

# **United States Coast Guard Auxiliary**



## **Auxiliary Temporary Duty and Deployment Guide**

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30 Jun 2025

## MEMORANDUM

From: /B. R. Schmadeke, CAPT/  
Chief, Office of Auxiliary and Boating Safety

Reply to CG-BSX-11  
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To: Distribution

Subj: AUXILIARY TEMPORARY DUTY AND DEPLOYMENT GUIDE

- Ref:
- (a) Auxiliary Strategic Plan 2024-2026 of 01 Nov 2024
  - (b) Auxiliary Manual, COMDTINST M16790.1G (series)
  - (c) U.S. Coast Guard Emergency Management Manual, Vol. I: Emergency Management Planning Policy, COMDTINST 3010.11E (series)
  - (d) Safety and Environmental Health Manual, COMDTINST M5100.47D (series)
  - (e) Coast Guard Medical Manual, COMDTINST M6000.1F (series)
  - (f) U.S. Coast Guard Incident Management Handbook, COMDTPUB P3120.17B (series)
  - (g) Auxiliary Uniform and Appearance Policy Letter 23-02(B) of 24 Jul 2024
  - (h) Foreign Travel, Passports and Visas, COMDTINST 5000.5H (series)
  - (i) Joint Travel Regulations
  - (j) Auxiliary Travel Arranger Program SOP, AUX-SOP-013 (series)

1. PURPOSE. To establish guidelines in accordance with references (a)-(j) for Auxiliarists who prepare for temporary duty (TDY) and deployment assignments in support of Coast Guard missions pursuant to Coast Guard orders.

2. ACTION. Elected and appointed leaders, program managers at all Auxiliary organizational levels, and District Directors of Auxiliary (DIRAUX) shall ensure Auxiliarists who express interest in and availability for assignment to duty that entails temporary duty assignments or deployment from their local areas are aware of this guide in advance and adhere to its provisions.

3. AUTHORIZED RELEASE. Internet release is authorized.

4. DIRECTIVES AFFECTED. None.

5. BACKGROUND.

- a. References (e) and (i) best establish the differences between TDY and deployment. For Auxiliarists, TDY is assignment to duty at one or more locations away from their Permanent Duty Station (PDS: an Auxiliarist's PDS is their flotilla meeting location). Common examples of Auxiliary TDY pursuant to Coast Guard orders are

attendance at an Auxiliary National Training Summit (NTS), District Training event (DTRAIN), or C-school. A deployment is a form of TDY of a relatively lengthy duration (e.g., 10-14 days or more away from a PDS) and normally for a contingency operation that may or may not be located outside the United States. Past examples of Auxiliary deployment are support of Southwest Border and hurricane relief operations. References (a)-(j) provide basic guidance regarding assignment to duty, issuance of orders, travel, and reimbursement of expenses for Auxiliarists associated with TDY or deployment. Additional detail has been needed to help describe the context and expectation of such assignments to duty. Moreover, the low frequency of opportunities for Auxiliarists to deploy warrants a guide that provides Auxiliarists with an understanding of considerations, situations, and requirements in advance of deployments.

6. DISCLAIMER. This guide 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.

7. MAJOR CHANGES. None.

8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications noted throughout this guide.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This guide will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment.

10. DISTRIBUTION. No paper distribution will be made of this guide. An electronic version will be posted on the Chief Director of Auxiliary (CHDIRAUX) web site: <https://wow.uscgaux.info/content.php?unit=BX-GROUP>. All web sites in this guide 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.

11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this guide, regardless of format or media, must be managed in accordance with records retention guidance in reference (b).

12. FORMS. Forms that may be associated with this guide will be available on the Coast Guard Auxiliary website: <https://forms.cgaux.org>.

13. REQUESTS FOR CHANGES. Questions about or proposed changes to this guide should be submitted in writing to the Office of Auxiliary and Boating Safety, Auxiliary Division (CG-BSX-1) at [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil) via the cognizant Auxiliary chain of leadership and management.

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Encl: (1) Auxiliary Temporary Duty and Deployment Guide

Dist: CG-OEM, NEXCOM, ANACO-RP, ANACO-FC, DIRAUX, DCO

## **Auxiliary Temporary Duty and Deployment Guide**

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## **Auxiliary Temporary Duty and Deployment Guide**

### **1. Introduction.**

- a. Congress created the Auxiliary in 1939 to leverage trained volunteers to improve Coast Guard recreational boating safety programs and assist with other Coast Guard mission support. Auxiliarists were immediately assigned to duty with their personal boats and yachts to perform such missions. During World War II, Auxiliarists were assigned to duty aboard Coast Guard cutters as well as along our Nation's 95,000 miles of coasts to ensure homeland security. Since then, Auxiliarists have continued to be assigned to duty to provide vital augmentation and support in times of peace and war, consistently displaying remarkable flexibility and capability in response to rapidly and significantly changing Coast Guard mission needs.
- b. This guide is designed to assist Auxiliarists to prepare for temporary duty (TDY) assignments and deployments. For Auxiliarists, TDY is assignment to duty at one or more locations away from their Permanent Duty Station (PDS: an Auxiliarist's PDS is their flotilla meeting location). Common examples of Auxiliary TDY pursuant to Coast Guard orders are attendance at an Auxiliary National Training Summit (NTS), District Training event (DTRAIN), or C-school. A deployment is a form of TDY of a relatively lengthy duration (e.g., 10-14 days or more away from a PDS) and/or normally for a contingency operation that may or may not be located outside the United States. Past examples of Auxiliary deployment pursuant to Coast Guard orders are support of Southwest Border and hurricane relief operations. This guide is also intended to be particularly relevant for those who have Incident Command System (ICS) training and other professional qualifications that are often sought for specific TDY assignments and deployments. It does not presume that an Auxiliarist has ever been TDY or deployed before and focuses on individual preparations.
- c. This guide does not:
  - (1) Address management of local and routine augmentation activities within districts. Applicable sector and district guidance govern these activities.
  - (2) Replace existing guidance about how Auxiliarists become qualified in any specific competencies. These procedures are addressed in applicable functional guidance and Performance Qualification Standards (PQS).
  - (3) Describe processing requests for forces or criteria for selecting individual Auxiliarists with the right qualifications to match response requirements for a specific TDY assignment or deployment.
  - (4) Address policies or procedures for obtaining orders for movement of Auxiliary air, vessel, mobile radio, or enhanced mobile radio facilities. Such functions are addressed in references (b)-(c) and applicable regional guidance.

- (5) Provide functional guidance about how Auxiliarists should perform their duties during a TDY assignment or deployment. Such guidance is included in applicable position job aids, governing directives, and specific direction provided by the unit to which assigned or deployed.
  - d. Auxiliarists should consult their Auxiliary Chain of Leadership and Management (COLM) about opportunities and procedures to follow if they wish to augment Coast Guard units in their local district. The requirements and procedures for acquiring various ICS and functional qualifications are detailed in the applicable PQS. Functional guidance about how Auxiliarists should perform their duties during TDY or deployments is also described in various position job aid documents as well as Coast Guard and Auxiliary directives that govern those functions.
2. General Considerations.
- a. Attitude and Commitment.
    - (1) The importance of a positive, “How can I help?” attitude in preparing for and executing TDY or deployments cannot be overemphasized. Staffing requirements change rapidly especially during response operations. Operations may progress and expand faster than expected and may reveal new challenges that require prompt action. Auxiliarists who make the greatest contributions and achieve the greatest level of satisfaction during TDY or deployments are the same Auxiliarists who recognize these realities and adapt quickly.
    - (2) Many Auxiliarists wonder whether they will be fully accepted as members of the response team or the unit’s crew. Team members care much more about an Auxiliarist’s competence than they do about what part of Team Coast Guard they come from. An Auxiliarist’s work ethic can make all the difference. Auxiliarists may or may not have all the skill sets required for a new assignment, but successful Auxiliarists read, question, and strive to master the tasks of the assignment as rapidly as possible. Outstanding Auxiliarists strive to master those tasks and assist other team members. Never underestimate the impact of simply picking up a broom and sweeping the floor during a slack period or covering another member’s position so they can go to lunch.
    - (3) As a uniformed volunteer, an Auxiliarist may terminate their TDY or deployment in advance of or during that assignment to duty. However, while emergent circumstances that might cause an Auxiliarist to terminate their planned or current TDY or deployment are often understandably unforeseeable, termination due to overestimation of one’s physical condition and skills and abilities, or underestimation of a TDY or deployment’s demands may significantly jeopardize future Auxiliary TDY or deployment assignments. Therefore, an Auxiliarist who seeks the opportunity for, offers their availability for, and accepts a TDY or deployment assignment is expected to have fully considered all concerns covered in this guide as well as fully



understand that such assignments entail significant Coast Guard administrative, logistical, financial, and often operational effort to coordinate and execute.

b. Command, Leadership, and Management. The COLM performs several key functions in preparing an Auxiliarist for TDY or deployment.

- (1) The COLM in the Auxiliarist's home district normally coordinates, conducts, and documents Auxiliary Core Training (AUXCT) and other specialized training and screening that prepare an Auxiliarist for TDY or deployment. The demonstration of satisfactory performance of requisite skills along with a clear willingness to remain flexible and committed to the mission are essential to gaining consideration and approval for any TDY or deployment.
- (2) The requesting unit serves as the Auxiliarist's Order Issuing Authority (OIA) and is expected to provide their travel orders, any associated Coast Guard funding, and subsequent travel claim processing. The District Director of Auxiliary (DIRAUX) may process such orders and assist with travel claim processing if the requesting unit does not have its own organic administrative capacity to do so. An Auxiliarist's records of qualifications are maintained by the cognizant DIRAUX so that the Auxiliarist can be contacted when needed.
- (3) The magnitude of the operation requiring Auxiliary TDY or deployments may be so great that it warrants activation of the Incident Management Auxiliary Coordination Cell (IMACC) by the National Commodore. The IMACC has been activated in situations like major hurricane response operations as well as to arrange Auxiliary support of Southwest Border operations. The IMACC is typically comprised of 10-15 Auxiliary emergency response specialists who effectively broker communication and logistics between the Coast Guard's Directorate of Logistics (DOL), Surge Support Staff (SSS), OIA, and Auxiliary regions to identify, coordinate, and assign appropriate Auxiliarists to support of the targeted operation.
- (4) Once TDY or deployed, Auxiliarists are considered to be attached to the unit, function, or activity they augment at the direction of their OIA. This means that they receive logistical support and respond to taskings from the unit or group they are supporting. For shore-side incident response TDY or deployments, the mechanism for providing that support is the ICS. Likewise, Auxiliarists are considered a member of the ship's crew during shipboard assignments. Auxiliarists remain so attached during demobilization from the assignment and until they inform the unit that they have arrived home.

c. TDY or Deployment Length.

