

United States Coast Guard Auxiliary



Auxiliary-Sea Scout Youth Development (AUXSCOUT) Program

Standard Operating Procedures



16790 / AUX-SOP-002(B)
01 Nov 19

MEMORANDUM

Reply to S. Minutolo
Attn of: (202) 372-1267

From: S.L. Johnson CAPT /s/
COMDT (CG-BSX)

To: Distribution

Subj: AUXILIARY-SEA SCOUT YOUTH DEVELOPMENT (AUXSCOUT) PROGRAM
STANDARD OPERATING PROCEDURES

Ref.: (a) Auxiliary / Boy Scouts of America / Coast Guard Auxiliary Association, Inc.
Memorandum of Agreement of 25 Aug 18
(b) Coast Guard External Affairs Manual, COMDTINST M5700.13 (series)
(c) Auxiliary Manual, COMDTINST M16790.1 (series)
(d) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(e) Coast Guard Auxiliary Public Affairs Manual of May 2014

1. PURPOSE. To establish Standard Operating Procedures (SOP) for the conduct of the Auxiliary-Sea Scout Youth Development (AUXSCOUT) program pursuant to provisions of reference (a).
2. ACTION. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists who participate in the AUXSCOUT program adhere to this SOP. Auxiliary national program managers shall maintain close liaison with the Coast Guard Auxiliary Division (CG-BSX-1) for the purpose of general AUXSCOUT programmatic advice and guidance including matters of performance standards and expectations.
3. DIRECTIVES AFFECTED. AUX-SOP-002(A) in cancelled.
4. BACKGROUND.
 - a. The Sea Scout program began in 1912. It is the oldest older-youth program of the Boy Scouts of America (BSA). It promotes better citizenship and boating through instruction and practice in: Recreational Boating Safety (RBS); boating skills; outdoor social service experiences; Science, Technology, Engineering, and Mathematics (STEM) training; and knowledge of our Nation's maritime heritage. It enrolls members of both genders from ages 14-21 (or 13 year-olds who have completed the eighth grade).

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b. Reference (b) establishes Coast Guard policy to support national youth programs, such as Sea Scouts of the Boy Scouts of America (BSA), with oversight by the Office of Public Affairs, Community Relations Branch (CG-09232). Sea Scouts is a youth program supported by the Coast Guard. Sea Scouts are authorized to use training and recreation facilities at Coast Guard facilities and to participate in Coast Guard cruises and air operations at the discretion of Commanding Officers or Officers-in-Charge, with approval of the District Commander, and in accordance with applicable Coast Guard policies.

c. The Coast Guard Auxiliary traditionally exercised limited partnership with youth organizations pursuant to provisions of references (c) and (d). It concurrently shared with the Sea Scouts a strong mutual respect and appreciation for the benefits gained from leadership education and development programs among youth who possess maritime interests. Both organizations had a Memorandum of Agreement (MOA) since 2009 that allowed their units to partner on a variety of projects including shore-side RBS activities on a case-by-case basis.

d. Close cooperative examination by the Auxiliary and the Sea Scouts identified significantly beneficial prospects of enhancing their partnership including improved Sea Scout training opportunities, enriched Coast Guard and Auxiliary recruiting, and better overall promotion of recreational boating safety among our Nation's boating public. This led to MOA revision in 2018 that provides for AUXSCOUT program development and implementation.

5. DISCLAIMER. This SOP is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Auxiliary personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

6. MAJOR CHANGES. None.

7. DISTRIBUTION. No paper distribution will be made of this SOP. An electronic version will be posted on the CG-BSX-1 and Coast Guard Auxiliary web sites: <http://www.uscg.mil/our-organization/auxiliary/> and <http://www.cgaux.org/>, respectively. All websites in this SOP are the most current available. If the cited web link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.

8. REQUEST FOR CHANGES. Units and individuals may recommend changes via the cognizant Auxiliary chain of leadership and management. Relevant portions of this SOP will be incorporated into the next changes to references (c) and (d).

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Encl: (1) Auxiliary - Sea Scout Youth Development (AUXSCOUT) Program SOP

Dist: CG-09232, NEXCOM, ANACO-FC, DIRAUX, DCO, Sea Scouts National Commodore

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1. General Guidelines.

a. Membership, Program Applicability, and Organization.

- (1) Auxiliary membership is available to any Sea Scout and Sea Scout leader who is at least 14 years of age and is recognized as in good standing of the Sea Scouts program pursuant to provisions of this SOP. Those Sea Scouts and Sea Scout leaders who participate in activities involving Auxiliary programs and who do not pursue Auxiliary membership are also subject to the provisions of this SOP.
- (2) Other members of the Boy Scouts of America (BSA) who are recognized as in good standing of the BSA and who participate in activities involving Auxiliary programs are subject to the provisions of this SOP.
- (3) The Coast Guard Auxiliary Association (AuxA) is a national non-profit organization established in 1957 to support Coast Guard Auxiliary activities. Pursuant to reference (c), it is the only corporation approved by the Commandant of the Coast Guard for this purpose, and it provides the Auxiliary's National Board with the legal entity needed to conduct certain fiscal affairs. AuxA conducts the fiscal and business management responsibilities for the Auxiliary including fundraising, partnerships and donations that enable Auxiliarists to provide their support to the Coast Guard. Its Board of Directors is charged with managerial oversight of its business and organizational affairs. The Association's governance principles are found in its formal policies as established in accordance with its Articles of Incorporation and Bylaws. Enrollment in the Auxiliary requires membership in AuxA.
 - (a) Pursuant to reference (a), Sea Scouts and Sea Scout leaders who are recognized as in good standing of the Sea Scouts are designated AuxA Associate members whether enrolled in the Auxiliary or not. This includes Sea Scout youth who are younger than 14 years of age.
 - (b) As such, they shall not pay annual dues to AuxA, Inc. Those who do not wish to become AuxA, Inc. members may request to opt out by direct notification to AuxA (info@cgauxa.org / (314) 962-8828 / <https://www.cgauxa.org/auxa/>).
 - (c) Other members of the BSA who are recognized as in good standing of the BSA and who participate in activities in support of recreational boating safety shall be accepted as AuxA Associate Members. As such, they shall not pay annual dues to AuxA.
- (4) Although not required to do so, Sea Scouts and adult Sea Scout leaders who engage in Auxiliary activities on a regular basis, including through Auxiliary flotilla or division chartering of a local Sea Scout Ship, are encouraged to become members of the Auxiliary. Sea Scouts and Sea Scout leaders who desire to become members of the Auxiliary shall apply for Auxiliary membership and meet all Auxiliary membership

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eligibility criteria required by law and regulation like all other applicants. This includes, without limitation, undergoing prescribed background checks, paying Auxiliary membership dues, and completing all prescribed Auxiliary Core Training (AUXCT).

