or DSO may sign off on their own qualification.

4.D. AUXDATA PROBLEM RESOLUTION

4.D.1. Information Service (IS) Officers' Responsibilities

IS officers are responsible for researching AUXDATA problems reported by the members. Their responsibilities are defined in the respective unit Procedures Guide.

4.D.2. Member Responsibility

The ultimate responsibility for accurate qualification, training, and information lies with each individual member. Members must review their information found in AUXDATA to ensure it is accurate. This is especially true following completion of training evolutions and ensuring AUXDATA is updated to reflect newly attained skills and qualifications.

- 4.D.2.a. Members finding an error in AUXDATA records should report the error to the FSO-IS as soon as possible.
- 4.D.2.b. When reporting an error, the member should explain what is wrong as well as stating the correction requested. Applicable supporting information (such as copies of qualification certificates, listings, letters, POMS Orders form 5132, etc.) shall be provided to the FSO-IS.

4.D.3. Final AUXDATA Error Resolution

If the Director agrees that AUXDATA is in error, then the member's record is corrected. When AUXDATA corrections are made by the Director's staff, the member shall be notified via the IS reporting chain.

4.E. OTHER REPORTING REQUIREMENTS

4.E.1. Auxiliary SAR Incident Reports (CG-4612/ANSC-7034)

- 4.E.1.a. The Auxiliary SAR Incident Report shall be submitted by operational facility coxswains for each SAR incident encountered for which a SAR case number was assigned during a patrol under orders. Similarly, the pilot in command will submit the required reports to the respective air station. This report is over and above the standard Operations Report (OPREP) required of the air station at the completion of each MOM and Ice patrol.
- 4.E.1.b. The SAR Incident Report shall be sent within twenty-four (24) hours to the Coast Guard Unit which assigned the case number. The report may be submitted by FAX transmission or e-mail. E-mail should be addressed to the Coast Guard Unit, not to an individual.
- 4.E.1.c. Within three days of the incident, the coxswain shall forward a report copy to SO-OP, FSO-IS, SO-IS and the ASC. Attach a copy to the ANSC 7030 form and Patrol Orders. Additionally, Pilots will also provide these reports to the DSO-AV and the respective Sector ADSO-AV

4.E.2. Aids to Navigation Report (ANSC-7054)

- 4.E.2.a. This report serves to report aids to navigation (ATONs) and bridge discrepancies observed to enable appropriate action by the Coast Guard Aid to Navigation Teams (ANTs). Information from this form is also used by the member to report activity on the ANSC-7030 which is submitted to the FSO-IS/SO-IS for data entry into AUXDATA.
- 4.E.2.b. Every Auxiliarist while underway on an operational facility should be checking and reporting all observed discrepancies on every federal aid, private aid, and bridge, using this form. Also, errors on nautical charts and new features ashore should be reported to FSO-NS. An Auxiliary qualified Aids Verifier (AV) should be requested to confirm the discrepancy if readily available and as a matter of providing assistance to the responsible Coast Guard ANT. If an AV is not available (within 12 hours) send the report to the FSO-NS for action.

Enclosure (1) to CGDFIVEINST 16790.D

4.E.2.c. The form is submitted to the FSO-NS who checks it for accuracy and completeness and then forwards it to SO-NS who sends it to DSO-NS and the appropriate Coast Guard ANT or to the National Oceanic and Atmospheric Administration (NOAA).

4.E.3. Workshop Mission and Attendance Report (ANSC-7039)

This form is to be used by an instructor to report all required National Workshops. The instructor's time and mission is recorded (and that of aides), as well as listing the individuals attending.

CHAPTER 5 – MEMBER QUALIFICATIONS AND TRAINING

5.A. OPERATIONS PROGRAMS

Reference: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(b) Air Operations Training Manual, COMDTINST M16798.5 (series)
(c) Auxiliary Boat Crew Training Manual (COMDTINST M16794.51 (series);
(d) Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member, COMDTINST M16794.52 (series)
(e) Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53 (series)
(f) Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 (series).

5.A.1. Air Crew Program

5.A.1.a. Air Crew Qualification Levels.

(1) There are five levels of qualification in the Auxiliary Air Operations program:

- Air Observer,
- Air Crewman,
- Co-Pilot,
- First Pilot,
- Aircraft Commander.

(2) References (a), and (b) stipulate the training and specific qualification requirements for each level supplemented by the D5SR Pilot Training Syllabus and the D5SR Admissions Document.

(3) Depending on budget and mission requirements, membership in the Auxiliary Air Crew Program may be opened or closed at the discretion of the Director.

5.A.2. Boat Crew Program

5.A.2.a. Boat Crew Program Qualification Levels.

(1) There are three qualifications in the boat crew program. They are:

- Crew Member
- Coxswain
- Personal Watercraft Operator.

5.A.2.b. Boat Crew Qualification Requirements

(1) The specific requirements (minimum standards) for qualification, currency maintenance, certification, and re-certification can be found references (c) through (f).

5.A.2.c. Currency Maintenance, Recertification, and Qualification Downgrading

(1) Maintenance requirements are stipulated in reference (a) for each boat crew program qualification.

(2) Members who fail to meet currency maintenance requirements must re-certify as stipulated in reference (c).

(3) Coxswains who do not re-certify may be downgraded to crew member as permitted by reference (c). NOTE - This does not alleviate the three year currency maintenance requirement.

(4) Coxswains must serve a minimum of eight hours as coxswain out of the 12 hours of minimum combined Coxswain and Crew underway time required each year. Coxswains shall maintain copies of POMS Patrol orders (CG-5132) and matching POMS or ANSC 7030 forms listing them as Lead/Coxswain to validate meeting the required minimum hours.

(5) Proficiency requires doing more than the minimum annual hours. The Coast Guard seeks proficient coxswains. Those meeting only the minimum annual requirements may be selected at a lower priority for patrol orders and support of major events.

5.A.3 Personal Watercraft (PWC) Program

Reference (f) stipulates the requirements for participation in the Auxiliary Personal Watercraft (PWC) Program.

5.A.4. Qualification Examiner

The requirements for Qualification Examiner are outlined in reference (c) .

5.B. RECREATIONAL BOATING SAFETY PROGRAMS

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 8

(b) U. S. Coast Guard Auxiliary Instructor Development Course, Appendix B (PQS Workbook)

(c) Recreational Boating Safety Visitation Program, COMDTINST M16796.3 (series)

(d) Auxiliary Vessel Examiner Manual, COMDTINST M16796.8 (series)
Chapter 1

5.B.1. Instructor (IT) Program.

5.B.1.a. Initial Qualification and Initial Certification

References (a) and (b) stipulate IT qualification requirements. Flotilla Commanders are to use the Qualification Certification form in Appendix C (or a facsimile which provides the same information) to notify the Director of satisfactory requirements completion. The “Grading Official” in the Qualification form is a qualified IT designated by the Flotilla Commander to administer the examination. Flotilla Commanders may send the satisfactory completion notification directly to the Director after verifying with the SO-IS that the required number of “trainee” hours have been entered into AUXDATA. Upon receipt of notification, the Director will certify the member as an IT and provide the appropriate certificate, ribbon and letter to the Flotilla Commander for presentation to the new IT on a suitable occasion. [Note: The “instructor Trainee” should be reported as “trainee” on line 2 of the Activity Report-Mission to receive credit for practice teaching].

5.B.1.b. Certification Retention

Reference (a) and (b) stipulate requirements for retaining the IT certification.

5.B.1.c. Re-certification

Members who fail to maintain their certification must re-certify as stipulated in reference (a) and (b).

5.B.1.d. Notification to Other Agencies

Members teaching state level RBS courses that gained state certification based on IT qualification in the Auxiliary must be reported by the Director to the appropriate state agency when they lose IT certification and again when they are recertified. Flotilla Commanders shall notify the Director of Auxiliary via the Chain of Leadership when member(s) withdraw from IT qualification or lose certification.

5.B.2. Recreational Boating Safety Program Visitor (RBSPV)

5.B.2.a. Initial Qualification and Certification

(1) Reference (a) and (c) stipulates the requirements to initially qualify as a Recreational Boating Safety Program Visitor.

(2) Flotilla Commander shall designate a certified Program Visitor (PV) as the “Grading Official” who, using Qualification Certification form in Appendix C, will certify that candidates for the program have completed the requirement stipulated in reference (c).

(3) After verifying with the SO-IS that the correct number of trainee visits have been entered into AUXDATA, the Flotilla Commander shall forward the Qualification Certification form in Appendix C (or a facsimile that provides the same information) to the Director requesting the member be designated as a Program Visitor. The Director will certify and provide the appropriate letter to the Flotilla Commander for presentation to the member.

5.B.2.b Certification Retention and Re-certification

Reference (c) stipulates requirements to retain the PV certification and to re-certify after losing certification.

5.B.3. Vessel Examiner (VE)

5.B.3.a. Initial Certification

References (a) and (d) stipulate VE qualification requirements. Flotilla Commanders are to use the Qualification Certification form in Appendix C (or a facsimile which provides the same information) to notify the Director of satisfactory completion of requirements. The “Grading Official” in the Qualification Certification form in Appendix C is a member who is a qualified VE and has been designated by the Flotilla Commander to administer the examination. Flotilla Commanders may send the satisfactory completion of requirements notification directly to the Director after verifying with the SO-IS that the required number of “trainee” examinations have been entered into AUXDATA. Upon receipt of notification, the Director will certify the member as a VE and provide the appropriate certificate, ribbon and letter to the Flotilla Commander for presentation to the new VE on a suitable occasion.

5.B.3.b. Retention of Certification

Requirements to retain the VE certification are stipulated in reference (a) and (d).

5.B.3.c. Re-certification

Members who fail to maintain their certification must re-certify as stipulated in reference (a) and (d).

5.C. AID TO NAVIGATION QUALIFICATION PROGRAM

Positions and requirements are covered in Chapter 12 of this instruction.

5.D. MARINE SAFETY QUALIFICATION PROGRAM

5.D.1. Marine Safety Program Qualifications

5.D.1.a The Auxiliary Marine Safety Program has gone through numerous changes and will continue to evolve. The MS and TRIDENT program is intended to augment the resource needs of the Sector. Participation and training is based entirely on the needs of the Sector Prevention staff. The time commitment of completing the training and PQS by both the active duty member (instructor) and the Auxiliarist can be both demanding yet rewarding. It is imperative for Auxiliarists participating in the MS/Trident program to stay engaged in supporting and augmenting the Sector with their newly gained skills.

5.D.1.b Information about MS qualifications are posted on the Auxiliary National Web Site. Check with your FSO-MT for help on downloading the Personal Qualification Standard workbook and other qualification requirements. Some qualifications may require a security background investigation beyond the initial membership security review.

5.D.1.c Reporting MS missions shall be done for direct support of and as assigned by the Sector, and only for missions the Auxiliarists is qualified and eligible for through completion of the appropriate MS training program.

5.D.2. Trident Program

5.D.2.a The Trident Program has certain and variable requirements tied to Marine Safety qualifications. Information about the Marine Safety qualifications is available through the Flotilla Staff Officer - Marine Safety (FSO-MS) and the Flotilla Staff Officer - Member Training (FSO-MT).

5.D.2.b Qualifications

(1) Auxiliarists who have completed the requirements demonstrating competency in at least four of the currently available Marine Safety qualifications for Auxiliarist and who complete the requirements for the Marine Safety Training Ribbon may be awarded the Marine Safety device known commonly as the Aux Trident device. Chapter 10 of the Auxiliary Manual provides information about the Aux Marine Safety device or Aux Trident device and all the requirements for wear.

(2) The specific qualifications that may be pursued under the Trident Program are dependent upon the specific needs of the Coast Guard Unit that is sponsoring the Auxiliarists in the program. Auxiliarist must consult with the sponsoring Coast Guard unit on which qualifications the Coast Guard unit has a need for. Auxiliarists will be guided by Auxiliary Trident qualified members and/or Coast Guard specialists at the supported unit. Due to the time commitment and effort needed to train, Auxiliarist should not expect the Coast Guard unit to provide training in areas outside the unit's needs.

5.D.2.c Additional Information

Complete information about the program is found on the Auxiliary National Website within the Prevention Directorate.

5.D.2.d Permanent entitlement for wear of the Marine Safety Device was updated in 2010 and requires five years of sustained activity and support at a marine safety field unit. Auxiliarists who have already earned the Marine Safety Device and those who have achieved temporary-awaiting-permanent status, under the four-year requirement may be exempt from five-year requirement. Consult the latest directives and policy on the trident device for more up-to-date requirements.

5.E. MEMBER TRAINING

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series),
(b) USCG Institute Pamphlet No. E46003

5.E.1. Auxiliary Operations (AUXOP)

The AUXOP program is an advanced training program available to Auxiliarists. For specifics on earning the AUXOP see your FSO-MT or SO-MT and reference (a).

5.E.2. Administrative Procedures Course (APC)

As stipulated in reference (a), to be eligible for election to Flotilla Commander, Vice Flotilla Commander, and any higher elected position, the member must complete and pass the Administrative Procedures Course with a grade of 90%. This is an open book examination. The test must be successfully completed prior to the member's nomination. For further information, contact the FSO-MT or SO-MT. Only in special circumstances the Director of Auxiliary may waive the completion deadline.

Note - The Flotilla Commander Course (online version with a proctored exam or the 12hour classroom course) has been approved by the Chief Directors Office as an acceptable APC substitute.

5.E.3. Auxiliary Leadership (AUXLEA) Course

5.E.3.a. General

Information for this course can be found in reference (a). The course is available as a "C" school class, and when offered, as a District, Division, or Flotilla course.

5.E.3.b. Leadership Requirement for Qualified Instructors

In District Five, Southern Region, instructors for District, Division, and in-flotilla offered courses shall be ITs who have previously taken and passed either AUXLEA course or AUX Leadership and Management (AUXLAM) (the previous leadership and management course).

5.E.4. Auxiliary Training Course Material

5.E.4.a. Training Material List

The DSO-MT will periodically provide an updated list of training course materials available to all Auxiliarists via the DCDRs, SO-MTs, and FSO-MTs. The materials are available to the FC, FSO-MA, DCDR, and SO-MA from the Auxiliary National Supply Center (ANSC), using the appropriate Flotilla or Division order form.

5.E.4.b. Auxiliary Department of Training

The Auxiliary Department of Training web site, <http://www.cgaux.org/training/>, is an additional source for auxiliary member training opportunities.

5.E.5 Coast Guard Institute Correspondence Courses

5.E.5.a. Available Courses

All Coast Guard Institute correspondence courses, except those containing classified material, are available to all Auxiliary members. (Retired members are not eligible.) A list of these courses is given in reference (b).

5.E.5.b. Enrollment

Information concerning enrollment forms, materials, time limitations, and the examination are available from the FSO-MT or the SO-MT.

5.E.6. Coast Guard "C" School Courses

5.E.6.a. Auxiliarists may request attendance at Coast Guard offered courses called "C" schools but must submit a Short Term Training Request (ANSC-7059) referred to as an STTR. The Aux Specific "C" school course STTRs are submitted via the Chain of Leadership and appropriate DSO to the Director. Coast Guard Active Duty "C" School STTRs must be submitted via the Coast Guard unit requesting the Auxiliarist's attendance. The Director does not process STTR's for these unique, normally Coast Guard only courses. For attendance at AUX specific courses, the STTR is submitted to request attendance via their FC/DCDR and appropriate DSO to DIRAUX for processing. FCs/DCDRs should only submit members willing to fill needs within the Flotilla or Division. The DSO-IS reviews IS needs, the DSO-PA review PA needs, DSO-CS reviews computer and web design needs, etc.