- (1) Although there is no standard length for Auxiliary TDY or deployments, those other than shipboard tend to be not much longer than two to three weeks in duration. The need for flexibility about the duration of and associated travel for TDY or deployment

is an important aspect of preparation. Necessary travel time to and from the TDY or deployment site must be factored in from the outset of the request.

- (2) TDY or deployments for a National Special Security Event (NSSE) may be for the days of the scheduled event and perhaps some period before and after. Participation in natural disaster response operations or augmentation of other federal agencies may involve significantly longer commitments. Planners typically target rotating Auxiliarists every two to three weeks during these types of response operations, but conditions such as weather or mission changes may dictate somewhat longer TDY or deployments than originally planned. For example, a shipboard TDY or deployment that was originally planned to depart from one port for a specified period and return to the same port might be extended based on mission changes that require return to an entirely different port.

### 3. Long-Term Preparations for TDY or Deployments.

#### a. Personal Documents and Qualifications File.

- (1) Auxiliarists should start well in advance to assemble documents that prove their qualifications and skills (e-copies acceptable). More than just a resumé, these documents should include current copies of the Auxiliarist's training record from the Auxiliary Database (AUXDATA II), qualification letters for all Coast Guard and Auxiliary competencies, and prior TDY or deployment evaluations ([ICS](#) Form 225).
- (2) Other important records that should be kept up to date and ready in case of TDY or deployment include vaccination records, copies of doctor orders for prescription medications, and lists of personal vendors and financial institutions.
- (3) Keeping all these documents in a central location, such as a document valise, facilitates rapid, last-minute review and update immediately prior to TDY or deployment.

- b. Uniforms. References (b) and (g) are the official guides on components and wear of the Auxiliary uniform. How an Auxiliarist wears the uniform during TDY or deployments reflects not only on the Auxiliarist but on the Coast Guard and the Auxiliary as a whole. When serving as a member of a unit crew, an Auxiliarist shall normally wear basic member insignia, not that of their highest office. Auxiliarists must consult with the OIA and TDY or deployment site supervisor well in advance of TDY or deployment to ensure awareness of Auxiliary uniform and appearance considerations and gain appropriate approvals (e.g., whether highest office insignia may be worn; whether the Alternative Work Uniform (AWU) may be worn [e.g., lack of flame retardancy with respect to a shipboard TDY or deployment may negate AWU wear]). When the IMACC is activated and identifying appropriate candidates for TDY or deployment, it may provide uniform and appearance guidance on behalf of the OIA and TDY or deployment site supervisors.

- (1) Operational Dress Uniform (ODU) and Coast Guard Working Uniform (CGWU).

- (a) The ODU is the normal work uniform worn during TDY or deployments.
  - (b) Many, if not most, TDY or deployments will involve ongoing interaction with other federal, state, and local agencies. To outsiders, relatively minor differences in the appearance of active duty and Auxiliarist uniforms are not readily apparent. This is particularly true of Auxiliary office insignia. Auxiliary office insignia should be replaced by cloth member insignia prior to arrival in order to avoid confusing other personnel. Reference (b) authorizes use of Velcro-backed insignia that can be rapidly changed between insignia for the highest office held by the Auxiliarist and member insignia that should normally be worn during TDY or deployments. Auxiliarists who opt for changing insignia when required should also ensure that they carry an extra set of member insignia in case one is lost. Auxiliarists should also wear matching insignia on their head gear.
  - (c) Though not expected to be available to Auxiliarists until late 2026, the Auxiliary version of the CGWU will become the authorized replacement of the ODU once it becomes available. The ODU will remain an authorized Auxiliary work uniform until no longer serviceable.
- (2) Alternate Work Uniform (AWU). In accordance with reference (g), the AWU is an authorized alternative work uniform to the ODU. It is the prescribed alternative work uniform if an Auxiliarist is unable to procure either the ODU or CGWU due to size availability. The AWU is specifically not authorized to be worn for ceremonial events (e.g., as part of a color guard; in parade formation). A Hot Weather Uniform (HWU) version is authorized. Per paragraph 3.b., TDY or deploying Auxiliarists must consult with the OIA and TDY or deployment site supervisor well in advance of TDY or deployment to ensure awareness of and gain AWU approval (e.g., consideration of whether the lack of flame retardancy with respect to a shipboard assignment may negate AWU wear]).
- (3) Tropical Blue Long. Some TDY or deployments, particularly shipboard TDY or deployments, may involve more formal occasions when the Tropical Blue Long (Trops) uniform is appropriate for wear. For example, during a port call Trops may be the prescribed uniform for quarterdeck watchstanders or for meeting with local officials.
- (4) Specialty Uniforms. Specialty uniforms and organizational clothing may be authorized for wear during TDY or deployments. For example, coveralls may be authorized in lieu of the ODU for pollution response and other missions during which the ODU might become severely soiled with grease and oil. Similarly, the OIA or special event coordinators may require that Auxiliary Culinary Assistance Specialists (AUXCA-1) wear their specialty uniforms when performing AUXCA activities.

c. Auxiliary ID Card.

- (1) An essential part of preparing for any TDY or deployment involves making sure a current Auxiliary ID card is possessed and in good condition. Coast Guard commands exercise final authority pertaining to the threshold that must be met by any individual for physical access to their facility or vessel. The Auxiliary ID card provides Coast Guard commands, and in some cases other military commands, with the primary means of identification needed to meet that threshold. It also provides proof that the Auxiliarist is entitled to Coast Guard Exchange System (CGES), Coast Guard Morale, Welfare, and Recreation (MWR), and Coast Guard Mutual Assistance (CGMA) services. Auxiliarists should also have at the ready, particularly when seeking to access a Coast Guard facility or vessel for the first time, an additional form of identification (e.g., Real ID driver's license; passport).
- (2) Although Auxiliary ID cards are valid for five years, Auxiliarists who are likely to be TDY or deployed should begin the process to replace their ID cards at least three months prior to expiration.

d. Coast Guard Standard Workstation (SWS) Access.

- (1) Auxiliarists who are assigned to duty that requires SWS access during TDY or deployment may be issued a Network Enterprise Alternate Token System (NEATS) token (previously known as an Auxiliary Logical Access Credential (ALAC)). An Auxiliarist may not sponsor themselves for nor directly request a NEATS token. NEATS token issuance requires a favorable Direct Informational (DI) Personnel Security Investigation (PSI) (Tier 1 Background Investigation) which is a more detailed PSI than the Operational Support (OS) PSI that is normally performed for newly enrolled Auxiliarists. NEATS tokens are processed by the Command Security Officer (CSO) of the unit that desires the Auxiliarist's support in conjunction with the Mission Partner Affiliation Sponsor (MPAS) on the Auxiliarist's DIRAUX staff. Close cooperation between the Auxiliarist, CSO, and MPAS is necessary to yield timely and complete NEATS token processing, receipt, and activation. A minimum of 2-4 weeks should be anticipated for completion of the NEATS issuance process.
- (2) The NEATS token includes Coast Guard Public Key Infrastructure (PKI) certificates that allow logical access to government computers and networks. Logical access is defined as access to the dot-mil domain to view, input, manipulate, and extract data. These tokens look like Common Access Credentials (CAC) but do not include a photo of the Auxiliarist and cannot be used to grant physical access.

e. TDY or Deployment Expense Funding.

- (1) Auxiliarists should neither request nor expect to receive any sort of funding in advance of TDY or deployment. Auxiliarists are also not authorized to possess Government Travel Charge Cards (GTCC). Auxiliarists may be assisted with their

travel arrangements and subsequent travel claims by Auxiliary Travel Arrangers (AUXTA) as described in reference (j).

- (2) Auxiliarists must arrange through the Coast Guard's authorized travel agency for airfare, lodging, and a rental car as applicable. By arranging through the authorized travel agency, Auxiliarists can request that the airfare cost be billed directly to the agency or Centrally Billed Account (CBA). This helps relieve some of the up-front cost from the Auxiliarist by avoiding their out-of-pocket payment. Lodging and other actual expenses are reimbursed either after the TDY or deployment is completed or periodically during the TDY or deployment if significantly long (i.e., for long TDY or deployments, interim travel claim processing is normally performed once every 30 days). Auxiliarists must bear such expenses by using their personal credit cards, debit cards, methods of electronic fund transfer, checks, and cash. Retention of all associated receipts of \$75 or more along with lodging and transportation receipts that show a fully paid zero balance must be retained for subsequent travel claims.
  - (3) Reimbursement for travel, lodging, and other authorized expenses is triggered by the submission of a travel claim which is ultimately processed in the Coast Guard E2 travel system and paid through the Coast Guard Finance Center (FINCEN). Auxiliarists should work principally with the OIA if they need assistance with processing their travel claim in the E2 system, and they may obtain supplementary assistance from their DIRAUX staff. Travel claim reimbursements are made exclusively by electronic funds transfer (EFT) based on bank account information provided by the Auxiliarist. Auxiliarists who communicate a readiness to deploy should only do so after having established their EFT capability through their flotilla. Auxiliarists' ability to receive reimbursements via EFT can also be created online using the Supplier Request Form:  
<https://www.uscg.mil/Portals/0/FINCEN/Documents/FSMSSupplierRequestForm.pdf>
  - (4) Travel claims that trigger these reimbursements are first submitted to and processed and approved by the unit which administratively supports TDY or deployed Auxiliarists, which should normally be the OIA. The OIA will facilitate composition of the travel claim and serve as the Approving Official (AO) for the purpose of forwarding the claim to be processed by the FINCEN. Furthermore, any claims that are made are subject to review and audit by the Coast Guard Pay and Personnel Center (PPC). As such, travelers are expected to retain a copy of their travel authorization and receipts for a period of 6 years and 3 months.
- f. Personnel Security Investigation (PSI). Since TDY or deployments that may require SWS access or a security clearance consequently require Auxiliarists to have higher level PSIs than the normal entry-level OS PSI (i.e., a favorable Direct Operational (DO) PSI (Tier 3 Background Investigation) is required for a security clearance and a Direct Informational (DI) PSI (Tier 1 Background Investigation) is required or SWS access), TDY or deploying Auxiliarists should consult with the OIA and TDY or deployment supervisors well in advance of deployment to confirm such requirements. When the IMACC is activated and identifying appropriate candidates for TDY or deployment, it

may confirm such requirements on behalf of the OIA and TDY or deployment site supervisors.

g. Passport.