- (5) Sea Scouts who are under 17 years of age and enroll in the Auxiliary may retain Auxiliary membership as long as they remain members of the Sea Scouts and Auxiliary and maintain compliance with respective membership eligibility requirements. If such Sea Scout resigns from the Sea Scouts prior to 90 days from their 17th birthday, then they shall be disenrolled from the Auxiliary and may re-enroll upon or after their 17th birthday.
 - (6) Auxiliarists may serve as BSA adult volunteer leaders. Auxiliarists who are accepted in this capacity shall become registered BSA members.
 - (7) Sea Scouts and Sea Scout leaders who engage in Auxiliary activities pursuant to this SOP but who are not enrolled as Auxiliarists shall be recognized and treated as guests in the conduct of such Auxiliary activities.
 - (8) Auxiliary flotillas are authorized and encouraged to charter local Sea Scout Ships. Such chartering shall be on a one-on-one basis (i.e., a flotilla may only charter one Sea Scout Ship). Auxiliary chartered Sea Scout Ships may also be organized into flotillas pursuant to Auxiliary and Coast Guard policies to enable Sea Scouts to fully participate in Auxiliary activities. Auxiliary divisions may also charter a local Sea Scout Ship on a one-on-one basis.
 - (9) Sea Scouts and Sea Scout leaders may offer their vessels, aircraft, radios, and vehicles for use and have them accepted by the Coast Guard as Auxiliary facilities pursuant to applicable Coast Guard policies (including references (a) and (c)).
 - (10) Appendices C and D provide more detailed guidance, practices, and considerations for the processing of AUXSCOUT program enrollment applications and associated AUXDATA entries.
 - (11) Appendix F provides information pertaining to the establishment of two new Auxiliary appointed staff offices to support the AUXSCOUT program: the District Staff Officer – AUXSCOUT (DSO-AS) and the Division Staff Officer – AUXSCOUT (SO-AS). It contains criteria for appointment, qualification and training requirements, and functions and responsibilities for these new appointed offices.
- b. Youth Interaction, Public Outreach, and Associated Training.
- (1) Auxiliary national AUXSCOUT program oversight shall organizationally reside under the Youth Programs Division (DVC-HY) of the Auxiliary Human Resources

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Directorate (DIR-H). Pursuant to reference (a), this entity shall be responsible for exchanging annual reports through electronic or other means reporting on program activities the Auxiliary has conducted. Auxiliary reports shall be submitted to the BSA's National Sea Scout Director.

- (2) All Auxiliarists are strongly encouraged to thoroughly familiarize themselves with the AUXSCOUT program and successfully complete the BSA Youth Protection Training (YPT), background for which is contained in Appendix B. However, Auxiliarists who have the potential to directly interact with any members of the BSA who are under 18 years of age on a regular basis shall:
 - (a) Read and be thoroughly familiar with reference (a).
 - (b) Read and be thoroughly familiar with this SOP.
 - (c) Be current in AUXCT.
 - (d) Successfully complete the BSA YPT and provide proof of such completion to the cognizant Flotilla Commander prior to such interaction. This training must be renewed every two years in order to remain authorized to engage in the AUXSCOUT program.

A regular basis is defined as the likelihood of direct interaction (e.g., face-to-face; via phone/email/text) with such BSA members more than once in each calendar year in the course of planning or conducting any Auxiliary activity. This threshold does not include public education or public affairs activities that are provided to the general public, nor does it include regular Auxiliary unit meetings. Successful BSA YPT completion and currency shall be recorded in AUXDATA.

- (3) Auxiliarists who serve in the following elected and appointed offices in a flotilla or division that charts a Sea Scout Ship shall be current in AUXCT and shall successfully complete BSA YPT in advance of their assumption of office regardless of the degree of direct interaction (if already in office, then such training shall be successfully completed prior to formalization of the relationship):
 - (a) Flotilla Commander (FC) and Vice Flotilla Commander (VFC).
 - (b) Flotilla Staff Officer for Human Resources (FSO-HR).
 - (c) Flotilla Staff Officer for Member Training (FSO-MT).
 - (d) Flotilla Staff Officer for Operations (FSO-OP).
 - (e) Division Commander (DCDR) and Vice Division Commander (VCDR).

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- (f) Division Staff Officer for Human Resources (SO-HR).
 - (g) Division Staff Officer for Member Training (SO-MT).
 - (h) Division Staff Officer for Operations (SO-OP).
- (4) Auxiliarists who serve in any other appointed offices in a flotilla or division that oversee program management in any other program area that is subject to engagement with Sea Scout youth pursuant to chartering a Sea Scout Ship shall be current in AUXCT and shall successfully complete BSA YPT in advance of their assumption of office regardless of the degree of direct interaction (if already in office, then such training must be successfully completed prior to formalization of the relationship). For example, if a flotilla that charters a Sea Scout Ship includes the vessel examination program as part of its engagement with Sea Scout youth, then the FSO-VE shall be current in AUXCT and shall successfully complete BSA YPT prior to engagement of Sea Scout youth in vessel examination program activities.
- (5) Consistent with BSA Youth Protection Standards, the principles of two-deep leadership (i.e., at least two-person adult presence) and gender-specific requirements always apply to Auxiliarists when engaging face-to-face with any member of the BSA younger than 18 years of age, whether enrolled in the Auxiliary or not, and who is not a family member. Specifically:
- (a) No Auxiliarist shall ever put themselves in a one-on-one situation with such BSA youth members.
 - (b) Every Auxiliarist is expected to prevent the possibility of singular presence and shall ensure that another adult is in their company whenever physically present with such BSA members.
 - (c) If Sea Scout youth participating in or attending an Auxiliary activity are of both sexes, then two-deep leadership must also consist of at least one member of each sex. If the Sea Scout youth are of a single sex, then at least one of the two-deep leadership shall be of that sex.
- (6) The BSA adult leadership accompanying Sea Scout youth, whether enrolled in the Auxiliary or not, to any Auxiliary activity aboard an Auxiliary surface, air, or radio facility shall ensure that the appropriate BSA activity consent and approval by parent or legal guardian form is completed by each participant under the age of 17 years and presented for visual confirmation of completion to the Auxiliary mission leader (e.g., coxswain, aircraft commander, or radio facility operator) prior to mission commencement. The Sea Scout youth's parent or legal guardian may specify the form's effective time period ranging from a singular event up to the Sea Scout's 17th birthday. The form is located on the Boy Scouts of America forms web site (<https://www.scouting.org/health-and-safety/forms/>).