5.E.6.b. The expense to present and bring students to these courses is normally high with limited seating; needs of the service must come first in the selection of students. Auxiliarists selected for attendance are expected to fulfill all training requirements and apply their new skills for the betterment of the Coast Guard and the Auxiliary. Those not completing the requirements or fulfilling mission needs following training completion will not be offered future C-School opportunities and may be subject to further administrative or disciplinary action.

5.E.6.c. The STTR is used to request a seat in a C-School. The Director's office will enter the requesting member onto the eligible student list once all required reviews have been completed. Actual selection of students and issuing of orders is done by Coast Guard Training Quota Center (TQC) and CGHQ approximately 30 days prior to start of class. **Submission of an STTR does not guarantee selection for attending a course.** Members unable to coordinate with employers or personal schedules to allow attending a C-school, understanding this requires accepting short notification of orders, normally 30 days or less, should not request a C-school.

5.E.7. Proctors

Per reference (a), Specialty Course exams must be administered by a Proctor. A Proctor may be a Commissioned, Warrant, or Petty Officer of the Coast Guard or Coast Guard Reserve who has been designated by the Director. Additionally, Auxiliary members who are AUXOP qualified may be designated by the Director as a Proctor. Auxiliary designated **Proctors are directed to ensure exams for the courses being proctored are protected from compromise and kept secure.** Normally, only one qualified Proctor will be designated by the Director per Flotilla. In Flotillas where this limitation places an undue hardship on the members, the Flotilla Commander may request an additional Proctor be designated. The request shall be made in writing, justifying the need and mailed to the Director via the DCDR and DCAPT. Both the DCDR and DCAPT will indicate their concurrence or non-concurrence and possible alternative solutions to alleviate any issues.

5.F. ADDITIONAL OPPORTUNITIES

Reference: (a) COMDTINST 1650. 9, COAST GUARD AUXILIARY CUTTERMAN INSIGNIA

(b) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

5.F.1. Auxiliary Cutterman

5.F.1.a. General

The Auxiliary Cutterman insignia is intended to identify and recognize the commitment of Coast Guard Auxiliarists currently working in the cutter fleet who have regularly dedicated their efforts in support of the cutter community. This insignia will distinguish those Auxiliarists who have achieved the requisite level of qualification, knowledge, and experience that includes both practical and proven understanding and appreciation for cutter force command, management, and operations. Reference (a) contains a Cutterman insignia picture.

5.F.1.b. Qualification Requirements

Reference (a) stipulates the qualification and maintenance requirements for Auxiliarists to wear the Cutterman insignia.

5.F. 2. Additional Operational Programs

Training programs are available for Auxiliarists wishing to take part in other Auxiliary operational programs. Additional details may be found in reference (b). More opportunities for training and duty in the operations program may become available from time-to-time depending upon specific Coast Guard needs. Specific details will be announced in Commandant Notices and Instructions for these programs.

CHAPTER 6 – QUALIFICATION EXAMINER (QE) PROGRAM

6.A. GENERAL

Reference: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)

6.A.1. Concept

- 6.A.1.a. The Auxiliary's ability to operate effectively in Coast Guard surface operations and to be a contributing force in boating safety is dependent on skilled boat crews, coxswains, and a professional qualification program. A critical element in the qualification program is the Qualification Examiner (QE).
- 6.A.1.b. The highest appointment in the Boat Crew and Personal Watercraft Programs is that of the Qualification Examiner (QE). QEs are outstanding Coxswains or Personal Watercraft Operators having strong operational backgrounds, exceptional instructor abilities, effective interpersonal skills, and impeccable integrity.
- 6.A.1.c. The role of the QE is to verify that Boat Crew trainees are able to satisfactorily perform as specified in reference (a). QEs also verify currency maintenance requirements for re-certification and perform other tasks such as verify performance criteria for the Award of Operational Excellence.

6.A.2. Operations Training Officer (OTO)

As defined in reference (a), the OTO represents the Director as the primary manager and mentor of the QEs and the Boat Crew Training Program.

6.A.3. Chief QE Coordinator (CQEC)

- 6.A.3.a. A Chief QE Coordinator will be appointed by the Director of Auxiliary. The CQEC shall have served as a QE for at least three years and as an AQEC for at least two years.
- 6.A.3.b. Reference (a) defines the Chief QE Coordinator position, the appointment and dismissal process, duration of appointment, and the CQEC's responsibilities.

6.A.3.c. In addition to the responsibilities stipulated in reference (a), the CQEC shall:

- (1) Administer annual AQEC and QE workshops.
- (2) Conduct annual AQEC workshops. These workshops will be conducted annually, funds permitting. Additionally, the AQEC workshop should be combined with annual QE workshops whenever possible.

6.A.4. Area QE Coordinators (AQECs)

6.A.4.a. Each D5SR Sector shall have an Area QE Coordinator, appointed by the Director of Auxiliary, who will assist the CQEC in executing the QE program in the Fifth District Southern Region. Reference (a) defines the Area QE Coordinator position, the appointment and dismissal process, duration of appointment, and the AQEC's responsibilities.

6.A.4.b. In addition to the responsibilities stipulated in reference (a), the AQEC shall:

- (1) Recommend to CQEC re-appointment and dismissal of QEs.
- (2) Audit the performance of QEs in their area.
- (3) Receive all initial certification and fifth year currency maintenance paper work from the QEs in their area, and review and forward to the Director of Auxiliary recommendations as appropriate.
- (4) Receive and validate the 8 hour Coxswain requirement documents in combination with Crew hours for compliance with the 12 hour minimum requirement. Report findings to the OTO.
- (5) Conduct annual QE workshops.

6.A.5. Qualification Examiner (QE)

Reference (a) provides the overview, guidance, purpose, requirements, and responsibility of a QE. Consult reference (a) for all QE qualification and application requirements. QE Critiques forms are found in Appendix C.

6.A.6. Boat Crew Advisory Board. (BCAB)

Reference (a) provides the overview, guidance, purpose, requirements and responsibility of the BCAB.

CHAPTER 7 – FACILITIES

7.A. GENERAL

Reference: (a) Operations Policy Manual, COMDTINST M16798.3 (series)
(b) Auxiliary Vessel Examiner Manual, COMDTINST M16796.2 (series)

7.A.1. Facility Ownership

A Facility is a privately-owned boat, personal water craft, aircraft, fixed land radio station, mobile radio station, or fixed land radio direction finding station which is at least 25% owned by an Auxiliarist and which meets marking, equipment and operational requirements defined by the Commandant of the Coast Guard. Under certain conditions a facility may be owned by a corporation. Vessels transferred to the Auxiliary by the Coast Guard are considered facilities and must meet the marking and equipment requirements defined in reference (a) for privately-owned vessels. See references (a) and (b) for definitions, ownership requirements, special conditions, marking and equipment requirements.

7.A.2. Facility Offer for Use

Facilities may not be used on missions under Coast Guard orders or for any other authorized Coast Guard activity until they have been accepted by the Director of Auxiliary for such use. To be accepted by the Director, a facility must meet the ownership and equipment requirements specified in references (a) and (b) and this manual and must be offered for use in writing. An inspection is required to determine whether ownership and equipment requirements are satisfied. After initial inspection and acceptance by the Director, the facility must be re-inspected and re-offered for use annually for surface and air facilities and every three years for radio facilities. This Chapter provides guidance additional to references (a) and (b) for Fifth District, Southern Region facilities.

7.B. SURFACE VESSEL FACILITIES

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) Operations Policy Manual, COMDTINST M16798.3 (series)

7.B.1. Vessel Inspection

Only a qualified Auxiliarist certified as a Vessel Examiner who does not have any ownership in the vessel being inspected may inspect a vessel facility. Form ANSC 7003 or ANSC 7008, for boats and PWC respectively, shall be completed by the vessel owner and the Examiner in accordance with the form's instructions and this Section.

7.B. 2. Acceptance as an Operational Auxiliary Facility

From the date the Director accepts a vessel as an operational Auxiliary facility, either initially or when re-offered, the vessel is authorized for use on ordered missions or other activities authorized by the Coast Guard for a period of one year plus 45 days unless the offer for use is specifically revoked by the owner.

7.B.3. Auxiliary Patrol Ensign

Auxiliary vessels under orders in the Fifth District Southern Region shall fly the Auxiliary Patrol Ensign. Reference (a) prescribes the proper manner for flying the ensign. The ensign must be struck and secured when the patrol has concluded and when not under patrol orders.

7.B.4. Facility Equipment Requirements

Reference (b) and Vessel Offer for Use Form (ANSC 7003) define equipment required for vessels to be accepted as facilities. Sectors and or the Order Issue Authority (OIA) may provide additional equipment requirements before a vessel is approved for receiving Patrol Orders. The facility equipment requirements in reference (b) and on the Offer for Use form are the minimum required to be accepted as an Auxiliary Facility. Vessel owners must consult with the appropriate Sector/OIA via the ASC on additional specific equipment requirements. Sectors and OIA should carefully consider the cost for additional requirements and management methods to limit the impact upon vessel owners without increasing risk to operations.

- 7.B.4.a. In D5SR, with the exception of an extra anchor and line and Kicker (skiff) hook, The District Commander waives those remaining items on the Offer For Use form, ANSC 7003, that are marked with an asterisk (*) and further indicated as waivable by the District Commander.

7.B.5. Vessel Inspection Procedure

- 7.B.5.a. Form ANSC 7003 or ANSC 7008, for boats and PWC respectively, shall be completed in the presence of the vessel owner(s), by the Vessel Examiner in accordance with the form's instructions and this Section.
- 7.B.5.b. Vessel Examiner shall forward the original and two signed copies of the completed form to the FSO-OP where the member (owner) and vessel are assigned.
- 7.B.5.c. The SO-OP will review form for accuracy and completeness.

(1) If a form is inaccurate, incomplete or requires additional information, it will be returned to the Vessel Examiner.

(2) If forms are correct, retain a copy and send the original and one copy to the Director's Office.

- 7.B.5.d. The Director will sign all copies of the acceptance form, make a copy for the member's file and return two copies to the SO-OP and, for an initial Offer for Use, a facility decal insignia with operational wreath. If a form is inaccurate, incomplete or requires additional information, it will be returned to the SO-OP. An additional copy may be sent to the SO-OP's ASC.
- 7.B.5.e. The SO-OP, upon receipt of a signed form from the Director's office, sends a copy to the vessel owner, and for an initial authorization, the facility decal and the operational wreath. A copy will be sent to the owner's FSO-OP and the SO-OP will retain a copy.
- 7.B.5.f. The signed copy and current inspection date recorded in POMS constitutes authority for the OIA (and delegated officials) to issue orders for that vessel's use for authorized missions.
- 7.B.5.g. The Operational Auxiliary Facility owner shall display the operational facility decal and wreath as prescribed in reference (a). If the authorization for use is revoked or not current, all decals shall be removed from the facility.

7.B.6. Re-inspection

In accordance with reference (b) Chapter 1, Section E, facilities must be inspected and a new offer for use form must be completed on an annual basis. A facility shall be deemed to have a current inspection if no more than one year plus 45 days have lapsed since passing its last inspection. Any facility removed or withdrawn from the program and then resubmitted for use must be re-inspected regardless of the date of last inspection. Vessels with errors or in need of changes on the offer for use form must be re-inspected immediately to correct the issue. Any offer for use form containing known errors shall be considered null and void and must be reported immediately to the Director. Decals must be requested for re-inspected and accepted vessels.

7.C. AIR FACILITIES

Reference: (a) Operations Policy Manual, COMDTINST M16798.3 (series)
(b) Auxiliary Manual, COMDTINST M16790.1 (series)

7.C.1. Acceptance as an Operational Auxiliary Aircraft Facility

From the date the Director accepts an aircraft as an operational facility, either initially or when re-offered, the aircraft is authorized for use on ordered missions or other activities authorized by the Coast Guard for a period of one year plus 45 days unless the offer for

use is specifically revoked by the owner.

7.C.2. Aircraft Facility Inspection

- 7.C.2.a. The only Auxiliarists authorized to inspect Auxiliary aircraft facilities are Director of Auxiliary designated Auxiliary Instructor Pilot/Flight Examiners (AFIs) and Auxiliarists with an FAA designated aircraft mechanic with an Inspection Authorization (IA) endorsement. Coast Guard aviators with certain qualifications and designations by their Commanding Officer may inspect Auxiliary aircraft also as permitted by reference (a). Coast Guard inspectors must perform inspections in accordance with the requirements of reference (a).
- 7.C.2.b. Form, ANSC-7005, Auxiliary Aircraft Facility Inspection and Offer for Use Form shall be used for aircraft facility inspections.
- 7.C.2.c. The facility inspector shall forward two copies of the completed form to the ADSO-AVM, if appointed, otherwise, to the DSO-AV. The ADSO-AVM (or DSO-AV) will review the form for accuracy and completeness.
- (1) If it is correct, one copy will be retained and the other copy sent to the Director's Office.
 - (2) If the form is inaccurate, incomplete or requires additional information, it will be returned to the Inspector.
 - (3) Upon being accepted by the Director, the original will be placed in the member's file and a signed copy will be returned to the DSO-AV/ADSO-AV, who returns it to the facility owner. If the inspection action is for an initial authorization, the facility owner will also be provided an Aircraft Operational Facility decal.
- 7.C.2.d. The signed copy and current inspection date recorded in POMS constitutes authority for the OIA (and delegated officials) to issue orders for that aircraft's use for authorized missions.
- 7.C.2.e. The Operational Auxiliary Facility owner shall display the operational facility decal as prescribed in reference (b). If the authorization for use is revoked or not current, the facility decal shall be removed from the facility.

7.C.3. Re-inspection

In accordance with Reference (a) Chapter 1, Section E, facilities must be inspected and a new offer for use must be completed on an annual basis. A facility shall be deemed to have a current inspection if no more than one year plus 45 days have lapsed since passing its last inspection. Any facility removed or withdrawn from the program and then resubmitted for use must be re-inspected regardless of the date of last inspection. Decals

must be requested for re-inspected and accepted aircraft.

7.D. RADIO FACILITIES

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

7.D.1. Acceptance as an Operational Auxiliary Radio Facility

- 7.D.1.a. Reference (a), Annex 4, defines radio equipment that may be used as Auxiliary Radio Facilities and lists the criteria for accepting equipment as an Auxiliary Radio Facility.
- 7.D.1.b. From the date the Director accepts an operational radio facility, either initially or when re-offered, the Radio Facility is authorized for use on auxiliary radio networks for a period of three years unless the offer for use is specifically revoked by the owner.

7.D.2. Radio Facility Inspection

- 7.D.2.a. Only a Flotilla, Division, District or National Communications Staff Officer who is not the facility owner and has successfully completed the Auxiliary Communications course or a member completing such qualification and specially designated by the Director, may conduct the inspection.
- 7.D.2.b. Form, ANSC-7004, Radio Facility Inspection and Offer for Use Form shall be used for radio facility inspections.
- 7.D.2.c. The facility inspector shall forward five copies of the completed form to the DSO-CM.
- 7.D.2.d. The DSO-CM will review the form for accuracy and completeness.
 - (1) If it is correct, one copy will be retained and the other copy sent to the Director's Office.
 - (2) If the form is inaccurate, incomplete or requires additional information, it will be returned to the Inspector.
- 7.D.2.e. Upon being accepted as a facility by the Director, the original form will be placed in the member's file and the remaining copies sent to DSO-CM.
- 7.D.2.f. The DSO-CM returns a copy to the facility owner, and, for an initial authorization, sends the facility decal. The DSO-CM retains a copy for record keeping, and sends a copy to the Area Communications Coordinator, the owner's SO-CM, and FSO-CM.