(1) While typical TDY assignments are to Continental U.S. (CONUS) locations, response requirements might dictate that an Auxiliarist's qualifications could be better used in a location outside CONUS (OCONUS) with the possibility of engagement in a foreign country (e.g., a foreign port of call for a shipboard deployment; a disaster response deployment to a site in a foreign country). Auxiliarists who bring a personal passport to any deployment along with their other important papers significantly increase their flexibility to respond in these situations. Such passport should not expire for at least a year.

(2) Unless otherwise required in an Auxiliarist's reporting instructions, an official U.S. passport will normally not be required. Moreover, the Auxiliary is not recognized by the Department of State Special Issuance Agency (DoS SIA) as an entity that can normally apply for an official passport to perform duties on behalf of the Coast Guard. Nonetheless, an Auxiliarist whose TDY or deployment is likely to entail OCONUS engagement in a foreign country should verify that possibility with the OIA. If the nature of the TDY or deployment may require an official passport, procedures and guidance to obtain one can be found in reference (h) and should be arranged and facilitated by the OIA.

(3) Auxiliarists should consult with the OIA and TDY or deployment supervisors well in advance of TDY or deployment to determine requirements for an official or personal passport. When the IMACC is activated and identifying appropriate candidates for TDY or deployment, it may advise passport requirements on behalf of the OIA and TDY or deployment site supervisors.

h. Visas. Shipboard deployments may require that an Auxiliarist have visas for countries the ship will visit. Auxiliarists should consult with the OIA and TDY or deployment supervisors well in advance of TDY or deployment to determine requirements for visas. When the IMACC is activated and identifying appropriate candidates for TDY or deployment, it may advise visa requirements on behalf of the OIA and deployment site supervisors.

i. Other Personal Legal Document Recommendations.

(1) Some level of risk is inherent in anything that the Coast Guard does. Prudence dictates that Auxiliarists willing to go TDY or deploy ensure their wills are up to date.

(2) Unforeseen circumstances can and do arise during TDY or deployments. For example, caregivers at home may confront the need to act on behalf of a TDY or deployed Auxiliarist's loved ones, but they may not be permitted by law or regulation to do so. Auxiliarists should seek professional legal advice about granting limited or

general Powers of Attorney (POA), and should coordinate with appropriate companies, agencies, and providers to ensure that a properly executed POA will be honored when assistance or support is needed.

j. Medical Readiness.

- (1) Although there is no requirement for Auxiliarists to schedule a physical examination to evaluate their physical readiness for TDY or deployment, they are required to use good judgment and common sense when evaluating their own ability and carry out assignments during TDY or deployment. It must be understood that typical TDY or deployments in support of Coast Guard operations demand higher than normal levels of physical and medical fitness to deal with dynamic work environments and sometimes arduous conditions for prolonged periods. These fundamental premises apply for every Auxiliarist regardless of the program they support including Auxiliary Chaplain Support (ACS), AUXCA activities, and comms watchstanding.
- (2) In order to conduct a thorough assessment and make an informed decision about personal TDY or deployment readiness and capability, Auxiliarists must discuss the TDY or deployment's anticipated operating environment with the OIA and TDY or deployment site supervisors and specifically with a designated ship's point-of-contact for shipboard TDY or deployments as far in advance as possible. Auxiliarists must advise them of any physical limitations and considerations especially for shipboard TDY or deployments and TDY or deployments in anticipated arduous environments. Failure to do so may result in inappropriate and unnecessary risk to the Auxiliarist, the unit, and the communities they may serve. When the IMACC is activated and identifying appropriate candidates for TDY or deployment, it may advise these expectations on behalf of the OIA, TDY or deployment site supervisors, and shipboard points-of-contact.
- (3) Auxiliarists will also be in a much better position to make sound decisions and provide accurate information to the OIA and TDY or deployment site supervisors about their medical readiness for TDY or deployment if they have been examined within the past year by a Coast Guard Medical Officer or their personal licensed medical provider. Appendix A should be used by Auxiliarists and health care professionals alike to assist in this process. Auxiliarists who suspect of themselves or who have been advised by a health care provider about conditions that preclude their ability to perform their duties safely and reliably during TDY or deployment must neither request nor accept orders in support of Coast Guard missions.
- (4) Some medical conditions may preclude an Auxiliarist's TDY or deployment. Examples include but are not limited to:
  - (a) Injuries or illnesses for which an Auxiliarist's healthcare provider has prescribed physical limitations.

- (b) Reliance on insulin or other medications that require refrigeration when refrigeration is not reliably available in the deployment area.
  - (c) Inability to sustain effort in arduous environmental conditions (e.g., tropical heat and high humidity; proneness to vertigo or constant seasickness).
- k. Medication Allergies. While they do not preclude Auxiliarists from TDY or deployment, medication allergies can have a major impact on decisions about medical treatment during TDY or deployment. Auxiliarists who have such allergies must wear a dog tag-style medical alert token to warn medical personnel about these conditions (bracelet-style warnings should be avoided because they can become entangled in operating machinery). They must also advise the OIA and command medical personnel of such upon arrival for TDY or deployment.
- l. Immunizations and Vaccinations.
- (1) Some TDY or deployments may be to regions characterized by considerable health risks. Auxiliarists asked to go TDY or deploy to these areas must obtain all required immunizations, vaccinations, and booster shots as identified by the OIA. Auxiliarists should be notified about these requirements as a part of their reporting instructions, but if not so notified then they should inquire with the OIA. They must obtain specified immunizations, vaccinations, and booster shots and allow enough time for them to become effective prior to their departure. Coast Guard policy concerning immunizations and vaccinations can be found in Chapter 7 of reference (e). The following immunizations and vaccinations are applicable for Coast Guard military personnel and Auxiliarists should expect them to be similarly applicable if they go TDY or deploy to such regions:
- (a) Adenovirus.
  - (b) Hepatitis A.
  - (c) Hepatitis B.
  - (d) Influenza.
  - (e) Japanese Encephalitis (if deploying at least 30 days in Asia where there is substantial risk of exposure to the virus).
  - (f) Measles, Mumps, and Rubella (MMR).
  - (g) Meningococcal Disease.
  - (h) Poliomyelitis (may require a booster dose).
  - (i) Smallpox.
  - (j) Tetanus, Diphtheria, and Pertussis.
  - (k) Typhoid Fever (for overseas deployment to typhoid-endemic areas).
  - (l) Varicella.
  - (m) Yellow Fever.
  - (n) Coronavirus Disease 19 (COVID-19) (not required but recommended).

Adults aged 50 years and older should also consult their primary health care provider about the advantages of vaccinations for shingles and pneumonia.



If there is any doubt about whether an Auxiliarist has received specific vaccinations, the OIA or TDY or deployment command may request a blood test to confirm the associated immunity.

- (2) Auxiliarists may get required immunizations at Coast Guard clinics if available prior to their departure. Immunizations given at Coast Guard clinics are provided at no cost to the Auxiliarist. Community and private clinics normally charge a fee for their services. Receipts that document expenses for required vaccinations not otherwise covered by private insurance must be included as a reimbursable expense on the Auxiliarist's subsequent travel claim.
- (3) In addition to immunization records maintained by health care providers, Auxiliarists should work with their healthcare provider to ensure that all immunizations are documented in a personal "Yellow Card" or book known as an International Certificate of Vaccination. This book should be updated whenever the Auxiliarist receives new or updated immunizations to include those required for entry to certain areas or countries. Some countries even require the Yellow Card as part of the visa process and for entry into the country.
- (4) It is not unusual for Auxiliarists to receive additional vaccinations (e.g., tetanus) particularly during a deployment. Auxiliarists should therefore bring their Yellow Card for all deployments to properly document these vaccinations.

m. Medications.

- (1) Auxiliarists preparing for TDY or deployment must bring sufficient prescription and necessary over-the-counter medications for the anticipated duration of the deployment. A minimum amount is enough doses for the duration of the TDY or deployment plus seven days. A better practice is to bring enough for twice the expected length of their TDY or deployment. This practice helps ensure availability of needed medications if there are unanticipated travel delays and diversions from scheduled operations.
- (2) A five-day supply of these medications should always be packed in carry-on luggage. A copy of the prescriptions for these medications should be carried in a travel valise along with other important papers.
- (3) Transportation of medications that require refrigeration must be coordinated in advance with commercial air, rail, bus, and other carriers. Auxiliarists should consult with carriers prior to departure for additional requirements and specific procedures that apply.
- (4) Auxiliarists must discuss the availability of secure, refrigerated storage for their medications with the OIA and TDY or deployment site supervisors and specifically with a designated ship's point-of-contact for shipboard TDY or deployments. If

suitable storage is either tenuous or unavailable, then the Auxiliarist may not support that TDY or deployment.

n. Eyeglasses and Contact Lenses.

- (1) Auxiliarists who have visual acuity that is correctable to 20-20 are eligible for TDY or deployment without restrictions but must bring either two (2) sets of eyeglasses or contacts, or a combination of the two. If contact lenses are used, an adequate supply of cleaning and disinfectant solutions must also be carried.
- (2) Auxiliarists may be asked to participate in some operations that require normal color vision. For example, a person assigned to stand a helm or lookout watch during a shipboard TDY or deployment must be able to distinguish between red and green navigation lights on other vessels and lateral aids to navigation (ATON). Auxiliarists must discuss their visual ability to distinguish colors with the OIA and TDY or deployment site supervisors and specifically with a designated ship's point-of-contact for shipboard TDY or deployments. If their visual ability to distinguish colors is insufficient to perform the expected duties, then the Auxiliarist may not support that TDY or deployment.

o. Advance Preparation.

- (1) An Auxiliarist must ensure their Auxiliary COLM (up to the DIRAUX level) is aware of their intent and efforts to gain TDY or deployment authorization. At a minimum, the Auxiliarist must notify their FC (email acceptable) who will, in turn, be responsible for ensuring notification is made up the COLM (email acceptable). If a member of national staff or of a national program, then the Auxiliarist should also ensure their national staff program manager is aware (e.g., an Auxiliary interpreter must notify the appropriate Auxiliary International Affairs Directorate contact; an Auxiliary chaplain must notify the appropriate Auxiliary Chaplain Support Directorate contact as well as their cognizant Coast Guard District Chaplain). These notifications must be made in timely fashion particularly because the DIRAUX will provide validation to the OIA of the Auxiliarist's candidacy for TDY or deployment (e.g., validation that the Auxiliarist is not subject of disciplinary action). When the IMACC is activated and identifying appropriate candidates for TDY or deployment, it may broker this validation with the DIRAUX on behalf of the OIA.
- (2) Auxiliarists are not subject to employment protections afforded by the Soldiers' and Sailors' Civil Relief Act (SSCRA) nor the Uniformed Services Employment and Re-employment Rights Act (USERRA). Auxiliarists should therefore always strive to prepare and coordinate alternative arrangements for ongoing personal and professional commitments well in advance of any notification for TDY or deployment. Advance planning allows employers and other organizations to prepare contingency plans for alternative coverage of functions and responsibilities normally covered by Auxiliarists who may later be TDY or deployed.