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- (a) No Auxiliary mission leader may perform the mission with such Sea Scout youth unless the Auxiliary mission leader has visually confirmed the completion of a form for each Sea Scout youth. For example, if only two of three Sea Scout youth who are scheduled to participate in an Auxiliary surface patrol present their completed forms to the Auxiliary mission leader and the third Sea Scout youth forgot to bring the form with them or their form is outside its effective period as specified by their parent or legal guardian, then that third Sea Scout youth shall not be allowed to participate in any aspect of the Auxiliary patrol activity until they present their completed form to the Auxiliary mission leader.
 - (b) Submission of said forms to the Auxiliary mission leader for visual confirmation of completion shall constitute express consent by the Sea Scout and Sea Scouts' parent or legal guardian to the Auxiliary mission leader's viewing of their Sea Scout's PII displayed on the form. The PII may not be used by the Auxiliary for any other purpose.
 - (c) The Auxiliary mission leader shall only visually confirm the completion of these forms; they shall not retain them. The Sea Scout, if 17 years of age or older, or their accompanying Sea Scout leader, if the Sea Scout is under 17 years of age, shall retain custody of these forms.
 - (d) For Sea Scouts under 17 years of age who enroll in the Auxiliary, a one-time submission with their Auxiliary enrollment form of the BSA activity consent and approval by parent or legal guardian form is acceptable. Such submission must include the following text (bold) in the appropriate section of the form: "Has approval to participate in (name of activity, orientation flight, outing trip, etc.): **All authorized Coast Guard Auxiliary activities.** From: (**present date**) to: (**date of 17th birthday**).” A copy of this form must still be presented to the Auxiliary mission leader for visual confirmation of completion prior to mission commencement as described above.
- (7) At least one Auxiliary or Sea Scout leader with current BSA Safe Swim Defense training is required for the conduct of swimming-related activities such as those associated with the Auxiliary paddle craft (AUXPAD) program training.
 - (8) At least one Auxiliary member participating in a mission involving an Auxiliary surface facility, lead or crew, shall have successfully completed BSA Safety Afloat and CPR training prior to commencing the mission.
 - (9) Auxiliarists under the age of 17 may not board or move about a Coast Guard facility by themselves. At a minimum they shall be accompanied by another Auxiliarist of at least 17 years of age, a parent, a legal guardian, or another person authorized by the facility's command.

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- (10) All due attention shall be afforded the protection of Personally Identifiable Information (PII) of Sea Scouts and Sea Scout leaders. PII is defined as information that can be linked to a specific individual, including, without limitation, name, date of birth, home mailing address, telephone number, Social Security number, mother's maiden name, home e-mail address, ZIP code, account numbers, certificate/license numbers, vehicle identifiers (including license plates), Uniform Resource Locators, and Internet protocol addresses. Auxiliarists shall not provide the PII collected from BSA members to any entity for any purpose. They shall not add the names and addresses of BSA members who take Auxiliary training to the Auxiliary database for mailing of its literature or use that PII for any purpose other than to track which BSA members have completed the training.
 - (11) Whenever photographing and/or recording joint Auxiliary-BSA activities that entail identifiable images and/or sound recordings of BSA minors (i.e., younger than 18 years of age) or BSA adults, then the joint photography, video, and audio consent form in Appendix E shall be used. This form has been approved by national Auxiliary and BSA leadership to appropriately obtain and document the granting of permission to take and publish images and/or sound recordings of such individuals in news releases and/or educational and promotional materials in any medium of expression.
 - (12) Public outreach efforts that advertise, promote, and recruit for the AUXSCOUT program shall be conducted in accordance with provisions of reference (e). Any product developed to support such efforts (e.g., brochures, photos, posters, videos, audios) shall first be routed through the developer's Auxiliary chain of leadership to the DVC-HY. DVC-HY shall review the product along with the Director of Public Affairs (DIR-A) and route their joint recommendation to the Assistant National Commodore – FORCECOM (ANACO-FC) for review and relay to the Deputy National Commodore – Mission Support (DNACO-MS) for final approval or disapproval. The product shall not be deployed or used in any way until written approval is provided by DNACO-MS (email acceptable). Disapproved products shall not be deployed or used at all.
 - (13) Appendices C and D provide more detailed guidance, practices, and considerations for the processing of AUXSCOUT program training and associated AUXDATA entries.
- c. Sea Scout Ship Chartering.
- (1) Similar to Auxiliary flotilla establishment, authority to approve a flotilla to charter a Sea Scout Ship is vested in the cognizant District Director of Auxiliary (DIRAUX). For Sea Scout Ship chartering purposes, authority to approve an Auxiliary division to charter a Sea Scout Ship is also vested in the cognizant DIRAUX.

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- (2) A flotilla or division that desires to charter a Sea Scout Ship shall request authorization to do so through its chain of leadership for DIRAUX approval (email acceptable). The request shall include the flotilla or division leader's attestation that all aforementioned requisite leaders and staff officers have successfully completed BSA YPT, that all other Auxiliarists who are required to successfully complete BSA YPT shall do so pursuant to this SOP, and that the request has the expressed approval of the corresponding local BSA council. The request shall also include a roster of the Sea Scout Ship's youth and adult leaders.
 - (3) Similar to flotilla establishment as described in reference (c), an Auxiliary charter certificate shall be issued to the flotilla or division upon DIRAUX approval. DIRAUX shall sign this certificate which will be available on the Auxiliary certificate web site (<http://certs.cgaux.org/index.php>).
 - (4) Auxiliary units that charter Sea Scout Ships are encouraged to incorporate their partnership into their public outreach efforts including advertising associated activities through newsletters, web sites, and other authorized social media tools. Auxiliary units that do not charter Sea Scout Ships but otherwise engage with them pursuant to provisions of applicable Coast Guard policies and this SOP are similarly encouraged to incorporate their partnership into their public outreach efforts. Auxiliary units shall always adhere to the provisions of references (b) and (e) found at <https://media.defense.gov/2017/Mar/24/2001721516/-1/-1/0/COAST%20GUARD%20EXTERNAL%20AFFAIRS%20MANUAL> and <http://auxpa.cgaux.org/PADocs/AUXPAManual.pdf>, respectively, with particular attention to requirements pertaining to the inclusion of youth in written, audio, and visual media material.
 - (5) Appendices C and D provide more detailed guidance, practices, and considerations for the processing of AUXSCOUT program chartering and associated AUXDATA entries.
2. Authorized Activities.
- a. Auxiliary Program Participation and Claiming Activity.
 - (1) Sea Scouts and Sea Scout leaders may participate in any Auxiliary program to the extent authorized in this SOP.
 - (2) Sea Scouts who are under 17 years of age and enroll in the Auxiliary may train in any Auxiliary competency. Although they may qualify in any Auxiliary competency except as limited in paragraph 2.c. below, they are not authorized to perform associated activities in a lead or independent capacity. They are not authorized to enroll in any Coast Guard or Auxiliary C-school unless the school is held locally. For example, a Sea Scout youth who lives in Florida may enroll in an Auxiliary Leadership and Management School (AUX-02 AUXLAMs) roadshow hosted by a

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proximate Auxiliary division, but may not enroll in an Auxiliary Aids-to-Navigation and Chart Updating School (AUX-06) held at Coast Guard Training Center Yorktown, VA.