7.D.3. Radio Facility Re-inspection

With the exception of radio equipment permanently installed on boat and aircraft facilities, radio facilities shall be inspected every three years. Decals must be requested for re-inspected and accepted radio facilities. Radio Facilities adding or removing significant capability under current offer for use should be re-inspected. Changes shall be reported to the DSO-CM with an endorsement and recommendation made to the Directorate Chief for Response and the Director on need for re-inspection.

7.E. SPECIAL PURPOSE FACILITIES

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

Reference (a) defines Special Purpose Facilities. The Director will specify on a case-by-case basis the criteria, equipment requirements, and inspection process for special purpose facilities.

7.F. VEHICLES

7.F.1. Acceptance as a Auxiliary Tow Vehicle for Towing Trailered Coast Guard Vessels

The Coast Guard Station OIC shall be the signature authority for inspecting and reviewing Auxiliary Vehicles offered for use as tow vehicles to tow Coast Guard small boats. Only those vehicles having the proper towing equipment and engine capacity for safe towing of heavy loads will be considered. The Station OIC is final authority for actual use and employment of Auxiliary offered tow vehicles.

7.F.2. Coastie the Boat

Offer for use forms are not required for towing Coastie the boat. The process of qualifying and employing “Coastie the Boat” shall include proper safe towing techniques. The Auxiliary Coastie Coordinator shall be responsible for maintaining a pool of Auxiliary members qualified and equipped to safely tow “Coastie” to events within the District. The Director will provide travel orders for towing Coastie to events as funds and operations allow. At a minimum, no-cost orders shall be provided to ensure appropriate assignment to duty requirements are met.

CHAPTER 8 – PATROLS

8.A. INTRODUCTION

Reference: (a) Auxiliary Manual, COMDTINST M16798.3 (series)
(b) Operations Policy Manual, COMDTINST M16798.3 (series)

Reference (a), and Chapters 5 and 9 of reference (b) provide Commandant Guidance for Auxiliary surface and air operations. All Auxiliarists involved in surface and air operations must be thoroughly familiar with and abide by all applicable policies. This Chapter contains additional policies for the orderly planning and execution of Auxiliary surface and air operations within the Fifth District, Southern Region. Each Sector may provide additional Patrol guidance applicable to their AOR.

8.B. GUESTS AND AUXILIARISTS ABOARD AUXILIARY SURFACE FACILITIES

Reference: (a) Auxiliary Manual, COMDTINST M16798.3 (series)
(b) Operations Policy Manual, COMDTINST M16798.3 (series)

8.B.1. Guests

The Fifth District, Southern Region facility owners and operators shall adhere to reference (b) policy regarding non-Auxiliarist guests aboard Auxiliary facilities.

8.B.2. Auxiliarists

8.B.2.a. Operations Support (OS) Status

Auxiliarist, who have attained OS status as defined in reference (a) and have completed a safe boating course, may go on surface patrols and/or participate as a trainee on patrols. An Auxiliarist may participate on an air patrol as a trainee but must have a valid medical certificate, complete a swim test, and have had egress training. Sector commanders may require an Auxiliarist to meet Sector specific standards prior to participating on patrols.

8.B.2.b. Application Pending Status

Auxiliarists who are in Application Pending (AP) status may go on surface patrols with a fully qualified boat crew, but they may not serve as crew. AP members may participate in boat training including working on qualification tasks to earn boat crew qualification. Even though they may complete and qualify as crew, qualified crew members still in AP status may not serve as a

crew member on any patrol. Members in AP status may not engage in training as coxswain. AP status Auxiliarists may not participate on air patrols in accordance with reference (a).

8.C. COORDINATION OF AUXILIARY OPERATIONAL RESOURCES

Reference: (a) Auxiliary Manual, COMDTINST M16798.3 (series)

8.C.1. Surface Operations

8.C.1.a. Auxiliary Unit Coordinator (AUC)

Reference (a) states, “The AUC is an experienced Auxiliarist appointed by the District Commodore in consultation with the Director of Auxiliary and the Coast Guard unit commander, who works with the Coast Guard command to provide immediate input and response to requirements for Auxiliary support and facilitate Auxiliary service to the unit

- (1) For administrative and operational efficiency, the Auxiliary Sector Coordinator (ASC) is the AUC for the sector.
- (2) The AUC will serve as the Coast Guard Units' primary point of contact for coordination and for assignment of Auxiliary boats and boat crews to Coast Guard operations. AUC, coordinates Auxiliary surface resources for other activities authorized by references (a) and (b).
- (3) When circumstances dictate, ASC may recommend for appointment of an SO-OP as the AUC to one or more Coast Guard units to the DCAPT. Appointments shall be made and in writing to the Coast Guard unit commander and SO-OP with a copy to the DCOS, DCAPT, and ASC.

8.C.1.b. Auxiliary Sector Coordinator (ASC)

The ASC is the single point of contact for operational control of Auxiliary units for the Sector Commander and assists the Sector District Captain (DCAPT) with organizing and coordinating Auxiliary surface operations within the Sector. The ASC is appointed by the Auxiliary District Commodore in consultation with the Sector Commander and the Auxiliary District Captain for the appropriate Sector and the Director. Specific duties include but are not limited to:

- (1) Maintain liaison between Coast Guard Unit operations personnel and Division Staff Officers for Operations (SO-OP) and Sector POMS Administer for coordination and utilization of Auxiliary resources and patrol order assignment.

- (2) Coordinate the assignment of Auxiliary resources for patrols (e.g. regatta patrols, Maritime Defense Zone (MDZ) exercises, etc.) requested by Coast Guard commands.
- (3) Maintain contact with the Assistant District Staff Officer for Aviation (ADSO-AV) and Communications (ADSO-CM), and work with them as necessary to provide an organized and orderly response to customer needs.
- (4) Maintain an up-to-date listing of all boats and boat crew members and the status of each (i.e., whether qualified/certified/available to receive orders), and be ready to provide to Coast Guard unit commanders on request. This list will be hard-copy as a back-up to on-line lists (e.g. POMS or other approved web sites) so they are available in case of system and/or infrastructure failures.
- (5) Assist the DSO-OP in administrative matters such as disseminating information and coordinating training.
- (6) Provide direction to SO-OP and FSOs-OP in performing their duties to support the Sector Commander.
- (7) Keep the Auxiliary District Captain abreast of Sector activity and provide assistance to the Auxiliary District Captain as a functional deputy.
- (8) When practical, attend Auxiliary District Captain meetings to report on operations.

8.C.1.c. Sector POMS Administrator or Designee

In compliance with applicable policies and procedures, be selected and designated by the Sector Commander to act as the Sector Commander's Order Issuing Authority (Sector OIA) to:

- (1) Authorize and manage Auxiliarists' Administrative access to POMS.
- (2) Activate surface patrols, generate patrol orders (Form CG 5132), and up-date patrol order data in POMS upon receipt of signed Form CG-5132 from facility owners and operators.
- (3) Maintain POMS data bases and produce reports as required by the Director or Sector OIA.
- (4) In accordance with Coast Guard Finance Center policies and procedures, and with concurrence and approval of the Active Duty Sector Auxiliary Liaison (AUXLO), validate reimbursement to Auxiliary facility operators and owners for reasonable expenses encountered during ordered patrols and documented on signed Form CG-5132 and required receipts.
- (5) Coordinate with SO-OP and FSO-OP on process and action for requesting orders via POMS or other authorized order issuing application. Provide training as needed.

8.C.1.d. Division Staff Officer for Operations (SO-OP) duties:

- (1) Maintain an up-to-date listing of:
 - (a) Division boats and boat crew members and the status of each. (i.e., whether qualified/certified).
 - (b) Operational Facilities and Coxswains available to receive orders within their area of responsibility whether in their Division or not, and be ready to provide support to Coast Guard unit commanders' request.
 - (c) The lists will be hard-copy as a back-up to on-line lists (e.g., POMS or Division web sites) so they are available in case of system and/or infrastructure failures.
- (2) Coordinate Division response to calls for boats and boat crews for patrols and other missions.
- (3) Maintain patrol schedules and ensure orders are executed or canceled via POMS or appropriate orders issuing application in a timely fashion.
- (4) Perform functions within granted POMS access privileges as authorized by the Sector POMS Administrator.

8.C.1.e. Flotilla Staff Officer for Operations (FSO-OP) duties

- (1) Maintain an up-to-date listing of all Flotilla boats and boat crew members and the status of each (i.e., whether qualified/certified/available to receive orders).
- (2) Coordinate Flotilla response to calls for boats and boat crews for patrols and other missions.
- (3) Provide patrol schedule information to the Division Staff Officer for Operations on a continuing basis throughout the patrol season.
- (4) Perform functions within granted POMS access privileges as authorized by Sector POMS Administrator.

8.C.2. Air Operations

8.C.2.a. District Staff Officer for Aviation Operations (DSO-AV) and Assistant District Staff Officer for Aviation (ADSO-AV, sector level).

The DSO-AV is appointed by the District Commodore for the Fifth District, Southern Region to manage the overall Aviation Program. The Commodore also appoints three (3) ADSO-AVs to serve as the Coast Guard Air Station's primary point of contact for the coordination of assignment of Auxiliary

aircraft and air crews to support Coast Guard operations/sectors. The ADSO-AV may also be called upon to coordinate Auxiliary air resources for other activities such as an authorized response to a State request for Auxiliary assistance. The ADSO-AV may also assist the Sector District Captain in organizing and coordinating air operations within the Sector. The ADSO-AV also assists the DSO-AV in the administration of the Auxiliary air operations program. Specific ADSO-AV duties include but are not limited to:

- (1) Maintain liaison between Coast Guard Unit operations personnel and Auxiliary aviators for coordination and utilization of Auxiliary resources.
- (2) Coordinate the assignment of Auxiliary air resources for patrols requested by Coast Guard Unit commands.
- (3) Maintain contact with the ADSO-CM and the Auxiliary Sector Coordinator (ASC), and work with them as necessary to provide an organized and orderly response to customer needs.
- (4) Maintain an up-to-date listing of all aircraft and air crew members and the status of each (i.e., whether qualified/certified/available to receive orders), and be ready to provide the list to Coast Guard unit commanders on request. The lists will be hard-copy as a back-up to on-line lists (e.g., POMS or Division web sites) so they are available in case of system and/or infrastructure failures.
- (5) Assist the DSO-AV in administrative matters such as disseminating information, coordinating training, and maintaining a properly inspected and qualified Auxiliary air resources.
- (6) Assist the District Flight Safety Officer (DFSFO) in administering the flight safety program described in Chapter 7 of reference (b).
- (7) Perform initial aircraft accident investigations.
- (8) When practicable, attend Auxiliary District Captains' meetings to report on air operations.

8.D. PATROL ORDERS

Reference: (a) Auxiliary Manual, COMDTINST M16798.3 (series)

(b) Operations Policy Manual, COMDTINST M16798.3 (series)

8.D.1. Requests, Cancellations , and Claims

Until replaced, POMS is the primary application for Auxiliary Patrol Order Management. The following guidelines shall be followed at a minimum;

- (1) Requests for orders shall be made via POMS thru the appropriate SO or FSO-OP. Request shall not be made for orders more than 30 days prior to the date of planned patrol.

- (2) Canceled Patrols orders must be indicated in POMS as soon as the cancellation is known.
- (3) Claims must be submitted and in the hands of the POMS Administrator no later than 20 days after the Patrol. All open orders lacking any claim for reimbursement may be CANCELED 30 DAYS after scheduled patrol date without payment if not previously canceled.
- (4) Fuel receipts are required to be submitted for all claims regardless of dollar amount. Under certain circumstance the Sector/OIA may approve or accept the use of a Certificate in Lieu of Fuel Receipt. When approved for use by the Sector/ OIA, only the POMS generated Certificate in Lieu of Fuel Receipt form shall be accepted. The certificate is not intended for use as a way of conducting day to day business. Every effort shall be used to provide valid fuel receipts or proof of purchase.
- (5) Fuel receipts, regardless of value, shall be submitted to the OIA as part of the claim process.
- (6) Auxiliary Facility that have been approved by the Sector/OIA to use a Certificate in Lieu of Fuel Receipt or some method of bulk refueling were fuel consumption is tracked until actual refueling finally can be conducted, at the time the Facility is able to finally refuel, all Certificate in Lieu of Fuel Receipts or other OIA approved fuel consumption tracking documents for the period shall be submitted with annotation and deduction to correlate the fuel receipt with the tracked consumption records to validate all reimbursement claims. The documents must be submitted with the original receipt to the Sector AUXLO and or POMS Administrator.
- (7) Bulk buying with itemized deduction of consumption for approved items like fuel additives may be authorized by the OIA. The OIA shall ensure valid receipts are submitted with documentation clearly reflecting the consumption amount and itemized deduction of the item cost that correlates with the period of operation.
- (8) In all cases the OIA should make best effort to minimize and carefully balance the administrative burden of financial stewardship so as to not preclude participation in operations.

Note - It is a violation of Federal Law to make false and or duplicate claims on fuel reimbursement. This includes claiming fuel cost on state and federal taxes when reimbursement from the government has been previously received.

8.D.2 Other Claim requirements: Ice, Water, Additives

Claims for ice, and additives (2 cycle oil) and miscellaneous items shall be accurate and justifiable. The Director or OIA may require receipts regardless of minimal threshold amount. By federal regulation, claims may be audited for up to 6 years. Operators shall retain all patrol related documents accordingly to support claims. Government procurement regulations prohibit reimbursement of bottled water.

8.D.2.a. Cell Phones

Use of cell phones while operating a vessel is prohibited by Commandant Policy. Claims for cell usage will not be allowed. OIAs shall limit requiring cell use as a method of communicating with Auxiliary Patrols to an absolute minimum to ensure safe operation and minimal cost upon the auxiliary.

8.D.3. Patrol Mission Reporting

The CG-5132 is the Legal Order/Claim document used by CG Finance Center (FINCEN) for reimbursement purpose (i.e. Allocation of Government Funds). The ANSC 7030 represents the patrol activity for data entry into AUXDATA. Patrol Submission must be on a POMS generated ANSC-7030 with accompanying copy of the CG-5132 Patrol Order. The manually filled in ANSC 7030 is acceptable with a copy of CG-5132. At no time will the ANSC-7030 be accepted without the accompanying CG-5132, both documents are required.

CHAPTER 9 – COMMUNICATIONS

9.A. INTRODUCTION

Reference (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

Reference (a) Annex 4 contains detailed information pertaining to Auxiliary radio facility offer for use, acceptance, and use. The following provides additional guidance pertaining to Auxiliary radio facilities operating in the Fifth District, Southern Region.

9.A.1. Sector Communications – Assistant District Staff Officer –Communications (ADSO-CM)

9.A.1.a. Appointment

The District Staff Officer Communications (DSO-CM) may be assisted by an ADSO-CM responsible for coordinating auxiliary communications within the Sector. One ADSO-CM may be appointed for each sector. The DCO, in coordination with the DSO-CM and DCAPT, may appoint an ADSO-CM provided the candidate has passed the Auxiliary Communications specialty course (AUXCOM), has experience as a Flotilla or Division communications officer, and knowledge of and interest in communications.