- (3) Things to consider prior to TDY or deployment range from dependent and pet care to postal service and vehicle storage. These items should be addressed, and arrangements provided for prior to departing for TDY or deployment so that an Auxiliarist can focus on their TDY or deployment-related tasks.
- (4) Auxiliarists must be current in their AUXCT in order to go TDY or deploy. In addition to course prerequisites for various ICS qualifications, the following courses are available on the Coast Guard's Online World of Learning (items (a)-(c) if an Auxiliarist has an ALAC or NEATS token) or the Auxiliary national website (items (d)-(f)). Auxiliarists are strongly encouraged to successfully complete them:
  - (a) Cyber Awareness Challenge ([course 502829](#)).
  - (b) First Responder Awareness Level ([course 501538](#)).
  - (c) Emergency Response – First Responder Operations Level ([course 501540](#)).
  - (d) [ICS-200](#), Basic Incident Command System for Initial Response.
  - (e) [ICS-800](#), An Introduction to the National Response Framework.
  - (f) [Introduction to Risk Management](#).

#### 4. Short-Term Preparations for TDY or Deployment.

- a. Initial Contact. Auxiliarists may be contacted about their availability for TDY or deployment by phone, email, or text requesting a call back, depending upon the urgency of the situation.
- b. Coordination with TDY or Deployment Site or Vessel.
  - (1) When initially contacted about potential TDY or deployment, an Auxiliarist should obtain the name and contact information for a specific point of contact (POC) with whom they can share and review critical information and coordinate TDY or deployment details. When such a POC is unavailable, preparations should be based on worst case assumptions about the TDY or deployment.
  - (2) Although assignments can and do change prior to and during TDY or deployments, knowing in advance the planned assignment allows an Auxiliarist to pack appropriate uniforms, job aids, and any specialized supplies or equipment that would not normally be available in the local area. For example, an Auxiliarist who anticipates an assignment as an Arabic interpreter should take an annotated English/Arabic phrase book and dictionary. Likewise, an Auxiliarist who anticipates an assignment as a Situation Unit Leader (SITL) should take a tabbed copy of the Coast Guard Incident Management Handbook (IMH) and the SITL Job Aid pamphlet.
  - (3) Knowing when and where to report is essential. Although orders may state when travel should begin, they may only give a general location such as a city and state. Knowing an address in advance prevents wasted effort searching for an Incident Command Post (ICP) or dock location. Since some response operations can only be conducted during periods of daylight, duty hours are frequently established for ICPs

and certain other locations like Forward Operating Bases (FOB). Knowing these hours in advance helps prevent the frustration of arriving when the facility is closed.

- (4) Per Diem (Lodging and Meals and Incidental Expenses (M&IE) Rates and Arrangements.
- (a) Federal per diem rates consist of a maximum lodging allowance component and an M&IE component. Per diem rates for shoreside TDY or deployments vary based on the cost of living in the assigned area. Unless otherwise authorized, an Auxiliarist should only expect to be reimbursed for lodging, meals, and incidental expenses up to the authorized per diem rate. Per diem rates can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates> .
  - (b) Certain TDY or deployments in the aftermath of a natural disaster may be to areas with limited availability of commercial accommodations, and an Auxiliarist may be forced to make lodging reservations at locations that charge more than the authorized per diem. In these circumstances, a multiple of the per diem rate may be authorized for a specified period. It is imperative to confirm the actual per diem rate that will be authorized in the TDY or deployment area when coordinating with site personnel rather than relying on online tables published months before. Checking these per diem rates in advance must be confirmed with the OIA. TDY or deployment to such areas can have a dramatic effect on the out-of-pocket expenses that an Auxiliarist may incur and should be factored into their planning.
  - (c) Auxiliarists should explore and confirm the type of lodging arrangements that are available for their TDY or deployment. For example, will hotel accommodations be available, and if so, will the Auxiliarist share the room with another person? Alternatively, are conditions such that the Auxiliarist will sleep on a cot in a tent with some number of other people? If austere living conditions are expected, then availability of showering facilities should also be confirmed.
  - (d) Auxiliarists should also confirm the availability of electrical power, the type (110v vs. 220v), cycles (50Hz vs. 60Hz), availability of U.S. or European-style receptacles, and times when electricity will be available. Anything other than 110v, 60-cycle current and U.S.-style receptacles may require the use of transformers and plug adapters that may impact the operation and recharging capabilities of some devices. Auxiliarists should keep receipts for any components purchased for the TDY or deployment so they can be claimed for reimbursement on a subsequent travel voucher. The availability of other amenities such as refrigeration and microwave ovens should also be confirmed.
- (5) In the aftermath of natural disasters commercial infrastructure may be inoperative or interrupted. If cash machines are not available nor expected to be available in the TDY or deployment area, Auxiliarists need to carry more cash than usual.

(6) Local Transportation.

- (a) In some instances, local commercial transportation will be available in the TDY or deployment area and should be used because it is more advantageous to the government. In other instances, the distance of the TDY or deployment location from an Auxiliarist's home may be such that the Auxiliarist will be authorized to use a privately-owned vehicle (POV) to travel to and from the TDY or deployment site and for local travel while in the area. Confirming these requirements in advance significantly simplifies the orders process. Opportunities for car-pooling of TDY or deploying Auxiliarists should be expected.
  - (b) Auxiliarists should confirm whether they will be authorized a personal rental car or whether they may be required to share a rental car. If sharing a rental car, only one Auxiliarist will be authorized to rent the car, put gas in the car, and subsequently claim reimbursement for such expenses. Rental cars shall be reserved using the Coast Guard's contracted travel agency. All Auxiliarists, however, can and should be listed on the contract as authorized drivers.
- (7) Restrictions on Wearing Uniforms. Auxiliarists should confirm prior to commencing their travel whether wearing uniforms while traveling from their quarters to their place of assigned duty will be authorized or whether they should expect to change into a uniform when they arrive. The answer to this question may have a significant impact on how to pack for the TDY or deployment.
- c. TDY or Deployment Site Conditions Research. As soon as the TDY or deployment site and probable assignment have been finalized, Auxiliarists should pay attention to news media reports about conditions and operations underway in the area. They should consult available maps and charts of the area to familiarize themselves with the area prior to their arrival. They can also learn more about any additional vaccines that may be needed in the area by visiting [www.cdc.gov/travel](http://www.cdc.gov/travel).
- d. Rescheduling Appointments and Alternative Arrangements for Personal Obligations.
  - (1) As soon as the tentative dates for TDY or deployment have been finalized, Auxiliarists should clear their personal calendars and reschedule personal appointments until several days after their anticipated return.
  - (2) This is also the time to finalize prior arrangements for alternative coverage of personal commitments during the TDY or deployment. Auxiliarists should confirm with their employers as soon as possible their impending absence and how long they expect to be gone. Auxiliarists must understand that they are not subject to employment protections afforded military personnel under the USERRA. They should finalize plans for alternative supervisory arrangements when they have obligations as employers including ensuring prompt payment of wages and salaries in their absence.

e. Orders.

- (1) The DIRAUX in a TDY or deploying Auxiliarist's home district may administratively process their orders based on a Project Code/Organizational Element/Expenditure Type/Task Code (POET) provided by the OIA.
- (2) Orders serve several purposes. They document an Auxiliarist's assignment to duty for the period of the TDY or deployment and authorize reimbursement of authorized expenses and entitlements such as travel and per diem. Several copies of orders will likely be needed during the TDY or deployment, but the original should be maintained in a safe place so that it can be submitted as part of a subsequent travel claim.
- (3) Orders may come in several forms, but Auxiliarists are normally assigned to Coast Guard Temporary Duty (TDY) using the Military/Civilian Temporary Duty Travel Order (CG-4251 form). Sometimes, a TDY memo is issued before the CG-4251 form is prepared. Such a memo can be extremely helpful in making travel arrangements and lodging accommodations. In times of emergency or critical operational need, an Auxiliarist may receive verbal orders from a Coast Guard unit to proceed on a mission. Verbal orders must always be followed up with written orders.
- (4) Auxiliarists performing foreign official travel must have written Coast Guard orders in hand prior to departure from the United States.

f. Finances.

- (1) Notification of Personal Financial Institutions. Many credit card companies will freeze credit card accounts when charges are made in areas that are not usually frequented by the customer. To ensure continuing access to available credit and debit card functionality, TDY or deploying Auxiliarists should notify appropriate financial institutions about their impending TDY or deployment, the areas where they will likely be operating, and how long they expect to be there.
- (2) Cash. There is no standard for how much cash is enough and how much is too much when traveling to a TDY or deployment site. Auxiliarists should carry enough cash to cover local travel expenses going to and from airports, planned travel meals, and enough to cover overnight expenses if a flight is delayed, cancelled, or a connection is missed. Guidance provided by the OIA or deployment site supervisors and the anticipated availability of cash machines in the TDY or deployment area should help guide how much cash should be carried.
- (3) Travel Advance. Auxiliarists should not expect to receive advance travel funds. Since individual Auxiliarists must initially cover their own expenses for lodging, meals, and incidentals, they must be prepared for being significantly out-of-pocket until these expenses are reimbursed. It would not be unusual for TDY or deployment expenses to amount to several thousand dollars, and in some cases reimbursement by

the Coast Guard can take several months. If an Auxiliarist is uncertain about their personal ability to financially handle such up-front costs and subsequent reimbursements, then they should neither seek nor accept orders for the TDY or deployment.

- (4) Receipts. As Auxiliarists begin their travel preparations, they may also begin incurring expenses. Reimbursement for these expenses will only occur if the Auxiliarist submits the receipts along with their subsequent travel claim(s). In general, any lodging expense or other authorized expense that is \$75 or greater will require a receipt. Lodging receipts must show a fully paid zero balance.

g. Travel Arrangements.