- (3) Appropriate Auxiliary forms and AUXDATA mission codes shall be used by Auxiliarists when claiming hours for the conduct of activities authorized pursuant to this SOP. The following notes on respective forms shall accompany claimed AUXSCOUT activity hours:
 - (a) For Auxiliarists who are not Sea Scout members but claim hours engaged in AUXSCOUT activities, include the note, "Enter Operation Code – AUXSCO1."
 - (b) For Sea Scouts and Sea Scout leaders who have enrolled in the Auxiliary, include the note for *any* claimed Auxiliary activity, "Enter Operation Code – AUXSCO2."
 - (4) Appendix D provides more detailed guidance, practices, and considerations for the processing of AUXSCOUT program AUXDATA entries.
- b. Organizational Activities.
- (1) Sea Scouts who are under 17 years of age and enroll in the Auxiliary shall not be nominated nor run for any Auxiliary elected office.
 - (2) Sea Scouts who are under 17 years of age and enroll in the Auxiliary shall not be appointed to any Auxiliary appointed office. The following exceptions apply:
 - (a) Sea Scouts who are under 17 years of age and enroll in the Auxiliary may be appointed to the Flotilla Secretary (FSO-SR) staff office without a waiver.
 - (b) Sea Scouts who are under 17 years of age and enroll in the Auxiliary may be appointed with a waiver to the Flotilla Communications Services (FSO-CS), Public Affairs (FSO-PA), and Publications (FSO-PB) staff offices. Such appointments shall not be made without submission of a written request and justification for waiver by the flotilla commander through their division commander to the cognizant DIRAUX and receipt of approval from that DIRAUX (email acceptable). This waiver request must include a written confirmation from the Sea Scout's parent or guardian reflecting awareness, understanding, and approval of such appointment (email acceptable). For example, a flotilla commander who wants to appoint to the FSO-CS office a 15 year-old Sea Scout who is enrolled in their flotilla because the youth has demonstrated the willingness and ability to fulfill that office's duties and there are no other flotilla members willing or able to serve, shall submit the request for waiver through the division commander to the DIRAUX. Sea Scouts who are under 17 years of age and enroll in the Auxiliary may otherwise provide

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assistance to any appointed officer under that staff officer's direct supervision without need for waiver.

- (3) Sea Scouts and other members of the BSA who are not enrolled in the Auxiliary shall be welcomed to attend Auxiliary unit meetings as guests of the Auxiliary. Sea Scouts under the age of 18 who do so shall be accompanied by a parent, guardian, or person *in loco parentis* consistent with BSA Youth Protection Training. If the meeting is held on a Coast Guard, Department of Defense, or other installation that restricts access, the Auxiliary unit leader shall coordinate with the installation sufficiently in advance of the meeting to facilitate Sea Scout admission or advise the Sea Scout of disapproved admission.

c. Operational Activities.

- (1) The Auxiliary shall perform vessel safety checks on vessels owned or operated by the BSA, Sea Scouts, or other members of the BSA consistent with provisions and expectations of its vessel examination program.
- (2) To the extent possible, the Auxiliary shall provide the Sea Scouts and other members of the BSA, with Coast Guard or Auxiliary recreational boating safety and other literature for distribution to Sea Scouts or the public at recreational boating safety or BSA events.
- (3) Sea Scout youth under 17 years of age who enroll in the Auxiliary are not authorized to qualify as a coxswain, Personal Watercraft Operator (PWO), paddle craft operator, aircraft commander, first pilot, or co-pilot. This is *not* meant to preclude or discourage joint operations between Auxiliary facilities and Sea Scout facilities. Such joint operations are strongly encouraged to promote professional development with appropriate authorization from cognizant Coast Guard order issuing authorities.
- (4) The Auxiliary shall provide shore-side and underway training to Sea Scouts and other members of the BSA at Auxiliary installations and on operational facilities belonging to, or utilized by, the Auxiliary or the Coast Guard, as authorized, in a manner consistent with all Coast Guard, Auxiliary, and BSA policies.
- (5) Auxiliary mission leaders shall ensure that all Sea Scouts and Sea Scout leaders who are enrolled in the Auxiliary are fully outfitted with all Personal Protective Equipment (PPE) as required for Auxiliary mission performance. As established in section 1.a.(8), Sea Scouts and Sea Scout leaders who are not enrolled in the Auxiliary shall be recognized and treated as guests in the conduct of Auxiliary activities. They shall be accordingly outfitted with PPE as such activities warrant for guests, as it can be provided if they do not already possess it, and as may be necessary to augment PPE provided through their Sea Scout membership.

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- (6) Auxiliary facilities with Sea Scouts aboard shall not be scheduled for search-and-rescue (SAR) standby duty nor SAR response missions. If an Auxiliary facility with Sea Scouts aboard must respond to a SAR incident, the Sea Scouts shall not be involved in the operation.
 - (7) All members of Auxiliary boat, air, and radio facility crews are expected to have strong mentoring skills and prior experience working with youth or younger trainees, and shall carefully read the information provided on AuxBWiki (http://auxbdeptwiki.cgaux.org/index.php?title=Main_Page) prior to such engagement.
 - (8) For any mission involving an Auxiliary facility carrying Sea Scouts and Sea Scout leaders who are not enrolled in the Auxiliary, the Auxiliary mission leader shall ensure the order issuing authority is aware that the facility will be carrying them as guests (e.g., names and number of Sea Scouts and Sea Scout leaders aboard).
- d. Science, Technology, Engineering, Mathematics (STEM) Activities.
- (1) STEM activities are authorized to be provided by Auxiliarists to Sea Scouts in order to supplement, and not supplant, Sea Scout rank requirements.
 - (2) Projects associated with such STEM activities shall only be performed if they are aligned with Coast Guard Auxiliary training methods and materials.
3. Uniforms.
- a. Sea Scouts and Sea Scout leaders who are not Auxiliarists are expected to wear the appropriate Sea Scout uniform while participating in Auxiliary activities.
 - b. Sea Scouts and Sea Scout leaders who are Auxiliarists shall wear the appropriate Auxiliary uniform when assigned to duty and engaging in Auxiliary activities whether aboard a Coast Guard facility or at another location (this does not include engaging in personal Auxiliary administrative activity at home like performing online training or filling out online Auxiliary activity reports).
 - c. Sea Scouts and Sea Scout leaders who are Auxiliarists are authorized to wear all earned Auxiliary ribbons, medals, insignia, and devices as appropriate on Auxiliary uniforms. Comparable Sea Scout ribbons, medals, insignia, and devices are not authorized for wear on Auxiliary uniforms.
 - d. Auxiliarists who are Sea Scouts and Sea Scout leaders shall wear the appropriate Sea Scout uniform when engaging in Sea Scout activities and not assigned to duty.