9.A.1.b. ADSO-CM – Duties:

- (1) The ADSO-CM assists the DCAPT, DSO-CM, and Division communications officers (SOs-CM) in all aspects of Auxiliary communications and serves as liaison to Coast Guard Sector communications personnel.
- (2) Coordinate with Coast Guard Sector Communications personnel to ensure effective utilization of Auxiliary communications resources.
- (3) Assist SOs-CM with their duties.
- (4) Coordinate with the ASC and Air Operations Coordinator to ensure that requested Auxiliary communications support is provided.
- (5) Establish, conduct, and coordinate Sector Auxiliary radio facility communication drills.
- (6) Coordinate inter-Division communications operations for regattas, special purpose patrols, MDZ exercises, or any other special operational need as requested by Coast Guard units or the DSO-CM.
- (7) Develop a training program for Auxiliary radio operators with emphasis on any communications requirements of the Coast Guard units.

(8) When practicable, attend DCAPT meetings and provide written and oral reports of Sector communications activities.

(9) Keep the DCAPT and DSO-CM informed of Sector Communications activities. Refer problems to and through the DCAPT for resolution or further referral.

9.A.2. Division Communications Staff Officer (SO-CM)

(1) Shall, Within the Division, coordinate communications operations for regattas, special purpose patrols, MDZ exercises, or other special operational need as requested by Coast Guard units,

(2) and assist FSO-OPs with their duties.

9.B. COMMUNICATIONS DRILLS

Reference: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

9.B.1. General

In accordance with reference (a), Annex 4, a minimum of four (4) communications practice drills of Sector fixed and mobile VHF radio facilities will be conducted each year. These drills will be held by the Coast Guard Sector or units within the Sector. Consideration shall be taken to limit the impact of drill dates on flotilla and division meetings. The drill schedule for the year should be disseminated during January of each year. Additional drills are encouraged at the Division and Flotilla levels.

9.B.2. Purpose

These drills are for familiarization and establish of a dispersed radio net capability and they are not intended for practice in transmitting and receiving messages, which should be done off-the-air at the Division and Flotilla level. These drills keep the Coast Guard informed of Auxiliary radio facilities that are active and available and provide a field test of relative effectiveness of Coast Guard communication systems and resources.

9.B.3. Conduct of Drills

Auxiliary radio facility communications drills will be conducted in accordance with Appendix D to this Manual.

9.B.4. Inactivity

Auxiliary stations can participate in radio drills on-the-air directly, by relay, phone, or e-mail if unable to participate by radio. Lack of direct or indirect participation in four consecutive VHF drills will be cause for re-evaluation of station status by the ADSO-CM and or DSO-CM.

9.B.5. High Frequency Single Side Band (HF SSB) Net

- 9.B.5.a. High frequency single side band (HF SSB) radio communications enable Auxiliarists across the three Sectors to communicate with each other providing a valuable advantage in emergency situations that involve wider geographic areas. Coast Guard HF SSB frequencies are authorized for Auxiliary use as approved by local Coast Guard Sector Commanders.
- 9.B.5.b. HF SSB radio drills will be organized by DSO-CM four (4) times a year in accordance with established radio communications policies except that the net control station may be an Auxiliary fixed land station.

9.B.6. Auxiliary Amateur Radio Nets

- 9.B.6 a. In emergency situations when antennas are down and power outages prevent land line or other radio traffic, amateur radio operators have been the first contacts from troubled areas. Auxiliary amateur radio operators (a.k.a. hams) can provide a vital backup capability to the Auxiliary Communications Network. For this reason ADSO-CMs are encouraged to organize an Auxiliary ham net (AUXHAM) within their respective Sector.
 - (1) AUXHAM shall be utilized in emergency situations only when the Auxiliary Communications Network capabilities are insufficient or cannot be activated.
 - (2) AUXHAM members shall be licensed Amateur Radio Operators. Operator qualifications and facility inspections are not required for AUXHAM participation.
 - (3) Only FCC amateur radio call signs are to be used since government communications are prohibited on public frequencies.
 - (4) Several AUXHAM drills per year are recommended. ADSO-CMs are encouraged to conduct these drills with their respective Sector. DSO-CM is encouraged to organize AUXHAM drill involving all Sectors.

9.B.7. CB Radio

CB Radio use has been phased out of use in Auxiliary Communications. Though CB radios can provide some supplemental emergency communications coverage, use of Coast Guard Auxiliary call signs on CB Radios is prohibited and the Coast Guard no longer monitors or communicates via CB radio.

9.C. RADIO FREQUENCIES

9.C.1. VHF-FM Channel Usage

Intra-Coast Guard interference on VHF-FM channels has been a serious problem. A Fifth District channel usage plan has been established to reduce this interference.

9.C.2. Channel 81A

Channel 81A is assigned to U.S. Government environmental protection operations. Marine Safety Units use Channel 81A for coordinating and controlling their missions. Auxiliarists may use this channel for surface drills after receiving permission from the Sector Command Duty Officer and after ascertaining that there is no activity on the channel. Transmission will be at low power (1 watt) and on a strictly not-to-interfere basis. The Coast Guard unit exercising operational control of the patrol will be informed of the intent to use Channel 81A.

9.C.3. Fifth District Southern Region Working Channels

VHF-FM channels have been assigned to Coast Guard Sectors. Sector Commanders assign working channels to the Coast Guard units. Flotilla FSO-CMs can advise Auxiliarists about the working channels in their respective area of responsibility. Auxiliarists operating outside their normal area should contact the local Coast Guard unit to obtain working channels for use.

9.C.4. Auxiliary Units

In addition to Coast Guard unit working frequencies, reference (a), Annex 4 stipulates the radio frequencies that may be used by Auxiliary units.

9.D. FACILITY CALL SIGNS

Reference: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

9.D.1. Radio Facility Call Signs

Call signs for Auxiliary radio facilities are defined in reference (a), Annex 4.

9.D.2. Vessel Facility Call Signs

In the Fifth District Southern Region 5-digit call signs are assigned to Auxiliary vessels facilities by the Director. This normally occurs when a vessel is first offered and accepted for use. The first two digits indicate the vessel length. The next three digits are the last three numerals of the vessel's state registration or documentation number. A 26-foot vessel with registration VA 2356 DD would be Coast Guard Auxiliary Vessel 26356.

9.D.3. Aircraft Facility Call Signs

Call signs for Auxiliary air facilities are defined in reference (a), Annex 4.

9.E. COMMUNICATION RECORDS

The following record keeping requirements apply;

(1.) Auxiliary communications staff officers shall maintain an up-to-date listing of radio facilities within their area of responsibility.

(2.) The list should include the facility:

- a. name and call-sign
- b. owner's name and contact information
- c. type
- d. location
- e. status

(3.) This list will be hard-copy as a back-up to on-line lists (e.g. POMS or Division web sites) so they are available in case of system and/or infrastructure failures.

(4.) Facility information should be available to Coast Guard unit commanders on request.

9.F. COMMUNICATIONS WATCHSTANDING

Reference: (a) Auxiliary Operations Policy Manual, COMDTINST M16798. 3 (series)

9.F.1. Authority

Auxiliarists may serve as communications watchstanders at Fifth District Southern Region Coast Guard units as authorized by reference (a) after satisfying the qualifications stipulated in reference (a) and receiving approval by the Commanding Officer or Officer in Charge of the unit.

9.F.2. Recruitment

Coast Guard units may request Auxiliary communications staff officer's assistance with recruiting Auxiliarists for communications watchstanding. Communications staff officers will coordinate with member training staff officers to qualify Auxiliarists as communications watchstanders.

9.F.3. Security Clearance

If a security clearance is required for an Auxiliarist to provide support to a Coast Guard unit, the Coast Guard unit should submit a request to the Sector Commander. The Director will assist Sector Commanders as needed to facilitate the security clearance process as defined in reference (a), Chapter 2. Sector Commanders shall provide the Director with a copy of security clearance documentation and designations for the Auxiliarist's personnel folder.

CHAPTER 10 – FINANCE AND PROPERTY MANAGEMENT

10.A. AUXILIARY UNIT FINANCIAL MANAGEMENT

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 5

Reference (a) contains information regarding required financial management procedures for Auxiliary units. This section provides additional guidance for Auxiliary units in the Fifth District Southern Region. All members involved with Auxiliary financial matters should thoroughly understand their responsibilities.

10.A.1. Unit Budgets

10.A.1.a. Annual Budget

Each unit must have an annual budget approved by its members. The unit budget establishes the unit's financial responsibility. Financial responsibility means the unit will pay its expenses from the income it receives. A budget that is prepared, approved and adhered to within the following guidelines should ensure that the unit will be solvent and financially secure at the end of the fiscal year.

10.A.1.b. Unit Income

Auxiliary units have two main sources of income. These are membership dues and the sale of public education (PE) materials to students enrolled in boating safety courses. These two income sources fall into different categories. Dues income is a fixed amount that is calculated by multiplying the unit's dues rate by the number of members in the unit. This is certain income. The sale of PE materials and pro-rated dues from new members is variable (uncertain) income, because it depends upon the number of students that enroll in PE courses and purchase the course materials, and recruitment success. Thus, total unit income consists of a fixed amount from dues and a variable amount from PE courses and pro-rated dues.

10.A.1.c. Unit Expenditures

Expenses also come in fixed and variable categories. Fixed expenses are the dues the unit pays to higher units, and possibly the cost for a meeting location. Variable unit expenses are for awards, plaques, gifts, additional equipment, social events, the materials the unit must purchase for resale at PE courses (which varies with the number of students), and all other items that are not necessary to perform the unit's boating safety mission. Variable expenses can be deferred to a later date if necessary.

10.A.1.d. Reserve Funds

Units are encouraged to maintain reserve funds in order to meet unexpected or unusual expenses not considered in the budget. The amount of reserve funds should be established in the units Standing Rules or voted upon concurrent with the budget.

10.A.1.e. Budget Committee

The unit's annual budget preparation is the unit's senior elected officer's responsibility. This officer may appoint a Budget Committee to determine the budget's details. Suggested committee appointees are the unit's elected vice officer, who has a good overall knowledge about all unit activities which will require funding; the unit's Finance Officer, who knows what funds are available; the unit's Public Education Officer, who knows what supplies are needed for the PE courses; the unit's Public Affairs Officer, who know the cost for public out-reach advertising, and other unit officers and members who may need financial commitments.

10.A.1.f. Budget Preparation

Apply the following basic rule when planning the unit's budget.

- (1) The budgeted income should consider only fixed income plus funds that will be on-hand on the budget's effective date.
- (2) Do not allow the budgeted expenses to be greater than the budgeted income.
- (3) If this rule is not followed the unit's financial stability will be at risk when the public education income is insufficient to pay for expenses that exceed the budgeted income.

10.A.1.g. Budget Approval

The proposed budget shall be presented to the unit's voting membership no later than the last unit meeting before it becomes effective and in accordance with the unit's Standing Rules. The proposed budget should be realistic; but to keep the unit financially sound, it should be conservative in estimating unit income and somewhat liberal in estimating unit expenses.

10.A.2. Accounting for Unit Funds

10.A.2.a. Care of Unit Funds

Unit funds must be accounted for with precise care. Unit funds must never be used by any person or persons for any reason other than an expense for

which the unit is responsible. This prohibits the use of unit funds in any amount for any length of time for the use by any person regardless of whether they are a United States Coast Guard Auxiliary member.

10.A.2.b. Unit Bank Account

Unit funds must be deposited in a banking institution that is insured by an accredited deposit insurance organization. All bank accounts for unit funds shall be named beginning with the words "United States Coast Guard Auxiliary. " This name may be extended with the geographic or AUXDATA name of the unit. The tax identification number for all Coast Guard Auxiliary accounts is 52-1500576. Under no circumstances will any unit funds be deposited in an account that is named to an individual. Unit accounts shall be joint accounts between the unit's Finance Officer and either the Division Commander or the Flotilla Commander. Signature cards shall be changed when the elected officer or the Finance Officer changes. For ease and expedience of paying obligations, it is recommended that accounts require a single signature unless the unit's senior elected officer directs otherwise.

10.A.2.c. Financial Record Keeping

(1) It is essential that unit financial records are complete and accurate. Unit financial records shall be kept in a bound ledger or on a computer using a commercial financial software program (Quicken, MS Money, etc).

(2) A separate bound ledger shall be used for each account maintained by or for the unit. Ledger records shall have columns and numbered pages. The ledger should be divided into two sections for each account, one for income and the other for disbursements. Ledger entries should be made in ink using the double entry system. Detailed procedures for setting up ledgers are available via the finance chain of communication.

(3) The following procedures shall be followed when commercial financial software is used:

- (a) The software is used exclusively for the unit's financial records.
- (b) The program contains and maintains the unit's budget.
- (c) Income and expense categories are created.
- (d) A new file is created for each fiscal year.
- (e) Hard copies of reports required by paragraph 5, below, for routine and annual reporting shall be printed in hard copy.
- (f) The data is backed-up monthly to an external medium.

10.A.2.d. Unit Funds Disbursement

(1) Unit funds may be disbursed only after approval of the annual budget and in accordance with the unit's approved Standing Rules and the approved budget. The unit's Standing Rules shall stipulate the details for disbursing unit funds including, but not limited to, required signature(s), depositing funds, emergency expenditures and conditions, amounts and with whose authority the unit's approved budget can be exceeded.

(2) The unit's Standing Rules notwithstanding, if the unit does not have an approved budget, each disbursement requires an affirmative vote by a quorum of the unit's voting members.

(3) The unit's Finance Officer must have full understanding of the unit's Standing Rules. Unless the unit's Standing Rules provide for conditions under which the approved budget may be exceeded, the Finance Officer is not authorized to pay any expense which exceeds the approved budget. If there is an unauthorized expense, the Finance Officer shall notify the unit's senior elected leader. The senior elected leader shall notify the membership of the expense at the next unit meeting and have the membership vote whether to approve it. If a quorum of the membership approves the expense, the Finance Officer may pay it. If disapproved, the person or persons responsible for causing the expense must pay it.

(4) A receipt or, in case of a lost receipt, a signed statement must be obtained for every disbursement and all receipts must be kept with the unit's financial records. Receipts must indicate the amount disbursed, and the date and the check number used to pay the disbursement.

(5) Funds gained directly through the sale of Public Education material may only support future PE efforts. These funds must be tracked separately from all other unit funds and they absolutely may not be used to support fellowship activities. Funds gained in direct support of PE efforts are defined in reference (a) and are not limited by this requirement. They are Course fees, Registration Fees, Facility Fees, and Donations received at or on account of PE activity.

10.A.3. Maintenance of Unit Financial Records

10.A.3.a. Financial Record Maintenance Period

Unit financial records must be maintained for the current fiscal year and the three complete fiscal years prior to the current year. When a dispute of the unit's financial records is filed with the DSO-FN, the DCO and/or the Director, the requirement for that unit's record maintenance is increased to include the current fiscal year plus the complete five (5) fiscal years prior to

the current year.

10.A.3.b. Maintenance Responsibility

The unit's Financial Officer is responsible for maintaining the unit's financial records according to the Auxiliary Manual, this Policy Manual, and the unit's approved Standing Rules. In the case of disestablished units, the next higher organizational level senior elected officer (e.g. the Division Commander of a disestablished Flotilla) shall maintain the disestablished unit's financial records for the time period stipulated in the previous paragraph.

10.A.3.c. Relieving Finance Officer's Responsibilities

Prior to accepting the Finance Officer position, the appointee shall ensure that the unit financial records which are to be transferred to their safekeeping are accurate and complete according to the Auxiliary Manual, this Policy Manual, and the unit's approved Standing Rules. Any discrepancy in the records or deviations from the requirements must be documented in writing by the Audit Committee, signed by the unit's senior elected officer and maintained with the unit's financial records for the time period required by paragraph A.4.a above.