- (1) Travel Agency. Government travel regulations require Auxiliarists to book airline, hotel, and rental car reservations with the Coast Guard's authorized travel agency. The travel agency used by the Coast Guard may change from time to time based on changes in government contracts, but an Auxiliarist's DIRAUX office can provide the name and contact information for the current contractor.
- (2) Travel Routes. Orders authorize travel from an Auxiliarist's point of origin (usually their home) to the TDY or deployment site and return. If travel entails air transportation, then it should originate from the airport closest to the Auxiliarist's home to the TDY or deployment site, unless choosing a different airport is less expensive for the government. No side trips or layovers are permitted unless specified in the orders. Auxiliarists should also confirm that there are no temporary baggage restrictions that would limit normal baggage allowances. Return travel may originate from a location that cannot be forecast in advance (e.g., an Auxiliarist TDY or deployed on a Coast Guard cutter may need to perform return travel from an unplanned port of call). In such cases, the OIA will assist the arrangement of such travel arrangements and amend orders as necessary. Auxiliarists who experience delays or cancellations at the airport must make every attempt to resolve travel needs with the airline. If the airline is unable to accommodate the Auxiliarist, then the Auxiliarist must make alternative travel arrangements directly with the Coast Guard's authorized travel agency.
- (3) Lodging Arrangements. Prior coordination with TDY or deployment site POCs will help ensure the right lodging arrangement procedures are followed and help arrange lodging at a government rate that is equal to or less than the local per diem rate. If obtaining a lodging rate that is higher than the government rate is unavoidable then authorization for the higher rate must be documented by the OIA on the Auxiliarist's orders. The per diem rate is based on the basic charge for the hotel. Additional charges for taxes and parking will normally be reimbursed if properly documented on the hotel receipt. Expenses for lodging-based services such as laundry are included in the allowance for M&IE. Lodging receipts must show a fully paid zero balance.

(4) Use of Privately Owned Vehicles (POV). In some cases, travel by POV may be authorized in the Auxiliarist's orders because it is more advantageous to the government. When authorized, travel to the TDY or deployment site and return travel must be by POV, and a local area rental car will not be authorized. The standard mileage rate will be reimbursed as part of the travel claim settlement.

(5) Baggage.

- (a) Auxiliarists may have the option to check baggage free of charge when traveling on orders. The OIA should be able to provide guidance about this possibility and a TDY or deploying Auxiliarist should also check with the air carrier prior to traveling to determine if their baggage fee policy is applicable to them. If so, then an Auxiliary ID card and travel orders will need to be presented when checking bags.
- (b) Auxiliarists should choose bags for TDY or deployment with care. Only soft-sided bags are allowed aboard deploying ships. Bags should offer some resistance to water since they may be exposed to rain during transfers. They should also be sewn with heavy-duty thread and have heavy-duty zippers or closures that can be secured with a Transportation Security Administration (TSA)-approved lock. Approved combination-style travel locks work well for this purpose and do not require retaining keys.
- (c) Airlines normally deliver lost bags within 24 hours. Auxiliarists should always bring a carry-on bag that contains all their important papers, items, and clothing that will be needed for at least two days.
- (d) Since some bags are not delivered because tags are torn off, a copy of the travel itinerary should be placed on top of the items inside each bag. This will assist inspectors and airlines in locating the owner and delivering the bag should the bag have to be opened to determine the owner. TDY or deploying Auxiliarists should also consider attaching a Federal Aviation Administration (FAA)-approved electronic luggage tag to their bags for tracking purposes if lost.

h. Packing for TDY or Deployment.

- (1) Uniforms. Recommended uniform items and quantities are detailed in Appendix 2. Where appropriate, quantities include minimum and recommended numbers for each item as well as which items should be carried in a carry-on bag and which items should be packed in checked bags.
- (2) Personal Protective Equipment (PPE).
  - (a) If needed, Auxiliary coxswains and boat crew members should plan to bring their individually issued PPE such as personal flotation devices, survival vests, and other equipment that will be needed to participate in underway operations. A



TDY or deploying Auxiliarist should check with the air carrier prior to traveling to determine if there are any packing restrictions that may prevent the carriage of such PPE.

- (b) Auxiliarists who have been informed that they will be assisting with pollution response, damage assessment, and similar missions for which they have previously been issued PPE such as hard hats and safety goggles should plan to bring these items in their checked baggage. A TDY or deploying Auxiliarist should check with the air carrier prior to traveling to determine if there are any packing restrictions that may prevent the carriage of such PPE.
  - (c) Batteries. In general, lithium metal and lithium ion/polymer batteries are prohibited in checked baggage including external battery packs. PPE items other than an issued personal locator device should not be shipped with batteries installed. Regular household batteries should be removed, have tape applied over both terminals, be placed in a resealable plastic bag, and be packed with other items. A TDY or deploying Auxiliarist should check the FAA website (<https://www.faa.gov/hazmat/packsafe>) as well as with the air carrier prior to traveling to determine applicable battery carriage restrictions.
- (3) Civilian Clothes and Other Items.
- (a) Most TDY or deployments will involve situations when wear of civilian attire is more appropriate than uniforms. Typical examples include for travel to and from the TDY or deployment site and having meals in a civilian establishment during non-duty hours.
  - (b) With rare exception, wear of T-shirts and shorts are not considered appropriate attire except while exercising. Polo-type shirts and lightweight long pants are more appropriate for summer wear and can be worn to a wider variety of venues. The OIA or site supervisor should advise whether bringing a civilian jacket or windbreaker may also be appropriate.
  - (c) It is highly recommended to bring a pair of non-slip shower shoes for use in communal bathing facilities. Warm sweatpants and a hooded sweatshirt for nighttime sleepwear are recommended as most underway units run cold temperatures inside the skin of the ship. A sleep mask or eye cover for blocking out light and earplugs can also improve quality of life and sleeping conditions if sharing a berthing area. Uniform approved sunglasses are extremely helpful if spending significant amounts of time exposed to sunlight and can reduce glare and eye strain. A reusable water bottle for staying hydrated is also beneficial.
- (4) Packing Liquids and Aerosols. All liquids and aerosols carried in carry-on bags must comply with TSA guidance (<https://www.tsa.gov/travel/security-screening/liquids-aerosols-gels-rule>). Aerosol cans are not permitted aboard deploying ships and may not be permitted in some countries.

- (5) Jewelry. Only limited amounts of inexpensive jewelry should be taken on TDY or deployments because wearing expensive jewelry and watches increases the risk of theft. Additionally, smart watches are not permitted in secure spaces such as the bridge of the ship or near spaces holding ammunition. If handling lines then watches, rings, and jewelry are not permitted due to the safety risk of degloving and getting caught in the line

## 5. Travel to the TDY or Deployment Site.

- a. Air Travel Considerations. Auxiliarists should plan to depart their homes in enough time to arrive at the airport with at least two (2) hours to complete TSA screening, check-in and boarding processes. During holiday seasons and peak travel periods, earlier arrivals should be planned. Weather conditions, mechanical breakdowns, air traffic congestion, and cancelled flights can all result in missed connections. Auxiliarists who experience delays or cancellations at the airport must make every attempt to resolve travel needs with the airline. If the airline is unable to accommodate the Auxiliarist, then the Auxiliarist must make alternative travel arrangements directly with the Coast Guard's authorized travel agency. If these alternative arrangements result in additional, out-of-pocket expenses, Auxiliarists must make sure they keep the receipts for such expenses so the charges can be included in their travel claim. Attempts to make alternative travel arrangements without the assistance of the authorized travel agency are likely to result in lack of authorized reimbursement of associated expenses.
- b. Operational Security. Auxiliarists are expected to limit their discussions and social media postings about their TDY or deployment and not talk to strangers about it. It may be an exciting and interesting topic of conversation, but one never knows who might be listening. The prudent World War II saying, "Loose lips, sink ships!" is still applicable. For similar reasons, wearing Auxiliary uniforms during travel should be avoided. Only sharing photos taken during the TDY or deployment after the trip is over is recommended to avoid disclosing location and ship movements. Additional operational security guidance particularly for deployments will normally be provided by the site supervisor.
- c. Notifications. Auxiliarists should notify their TDY or deployment site supervisor of any travel delay to the deployment site. They should also notify their OIA, FC, and DIRAUX (email acceptable) as soon as they arrive at the TDY or deployment site as well as upon return from TDY or deployment.

6. Arrival and In-Processing at Shoreside TDY or Deployment Sites. Provisions in this section are largely predicated on the existence of a formal ICS organization that warrants and welcomes Auxiliary TDY or deployment to support a large-scale operation. Such organization normally does not exist for TDY or deployments of smaller scope. In such cases, Auxiliarists should ensure close communication with their TDY or deployment site supervisor and OIA to facilitate all aspects of arrival and in-processing (e.g., on-site logistics support, briefings, messing arrangements, injury processing).

a. Check-In.

- (1) Upon arrival at a shoreside TDY or deployment site an Auxiliarist will be expected to process through the Check-In Station if so designated. This will normally involve providing key contact and assignment information on the Incident Check-In List ([ICS Form 211](#)). The Auxiliarists should also notify their OIA and DIRAUX office as soon as they arrive at the TDY or deployment site.
- (2) Check-in may also involve completion of a T-card ([ICS Form 219](#)) and having a picture taken in order to be issued an incident access badge.

b. Briefings. TDY or deployed responders can more quickly integrate into response operations if they get a series of up-front briefings and support coordination. To that end, large response operations will normally have a check-in sheet to guide and document these briefings.

(1) Safety Officer.

- (a) The Site Safety Officer (SOFR) or an assistant will normally brief incoming personnel about the most serious hazards in the local area and specific hazards that are unique to a person's assignment. This briefing will also include an opportunity for responders to read, ask questions, and document their understanding of the Coast Guard Site Safety Plan ([ICS Form 208](#)).
  - (b) Since deployments often take place in a unified command environment, Auxiliarists should expect to work with a much larger team that includes responders from other government agencies (federal and state at a minimum) and contractors. Each agency has a specific function or role in the response and will usually have the most expertise about the associated hazards. For these reasons, Auxiliarists may also be required to read, understand, and document their understanding of these other-agency plans.
  - (c) Site safety plans address PPE requirements. Auxiliarists should expect to be issued appropriate incident-specific PPE and other equipment for their assignment in addition to the personal PPE they may have already brought to the TDY or deployment site. This will normally happen as part of the safety briefing but may take place within an assigned duty section. Unless otherwise directed, any assigned equipment is expected to be turned back in as part of the demobilization process.
- (2) Auxiliary Response Coordinator (ARC). Larger ICS operations and particularly operations that involve a significant number of Auxiliarists will normally have an assigned ARC. The ARC coordinates Auxiliary support for the response in much the same way that Auxiliary Sector Coordinators (ASC) coordinate support for Coast Guard sectors. ARC functions are usually coordinated by staff at the national level (e.g., the IMACC) or district level. These functions may also be coordinated by an

Auxiliary Technical Specialist in the ICS planning section described in reference (f). The ARC will normally advise incoming Auxiliarists about the status of Auxiliary operations and will be a source of advice, assistance, and support throughout an Auxiliarist's TDY or deployment.