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Appendix A

Sea Scout Program Organization

Source: Sea Scout Manual

Additional information available at <https://seascout.org/manual-resource-center/>

This site should be periodically checked for updates and revisions

1. The basic unit in Sea Scouting is called the “Ship.” Ships are sponsored by a Chartered Organization and many are chartered by religious institutions, schools, businesses, local maritime organizations, yacht clubs, or not-for-profit corporations. A Ship must have at least five Sea Scouts and five adult leaders.
2. A Ship is led by youths who are elected to the positions of Boatswain, Boatswain’s Mate, Crew Leader, Assistant Crew Leader, Yeoman, Purser, and Storekeeper. A Skipper and Mates assist and advise the youth leadership. The Ship Committee is a group of adults led by the Ship Committee Chair. The Committee supports the Ship program, and manages record keeping, finance, and registration. A limiting factor in organizing and supporting new Ships is recruiting knowledgeable adult leadership and providing suitable vessels to support the Ship’s program. The cost of owning vessels, including title, registration, insurance, dockage, and maintenance is borne by the Ship or its Chartered Organization.
3. Above the level of the Ship, BSA has local Councils, Areas, Regions, and the National Committee. A council may have one or more Sea Scout Ships. If there are enough Ships, the Council has a Council Sea Scout Committee which holds regattas, training days, events, long cruises, leadership development training, multi-Ship sails and barbecues, and much more. Several Councils in a geographic area are supported by a BSA “Area.” Areas typically have an Area Commodore, Area Director, and Area Boatswain and are often multi-state in size and scope. Areas typically hold regattas, rendezvous, training weekends, safety-at-sea events, long cruises, Sea Scout advancement academies, and other events.
4. Areas in turn comprise one of BSA’s four regions (Northeast, Southern, Central, Western) which are led by a Regional Commodore, Regional Director, and Regional Boatswain. Depending on the region, they hold regattas, rendezvous, SEAL (Sea Scout Advanced Leadership) Training, Seabadge training, Bridges of Honor, and Sea Scout Balls.
5. The National Sea Scout Support Committee’s (NSSC) mission is to develop, enhance, and expand the Sea Scout program in a manner that emphasizes the Boy Scouts of America’s purposes. Committee members are appointed by the National Sea Scout Commodore and Director upon approval of the individual’s council and region and serve for one-year terms. The Commodore may appoint a National Boatswain from among the youth members with the approval of the individual’s council. Regional Commodores serve as ex officio members of the committee. The committee is made up of six action groups: Communications & Technology, Ship Growth and Retention, Marketing, Operations & Administration, Program Support, and Relationships.

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6. Sea Scout adult leaders take required biannual Youth Protection Training, have access to basic and advanced leadership training, and are vetted in a criminal background check upon initial enrollment. Both men and women are eligible to serve in any capacity. Leaders are encouraged to complete a basic boating safety course from their state, the Auxiliary, or the U.S. Power Squadrons. Leaders are encouraged to take seamanship skills training from other organizations including the Power Squadrons, American Canoe Association, or Coast Guard Auxiliary.

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Appendix B

Boy Scouts of America Youth Protection Standards

Source: Boy Scouts of America web site

<https://www.scouting.org/training/youth-protection/>

This site should be periodically checked for updates and revisions

1. Boy Scouts of America (BSA) Youth Protection Mission Statement.

True youth protection can be achieved only through the focused commitment of everyone in Scouting. It is the mission of Youth Protection volunteers and professionals to work within the BSA to maintain a culture of Youth Protection awareness and safety at the national, regional, area, council, district, and unit levels.

2. BSA Youth Protection Training (YPT).

- a. One does not have to be a registered member of the BSA to take YPT.
- b. To take YPT, go to <https://my.scouting.org> to create an account. An email notification will be received with account information, including a member ID/reference number.
- c. From the <https://my.scouting.org> portal, click Menu then My Dashboard from the menu list. The My Training page displays to take YPT. Upon completion, a training certificate can be printed. Training will automatically be updated in BSA's system and associated with the member ID/reference number issued when the account was created.
- d. The Boy Scouts of America places the greatest importance on creating the most secure environment possible for BSA youth members. To maintain such an environment, the BSA developed numerous procedural and leadership selection policies and provides parents and leaders with resources for the Cub Scout, Boy Scout, and Venturing programs.

3. Leadership Selection.

- a. The BSA takes great pride in the quality of its adult leadership. Being a leader in the BSA is a privilege, not a right. The quality of the program and the safety of its youth members call for high-quality adult leaders. The BSA works closely with its chartered organizations to help recruit the best possible leaders for their units.
- b. The adult application requests background information that should be checked by the unit committee or the Chartered Organization before accepting an applicant for unit leadership. While no current screening techniques exist that can identify every potential child abuser, we can reduce the risk of accepting a child abuser by learning all we can about an applicant for a leadership position—his or her experience with children, why he or she wants to be a Scout leader, and what discipline techniques he or she would use.

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4. Required Training.
 - a. YPT is required for all BSA registered volunteers.
 - b. YPT must be taken every two years. If a volunteer's YPT record is not current at the time of re-charter, the volunteer will not be reregistered.
5. The “**Three R’s**” of Youth Protection.
 - a. The “Three R’s” of Youth Protection convey a simple message for the personal awareness of our youth members:
 - (1) **Recognize** that anyone could be an abuser.
 - (2) **Respond** when someone is doing something that goes against your gut or against the safety guidelines.
 - (3) **Report** attempted or actual abuse or any activity that you think is wrong to a parent or other trusted adult.
 - b. Youth Protection Reporting Procedures for Volunteers.
 - (1) There are two types of Youth Protection–related reporting procedures all volunteers must follow:
 - (a) When one witnesses or suspects any child has been abused or neglected (see “Mandatory Report of Child Abuse” below).
 - (b) When one witnesses a violation of the BSA’s Youth Protection policies (see “Reporting Violations of BSA Youth Protection Policies” below).
6. Mandatory Report of Child Abuse.
 - a. All persons involved in Scouting shall report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This reporting responsibility may not be abdicated to any other person.
 - b. Steps to Reporting Child Abuse.
 - (1) Ensure the child is in a safe environment.

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- (2) In cases of child abuse or medical emergencies, call 911 immediately. In addition, if the suspected abuse is in the Scout's home or family, you are required to contact the local child abuse hotline.
- (3) Find and notify the local council Scout executive or his/her designee.

7. Reporting Violations of BSA Youth Protection Policies.

- a. If you think any of the BSA's Youth Protection policies have been violated, including those described within Scouting's Barriers to Abuse, you must notify the local council Scout executive or his/her designee so appropriate action can be taken for the safety of the Scouts.
- b. BSA's Barriers to Abuse are published in the Guide to Safe Scouting. Its Youth Protection infographic displays how these barriers help keep youth safe. This guide and the Bullying Prevention Guide can be found at: <https://www.scouting.org/training/youth-protection/>.