10.A.4. Unit Financial Reports

10.A.4.a. A routine and an annual financial report shall be produced. The unit Finance Officer shall submit a routine financial report for approval at every unit meeting. The annual report shall be produced at the end of the fiscal year. Financial reports shall be distributed in accordance with reference (a), Chapter 5 and to each unit elected officer and the unit secretary and the Director. Additional copies may be distributed as desired.

10.A.4.b. Form ANSC-7025, Financial Report of an Auxiliary Unit and Unit Inventory Record. The financial report shall be inclusive of the 1st date of the reporting period through the last day of the reporting period and shall include at least the following information for each account maintained by or for the unit:

- (1) Each account's beginning and ending balance
- (2) the income for each budget income line item;
- (3) the disbursements for each budget line item.
- (4) the budget status for the reporting period and year to date.

10.A.4.c. Audit Committee

The Audit Committee must consist of at least three (3) unit members. It is recommended that one committee member be the unit's vice elected officer, because this person should be aware of all unit activities during the year. Other unit members could include the PE officer, who should be familiar with the approximate income and disbursements for PE courses during the year. Other unit officers who were involved with either unit income or expenses or have a background in accounting are also potential members for the committee. One member of the committee should be someone who has not been involved with any significant disbursements' of the unit's funds. Two unit officers who may not be audit committee members are the unit's senior elected officer and the unit's Finance Officer. The unit's senior elected officer may not serve on the committee because this officer authorizes the Finance Officer to expend unit funds. Since the Finance Officer handles the funds he/she may not serve as a committee member. However, the Finance Officer must be present at the audit to support the financial records.

10.B. COAST GUARD PROPERTY

Reference: (a) Auxiliary Manual, COMDTINST M16790. 1 (series), Chapter 6

Reference (a) provides policy guidance for Auxiliary unit and individual Auxiliary member responsible for Coast Guard property. The following are additional guidance for Auxiliarists in the Fifth District Southern Region. All members involved with Coast Guard property should thoroughly understand their responsibilities.

10.B.1. Accountability

Government property issued to the Auxiliary remains the property of the United States Coast Guard. Accountability of these items by Auxiliary unit leaders is required until they are returned to the Coast Guard for proper disposal. Broken and obsolete gear must be returned to the Coast Guard for proper accounting and removal from property records. DO NOT DISCARD GOVERNMENT PROPERTY.

10.B.2. Custody

The Division Commander is assigned custody of all items issued to a Division and to the Division's Flotillas. Items issued to District Staff Officers will also be tracked under the custody of the Division Commander of the District Staff Officer's assigned division as a member. All property must be transferred using approved receipt document (DD1149).

10.B.3. Annual Inventory and Report.

10.B.3.a. By 1 July of each year, the Director's office will provide each Division Commander a list of items issued to the Division, District Staff Officers and to the Division's Flotillas with direction to have an inventory conducted of the items listed and to sign and return the list prior to 31 August in preparation for the Division Election and Change of Watch. By signing the list, the Division Commander certifies that an inventory was conducted within the Division, and that the inventory results are accurate.

10.B.3.b. The Division Commander shall coordinate with Flotilla Commanders validating the status of the items on the inventory.

10.B.3.c. The list is to be annotated to indicate items that are accounted for, items accounted for and no longer useful for their intended purpose, and items missing. MISSING items must be reported immediately to DIRECTOR OF AUXILIARY and must include a signed written statement explaining to the best of the last property holder's knowledge, the specifics of how and when the items were last known to be used and any information explaining how they went missing. Also see Item 10.B.5 - Lost/Stolen below.

10.B.3.d. Inventory lists annotated with property locations shall be turned over to new unit leaders. Copies of transfer documents shall be included for any items that have been transferred showing the new holder of the property and their signature acknowledging they received the items.

10.B.4. Unusable or Broken Equipment

When Coast Guard issued equipment becomes unusable, Flotilla Commanders shall advise their Division Commander who will advise the Director's office to arrange turn in. Broken or damaged items shall be returned to the Director's Office as soon as it is found unusable. The Director of Auxiliary will not reimburse any member for the cost of repair; all broken government property must be returned to the Director's Office for a repair determination. Only then will the Director authorize repair or replacement on a funds available basis.

10.B.5. Equipment Missing, Lost, or Stolen

When Coast Guard issued equipment cannot be located, is missing, lost or stolen, Flotilla Commanders shall immediately advise their Division Commander who will advise the Director's office. Depending on the value of the equipment, the Director's office may ask for a written report, including a police report in the case of stolen items.

10.B.6. Government Issued Personal Protective Equipment (PPE)

Each Auxiliary unit shall keep local inventory records and report status of PPE to the DCDR prior to each Division election. The DCDR will report inventory status of all PPE and condition to the Operations Training Officer (OTO) at the Director's Office. The OTO will coordinate management, replacement and return of equipment, including items deemed no longer serviceable, as budget and Coast Guard policy dictates.

10.C. AUXILIARY UNIT OWNED PROPERTY

10.c.1. Inventory requirements;

Prior to Division and Flotilla change of watch but no later than 1 December, an inventory of the unit's owned non-expendable and capital property shall be conducted and reported on form ANSC-7025 or a facsimile containing the same information. The inventory should be conducted by the unit's Material staff officer and the prospective Material staff officer. The inventory shall indicate items that are accounted for, items accounted for and no longer useful for their intended purpose, and items missing. The inventory results shall be reported to the membership at the first regular unit meeting following the change of watch. The unit's senior elected officer, in coordination with the unit's Material staff officer shall determine the disposition of unusable property and property no longer required.

10.D. TRAVEL ORDERS AND TRAVEL CLAIMS

Reference: (a) Auxiliary Manual, COMDTINST M16790. 1 (series)

10.D.1. Travel Orders

Reference (a), Chapter 5 contains general policy guidance related to travel orders. The following applies to orders issued by the Director.

10.D.1.a. Reimbursable Travel Orders

Reimbursable travel orders are issued to members who are authorized to travel under orders to various Coast Guard Auxiliary functions such as District Business Meetings, workshops and training. The Director, CG Headquarters and the Executive Committee (EXCOM) are the determining entities as to who will be authorized reimbursable travel orders. Reimbursement is limited to lodging, per-diem, and mileage costs. Lodging and per-diem are based on Federal Travel Regulations and are closely

associated with the going rate for the locality in which travel orders are authorized.

10.D.1.b. Funds Availability

Reimbursement is subject to funds availability. A decrease in Auxiliary funding may restrict travel reimbursement. Funding restrictions will be indicated on the member's travel orders. Any costs over and above the reimbursement allowed as indicated on the travel orders will be the member's responsibility to pay.

10.D.1.c. Non-reimbursable Travel Orders

Non-reimbursable, permissive, "specific duty" orders are available for Auxiliarists willing to travel at their own expense and at "no cost" to the Government.

10.D.1.d. Travel Order Cancellation

When a member has been issued travel orders but does not use them or does not wish to claim reimbursement, the original orders shall be returned to the Director's office with the word "Cancel" written on them. Doing so will facilitate determining funds available for future Director-sponsored initiatives for the Auxiliary. Canceling orders to C-Schools must be done immediately upon realizing the need to do so. Members risk loss of future training opportunities by doing so.

10.D.2. Travel Claims

The following applies to claims for travel authorized under orders issued by the Director;

10.D.2.a. Travel Order Package

The Director's office will mail or hand deliver a travel order package to each member issued a reimbursable travel order by the Director's office. The package will contain the travel orders, a travel voucher and instructions on how to complete the travel voucher. After the travel is completed, the claim and all required receipts must be sent to the Director's office to receive reimbursement. These items should be sent within three days of travel completion. Not doing so may result in denial of reimbursement.

10.D.2.b. Travel Voucher

Reference (a), Chapter 9.D.2 has instructions on completing the travel voucher form.

10.D.2.c. Payment

(1) In accordance with reference (a), Chapter 9.D.1, prior to the first travel claim submission, the Auxiliarists must register for electronic transfer/direct deposit of the reimbursement check. Electronic funds transfer is required by Government request. The Electronic Transfer/Direct Deposit Form (SF-1199A) and instructions are contained in reference (a), Appendix G and can be completed online or via mail.

(2) Payment of travel claims will be made directly to the financial institution and account number provided on the SF-1199A.

CHAPTER 11 – MARINE SAFETY AND ENVIRONMENTAL PROTECTION

11.A. GENERAL

Reference: (a) Auxiliary Manual, COMDINST M16790.1 (series)

(b) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

11.A.1. Concept

11.A.1.a. As a Coast Guard team member, every Auxiliarist is responsible for conducting activities with due consideration given to safety and environmental protection. The integration of Prevention Program principles into all relevant Auxiliary activities will be coordinated at each organizational level by the unit's senior elected officer and the Marine Safety Staff Officers.

11.A.1.b. The Fifth District Southern Region Marine Safety and Environmental Protection (Prevention Program) program consists of a variety of efforts contributing to the safety of life and property at sea through the promotion of marine safety and marine environmental protection. These efforts are integrated into all Auxiliary missions and recognize that safety and environmental protection are essential elements in all auxiliary efforts. References (a) and (b) provide basic guidance and policy.

11.A.1.c. The Coast Guard Fifth District Prevention Division's mission is to administer Prevention programs and activities to protect the public, our ports and waterways, the environment, and support regional and national economic interests through prevention and mitigation of maritime incidents. Prevention activities directly support all five Coast Guard mission areas: Maritime Safety, Maritime Security, Maritime Mobility, National Defense, and Protection of Natural Resources.

11.A.2. Policy

Auxiliary prevention programs shall be pursued across the full spectrum of authorized Auxiliary missions conducted within the scope of existing laws, treaties, implementing regulations, and directives governing the Auxiliary. Authorized activities do not include the direct exercise of law enforcement (i.e., search, seizure and arrest), the bearing of firearms by Auxiliarists or any activity for which the Auxiliarist is not trained or certified by the Coast Guard. Only Auxiliarists certified or licensed and specifically authorized to do so in writing by competent Coast Guard authority shall be permitted to handle actual, suspected or potentially hazardous materials including petroleum products. Any conflict between the contents of this directive and other directives shall be reported to the Director and handled, in the interim, in accordance with the latest issued directive from the Fifth District Commander or higher authority.

11.A.3. Authorized Prevention Program Activity.

References (a) and (b) contain guidance and polices concerning Prevention Program activities.

11.B. PUBLIC OUTREACH

11.B.1. Public outreach is an essential part of the Prevention Program and an effort that should be undertaken at every opportunity by every Auxiliarist. These efforts should be designed to educate recreational boaters, marina operators, shipping agents, port terminal operators, commercial fishermen, waste haulers, teachers, students and environmental groups about the Coast Guard's marine safety and environmental protection programs and the general public's role in minimizing injuries and pollution.

11.B.2. Public outreach efforts shall be guided by the following policies;

(1) Public appearances, contact with media outlets, public statements by Auxiliarists, solicitation and acceptance of funds and materials from private groups or commercial interests shall be guided by reference (a) and all other applicable Commandant instructions.

(2) Public outreach materials available from the Auxiliary National Supply Center (ANSC) may be used and distributed freely by Auxiliarists. Material specifically approved by the Coast Guard may also be used for public education and awareness.

(3) Materials created by Auxiliarists, provided by private groups, or provided by commercial sources may be used only after review and approval by the Director or the Director's designee. Such materials shall be forwarded to the Director via the ADSO-PA. ADSO-PA shall approve or forwarded the material to the Director in accordance with the Director's direction.

11.C. MARINE MAMMALS

11.C.1. General

The Coast Guard's strategic plan for marine protected species is called [OCEAN STEWARD](#). The mission statement regarding marine mammals contained in the U.S. Coast Guard Marine Protected Species Strategic Plan Ocean Steward is: "We will enforce and comply with marine protected species regulations, work with other agencies and organizations to develop appropriate regulations for marine protected species recovery, and publicize our efforts to gain the support and resources necessary to fully implement Ocean Steward."

The guiding principle behind Ocean Steward is instilling in every Coast Guard team member the belief that each individual is a steward of the ocean. This concept must be

promoted throughout the entire organization. Auxiliarists should understand and believe that preservation of marine protected species is a fundamental Coast Guard responsibility.

Various species of whales, porpoises and dolphins as well as two seal species and the manatee are found in the Fifth District offshore and inshore waters. The Northern Right Whale is among the species found along the Atlantic Coast and is the most endangered whale species in the world.

From fall to early spring, various species of whales, including the Northern Right Whale, may be encountered in Fifth District waters. Year round, dolphin, porpoise and, to a lesser extent, manatee and whale encounters have been reported.

11.C.2. Fifth District Southern Region Policy

The following guidance shall be employed by the Auxiliary regarding marine mammals;

- (1) All sightings of whales and manatees will be reported to the Coast Guard via the most expeditious means possible and nearest unit. Reports should include the animal(s) direction of travel, speed, activity noted, and if the animal appears to be in distress.
- (2) All Dolphin and Porpoise sightings will be reported in accordance with the OIA's existing policy.
- (3) During normal operations and following a whale sighting, vessels shall, to the extent possible, maintain a minimum distance of 500 yards from Right Whales and 100 yards from other whales and mammals. Unless it is positively determined to be another species, all whales sighted will be assumed to be Right Whales.
- (4) When it is necessary during an emergency to operate in the vicinity of marine mammals, vessels shall take action to avoid collisions with marine mammals.
- (5) When possible, vessels shall steer away on a parallel course of marine mammals until well clear. Additionally, Auxiliarists should advise other vessels via radio about the presence of mammals and request that they maintain slow speed and a distance of 500 yards and steer clear of the mammals.
- (6) When whale sightings are reported, vessels shall not approach the sighting position closer than 5 nm if operationally feasible.
- (7) If a whale or other marine mammal approaches a vessel within 100 feet, the coxswain shall put the engine in neutral and not re-engage the propeller(s) until the whale or other marine mammal is observed on the surface and clear of the 100 foot zone. Then the vessel shall clear the area at minimum safe speed until at least 500 yards (1500 feet) away.

CHAPTER 12

AUXILIARY AIDS TO NAVIGATION, CHART UPDATING AND BRIDGE ADMINISTRATION SUPPORT

12.A. GENERAL

Reference: (a) Coast Guard Auxiliary Aids to Navigation Program, COMDTINST 16500.16 (series)

(b) Auxiliary Manual, COMDTINST M16790.1 (series)

12.A.1. General

The Auxiliary Aids to Navigation, Chart Updating, Bridge Administration and Small Craft Facility Updating Programs offer Auxiliarists an opportunity to provide the Coast Guard direct support in these areas of their responsibilities. Auxiliarists are encouraged to avail themselves of these opportunities.

12.A.2. Reporting Discrepancies

All Auxiliarists, whether or not certified in these programs, should report any discrepancies or damage to federal or private ATONs to their Flotilla Staff Officer for Aids to Navigation, FSO-NS. FSO-NS will forward, by the most expeditious means, the discrepancy information to the supported Coast Guard unit(s).

Failing to report ATON discrepancies by the most rapid means could result in the loss of life or serious injury or destruction of property.