- (3) Situation Briefing. Either the Planning Section Chief (PSC) or SITL will normally brief incoming personnel on the status of ongoing plans and operations. The SITL will also provide situation updates at most scheduled meetings of the command and general staff.
- (4) Resource Unit Briefing.
  - (a) The Resource Unit Leader (RESL) or an assistant will validate information that was captured at sign-in on the Auxiliarist's T-card ([ICS Form 219](#)) and for an incident access badge.
  - (b) The Resource Unit briefing will also address procedures that should be used to request supplies and equipment. During some shorter and smaller response operations, this briefing will also address demobilization and documentation issues and procedures. In other cases that involve longer and larger operations where a separate Demobilization Unit has been established, this will likely be a separate briefing.
- (5) Demobilization Briefing. Preparation for demobilization normally begins when a person checks in. During the demobilization briefing, the Demobilization Unit Leader (DEMOB), if assigned, will validate the Auxiliarist's expected demobilization date and outline procedures to expect for out-processing and return home (aka redeployment).
- (6) Documentation Unit Leader (DOCL) Briefings. All documents, pictures, sketches, and working papers generated as a part of the response become a part of the official record of the response. The DOCL briefing will address which documents and how many copies must be retained, and procedures related to documenting work products generated on personal cell phones, cameras, and computers. Auxiliarists should not plan to use their personal cell phones/cameras for response-related texts and photos that are not captured in authorized response management software. Any such texts and photos become part of the official documentation for the response and may have to be turned into the Documentation Unit prior to departure. Auxiliarists should not anticipate reimbursement to replace these items in these circumstances.
- (7) Logistics Briefing. Depending upon the size and complexity of the response a fully staffed Logistics Section may be in place. Alternatively, various functional areas may be consolidated under branch directors who report to the Logistics Section Chief (LSC). Regardless of whether the briefings come from unit leaders or branch directors, the content and functions must address the same issues.

- (8) Services Branch Briefings. The Services Branch Director (SVBD) will ensure that communications, food, and medical support concerns are addressed. They are supported by the following
- (a) If assigned, the Communications Unit Leader (COML) will brief Auxiliarists on the availability of incident cell phones and chargers. If an Auxiliarist is assigned a cell phone, the associated phone number will be the number listed in the Communications List ([ICS](#) Form 205a). If no phone is available, an Auxiliarist may be asked, but not required, to provide a personal cell phone number for this purpose. If an Auxiliarist's assignment will require use of a portable radio, a radio and charger will be issued, and a call sign will be assigned at this time. Auxiliarists who possess an ALAC or NEATS token and need access to response files but are not issued a SWS laptop computer should inquire at this time about obtaining an SWS for the duration of the TDY or deployment. If assigned equipment, the COML will detail return instructions prior to demobilization.
  - (b) If assigned, the Food Unit Leader (FDUL) will provide information about the availability of government messing and restaurants in the local area. Typically, Auxiliarists eat breakfast prior to their duty shift. They coordinate lunch breaks within their duty section. They normally have a dinner meal on their own after the duty shift is completed. The cost of such meals must be covered by the Auxiliarist and will be reimbursed as part of the M&IE allowance on subsequent travel claim settlements.
  - (c) If assigned, the Medical Unit Leader (MEDL) will brief Auxiliarists on procedures and locations in the Incident Medical Plan ([ICS](#) Form 206) for obtaining medical services during the TDY or deployment. Auxiliarists normally use their personal insurance coverage and provider networks to obtain medical services during TDY or deployment. Auxiliary-unique questions and issues should first be addressed to the MEDL (SVBD or LSC in the absence of a MEDL) for resolution. The DIRAUX may also be consulted regarding Auxiliary injury claims.
- (9) Support Branch Briefings. The Support Branch Director (SUBD) will ensure that ground support concerns such as rental car, government-owned vehicle (GOV), and facility support concerns are addressed. Although authorized to drive GOVs, Auxiliarists should inquire about any conditions that apply to their use particularly if being considered to drive another agency's GOV that displays distinct law enforcement markings (in general, Auxiliarists should not be assigned to drive GOVs that have distinct law enforcement markings). They should also ensure that the Facilities Unit Leader (FACL), if assigned, is aware of their lodging assignment.
- (10) Finance Section Briefing. The Finance Section Chief (FSC) or a deputy will provide Auxiliarists information about administrative and financial concerns. The Administration Unit Leader (ADMN), if assigned, will ask for a copy of each Auxiliarist's orders and any amendments. Auxiliarists should also make sure they

understand the procedures and timeframes associated with obtaining changes to their orders, validate local per diem rates, expectations about the frequency of filing for interim travel claim settlements, and confirm the availability of cash machines in the local area.

- (11) Duty Section Briefing. Auxiliarists will normally be briefed by their duty section supervisor regarding their assignment and ongoing operations. Critical information that is normally addressed in these briefings include daily meeting schedules ([ICS Form 230](#)), requirements for unit log keeping ([ICS Form 214](#)), and maintaining an individual chronology of events. Supervisors should also outline their expectations for changeover briefings, critical information reporting, and personnel evaluations ([ICS Form 225](#)). If any specialized mission equipment or supplies are required for the assignment, they will normally be issued at the conclusion of this briefing.

7. Operations at Shoreside TDY or Deployment Sites. Provisions in this section are largely predicated on the existence of a formal ICS organization that warrants and welcomes Auxiliary TDY or deployment to support a large-scale operation. Such organization normally does not exist for TDY or deployments of smaller scope. In such cases, TDY or deploying Auxiliarists should ensure close communication with their site supervisor and OIA to facilitate their integration to normal operations.

- a. As Auxiliarists become more integrated into shore-side operations they settle into a daily routine that is commonly known as a battle rhythm. That rhythm typically involves 10 to 12 hours of routine activity that anticipates and builds upon inputs for the next task. These time periods are punctuated by periods of frenetic activity to complete assigned tasks by established deadlines. Battle rhythm melds individuals into a cohesive team or crew by capitalizing on personnel who are not busy at any given time to pitch in and help those who are and by leveraging personnel who have skills and qualifications that their peers do not have to lend a hand in training and mentoring others.
- b. Flexibility is essential to the success of operations during TDY or deployment. An Auxiliarist may be TDY or deployed with an expectation of performing a specific role, but they will normally make a significantly greater contribution by inquiring how they can generally assist. That may result in a new assignment, a new location, or mastering new skills. One thing is certain: if asked to do something different, the need for that change is vital to the success of the mission.
- c. There are some tasks that Auxiliarists are not authorized to perform. They cannot perform tasks that involve enforcing public law including direct law enforcement, exercising any power of arrest, exercising direct command authority over Coast Guard personnel, and acting as a Federal On-Scene Coordinator Representative (FOSCR). That does not mean that they cannot provide support for those who are assigned these responsibilities. For example, an Auxiliarist can assist in preparing the paperwork to support others who issue Notices of Federal Interest (NOFI) in pollution cases. Auxiliarists cannot carry weapons aboard a patrol vessel, but they can ferry water and meals to those who do. Auxiliarists and their supervisors should exercise caution in determining which roles are appropriate

and which are not (e.g., in general, Auxiliarists should not be assigned to drive GOVs that have distinct law enforcement markings). Any doubts about the propriety of a specific assignment should be referred to the TDY or deployment's consulting legal office and an Auxiliarist's DIRAUX.

8. Demobilization. Provisions in this section are largely predicated on the existence of a formal ICS organization that warrants and welcomes Auxiliary TDY or deployment to support a large-scale operation. Such organization normally does not exist for TDY or deployments of smaller scope. In such cases, Auxiliarists should ensure close communication with their site supervisor and OIA to facilitate all aspects of their demobilization (e.g., turning in issued gear and equipment, return travel arrangements, performance evaluation).

- a. Whenever possible, Auxiliarists and other responders are rotated into and out of TDY or deployment sites at regular intervals. Under the best of circumstances, this process begins several days prior to when a replacement responder, whether Auxiliarist or not, arrives and begins the check-in process. In cases where this kind of operational overlap is possible, effective changeover briefings can occur and interruptions to workflows minimized.
- b. The demobilization process begins when an Auxiliarist's site supervisor notifies the Demobilization Unit that the Auxiliarist will no longer be needed after a certain date. The Demobilization Unit will then give the Auxiliarist a Demobilization Checklist ([ICS Form 221](#)) that outlines actions that must be completed prior to departure.
- c. Completion of Demobilization Checklist ([ICS Form 221](#)) requirements is documented by the initials of an authorized supervisor. These forms are retained with other response records as proof that an Auxiliarist completed all required actions prior to their departure.
  - (1) If amendments to an Auxiliarist's orders are required to authorize entitlements for originally unforeseen changes in response requirements, the Auxiliarist should obtain such from the Administration Unit.
  - (2) The Finance Unit can greatly assist Auxiliarists prior to departure by reviewing an Auxiliarist's draft travel claim settlement. For Coast Guard coordinated TDY or deployments this will normally entail review of travel claim settlement information entered in the Coast Guard's E2 Solutions travel order management system. For TDY or deployments coordinated by other agencies (e.g., an Auxiliary interpreter's deployment on a U.S. Navy ship) this may initially entail completion of a Travel Voucher or Sub-Voucher (DD 1351-2 form) which may ultimately be transferred to the E2 Solutions system upon the Auxiliarist's return home. Reviews like this help ensure that the travel claim settlement is properly completed, is accompanied by all required receipts, and that orders and amendments have been properly issued to authorize appropriate entitlements to reimbursement for all authorized expenses incurred.



- (3) Supplies, organizational clothing, and equipment other than radios and telephones should be turned in to the Supply Unit.
  - (4) Radios and telephones should be turned in to the Communications Unit.
  - (5) Depending upon lodging arrangements, Auxiliarists should either turn in any room keys to the Facilities Unit or give the unit a copy of their hotel receipt indicating that their bill has been paid.
  - (6) Duty sections will document that all projects and assignments have been transitioned to other responders or that detailed notes and contact numbers have been compiled to assist new responders upon their arrival.
  - (7) Auxiliarists' duty performance must be evaluated by their supervisor and documented by them on an Incident Personnel Evaluation ([ICS](#) Form 225). This evaluation must be fully reviewed with the Auxiliarist and signed by them in advance of redeployment. The supervisor shall sign the evaluation and provide a copy to the Auxiliarist. The Auxiliarist shall provide a copy of their evaluation to the IMACC (if activated) and their Auxiliary program manager (if applicable). For example, an AUXCA-1 shall provide a copy to the national Division Chief for Culinary Assistance (DVC-HC).
  - (8) When all other items on the Demobilization Checklist ([ICS](#) Form 221) have been completed, it should be returned to the Demobilization Unit. Auxiliarists should retain a copy of the completed form for their own records.
- d. If an Auxiliarist's need for Critical Incident Stress Management (CISM) support manifests by or upon completion of the TDY or deployment, then they should consult their site supervisor, including notification to the IMACC if it is still operating in support of associated Auxiliary TDY or deployments, to coordinate such support as part of their demobilization process. If it manifests after the Auxiliarist's return home from TDY or deployment, then they should consult the OIA, including notification to the IMACC if it is still operating in support of associated Auxiliary TDY or deployments.