8. Digital Privacy.

- a. A key ingredient for a safe and healthy Scouting experience is the respect for privacy. Advances in technology are enabling new forms of social interaction that extend beyond the appropriate use of cameras or recording devices (see "Scouting's Barriers to Abuse").
- b. Sending sexually explicit photographs or videos electronically or "sexting" by cell phones is a form of texting being practiced primarily by young adults and children as young as middle-school age. Sexting is neither safe, nor private, nor an approved form of communication and can lead to severe legal consequences for the sender and the receiver.
- c. Although most scouts and leaders use digital devices responsibly, educating them about the appropriate use of cell phones and cameras would be a good safety and privacy measure. To address cyber-safety education, the BSA has introduced the age- and grade-specific Cyber Chip program, which addresses topics including cyberbullying, cell-phone use, texting, blogging, gaming, and identity theft. Information can be found at: <https://www.scouting.org/training/youth-protection/cyber-chip/>.

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Appendix C

Guidance for Auxiliary Enrollment Applications, Chartering, and Associated Training

1. Confirming Sea Scout Membership.
 - a. The Auxiliarist who interviews any Sea Scout (e.g., youth; adult leader) using the Auxiliary Enrollment form (ANSC-7001) shall visually sight the Sea Scout's membership card to confirm current Sea Scout membership. If the Sea Scout has been enrolled for less than six months then they may have not yet received their Sea Scout membership card. In such cases, the interviewing Auxiliarist shall visually sight the Sea Scout's membership application form.
 - b. The Auxiliarist who interviews the Sea Scout shall then write the following in the "BOAT" phone number block on page 1 of the Auxiliary Enrollment form: **"SEA SCOUT"**
2. AUXDATA Entry of Sea Scout Youth Date of Birth.
 - a. AUXDATA will not allow member enrollment with a date of birth that is less than 17yoa.
 - b. To enable AUXDATA entry for Sea Scouts younger than 17yoa, the District Director of Auxiliary (DIRAUX) shall enter in AUXDATA the following date of birth for every such member: **"January 1, 2002"**
 - c. Every Sea Scout younger than 17 years of age should therefore reflect a birthdate of January 1, 2002 in AUXDATA until the system can be programmed to accept any type of birthdate.
3. AUXDATA Entry of Sea Scout Youth Name.
 - a. AUXDATA will not allow distinct annotation that an Auxiliarist is a Sea Scout member.
 - b. To enable identification of Auxiliarists who are Sea Scout members, the DIRAUX shall add the following to their last names in AUXDATA: **"-BSA"**
 - c. For example - Last Name: **"NELSON-BSA"**
4. Chartering Sea Scout Ships That Have Enrolled Members.
 - a. A Sea Scout Ship that is chartered by an Auxiliary unit *and* whose Sea Scout members enroll in the Auxiliary shall be processed in AUXDATA as a Flotilla Detachment.

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- b. To annotate that a Sea Scout Ship with enrolled members has been chartered, the DIRAUX shall enter the detachment with the name of the flotilla with the following prefix: “SSS-“
 - c. For example – Flotilla Detachment Name: SSS-Montville
 - d. This does not apply for Sea Scout Ships that are chartered by a flotilla but whose Sea Scout members do not enroll in the Auxiliary. In such cases, maintain track of chartered Sea Scout Ships at Auxiliary district level, not in AUXDATA.
5. AUXDATA Entry of BSA Youth Protection Training (YPT).
- a. Auxiliarists who take the YPT in order to satisfy the training requirement prior to engaging with Sea Scout youth shall provide proof of completion to the DIRAUX. Proof of completion can be in the form of an emailed screen shot of their online course completion, an emailed PDF of their online course completion certificate, or provision of a hard copy for viewing.
 - b. Upon confirmation of successful completion, the DIRAUX, or designated representative, shall make the appropriate entry in the AUXDATA task: **YPT – Youth Protection Training**.
 - c. A how-to guide for taking YPT can be found at: <https://www.scouting.org/wp-content/uploads/2018/03/How-to-Guide-for-Taking-Youth-Protection-Training-3-1-18.pdf>
 - d. The YPT certificate must be less than 24 months old to be entered into AUXDATA because YPT certification is only good for 24 months. Additionally, AUXSCOUT Standard Operating Procedure (SOP) section 1.b.(2)(d) requires that the YPT training must be renewed every 24 months in order to remain authorized to engage in the AUXSCOUT program.
6. Claiming AUXSCOUT Program Activity.
- a. For Auxiliarists who **are not** Sea Scouts or Sea Scout leaders but claim hours engaged in AUXSCOUT activities, include the note, “Enter Operation Code **AUXSCO1**,” in the remarks section of any form used to submit activity hours (e.g., ANSC-7029, 7030, 7038, 7046, 7066). This note shall only be used for hours related to AUXSCOUT activities.
 - b. For Auxiliarists who **are** Sea Scouts or Sea Scout leaders who have enrolled in the Auxiliary, include the note for any claimed Auxiliary activity, “Enter Operation Code **AUXSCO2**,” in the remarks section of any form used to submit activity hours (e.g., ANSC-7029, 7030, 7038, 7046, 7066). This note shall be used for **all** hours claimed by these members.

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Appendix D

Guidance for Auxiliary Information Services (IS) Officers

1. Claiming AUXSCOUT Program Activity for Auxiliarists Who *Are Not* Sea Scout Members.

- a. For Auxiliarists who **are not** Sea Scouts or Sea Scout leaders but claim hours engaged in AUXSCOUT activities, include the note, “Enter Operation Code **AUXSCO1**” in the remarks section of any form used to submit activity hours (e.g. ANSC-7029, 7030, 7038, 7046, 7066).
- b. This Operation Code should be added for **only** hours related to AUXSCOUT activities.
- c. If a member has ANSC-7029 or ANSC-7030 hours **with and without** AUXSCOUT activities, then two forms must be generated and submitted. Separate data entry actions will be required to enter these forms.
- d. If a group of Auxiliarists, some Sea Scout members and some not, are conducting a Sea Scout activity or Auxiliary mission where all participants can be reported together on a form (e.g. ANSC-7030, 7038, 7046, 7066), two forms will be required. One form shall be submitted for Auxiliarists who are not Sea Scout members and on which the “Enter Operation Code **AUXSCO1**” may be applied if applicable. A second form shall be submitted for Auxiliarists who are dual Auxiliary / Sea Scout members and on which the “Enter Operation Code **AUXSCO2**” will be applied.
- e. If a mission activity required a second Operation Code (e.g., Public Affairs Coasties, Sammy), then the AUXSCOUT code shall be secondary and not input. Only one Operation Code can be entered into AUXDATA.