12.A.3. Reporting NS Activity in AUXDATA (ANSC 7030)

Tracking NS activities supporting the Coast Guard Sector and or ATON unit is vitally important. Auxiliarist must ensure the Sector or ATON unit is aware of the support the Auxiliary is providing and the reported activities directly relates to the Sector/ATON Units' needs. The following list of codes may be used for approved NS activity;

12.A.3.a Individual/Unit NS Mission Codes

- (1) Code 30 – Federal ATON Missions: Verifications upon request, reporting discrepancies, & NE Technician activity.
- (2) Code 31 – Private PATON Missions: Verifications by Aids Verifiers upon request, and reporting discrepancies.
- (3) Code 32 – Bridge Administration: Observing and reporting bridge discrepancies.
- (4) Code 41 – Federal Support Missions: Operational & non-operational support to other federal agencies requested & authorized by the Coast Guard (Not NS specific).

12.A.3.b. Boat NS Mission Codes.

(1) Code 01A – Most used code. Code covers all missions except SAR and regatta patrols.

(2) Code 03 – Code covers ANT request to perform federal ATON verifications. It is primarily used for post-storm verifications. It also covers District assigned PATON verifications.

12.A.3.d. AV patrol reporting requirements:

(1) Aids Verifiers report NS activity during a patrol on a second ANSC-7030 checking Individual/Unit as the type of resource.

(2) Following National Auxiliary guidelines, Aids Verifiers are allowed one hour for the completion of NS-7054 and NS-7055 forms. The underway time for the patrol is covered on the coxswain's ANSC-7030 form.

(3) A combination of mission codes 30, 31, 32, and 41 may be reported on the ANSC-7030 not to exceed one hour in duration.

12.A.3.e. Member Activity Reporting (ANSC-7029)

(1) From the ANSC-7030 Mission Activity form, hours in excess of one hour for mission codes 30, 31, and 32 are reported on the ANSC-7029 Member Activity form using mission code 99B for Recreational Boating Safety (RBS) Support. Hours in excess of one hour for mission code 41 are reported on the ANSC-7029 Member Activity form using code 99E for Administrative/Logistical Support.

(2) Any other reportable NS activity that cannot be categorized as mission code 30, 31, or 32 is reported on the ANSC-7029 under mission code 99B. Any other reportable activity performed for NOAA or other federal agency that cannot be categorized as mission code 41 is reported on the ANSC -7029 under mission code 99E.

12.B. AUXILIARY AIDS TO NAVIGATION PROGRAM

12.B.1. General

The Aids to Navigation Program has four components; private aids to navigation (PATON) verification; support to Coast Guard ATON units in administering and servicing federal aids to navigation; bridge surveys in support of the Coast Guard Bridge Administration Program; and chart updating which includes Coast Pilot and small boat facility updating. In addition to these programs, Auxiliarists can perform a valuable service of helping maintain nautical charts and PATON files for Coast Guard Aids to Navigation Team (ANT) units.

12.B.1.a. Private Aids to Navigation (PATON) Verification

(1) Auxiliarists' participation in PATON verification and reporting shall be in accordance with reference (a). Only qualified Aids to Navigation Verifiers (AV) may verify PATONs and must do so in coordination with the SO-NS to avoid duplicate reports being made to the Coast Guard ATON unit. Qualifications for Aids to Navigation Verifier are contained in later portions of this section of the manual.

(2) When engaged in PATON verification:

- (a) Verifiers shall not board or climb a PATON.
- (b) Verifiers shall not attempt to repair, adjust or modify a PATON. Repair, change, or the repositioning of a private aid is the responsibility of the owner of the aid.
- (c) Verifiers may enter private property to verify a private aid only after gaining permission from the owner, manager, or an employee. This does not apply to water access.
- (d) AVs must be under orders operating at the request of the Local Coast Guard ATON unit.

(3) NS-7054 reporting requirements:

- (a) When possible, NS-7054 **Discrepancy reports** for ATONs and PATONs will be submitted to the Auxiliary NS chain within 48 hours of the observation.
- (b) NS-7054 **Verification reports** for PATONs will be submitted to the Auxiliary NS chain within 14 days of the observation.
- (c) Verification of federal ATONs is not performed without the express authorization of proper active duty Coast Guard authorities. NS 7054 verification reports for federal ATONs must contain the name of the active-duty Coast Guard person requesting the verification.

12.B.1.b. Support to Coast Guard ATON Units - is set forth in the following;

(1) PATON / ATON Verification missions are normally conducted at the request of the Coast Guard ATON or ANT Team. All Auxiliarists may support the Aid to Navigation Program by reporting discrepancies observed on Federal Short Range Aids to Navigation (ATONs). Observations may be made at any time from the water, air, or land. Again, coordination with the SO-NS is a must to prevent duplicate reporting on the same aid discrepancy.

(2) Auxiliarists may be requested by Coast Guard authorities to conduct air or surface patrols to verify the location and condition of ATONs, especially after a storm.

(3) Auxiliarists may work with the Coast Guard on the servicing and repair of minor ATONs as permitted by reference (b) and in accordance with reference (a). Auxiliarists engaged in servicing and repair of minor ATONs shall be trained and qualified by the supported ANT.

12.B.1.c. Bridge Administration Program Support - is set forth in the following;

Reference (a), Appendix A contains the Memorandum of Understanding and Joint Action Plan (MOUJAP) which provides for the Auxiliary's support of the Coast Guard's Bridge Administration Program.

(1) Auxiliarists participating in the Bridge Administration Program Support must be AV certified and have received training about the program, its survey requirements and techniques, and its reporting requirements. Subsequent to training, Verifiers shall participate with an experienced bridge surveyor in at least three bridge survey missions, one of which shall be done during night time hours.

(2) The DSO-NS shall develop and maintain the Bridge Administration Program Support training program which may be presented by a Division (SO-NS) or higher level NS Staff Officer normally in conjunction with other AV training.

(3) NS-7055 reporting requirements:

(a) When possible, **NS-7055 discrepancy reports** for bridges will be submitted to the Auxiliary NS chain within 48 hours of the observation.

(b) Verification of bridges is not performed without the express authorization of proper active duty Coast Guard authorities. **NS-7055 verification reports** for bridges must contain the name of the active-duty Coast Guard person requesting the verification.

12.B.1.d. Chart, Coast Pilot, and Small Craft Facility Updating

(1) A cooperative agreement with the National Ocean Service (NOS) of the National Oceanographic and Atmospheric Administration (NOAA), involves reporting to NOS needed corrections to nautical charts, aeronautical charts, Coast Pilots, and small craft marine facility data. No special qualification is required for these programs, however completion of Chart Updating Performance Qualification Standard (CU PQS) is mandatory before attempting chart, Coast Pilot, or small craft facility updating.

(2) Chart and Coast Pilot update information shall be reported as stipulated by the Nautical Chart Updating Manual or as directed by the DSO-NS.

12.C. QUALIFICATIONS REQUIREMENTS IN THE AUXILIARY AIDS TO NAVIGATION SYSTEMS PROGRAM

12.C.1. Navigation Systems Aid Verifier

12.C.1.a. General

Reference (a) states, “The qualification process for Auxiliary Aid Verifier shall be determined by the Director working with Fifth Coast Guard District Office of Waterways (Dpw).” This section provides the District Five Southern Region process.

12.C.1.b. Aids Verifier Qualification is as follows;

- (1) Training for Aids Verifiers consists of a full day of classroom and practical work under the supervision of a certified Aids Verifier Examiner. Aids Verifier Examiners are appointed by the Director.
- (2) Auxiliarists entering the Aids Verifier program the first time are required to successfully complete the Aids Verifier Performance Qualification Standard (AV PQS). The PQS can be found on the Auxiliary National Website for Navigation Systems, <http://pdept.cgaux.org/nsAidVerifier.html> or the DSO-NS. The PQS will be administered upon successful completion of the 8-hour AV class and practical work, preferably as part of the class period or at a subsequent time, but within 30 days of the AV class.
- (3) It is highly recommended currently qualified Aids Verifiers remain up to date on AV PQS and program changes to ensure their knowledge is as current as new AV candidates.
- (4) Initial AV Course work shall cover:
 - nautical and aeronautical charts,
 - projections,
 - private and federal aids, their characteristics and discrepancies,
 - use of a sextant,
 - hand bearing compass,
 - GPS,
 - plotting tools, including use of the three-arm protractor,
 - bridges, bridge lighting, fender systems, signage, and discrepancies,
 - chart updating,
 - The Coast Pilot,
 - Auxiliary reporting and record-keeping procedures.

(5) Practical application and knowledge demonstration tasks are listed on the Private Aid Verifier Qualification Sign-Off form. As the candidate competently completes each task, the Examiner, a certified Aids Verifier, initials opposite the task. When all tasks have been completed, the Examiner signs the Private Aid Verifier Sign-Off form and forwards it to the DSO-NS.

(6) Although not a requirement, it is highly recommended that a Division level AN/CU training patrol be conducted within a month after the Aids Verifier Certification class, to make use of the ashore training in an operational environment.

(7) When all requirements have been satisfied, the DSO-NS signs the Private Aid Verifier Sign-Off form and forwards it to the Director' office with recommendation the member be certified as an Aids Verifier. When the Director certifies the Candidate, the newly certified Aids Verifier is authorized by reference (a) to wear the Operations Program Ribbon or a 3/16 inch bronze star for the additional qualification.

12.C.1.c. Aids Verifier Qualification Maintenance

Aids Verifier qualification maintenance requires each Aids Verifier, annually, to complete at least one acceptable Aids to Navigation Report, form NS-7054. It is recommended that at least one acceptable night time PATON report and one acceptable bridge discrepancy report (NS-7055) also be accomplished. Attendance at an NS workshop at the flotilla, division, sector, or district level, or an Aids Verifier class as a refresher will be completed when provided.

12.C.1.d. Qualification Loss and Re-qualification

Reports not completed in a given year will be added to the requirement for the next year. Failure to complete the total reports required in two consecutive years will result in loss of the Aids Verifier qualification. Re-qualification will require successful completion of Aids Verifier qualification process stipulated in paragraph 12.C.1.b., above. The DSO-NS is responsible for maintaining appropriate records to determine an AV's qualification status and will report to the Director when an AV fails to maintain qualification.

12.C.1.e. Certification Loss

Failure to complete the requalification requirements after two years will result in loss of AV certification. The DSO-NS will monitor and report the AV certification status to the Director.

12.C.2. Aids Verifier Examiner

12.C.2.a. General.

Aids Verifier classes and task sign-offs are conducted by Aids Verifier Examiners. Aids Verifier Examiners (AVE) are appointed via letter by the Director. AVEs may also serve as Verifying Officers (VO) for administering PQS in the NS program. Designation as VOs is managed by the DSO-NS. The DSO-NS shall manage an authorized listing of all AVE/VOs for the various NS qualifications. AVs desiring to be an Examiner must submit a written request to the DSO-NS via the DCDR. The request must include documentation verifying the candidate satisfies the criteria listed in subparagraph (12.C.2.b) below. The DCDR will endorse the request (positively or negatively) and forward to the DSO-NS. The DSO-NS will review such requests, and will recommend to the DCO/DCOS and the Director that Aids Verifier Examiner designation letters with Certificates be issued or denied. At least one active Aids Verifier Examiner who is well informed on NS/CU matters, an experienced instructor, and willing to give active support to the NS program should be designated per Division.

12.C.2.b. Aids Verifier Examiner Qualifications

The criteria for Aids Verifier Examiners are:

- (1) At least one year's experience as a certified Aids Verifier;
- (2) Have submitted a minimum of five valid reports consisting of any combination of P/ATON/ (NS-7054), /Bridge (NS-7055) or Chart Updating or Coast Pilot revision (NOAA-77-5a)
- (3) At least one year experience as a certified Instructor and should have participated in planning and conducting at least one full day (six hour minimum) Aids Verifier class.
- (4) For VO designation for CU qualification, complete the CU PQS.

12.C.2.c. Division Commander (DCDR) Endorsement

Auxiliarists desiring AVE designations request such by letter to the DSO-NS, via the FC and DCDR, citing specifics of meeting the above criteria. The DCDR will endorse the request (positively or negatively) and forward to the DSO-NS. The DSO-NS will review such requests, and will recommend to the DCO/DCOS, and the Director that Aids Verifier Examiner designation letters with Certificates be issued or denied. The Director will take final action.

12.C.3. Aids to Navigation Technician (NE) Qualification

12.C.3.a. General

Auxiliarists may be used to assist or support Coast guard Aids to Navigation units in servicing federal navigation aids. Use of Auxiliary qualified Navigation Technicians shall be guided by reference (b) and (Dpw) promulgated policies. The existing organization for the Coast Guard's Aids to Navigation Program may be augmented or supported with Auxiliarists assisting at the different levels (unit, sector, and district). An Auxiliarists' experience and capabilities must be used to decide where that Auxiliarist best meets the Coast Guard's needs. Supervision of the Auxiliarist will be accomplished by the Coast Guard personnel at the level being assisted. NE qualified members operate at the direction and in support of the ATON unit.

12.C.3.b. Flotilla Commander's Recommendation

(1) The Flotilla Commander may recommend a candidate who meets the following criteria for NE qualification.

- (a) A Coast Guard ATON unit has indicated that it can use the services of a NE qualified Auxiliarists and will assist with the Auxiliarist's training.
- (b) The candidate is a qualified Aids Verifier.
- (c) In the Flotilla Commander's judgment the candidate,
 - (i) is committed to performing the work of servicing aids on the water,
 - (ii) is physically capable of performing aids servicing tasks such as:
 - climbing a ladder
 - handling heavy batteries, day boards, solar panels and lamp changers
 - moving between a small facility and the aid in a seaway,
 - (iii) meets the following physical characteristics:
 - agility and range of motion adequate to enable carrying a fifty pound load unaided for thirty feet along a deck and for rapid climbing of steel rod ladders;
 - no hearing disability that would restrict reasonable ability to communicate on the job in high winds;
 - corrected vision adequate for close electrical and mechanical work; and
 - reasonable endurance.

12.C.3.c. Recommendation Process

(1) The Flotilla Commander, by letter or e-mail to the Director with copies to DCDR, SO-NS, DSO-NS, shall recommend a candidate and state that the candidate meets the criteria noted above in 12.C.3.b.

(2) The Director, upon approval of a candidate for NE training, shall notify the candidate by letter which will include a point-of-contact information who will provide instructions for training.

12.C.3.d. Auxiliary NE Training and Certification

(1) Because the work is potentially hazardous, physically demanding and must be performed to high standards, and to conserve scarce Coast Guard training resources, criteria has been established for entry into "NE" training. Accordingly, Auxiliarists will meet the following criteria before being allowed to enter "NE" training.

- a. The candidate must have been certified by the Director of the Auxiliary, Fifth District Southern Region, as an Aids Verifier.
- b. The candidate must have been certified by the Director of the Auxiliary, Fifth District Southern Region, as at least Boat Crew qualified.
- c. The candidate should, in the judgment of the Flotilla Commander, be physically capable of performing aid-servicing tasks. The candidate should be able to meet physically demanding tasks such as climbing a ladder, handling heavy batteries, day boards, solar panels and lamp changers and moving between a small facility and the aid in a seaway. Physical characteristic necessary for these types of tasks include agility and range of motion adequate to enable carry a fifty pound load unaided for thirty feet along a deck and for rapid climbing of steel rod ladders, no hearing disability that would restrict reasonable ability to communicate on the job in high winds, corrected vision adequate for close electrical and mechanical work and have reasonable endurance.
- d. The candidate must have indicated a commitment to performing the work of servicing aids on the water.

(2) Auxiliarists training will be conducted by the District Training Team from the Fifth Coast Guard District Waterways management Branch (Dpw) assisted by local Aids to Navigation Teams (ANTs). Training will consists of classroom instruction and bench work (usually three to four days), and six months service under Coast Guard supervision.