#### 9. Post-TDY/Deployment Activities.

- a. The Demobilization Unit is responsible for monitoring an Auxiliarist's travel until they have safely returned home. The Demobilization Unit will normally request that Auxiliarists notify it by text, email, or phone message that they have safely arrived. Failure to do so will unnecessarily require site personnel to follow up.
- b. Auxiliarists should also notify their OIA, FC, and DIRAUX (email acceptable) upon their safe return home. The Auxiliarist should be prepared to provide the DIRAUX with copies of any orders and amendments if subsequent DIRAUX assistance with travel claim settlement is needed.



- c. Returning Auxiliarists should submit information needed for processing their final travel claim settlement in the E2 Solutions system according to instructions provided by the OIA or, if it is expected to be processed by their DIRAUX, according to established home district procedures as soon as possible after their return.
- d. The best means of sharing lessons learned as well as experiences that may promote future participation of fellow Auxiliarists is timely submission of an after-action report. Care and thought should go into preparing such a report so as to answer three basic questions: “What lessons were learned?”...“What was done well that needs to be captured as a ‘best practice’ for future responses?”...and...“How can future operations be improved?”
  - (1) If not otherwise directed to do so, or unless told by the OIA it is not necessary, an Auxiliarist should submit an after-action report after a TDY assignment (email acceptable) to the OIA with copies to the appropriate Auxiliary elected leader(s) and program manager(s). Sharing their experience with their fellow flotilla members is also encouraged. For example, an Auxiliarist who goes TDY to a District Training Summit (DTRAIN) will likely be advised by the DIRAUX OIA that an after-action report is not necessary unless a significant concern stems from it. It is similarly likely that an after-action report would not be expected from an Auxiliarist who attends a C-school. Nonetheless, in both cases they should share their experience with their fellow flotilla members.
  - (2) If not otherwise directed to do so, or unless told by the OIA it is not necessary, an Auxiliarist is expected to submit an after-action report after a deployment (email acceptable) to the OIA with copies to the appropriate Auxiliary elected leader(s) and program manager(s) as applicable. For example, an Auxiliary interpreter who deploys aboard a Coast Guard cutter or an Auxiliary chaplain who deploys pursuant to assignment by a Coast Guard District chaplain will likely be advised by the OIA to submit an after-action report. Copies should be expected to include the appropriate Auxiliary elected leader(s), the Auxiliary Director of International Affairs (DIR-I) and Director of Chaplain Support (DIR-G), respectively, and the cognizant DIRAUX. Sharing their experience with their fellow flotilla members is also encouraged.
- e. Auxiliarists must also remain aware that although not required in the case of most TDY and deployments particularly of short duration, OIAs or site supervisors may submit evaluations of the Auxiliarist’s performance, laudatory or critical, to a cognizant Auxiliary program manager and/or DIRAUX. Utmost professionalism, decorum, dedication, and adherence to the Coast Guard’s Core Values are therefore expected whenever an Auxiliarist engages in a TDY or deployment process.

10. Special Considerations for Shipboard TDY or Deployments. Time-honored traditions and special circumstances aboard ships warrant due consideration by Auxiliarists TDY or deployed on them.

- a. Watch, Quarter and Station Bill (WQSB) Assignments.

- (1) Auxiliarists should expect to be assigned to one of the ship's departments (e.g., the Operations Department) and to receive a WQSB assignment. If no WQSB assignment is made upon reporting aboard, then the Auxiliarist should inquire to their shipboard point-of-contact and department head about it. The WQSB identifies specific expectations for each crewmember's participation in the ship's routine and emergency functions. For example, the WQSB will identify which boat or raft each crewmember must report to and what items to bring in the event of an abandon ship emergency, it will identify the location each crewmember must report to in the event of a fire onboard and what role they fill (e.g., report to the mess deck for muster, or report to the bridge as a phone talker for the bridge team), and it will identify which watch section each crewmember belongs to if the crew were to shift to a port-and-starboard watchstanding routine).
  - (2) The scope of a TDY or deployed Auxiliarist's WQSB assignments may vary greatly based on several factors. For example, an Auxiliarist TDY or deployed for the first time on a large cutter will likely be expected to simply muster in a designated location for every evolution, whereas an Auxiliarist who has been TDY or deployed several times on that same cutter may also be assigned to perform specific tasks for each evolution. Not surprisingly, an Auxiliarist TDY or deployed on a smaller cutter which must depend on significantly fewer crewmembers to handle all evolutions may find themselves assigned to perform specific tasks for each evolution the first time they are aboard.
  - (3) If an Auxiliarist is expected by the command to perform a WQSB function that requires training and qualification, or if an Auxiliarist's request to qualify in a WQSB function is approved by the command, then the Auxiliarist should expect to undergo the exact same training and qualification process that all other Coast Guard crewmembers must undergo to achieve such qualification. For example, if an Auxiliarist desires to qualify as a helmsman or lookout and they are approved to do so by the command, then they should expect to undergo the exact same training and qualification process that all other Coast Guard crewmembers must undergo to achieve that qualification.
  - (4) Auxiliarists should also expect to engage in everyday ship's exercises and evolutions as defined by their WQSB assignment (e.g., navigation details entering and leaving port; firefighting and boat lowering details) with the exceptions of direct engagement in any law enforcement or weapons handling activities (e.g., cannot participate as part of a gun crew or as an armed member of a boarding party).
- b. Boarding a U.S. Military Vessel. When boarding a U.S. military vessel, everyone is expected to walk up the gangway to its top just before stepping down on deck. The person boarding is expected to stop for a noticeable pause (1 to 2 seconds) and stand at attention facing the national ensign flying on the stern of the vessel. If in uniform, then a salute is rendered. If in civilian clothing, the person should not salute. After evening colors and before morning colors, when the flag is not flying, the person should face the area where the flag is normally displayed before proceeding. The person should then turn

to face the Officer of the Deck (OOD) who may be an officer or petty officer, salute if in uniform, and request permission to come aboard. It is also customary to hold a salute until it is returned by the OOD. Anyone coming aboard, whether in uniform or in civilian clothes, should be prepared to produce their ID card and a copy of their orders. If the OOD finds these documents in order, the person will then be invited aboard.

- c. Disembarking from a U.S. Military Vessel. When disembarking in uniform, a person should approach the gangway, salute the OOD if in uniform, and request permission to disembark or leave the ship. Once granted permission to disembark, the person is expected to turn to face the national ensign at the top of the gangway, salute if in uniform, and then walk down the gangway and off the ship. When not in uniform, the procedure for departure is the same including facing the national ensign, but without saluting the national ensign.
- d. Order of Boarding and Disembarking. Military courtesy dictates that the senior officer enter a vehicle or board a ship first and leave the vehicle or ship first. If an Auxiliarist is aboard and a senior officer is expected to board, the Auxiliarist will be assigned a position to stand for the occasion. As the senior person to be honored boards the ship, the command, "Attention" will be given, and those present shall come to attention and render the hand salute. When boarding and debarking from a small boat, the senior officer follows the rule, "Last on and first off."
- e. Liberty. The practice of granting crew members permission to go ashore when not on duty is known as liberty. Auxiliarists who wish to go ashore when off duty should always comply with standing orders regarding liberty. One should never go ashore alone during a port call. Auxiliarists should also follow ship's procedures to notify the bridge of their intended destination, when they plan to return, and a cell phone number at which they can be reached. Auxiliarists should always return well in advance of the announced expiration of liberty.
- f. Bridge Entry and Exit. Auxiliarists may occasionally be requested to "Lay to" (come to) the bridge. The Auxiliarist should locate the OOD, salute, and request permission to enter the bridge. When permission is granted, the Auxiliarist should do so as unobtrusively as possible and only when the OOD is not otherwise engaged. This same procedure is used to request permission to leave the bridge ("I request permission to lay below.").
- g. Entry of the Captain. Be prepared to salute the Captain whenever he or she enters or leaves the bridge. Impending entry is announced as, "Captain on the bridge," and exit is announced as "Captain off the bridge."
- h. Greeting the Commanding Officer (CO). Whenever encountering the CO, Auxiliarists and all other crew members are expected to greet the CO regardless of the time of day or how many times the person has greeted the CO that day. Auxiliarists wearing any form of military headgear are also expected to render a salute when greeting the CO, whether inside or outside.

- i. Captain's and Executive Officer's (XO) Chairs. The Captain's chair is the *Captain's* chair, and the Executive Officer's chair is the *XO's* chair, regardless of their rank. Sitting in the Captain's chair or the XO's chair is a major breach of etiquette.
- j. Gangways and Ladders. Auxiliarists should never impede passage of an officer. They should also expect to yield to anyone who is on duty. Tasks assigned to Auxiliarists will not routinely take precedence over other crew duties in this regard. Crew members are also expected to check the top or bottom of the ladder for others before stepping onto it. Some ladders will also have traffic flow arrows and adherence to these direction signs will prevent confusion and disruption of personnel movements throughout the ship. The normal traffic pattern aboard a ship is up and forward on the starboard side, and down and aft on the port side.
- k. Passageways. Although not practiced on all vessels, an Auxiliarist should plan to request permission to pass an officer in a narrow passageway by announcing, "By your leave, sir/ma'am." Tradition also dictates that the passage of senior officers should not be obstructed. Anyone aware that such a situation is developing is expected to give the command, "Gangway," in order to clear the passage for the officer.

l. Wardroom.

- (1) The wardroom is where the ship's officers eat. Enlisted personnel eat on the mess deck. Whenever needed to enter the wardroom, knock first before entering. If an Auxiliarist is invited to dine in the wardroom and the occasion calls for a sit-down meal, the Captain, XO, or another senior officer will be the presiding officer at the mess. The presiding officer will invite other officers who are members of the mess and any guests to be seated at the table when they are ready for the meal to be served. It is not customary for anyone to sit at the table without being invited to do so by the presiding officer. Custom also dictates that anyone who needs to leave the table before the meal is finished and the presiding officer has not risen should ask for permission by asking, "May I be excused, sir/ma'am?"
- (2) Certain topics are considered inappropriate for conversation during meals in the wardroom. These include politics, religion, and "shop talk." An Auxiliarist who has doubts about the propriety of a topic should always let the presiding officer guide the conversation.
- (3) When several guests are aboard, it may be necessary to assign seating in the wardroom in groups, particularly if the guests will be aboard for several days. When this becomes necessary, a list will normally be posted to indicate the members of each group and the time(s) they will be seated.
- (4) Head gear should not be worn in any eating space. It is also considered to be in particularly poor taste for a person to place a hat or "cover" on the table where people will be eating. For this reason, there are usually hat pegs outside the wardroom or in the passageway.