2. Claiming AUXSCOUT Program Activity for Auxiliarists Who *Are* Sea Scout Members.

- a. For Auxiliarists who **are** Sea Scouts or Sea Scout leaders and who have enrolled in the Auxiliary, include the note, “Enter Operation Code **AUXSCO2**” in the remarks section of any form used to submit activity hours (e.g., ANSC-7029, 7030, 7038, 7046, 7066).
- b. This Operation Code should be added for **all** hours claimed by these dual Auxiliary / Sea Scout members.
- c. If a mission activity required a second Operation Code (e.g., Public Affairs Coasties, Sammy), then the AUXSCOUT code shall be secondary and not input. Only one Operation Code can be entered into AUXDATA.

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3. Offering Training to Auxiliarists about AUXSCO1 and AUXSCO2 Operations Codes.
 - a. FSO-IS and SO-IS staff officers should offer training at the flotilla and division levels to members on how and when to add the AUXSCO1 and AUXSCO2 Operation Codes in ANSC form remarks fields. They should also provide instruction on the need for separating regular and AUXSCOUT-related hours onto separate forms when necessary.
 - b. FSO-ISs should review and facilitate corrections to any errors on forms before sending to their SO-IS for AUXDATA entry.
4. AUXDATA Entry of BSA Youth Protection Training (YPT).
 - a. Auxiliarists who take the YPT in order to satisfy the training requirement prior to engaging with Sea Scout youth must provide proof of completion to the District Director of Auxiliary (DIRAUX). Proof of completion may be in the form of an emailed screen shot of their online course completion, an emailed PDF of their online course completion certificate, or provision of a hard copy for viewing. The member must provide YPT proof of completion to their Flotilla Commander (FC), who shall forward it to the DIRAUX for processing and AUXDATA entry.
 - b. A how-to guide for taking YPT can be found at: <https://www.scouting.org/wp-content/uploads/2018/03/How-to-Guide-for-Taking-Youth-Protection-Training-3-1-18.pdf>
 - c. The YPT certificate must be less than 24 months old to be entered into AUXDATA because YPT certification is only good for 24 months. Additionally, AUXSCOUT Standard Operating Procedure (SOP) section 1.b.(2)(d) requires that the YPT training must be renewed every 24 months in order to remain authorized to engage in the AUXSCOUT program.
 - d. Data entry IS officers shall not enter the YPT completion into AUXDATA. If an IS officer receives a YPT completion certificate, they should forward it to the member's FC for proper routing to the DIRAUX.
5. AUXDATA Entry of Sea Scout Youth Date of Birth.
 - a. AUXDATA will not allow member enrollment with a date of birth that is less than 17yoa.
 - b. To enable AUXDATA entry for Sea Scouts younger than 17yoa, DIRAUX shall enter in AUXDATA the following date of birth for every such member: **“January 1, 2002”**
 - c. Every Sea Scout younger than 17 years of age should therefore reflect a birthdate of January 1, 2002 in AUXDATA (until the system can be programmed to accept any type of birthdate).

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- d. Data entry IS officers shall not make changes to these entries until AUXSCOUT program guidance is issued via change to this SOP.
6. AUXDATA Entry of Sea Scout Youth Name.
- a. AUXDATA will not allow distinct annotation that an Auxiliarist is a Sea Scout member.
 - b. To enable identification of Auxiliarists who are Sea Scout members, DIRAUX shall add the following to their last names in AUXDATA: **“-BSA”**
 - c. For example - Last Name: “NELSON-BSA”

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Appendix E

**U.S. Coast Guard Auxiliary and Boy Scouts of America
Joint Photography / Video / Audio Consent Form/Release***

PARENTAL RELEASE FOR MINOR CHILDREN (Under 18)

I, (print name) _____, represent that I am the parent of (print child's name) _____, with the legal right to grant permission to the U.S. Coast Guard Auxiliary and the Boy Scouts of America to take and publish images and/or sound recordings of my child in news releases, and/or educational and promotional materials in any medium of expression without limitation and without compensation of any kind to me or my child. I understand that all such images and sound recordings shall remain the joint property of the U.S. Coast Guard Auxiliary and the Boy Scouts of America which have the exclusive right to their publication, and that the U.S. Coast Guard Auxiliary may assign the rights granted to it herein to the Coast Guard Auxiliary Association, Inc.

_____	_____
(Signature of parent)	(Date)
_____	_____
(Address)	(City, State, Zip)

ADULT RELEASE

I, (print name) _____, hereby grant permission to the U.S. Coast Guard Auxiliary and/or the Boy Scouts of America to take and publish images and/or sound recordings of me in news releases and/or educational or promotional materials in any medium of expression without limitation and without compensation of any kind. I further agree that my name and other identifying descriptions may be revealed in descriptive text or commentary in connection with the image(s) and/or recordings _____. **(Initial here only if permission to identify the subject is granted.)** I understand that all such images and sound recordings are the joint property of the U.S. Coast Guard Auxiliary and the Boy Scouts of America which have the exclusive right to their publication, and that the U.S. Coast Guard Auxiliary may assign the rights granted to it herein to the Coast Guard Auxiliary Association, Inc.

_____	_____
(Signature of adult subject)	(Date)
_____	_____
(Address)	(City, State, Zip)

****This consent form/release is to be used when photographing and/or recording joint U.S. Coast Guard Auxiliary and Boy Scouts of America activities if identifiable images of minors are being recorded.***

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Appendix F

Auxiliary AUXSCOUT Appointed Staff Offices

1. Division Staff Officer - AUXSCOUT (SO-AS).

- a. This staff officer shall be appointed by the Division Commander (DCDR). The office shall only be filled by an appointee if the division or at least one of its flotillas has direct, sustained, and constructive engagement with at least one counterpart Sea Scout Ship. In accordance with reference (c), it shall normally report to the Division Vice Commander (VCDR) unless subject to a consolidated division organization in which case it shall report to the Division Staff Officer – Public Affairs (SO-PA) for consolidated outreach purposes.
- b. The SO-AS shall provide division-level assistance to flotillas as they engage in the AUXSCOUT program, and shall be responsible for direct liaison with the cognizant Sea Scout adult leadership.
- c. Qualification and Training Requirements. The DCDR shall consider and validate an SO-AS' possession and successful completion of the following qualification and training requirements prior to making the appointment:
 - (1) A minimum of two years of first-hand experience with the Sea Scouts, the Boy Scouts of America (BSA), and the AUXSCOUT program preferred.
 - (2) Strong knowledge of Auxiliary organization and missions including experience in program and project management with emphasis on working across organizational lines and with senior leaders.
 - (3) Innovative attitude and capability to produce high quality professional products (e.g., briefs, presentations, reports).
 - (4) Strong collaborative spirit and willingness to mentor junior personnel, excellent writing and communication skills, and high proficiency with virtual work-enabling information technology tools.
 - (5) Thorough familiarity with the provisions of this SOP.
 - (6) Thorough familiarity with references (a)-(e).
 - (7) Successful completion of the following courses on the BSA's adult training website:
 - (a) Youth Protection Training.