(3) Upon completion of six months service or when, in the opinion of the training unit CO/OINC, the candidate is fully qualified, the CO/OINC may designate the candidate as “NE” qualified. The designation shall be in a letter to the candidate and thru the Director with a copy to the NE's Flotilla Commander. The Flotilla Commander shall inform the Auxiliary leadership and management chain of the designation.

(4) The candidate must have the recommendation of their Flotilla Commander, taking account of the previous criteria and the endorsements of the Division Captain.

(5) Once an Auxiliarist has been designated a Minor Technician “NE” by the CO/OINC of the ANT unit to which they are assigned and approved by the Director of the Auxiliary they are qualified to service Federal Aids to Navigation. “NE” qualified Auxiliarists are required to work in pairs, with neither of the pair serving as operator of the facility from which they are servicing the aid if they are not under the direct supervision of the active duty Coast Guard. The requirement to work in pairs can be reduced to one “NE” if the “NE” does not climb the aid or leave the facility. “NE” qualified Auxiliarists are restricted to working and servicing fixed Aids to Navigation, unless specifically directed, in writing, by the CO/OINC of the responsible ANT unit.

12.C.3.d. NE Qualification Maintenance

(1) Conduct 40 hours of ATON service annually with a local ANT, and receive favorable recommendation by the OIC on performance as an Auxiliary NE.

12.C.4. Chart Updater (CU)

12.C.4.a. General

Reference (a) states, “The qualification process for Auxiliary Chart Updater shall be determined by the Director working with the district commander (dpw). ” These sections provide the D5SR process. AVEs also designated as a VO (see 12.C.2.a.) having completed the CU PQS may sign off on CU PQS and certification tasks.

12.C.4.b. Chart Updater Qualification

(1) Initial training for first-time Chart Updater consists of a full day of classroom and practical work under the supervision of a certified Navigation Systems Officer and completion of the Chart Updating Performance Qualification Standard (CU PQS).

(2) Auxiliarists entering the Chart Updating program the first time are required to successfully complete the Chart Updating Performance Qualification

Standard (CU PQS). The PQS can be found on the Auxiliary National Website for Navigation Systems or by contacting the DSO-NS. The PQS will be administered upon successful completion of the 8-hour CU class and practical work.

(3) Currently qualified Aids Verifiers whom complete the CU PQS to ensure their knowledge is as current as the new CU candidates, may seek assignment as a Verifier Officer for CU PQS.

(4) Initial CU class work shall cover

- Nautical charts;
- Projections;
- GPS;
- Plotting tools
- Chart updating discrepancies;
- The Coast Pilot;
- Small Craft Facility Updating
- Auxiliary reporting and record-keeping procedures.

(5) Practical application and knowledge demonstration tasks are listed on the CU PQS. As the candidate competently completes each task, the Aids Verifier Officer (AVO), a certified Aids Verifier, initials and dates opposite each task. When all tasks have been completed, the AVO signs the Chart Updating Sign-Off and forwards it to the DSO-NS.

(6) Although not a requirement, it is highly recommended that a Division-level NS/CU training patrol be conducted within a month after the Chart Updater Certification class, to make use of the ashore training in an operational environment.

(7) When all requirements have been satisfied, the DSO-NS signs the Chart Updater Sign-Off and forwards it through the District Commander (dpw) to the Director' office thereby recommending the member be certified as an Chart Updater. When the Director certifies the Candidate, the newly certified Chart Updater is authorized by reference (a) to wear the Operations Program Ribbon or a 3/16 inch bronze star for the additional qualifications.

12.C.4.c. Chart Updater Qualification Maintenance

Chart Updater qualification maintenance requires each Chart Updater, annually, to complete at least one acceptable Chart Update Report (NOAA 77-5a). Attendance at an NS/CU workshop at the flotilla, division, sector, or district level, as a refresher will be completed when provided.

12.C.4.d. Qualification Loss and Re-qualification

Reports not completed in a given year will be added to the requirement for the next year. Failure to complete all reports in two consecutive years will result in loss of the Chart Updater qualification. Re-qualification will require successful completion of Chart Updater qualification process stipulated above. The DSO-NS is responsible for maintaining appropriate records to determine a CUs qualification status and will report to the Director when a CU fails to maintain qualification. The reporting and tracking responsibility may be delegated by the DSO-NS to the Sector ADSO-NS, but no lower.

12.C.4.e.. Certification Loss and Re-certification

Failure to complete requalification after two years will result in loss of CU certification. To obtain CU re-certification, the CU PQS and CU qualification requirements must be completed. The DSO-NS will certify to the Director satisfactory completion of the requirements for consideration of recertifying.

CHAPTER 13 – AWARDS

13.A. INTRODUCTION

Reference: (a) Coast Guard Rewards and Recognition Handbook, COMDTPUB 1650.
37(series)

(b) Standing Rules, Fifth District-Southern Region, United States Coast Guard
Auxiliary

13.A.1. Awards

This Chapter discusses the Coast Guard, Coast Guard Auxiliary and District Auxiliary awards which Auxiliarists are eligible to receive. These awards require a formal recommendation, review by the Coast Guard Auxiliary Awards Committee and approval by the Director, DCO, and/or a higher level Coast Guard or Auxiliary officer. When an Auxiliarist's service or actions does not meet the criteria of the recommended award, Coast Guard Unit Commanders and Auxiliary Elected Leaders/Officers may recognize an Auxiliarist's service or actions by presenting the Auxiliarist a Letter of Appreciation, other recognition, or an appropriate certificate. Reference (a) discusses additional formal and informal rewards that may be presented by any elected or appointed officer or by a peer of an Auxiliarist to recognize their efforts.

13.A.2. Special Coast Guard Awards Committee

In accordance with reference (b) the District Commodore (DCO) may appoint an Awards Committee. The make-up and actions of the committee are directed by the DCO in accordance with reference (b). The Committee provides advice to the Auxiliary District Board regarding program requirements, and receives and evaluates recommendations for recognition of member achievement through the presentation of Coast Guard Awards.

13.A.3. Award Recommendations

13.A.3.a. Award recommendations may be submitted by the Director, members of the District Board or interested Auxiliarists via the Chain of Leadership and Management, to the Chairperson, Special Coast Guard Awards Committee. Regardless of the source, all recommendations must be submitted to the Chairperson for appropriate review by the Committee prior to being forwarded to the District Commodore and Director for final action.

13.A.3.b. Awards should be submitted as soon as possible following the event for which predicated the desire to seek award recognition. This absolutely must be done before the second year anniversary of the event as timeliness is an essential ingredient of effective recognition and ability to investigate details supporting the award. Delay clouds the issues and memories of witnesses and participants involved in the incident. Prompt information gathering and documenting actions is critical and will improve chances for a deserving

member to receive a deserved award. Recommendations submitted beyond two years of an event may be rejected for inability to validate the action desired to be recognized.

13.B. COAST GUARD AND NATIONAL AUXILIARY AWARDS

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

(b) Standing Rules, Fifth District-Southern Region, United States Coast Guard Auxiliary

13.B.1. General

Reference (a) lists the Coast Guard and National Auxiliary awards that may be awarded to Auxiliarists. It also provides the eligibility criteria, key words for recommending each award and the description of the award element, i.e. metal, ribbon, plaque, citation, etc.

13.B.2. Submission

Recommendations for Coast Guard and National Auxiliary Awards shall be submitted to the Special Coast Guard Awards Committee in accordance with reference (b).

13.C. DISTRICT AUXILIARY AWARDS

Reference: (a) Standing Rules, Fifth District-Southern Region, United States Coast Guard Auxiliary

13.C.1. General

Fifth District-Southern Region Auxiliary Awards are listed and described in reference (a). Reference (a) contains guidance and instructions for recommending and presenting awards. Reference (a) also provides the criteria for each award, specific procedures for completing the Award Package, keywords to be used in the recommendation, and example recommendations and certificates. District awards may be awarded only in cases for which the Auxiliarist involved does not receive another Coast Guard, or Coast Guard Auxiliary award for the same incident. An Auxiliarist should be considered for the highest level award warranted by the service, action and circumstance.

13.D. DIVISION AUXILIARIST OF THE YEAR AWARD

13.D.1. General

Annually, Auxiliarists accomplish and participate in many missions supporting the U.S. Coast Guard. Many members distinguish themselves through their unselfish commitment day in and day out presenting a model image of service and volunteerism. These members, through their actions represent the Coast Guard and Auxiliary's best of the best.

13.D.2. Authorization and Requirements

The Director of Auxiliary is authorized to establish a Division Auxiliarist of the Year Award program and expend Coast Guard/Government funds not to exceed \$100 per award per division. One Auxiliarist of the Year may be selected and awarded from each Auxiliary Division. The recognition program must comply with Commandant Award and Recognition policy and all established procurement policy. The Director of Auxiliary will establish the program and guidelines via separate memo.

CHAPTER 14 – ACADEMY ADMISSIONS PARTNERS PROGRAM

14.A. INTRODUCTION

Fifth District-Southern Region Auxiliarists are encouraged to support Coast Guard Academy cadet recruitment through the new Academy Admissions Partner Program (AAPP). Although the program is not listed in the Auxiliary Manual as a program or activity authorized for Auxiliarists, it is a program that Auxiliarists can support. Auxiliarists must be at least 21 years of age, of good moral character, and residing in an area of the country where members are needed. The Coast Guard Academy seeks Auxiliarists who:

- Share a strong commitment to the mission and core values of the Academy
- Take satisfaction from helping young people reach their goals
- Represent the Academy with distinction

14. B. PROGRAM ACTIVITIES

Academy Admissions Partners activities include:

- Presentations: Partners attend college fairs, Congressionally-sponsored service academy events, and present appointments certificates at graduation award ceremonies.
- Outreach: Partners make visits to high school guidance counselors, coaches, and community youth organizers, as well as math and science teachers.
- Interviews and Individual Contacts: Partners may be asked to visit with a prospective cadet and their family to share information about the admissions process and the cadet experience. Partners may also be asked to conduct an interview with a qualified applicant in their local area.
- Campus support: Academy Admissions Partners may serve as a member of the Academy Introduction Mission (AIM) support staff or as a USCGC Eagle visit coordinator.

14.C. PROGRAM INFORMATION

Information about applying and training as a Partner is available on the Academy Admissions Partner portal at: <http://admissions.uscga.edu/partners>.

CHAPTER 15 – HUMAN RESOURCES

15.A. CIVIL RIGHTS

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

15.A.1. Policy

The Coast Guard Auxiliary is guided by the Commandant of the Coast Guard's equal opportunity policies contained in reference (a). These policies address diversification, discrimination, sexual harassment, and rape and sexual assault. No person shall be subject to discrimination in the Auxiliary or its programs because of race, color, religion, sex, age, national origin, or disability. The Fifth District-Southern Region goal is to recruit, retain, train, and deploy highly capable, diverse, and flexible Auxiliary units.

15.A.2. Action

- 15.A.2.a. All Auxiliarists in the Fifth District, Southern Region shall comply with reference (a) policies. Care shall be taken while conducting Auxiliary activities to ensure that nothing is said or done that could be interpreted an act of discrimination against any person. In recruiting new members, there is to be no discrimination because of race, color, religion, sex, age, disability, or national origin.
- 15.A.2.b. All elected leaders are charged with the responsibility to ensure that the above policy is followed. Additionally, elected leaders shall become familiar with the procedures for processing discrimination, sexual harassment, rape and sexual assault complaints that are specified in reference (a), Chapter 7.
- 15.A.2.c. Whenever an Auxiliary member feels he/she is a victim of a violation of these policies, that person shall be made aware of reference (a), Chapter 7 and assisted with resolving their complaint by the designated Auxiliary Civil Rights Coordinator.
- 15.A.2.d. An Auxiliarist who believes he/she is a victim of discrimination and feels the Auxiliary leadership has not properly responded to a submitted complaint may contact the Director directly. The Auxiliarist will be expected to support his/her position with specific information. After investigating the matter the Director will advise the Auxiliarist of the findings and actions to taken.

15.B. AUXILIARY CIVIL RIGHTS COUNSELOR (CGAUX-CRC)

Reference: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

15.B.1. Designation

The Director of Auxiliary, after consultation with the District Commodore, will nominate a person to serve as the Auxiliary Civil Rights Counselor to the District Commander. Upon approval, the District Commander will designate the person to serve as Auxiliary Civil Rights Counselor in writing. The name, address, and phone number of the current CGAUX-CRC is published in the District Directory and District Program. The CRC is available to provide guidance and advice in the conduct of civil rights matters affecting the Coast Guard Auxiliary and its members.

15.B.2. Guidance

The CRC shall be guided by reference (a) policies and procedures.

APPENDIX A
COAST GUARD FIFTH DISTRICT SECTOR UNITS
SECTOR BALTIMORE COAST GUARD UNITS

UNIT	LOCATION
SECTOR HEADQUARTERS	
	2401 Hawkins Pt. Rd. Bldg. 70 Baltimore, MD 21226-1791 Telephone: 410 576 2518
AIDS TO NAVIGATION TEAMS	
Baltimore	2401 Hawkins Pt. Rd. Bldg. 30 Baltimore, MD 21226-1791 Telephone: 410 576-2645
Crisfield	810 Norris Harbor Dr Crisfield, MD 21817 Telephone: 410-968-0971
Potomac	Webster Outlying Field, Patuxent River Naval Air Station P. O. Box 8 St. Inigoes, Md. 20684-0008 Telephone: 301 872-4036
SMALL BOAT STATIONS	
Annapolis	3425 Thomas Point Rd Annapolis, MD 21403-5014 Telephone: 410-267-8107
Crisfield	810 Norris Harbor Dr. Crisfield, MD 21817 Telephone: 410 968-0323
Curtis Bay	2401 Hawkins Point Road Baltimore, MD 21226-1797 Telephone: 410 789-8050
Oxford	Oxford, MD 21654 Telephone: 410 226-0580
St. Inigoes	Villa Rd & Webster Field Rd Saint Inigoes, MD Telephone: 301 872-4344
Stillpond	Still Pond Neck Road Worton, MD 21678 Telephone: 410 778-2201
Washington	2100 2nd Street Southwest Washington, DC 20593-0005 Telephone: 202 267-2229

SECTOR HAMPTON ROADS COAST GUARD UNITS

UNIT	LOCATION
SECTOR HEADQUARTERS	4000 Coast Guard Boulevard Portsmouth,, VA 23703 Primary Phone: 757 668-5555 (OPT 2) Emergency Phone: 757 668-5555 (OPT 1)
AIDS TO NAVIGATION TEAMS	
Milford Haven	59 Mill Point Rd. Hudgins, VA 23076 Telephone: 804 725 5932
Portsmouth (Hampton Roads)	4000 Coast Guard Blvd. Portsmouth, VA 23703-2135 Telephone: 757 483 8520
Chincoteague	3823 Main Street, Chincoteague, VA 23336-1857 Telephone: 757 336 2872
SMALL BOAT STATIONS	
Portsmouth	4000 Coast Guard Blvd. Portsmouth, VA 23703-2135 Telephone: 757 638 6641
Little Creek	U. S. Naval Amphibious Base, Little Creek, VA Telephone: 757 464 9371
Cape Charles	U. S. Coast Guard Station Cape Charles Cape Charles, VA 23310 Telephone: 757 331 2000
Milford Haven	63 Mill Point Road Hudgins, VA 23076-2005 Telephone: 804 725 2125
Wachapreague	P. O. Box 370 Wachapreague, VA 23480 Telephone: 757 787 9526
Ocean City	610 South Philadelphia Avenue Ocean City, MD 21842-4240 Telephone: 410 289 7559
Chincoteague	3823 Main Street, Chincoteague, VA 23336-1857 Telephone: 757 336 5917

