



16798.2
30 Dec 2013

MEMORANDUM

Eighth Coast Guard District Coastal Region, Auxiliary Policy Directive ADM-13-06

Subj: PROMULGATION OF DIRECTIVE 1, DISTRICT EIGHT COASTAL REGION
ADMINISTRATIVE, TRAINING AND OPERATIONS PROCEDURES (ATOP)

Ref: Eighth District Coastal Region Policy and Operating Guide, DIRAUXINST 16798.1D

1. **PURPOSE.** The purpose of this directive is to provide administrative, training and operating policy guidance to D8CR membership.
2. **DIRECTIVES AFFECTED.** The above reference dated 12 AUG 1997 is hereby cancelled..
3. **DISCUSSION.** The Director of Auxiliary in every region is charged to develop procedures and policies to affect the good stewardship of resources, safety of personnel, and establishment of sound administrative procedures. Efficient operations and sound member development are byproducts of these efforts. The Administrative, Training and Operations Policy (ATOP) Directive is a regional policy divided into the three subject areas of administration, training and operations and is designed to further clarify policy and localize information for region specific activities. This directive is noT intended to conflict with Commandant, Area, or District Coast Guard instructions, directives or notices and if a conflict does arise, higher level policy shall be followed and appropriate feedback must be sent to DIRAUX D8CR for review and revision. ATOP is not intended to be the definitive guide. It will promote policy already in place and further clarify local requirements. As with any directive, ATOP will be periodically revisited to ensure it continues to meets the needs of the Coast Guard District Commander and the D8CR membership.
4. **ACTION.** ATOP, and its subsequent sub-directives, is the Standard Operating Procedure for D8CR.

A handwritten signature in black ink, appearing to read "R. F. Hellstern".

R. F. HELLSTERN
Commander, U. S. Coast Guard
Director of Auxiliary
Eighth Coast Guard District, Coastal Region