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- (b) Sea Scout Adult Leader Basic Training.
 - (c) Safe Swim Defense.
 - (d) Safety Afloat.
- d. Functions and Responsibilities. The SO-AS shall:
- (1) Establish and sustain supportive working relationships with the Auxiliary leaders and program managers involved with the AUXSCOUT program as executed by the division and participating flotillas.
 - (2) Establish and sustain supportive working relationships with cognizant Sea Scout leaders.
 - (3) Mentor Flotilla Commanders (FC) to establish and sustain constructive relationships with local Sea Scout leaders and local Boy Scout councils that promote and facilitate a spirit of cooperation, open and candid conversation, and enhancement of the AUXSCOUT program.
 - (4) Investigate any issues that adversely affect the division's AUXSCOUT program, and facilitate the resolution of such issues.
 - (5) Prepare and submit timely reports of all meetings with the Sea Scouts to the District Staff Officer – AUXSCOUT (DSO-AS) via the VCDR and with copies to other SO-ASs within the district. Prepare informative news briefs to keep the division informed of highlights of its engagement in the AUXSCOUT program.
 - (6) Conduct AUXSCOUT workshops and training seminars for the division and flotillas as needed.
 - (7) Provide information to the division and flotillas about BSA conferences and workshops and encourage participation, and participate in applicable BSA training events whenever possible.
2. District Staff Officer - AUXSCOUT (DSO-AS).
- a. This staff officer shall be appointed by the District Commodore (DCO). The office shall only be filled by an appointee if at least one division or flotilla has direct, sustained, and constructive engagement with at least one counterpart Sea Scout Ship. In accordance with reference (c), it shall normally report to the District Chief of Staff (DCOS) unless subject to a district organization that incorporates District Directorate Chiefs (DDC) in which case it shall report to the DDC – Prevention (DDC-P) for consolidated outreach purposes.

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- b. The DSO-AS shall provide district-level assistance to divisions and flotillas as they engage in the AUXSCOUT program, and shall be responsible for direct liaison with the cognizant Sea Scout adult leadership.
- c. Qualification and Training Requirements. The DCO shall consider and validate a DSO-AS' possession and successful completion of the following qualification and training requirements prior to making the appointment:
 - (1) A minimum of two years of first-hand experience with the Sea Scouts, the BSA, and the AUXSCOUT program preferred.
 - (2) Strong knowledge of Auxiliary organization and missions including experience in program and project management with emphasis on working across organizational lines and with senior leaders.
 - (3) Innovative attitude and capability to produce high quality professional products (e.g., briefs, presentations, reports).
 - (4) Strong collaborative spirit and willingness to mentor junior personnel, excellent writing and communication skills, and high proficiency with virtual work-enabling information technology tools.
 - (5) Thorough familiarity with the provisions of this SOP.
 - (6) Thorough familiarity with references (a)-(e).
 - (7) Successful completion of the following courses on the BSA's adult training website:
 - (a) Youth Protection Training.
 - (b) Sea Scout Adult Leader Basic Training.
 - (c) Safe Swim Defense.
 - (d) Safety Afloat.

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d. Functions and Responsibilities. The DSO-AS shall:

- (1) Establish and sustain supportive working relationships with the SO-ASs as well as Auxiliary leaders and program managers involved with the AUXSCOUT program as executed by divisions and participating flotillas.
- (2) Establish and sustain supportive working relationships with cognizant Sea Scout leaders.
- (3) Mentor SO-ASs to establish and sustain constructive relationships with local Sea Scout leaders and local Boy Scout councils that promote and facilitate a spirit of cooperation, open and candid conversation, and enhancement of the AUXSCOUT program.
- (4) Investigate any issues that adversely affect the district's AUXSCOUT program, and facilitate the resolution of such issues.
- (5) Prepare and submit timely reports of all meetings with the Sea Scouts to the Auxiliary national Youth Program Branch Chief (BC-HY) as well as to the DCO via the DCOS and with copies to SO-ASs within the district. Prepare informative news briefs to keep the district informed of highlights of its engagement in the AUXSCOUT program.
- (6) Solicit, compile, and submit quarterly reports from each Sea Scout Committee (SSC) that is engaged within the district to the BC-HYA, BC-HYP, and BC-HYW by their requested due dates.
- (7) Conduct AUXSCOUT workshops and training seminars for the division and flotillas as needed.
- (8) Provide information to the SO-ASs about BSA conferences and workshops and encourage participation, and participate in applicable BSA training events whenever possible.

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Appendix G

Glossary

Term	CG Auxiliary meaning	Sea Scout meaning
AUXSCOUT	The Auxiliary-Sea Scout Youth Development Program.	The Auxiliary-Sea Scout Youth Development Program.
Flotilla	Basic organizational unit; Auxiliary's Sea Scout Ship equivalent.	Formerly, a regional, multi-state unit like an Auxiliary district. Flotillas have been discontinued as an organizational unit as of 2018.
Ship	A maritime vessel over 67 feet length overall.	Basic organizational unit; Sea Scout's Auxiliary flotilla equivalent.
Council	Not applicable.	Basic BSA organizational unit covering several counties or larger areas. Sea Scout Ships register with their Council, and individual members volunteer and join through their council.
Coast Guard Auxiliary Association, Inc. (AuxA)	Not-for-profit, 501(c)(3) corporate entity authorized to support the Auxiliary. All Auxiliary members must be members of AuxA.	All Sea Scout members are automatically associate members of AuxA.
District	A large, usually multi-state, organizational unit led by an elected Auxiliary Commodore. In the Coast Guard, it is commanded by a Rear Admiral.	A BSA organizational unit that is part of a Council, and which may be one city or county in size.
Youth Protection Training (YTP)	Not applicable.	BSA-required adult training that is renewed every two years, and is taken online.

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Charter Organization	Not applicable.	The entity which sponsors a BSA unit. Chartering Organizations have responsibilities defined in Scout policy.
Auxiliary Core Training (AUXCT)	A series of courses required of all Auxiliarists to ensure their awareness of significant security and procedural policies.	Not used, however, BSA has a series of training opportunities which leaders are encouraged to take related to specific positions within the organization.
Region	A sub-unit of an Auxiliary district, usually several states in size and larger than a Coast Guard Sector.	A multi-state organizational unit larger than an Auxiliary District. There are four BSA regions.
Sector	An active duty Coast Guard unit smaller than a district or region.	Not applicable.
Wardroom	Officers' mess.	Sea Scout leaders' committee at the Council level.