SECTOR NORTH CAROLINA COAST GUARD UNITS

UNIT	LOCATION	UNIT	LOCATION
SECTOR HEADQUARTERS	721 Medical Center Dr Suite 100 Wilmington, NC 28401 Telephone: 910-772-2200 Operations Center: 910 362-4015		
UNITS		AIDS TO NAVIGATION TEAMS	
Sector Field Office Cape Hatteras	114 Wood Hill Drive Nags Head, NC 27959 Telephone: 252-441-0300	ANT Wanchese	908 Harbor Rd Wanchese, NC 27981 Telephone: 252 473 1531
		ANT Fort Macon	2301 E Fort Macon RD. Atlantic Beach, NC 28512 Telephone: 252 240 8443
Marine Safety Detachment (MSD) Nags Head, NC	114 Wood Hill Drive Nags Head, NC 27959 Telephone: 252-441-0300		
SMALL BOAT STATIONS			
Elizabeth City	1664 Weeksville Road Elizabeth City, NC 27909-6725 Telephone: 252 331 1469	Emerald Isle	11101 Station Street Emerald Isle, NC 28594-2012 Telephone: 252 354 2462
Oregon Inlet	Hwy. 12 South Nags Head, NC 27959-8900 Telephone: 252 441 6260	Wrightsville Beach	912 Water Street Wrightsville Bch, NC 28480-3146 Telephone: 910 256 4224
Hatteras Inlet	Hatteras Inlet Hatteras, NC 27943 Telephone: 252 928 3711	Oak Island	300 Caswell Beach Road Oak Island, NC 28465-8443 Telephone: 910 278 133
Hobucken	PO Box 130 Hobucken, NC 28537-0130 Telephone: 252 745 3131	Ocracoke (Seasonal)	38 Irvin Garrish Hwy, Ocracoke, NC 27960 Telephone:
Fort Macon	2301 East Fort Macon Road Atlantic Beach, NC 28512-5633 Telephone: 252 247 9442		

APPENDIX B

FIFTH DISTRICT - SOUTHERN REGION AULIXIARY UNITS - SECTOR BALTIMORE AUXILIARY ORGANIZATION

Divisions	Flotillas
21 - Chesapeake Bay Eastern Shore	03 - Easton, MD 04 - Chestertown, MD 05 - Chesapeake City, VA 06 - Church Creek, MD 07 - Kent Island, MD 08 - North East, MD
22 - Upper Chesapeake	01 - Rock Creek, MD 02 - Pikesville, MD 04 - White Marsh, MD 05 - Magothy River, MD 07 - Harve De Grace, MD 08 - Joppatown, MD 10 - Mill Creek, MD
23 Central Chesapeake	01 - Annapolis, MD 02 - Solomons, MD 03 - West Annapolis, MD 04 - Silver Spring, MD 05 - Thomas Point, MD 06 - Drum Point, MD 07 - Herring Bay, MD
24 Rockville	01 - Silver Spring, MD 03 - Kensington, MD 04 - Two Gaithersburg, MD 07 - Frederick, MD 08 - Gaithersburg, MD 09 - Bowie-Davidsonville, MD
25 Potomac Guardian	01 - One Washington, DC 06 - Fairfax, VA 07 - Fort Washington, MD 08 - Mount Vernon, VA 11 - Middle Potomac, VA 12 - Arlington - Northern Virginia

SECTOR HAMPTON ROADS AUXILIARY ORGANIZATION

Division	Flotilla
03 Chesapeake	01 - Richmond, VA 02 - Petersburg, VA 03 - Kilmarnock, VA 07 - One Hanover, VA 10 - Callao, VA
05 Hampton Roads	01 - Virginia Beach, VA 03 - East Chesapeake, VA 04 - Tidewater, VA 07 - Lynnhaven, VA 08 - Portsmouth, VA 09 - Smithfield, VA 10 - Suffolk, VA
06 Peninsula	01 - Hampton, VA 02 - Deltaville, VA 03 - Poquoson, VA 04 - Gloucester, VA 06 - Mathews, VA 07 - Williamsburg, VA
08 Blue Ridge	01 - Roanoke, VA 03 - New River Valley, VA 04 - Charlottesville, VA 05 - Altavista, VA 07 - Lake Anna, VA 08 - Monticello, VA
12 Lower Eastern Shore	01 - Salisbury, MD 02 - Painter, VA 03 - Crisfield, MD 05 - Ocean City, MD 06 - Chincoteague, VA

APPENDIX B

SECTOR NORTH CAROLINA AUXILIARY ORGANIZATION

Division	Flotilla
09 Piedmont	03 - Lake Gaston, NC 08 - Chapel Hill, NC 09 - Burlington, NC 10 - Capitol City, NC 11 - Cary, NC 12 - KERR LAKE, NC
10 Southern Carolina Coast	01 - Wrightsville Beach, NC 03 - Hope Mills, NC 05 - Southport, NC 06 - Wilmington, NC 07 - Fayetteville, NC 08 - Shallotte, NC 09 - Hampstead, NC
19 Northern Carolina Coast	01 - Elizabeth City, NC 02 - Plymouth, NC 04 - Cape Hatteras, NC 07 - Outer Banks, NC
20 Central Carolina Coast	01 - New River, NC 02 - Morehead City, NC 03 - Oriental, NC 04 - New Bern, NC 05 - Tri-Community, NC 06 - Washington, NC 10 - Swansboro, NC
26 Western North Carolina	01 - Lake Norman, NC 02 - Lake Wylie, NC 03 - Davidson, NC 04 - Lake Norman West, NC 05 - North Carolina Western Foothills, NC 07 - Badin Lake, NC

APPENDIX C

FIFTH DISTRICT - SOUTHERN REGION AUXILIARY FORMS

This Appendix contains forms that are for use by the Auxiliary in the Fifth District - Southern Region Auxiliary. Other Auxiliary (ANSC) and Coast Guard forms reference in this manual may be downloaded from the Auxiliary forms web site: <http://forms.cgaux.org/forms.html>.

Enclosure (1) to CGDFIVEINST 16790.D

**5th District, Southern Region
U. S. Coast Guard Auxiliary
Annual Dues Notice**

To: Member Name

Dues in the amount of \$ are now due and payable in order for you to retain your membership in the U. S. Coast Guard Auxiliary for Year .

Please submit the dues to me before Date , after which I am required by our policies to refer your name to our Flotilla Commander for being delinquent. Thanks!

Please mail your dues to:

Address

Make check payable to: USCG AUXILIARY FLOTILLA

Please do not use penalty indicia mail to pay.

Very respectfully,

Sign

FSO-FN, Flotilla

QUALIFICATION FOR
VESSEL EXAMINER, INSTRUCTOR OR
RECREATIONAL BOATING SAFETY VISITOR

From: _____
(Name of Grading Official)

To: Flotilla Commander, Flotilla _____

Subj: [VESSEL EXAMINER] [INSTRUCTOR] [RBSV] QUALIFICATION EXAMINATION
(Circle one)

This is to certify that the following named individual has passed the Qualification Examination
with a grade of _____. Date of Examination: _____

Name: (Please Print) Member ID No.

(Signature of Grading Official)

From: Flotilla Commander, Flotilla _____
To: Director of Auxiliary, Fifth District, Southern Region

Subj: [VESSEL EXAMINER] [INSTRUCTOR] [RBSV] QUALIFICATION
(Circle one)

This is to certify that the above named individual has:

Completed & passed the required Boating Course _____, _____.
Course Name Date

This is to certify that as Flotilla Commander, I have verified in AuxInfo that the named individual has: (Check one)

[] Conducted five supervised examinations in the presence of _____
qualified VE for initial qualification. (name, EMPLID)

[] Taught at least two hours of a Public Ed/Member Training class under _____ the
supervision of a qualified instructor. (name, EMPLID)

[] Conducted at least two RBS visits under _____ the supervision of a
qualified RBSV. (name, EMPLID)

[] This is a requalification / REYR. _____
(Signature of Flotilla Commander) Date

QE Candidate Critique Form
Section A (Coxswain)

	Date:		
QE Candidate's Full Name:		Member Number	
Location			
QE Mentor Name:		Member Number	
<i>Instructions: Complete and mail to the Assistant Director of Auxiliary (OTO). Attach additional sheet to elaborate on answers to any of the questions.</i>			
	YES	NO	
1. Candidate arrived on time?			
2. Candidate in proper uniform and wearing proper boat shoes?			
3. Candidate's uniform clean and presentable?			
4. Vessel properly equipped?			
5. Vessel under orders?			
6. Qualified crew aboard?			
7. Vessel Flying the Operational ensign and side boards mounted?			
8. Candidate appears to be in good physical and mental condition?			
9. Candidate able to plot and run a search pattern? (Note which search pattern was used)			
10. Candidate able to take a disabled vessel in a stern tow, and do so in a reasonable time?			
11. Candidate communicated well with the crew?			
12. Candidate's orders easily understood by the crew?			
13. Commands given in ample time?			
14. Candidate required the crew to acknowledge orders?			
15. Candidate able to convert stern tow to an alongside tow in a reasonable time?			
16. Candidate able to maneuver the disabled boat to a dock?			
17. Lines properly used?			
18. Would you want the QE candidate to act as coxswain on your vessel?			
Opinion on the Candidate's boat handling skills, overall, and on how well the QE candidate would fit in with the Boat Crew Program as a QE.			

QE Candidate Critique Form
Section B (Observer)

		Date:	
QE Candidate's Full Name:		Member Number	
Location			
QE Mentor Name:		Member Number	
<i>Instructions: Complete and mail to the Assistant Director of Auxiliary (OTO). Attach additional sheet to elaborate on answers to any of the questions.</i>			
		YES	NO
1. Candidate arrived on time?			
2. Candidate in proper uniform and wearing proper boat shoes?			
3. Candidate's uniform clean and presentable?			
4. Candidate brought his/her Boat Crew Training and Qualification Guide, and Boat Crew Seamanship Manual?			
5. Candidate appears to be in good physical and mental condition?			
6. Candidate asked appropriate QE questions? (Describe below or on the reverse, the type of questions asked.)			
7. Candidate interacted well with the BCQP candidate? (Describe below or on the reverse.)			
8. Candidate understood the paperwork required at the end of the mission?			
18. Would you want the QE candidate to crew on your vessel?			
Opinion on how well the QE candidate would fit in with the Boat Crew Program as a QE.			

QE Candidate Critique Form
Section C (QE In-training)

	Date:		
QE Candidate's Full Name:		Member Number	
Location:			
AQE-C Name:		Member Number	
<i>Instructions: Complete and mail to the Assistant Director of Auxiliary (OTO). Attach additional sheet to elaborate on answers to any of the questions.</i>			
	YES	NO	
1. Candidate arrived on time?			
2. Candidate in proper uniform and wearing proper boat shoes?			
3. Candidate's uniform clean and presentable?			
4. Candidate brought his/her Boat Crew Training and Qualification Guide, and Boat Crew Seamanship Manual?			
5. Candidate appears to be in good physical and mental condition?			
6. Candidate introduced at orientation meeting?			
7. After assignment to a boat crew candidate, did QE candidate reintroduce himself/herself and set the boat crew candidate at ease before asking questions?			
8. Candidate had a friendly demeanor?			
9. Candidate confined his/her evaluation of the boat crew candidate's responses to the Boat Crew Qualification Guide?			
10. Candidate properly used time available with the boat crew candidate?			
11. If the boat crew candidate answered any questions incorrectly, incompletely or did not know the answer, describe on the reverse of this form how the QE candidate handled the situation?			
12. Candidate properly instructed the boat crew candidate on how to complete paperwork relating to this QE Mission and where to mail it?			
13. Would you want this candidate to be your QE?			
14. Opinion on how well the QE candidate would fit in with the Boat Crew Program as a QE?			

APPENDIX D
AUXILIARY RADIO FACILITY COMMUNICATIONS DRILL
PROCEDURES

1. Notification

- a. Prior to each drill the ADSO-CM, SO-CM, or FSO-CM shall notify the Sector Command Duty Officer prior to the start of each drill.
- b. The ADSO-CM should notify the division and flotilla communications officers (SOs-CM) and FSOs-CM) so they can in turn notify every radio facility of drill date and time. SO-CM and FSO-CM should notify their respective area radio facilities of Division and Flotilla drill date and time.

2. Net Control

a. Sector Drills

The Coast Guard Sector radio station will be Net Control for VHF drills. The ADSO-CM should serve as Net Control Operator if practicable. In inland waters beyond VHF range of Coast Guard high-site antennas, Auxiliary land stations can serve as Net Control when authorized by the closest Coast Guard Sector.

b. Division and Flotilla Drills

If practicable, the SO-CM and FSO-CM should serve as Net Control Operator for Division and Flotilla drills, respectively.

3. Procedure

The Coast Guard Sector VHF working Channel or Sector Unit Working Channel will be used for Auxiliary radio drills as designated by the Coast Guard Sector Communications officer.

a. Call up

To open the net the Net Control Station will transmit on Channel 16 on all VHF high-site antennas saying:

ALL AUXILIARY STATIONS, ALL AUXILIARY STATIONS, THIS IS
COAST GUARD SECTOR _____. SWITCH CHANNEL _____. OUT

b. Initial message

After call up, the Net Control Station will transmit on the selected working channel on all high-site antennas, saying:

ALL AUXILIARY STATIONS, ALL AUXILIARY STATIONS. STAND
BY FOR NET DRILL THIS CHANNEL (If there is a drill message it
is transmitted here) THIS IS COAST GUARD SECTOR _____. WAIT
OUT.

c. Roll Call

Roll call will be on one high-site antenna at a time, to stations located closest to it. Stations will not interrupt the roll call but respond only when the station

is called. Appropriate response is to acknowledge the call, receipt of the drill message, and net control station signal strength. If the drill message is not heard or fully understood clarifications should be requested at this time.

d. Follow up roll call

After completing the roll call the Net Control Station will conduct a follow up roll call for stations that have not yet checked in using one high-site antenna at a time, and saying:

ALL AUXILIARY STATIONS, THIS IS COAST GUARD SECTOR ____.
STATIONS THAT HAVE NOT YET CHECKED IN TO THIS NET
TRANSMIT WHEN THE HIGH-SITE ANTENNA CLOSEST TO
YOU IS ANNOUNCED. STATIONS CHECKING IN TO THE ____
HIGH-SITE ANTENNA, TRANSMIT NOW. OVER

ANY RELAYS FROM STATIONS NOT HEARD HERE TRANSMIT
NOW. OVER

e. Closing the net

After ensuring all stations have checked in, the Net Control Station will transmit from all high-site as follows:

ALL AUXILIARY STATIONS THIS IS COAST GUARD SECTOR ____
THIS CONCLUDES THE AREA AUXILIARY NET. THIS IS COAST
GUARD SECTOR ____ . OUT

6. Report

Within one week after the drill the ADSO-CM will send a written report to the DCAPT and the District Communications Officer (DSO-CM) listing the date and time of the drill, frequencies used, drill messages, stations called and which participated, and an evaluation of the drill citing any problems encountered and recommendations for their resolution.

7. Follow up

The ADSO-CM will follow up on stations that did not participate in the drill by providing a list to each Division Communications Officer (SO-CM). They in turn should request Flotilla Communications Officers (FSO-CM) to personally contact the radio facility operator to encourage future participation.