- m. Chiefs' Mess. On larger vessels, the Chief Petty Officers (CPO, Senior CPO, and Master CPO) have their own mess in an area known as "CPO country." This is a privileged area, and guests do not enter at any time unless specifically invited by a member of the chiefs' mess. Whenever needed to enter the Chiefs' Mess, knock first before entering.
- n. Entering Personal Quarters. One should never enter the Captain's quarters without permission. It is also customary not to enter the crew's quarters unless invited to do so, or only when necessary, such as to pass through in order to reach another part of the ship.
- o. Restricted Areas. Supervisors may indicate that there are certain areas that an Auxiliarist may frequent at their convenience. They may also indicate that there are other areas that are restricted, and which Auxiliarists should not enter. Auxiliarists should respect these guidelines as they would any other "ship's rules."
- p. Personal items.
  - (1) Having a flashlight with a red-filtered lens makes getting around at night much easier and will not harm the night vision of other crew members.
  - (2) Auxiliarists may wish to purchase non-perishable food items and store them in their lockers. These foods must be kept in re-sealable plastic bags to prevent insect problems. Additionally, most larger cutters (210 feet and larger) have small shipboard exchanges or morale stores that carry limited stocks of candy bars, snacks, and sundries.
  - (3) Standards of sanitation aboard foreign flag vessels may be substandard, and baby wipes can prove useful in these situations. However, under no circumstances may they ever be flushed in ship toilets. They can also prove useful when water supplies are interrupted, and showers are not available.

## **Auxiliary Temporary Duty and Deployment Guide**

### **Appendix A**

#### **Recommended Medical Readiness Assessment**

Auxiliarists must make informed decisions about their medical readiness for deployments. They should do this by working with their health care providers to assess their following body systems:

- Constitutional
- Eyes
- Ears, nose, mouth, and throat
- Cardiovascular
- Respiratory
- Gastrointestinal
- Genitourinary
- Musculoskeletal
- Integumentary/breast
- Neurological
- Psychiatric
- Endocrine
- Hematologic/lymphatics
- Allergic/immunologic

Careful consideration should also be given to conducting the following tests to assist in the decision process:

- Complete Blood Count (CBC)
- Basic Metabolic Profile (BMP)
- Blood type
- Red/green color vision

## Auxiliary Temporary Duty and Deployment Guide

### Appendix B

#### Recommended Packing Lists

Recommended Travel Documents All Deployments			
Item	Minimum	Recommended	Remarks
Personal passport	1	1	
International Vaccination Certificate (Yellow Card)	1	1	
Travel Orders	5	10	1 additional set of orders should be placed in each checked bag.
Travel Itinerary	1	1	
Tickets and boarding passes for required travel	1 per travel segment	1 per travel segment	
Duplicate prescriptions for required medications	1 for each prescription	1 for each prescription	
Hotel reservations	1	1	
Letters of Designation for ICS qualifications	1 per qualification	1 per qualification	Bring copies only. Do not bring originals.
List of initial points of contact at deployment site	1	1	The list should include the name, phone number, email, and function provided by the contact.
List of financial institutions, care providers, etc. at the Auxiliarist's home	1	1	The list should include the name, phone number, email, and affiliation of the contact. Account numbers and logon passwords should not be included on this list.
Tax exempt certificate (if applicable)	1	1	
Copies of insurance cards for medical, dental, prescription, and vision coverage	1 copy	1 copy	These should be copies. Originals should be carried by the Auxiliarist.

Recommended Packing List All Deployments			
Item	Minimum	Recommended	Packing Location
Valise with required travel documents	1	1	Hand carry and then store in carry-on bag
ODUs (Alternative Work Uniform (AWU) may be an option but only if authorized by the OIA)	3 sets	4 or more sets	<ul style="list-style-type: none"> <li>• 1 set in carry-on bag</li> <li>• Other sets in baggage</li> </ul>
Ball cap	1	1	Carry-on bag
Member insignia, small metal	1	2	Baggage
Boots, composite-toe, protective, black	1	1	Carry-on
Socks, boot	4 pair	6 pair	<ul style="list-style-type: none"> <li>• 1 pair in carry-on</li> <li>• Other pairs in baggage</li> </ul>
Shoe polish kit or polishing sponge, black (packed in re-sealable plastic bag)	Enough for the anticipated duration of deployment plus 5 days	2 times the amount needed for the deployment	Baggage
Socks, athletic	2 pair	4 pair	<ul style="list-style-type: none"> <li>• 1 pair in carry-on</li> <li>• Other pairs in baggage</li> </ul>
Workout shoes <sup>1</sup>	1 pair	1 pair	Baggage
Undergarments	4 sets	6 sets	<ul style="list-style-type: none"> <li>• 1 set in carry-on</li> <li>• Other sets in baggage</li> </ul>
Personal hygiene items (toothbrush, toothpaste, razor, hairbrush, combs, soap, shower shoes, etc.)	Enough for the anticipated duration of deployment plus 5 days	2 times the amount needed for the deployment	<ul style="list-style-type: none"> <li>• 2-day supply in carry-on</li> <li>• Remainder in baggage</li> </ul>
Cell phone, text-capable	1	1	On person
Cell phone charger	1	1	Carry-on
Laptop computer	1	1	Carry-on
Laptop computer charger	1	1	Baggage
Member insignia, Velcro-backed cloth	2 sets	2 sets	<ul style="list-style-type: none"> <li>• 1 set in carry-on</li> <li>• 1 set in baggage</li> </ul>



Recommended Packing List All Deployments			
Item	Minimum	Recommended	Packing Location
Outer garments, uniform (seasonally appropriate)	1 set	1 set	Variable based on weather conditions
Outer garments, civilian (seasonally appropriate)	1 set	1 set	Baggage
Workout clothing (shorts, athletic socks, T-shirt, etc.)	1 set	2 sets	<ul style="list-style-type: none"> <li>• 1 set in carry-on</li> <li>• 1 set in baggage</li> </ul>
Transportation Security Administration (TSA)-approved lock	1 per bag	1 per bag	1 attached to each checked bag
Combination lock	1	1	Baggage
Baby wipes	1 box	3 boxes	Baggage
Liquid detergent packets, laundry <sup>2</sup>	1	1	Baggage
Bags, plastic, 1-quart size, sealable	15	25	Baggage
Prescription medications	Enough for the anticipated duration of deployment plus 7 days	2 times the amount needed for the deployment	<ul style="list-style-type: none"> <li>• 5-day supply in carry-on</li> <li>• Remainder in baggage</li> </ul>
Over-the-counter medications (headache, indigestion, muscle pain,	Enough for the anticipated duration of deployment plus 7 days	2 times the amount needed for the deployment	<ul style="list-style-type: none"> <li>• 5-day supply in carry-on</li> <li>• Remainder in baggage</li> </ul>
Glasses or contact lenses	1 set/pair	2 sets/pairs (or a combination)	<ul style="list-style-type: none"> <li>• Wear one set</li> <li>• 1 set/pair in baggage</li> </ul>
Contact lens solution inside re-sealable plastic bag(s)	Enough for the anticipated duration of deployment plus 5 days	2 times the amount needed for the deployment	<ul style="list-style-type: none"> <li>• 1 travel-size container in carry-on</li> <li>• Remainder in baggage</li> </ul>
Sunglasses	2	3	<ul style="list-style-type: none"> <li>• 1 pair in carry-on</li> <li>• Remainder in baggage</li> </ul>

Recommended Packing List All Deployments			
Item	Minimum	Recommended	Packing Location
Notebook, pocket size, consisting of waterproof paper	1 per week of deployment	2 per week of deployment	<ul style="list-style-type: none"> <li>• 1 carried on person</li> <li>• Remainder in baggage</li> </ul>
Pen to write on waterproof paper	3	6	<ul style="list-style-type: none"> <li>• 1 carried on person</li> <li>• Remainder in baggage</li> </ul>
First aid kit, personal	1	1	Baggage
Sunscreen (inside re-sealable plastic bag) <sup>3, 4</sup>	1 bottle/tubes	2 bottles/tubes	Baggage
Lip balm	Enough for the anticipated duration of deployment plus 5 days	2 times the amount needed for the deployment	Baggage
Insect repellant, spray bottle (inside re-sealable plastic bag) <sup>4</sup>	Enough for the anticipated duration of deployment plus 5 days	2 times the amount needed for the deployment	Baggage
Books, magazines, other reading materials, or electronic reader device	As desired	As desired	Baggage
Camera, small digital	1 optional	1 optional	Baggage
Personal food items	Enough for the anticipated duration of deployment plus 5 days	2 times the amount needed for the deployment	Baggage
Spare batteries for all devices that do not use rechargeable batteries (inside re-sealable container)	Enough for the anticipated duration of deployment plus 5 days	2 times the amount needed for the deployment	Baggage
Earplugs, foam	Enough for the anticipated duration of deployment plus 5 days	2 times the amount needed for the deployment	Baggage

Recommended Packing List All Deployments			
Item	Minimum	Recommended	Packing Location
Sleeping bag <sup>5</sup>	1	1	Baggage
Sleeping bag pad <sup>5</sup>	1	1	Baggage
Pillow (travel size recommended) <sup>6</sup>	1	1	Baggage
Pillowcase <sup>6</sup>	1	2	Baggage
Sheets <sup>6</sup>	1 set	1 set	Baggage
Wash cloth	1	1	Baggage
Towel, travel size or camping	1	2	Baggage
Laundry bag, cloth and washable	1	2	Baggage
Travel-size alarm clock	1	1	Carry-on
Notes: 1. Open toe shoes may not be allowed aboard ship. 2. Use of concentrated liquid laundry detergent in sealed packet form is recommended. These packets should be sealed inside a zip-lock-type bag. 3. Sunscreen should have a zinc oxide base. Other types are not allowed in some areas. 4. These items should be in pump-style spray bottles. Aerosol sprays will not be allowed in shipboard berthing areas. 5. This item is not necessary if accommodations are available. 6. These items will not be needed when commercial accommodations are available.			

Additional Recommended Shipboard Items			
Item	Minimum	Recommended	Packing Location
Uniform shirt, Tropical Blue Long	1 set	1 set	Baggage
Uniform trousers, Tropical Blue Long	1 set	1 set	Baggage
Shoes, low quarter	1 pair	1 pair	Baggage
Cap, garrison with member insignia	1	1	Baggage
Note: Storage may be extremely limited aboard ship. Auxiliarists should always adjust packing recommendations in this guide to match any instructions of the ship's POC.			

## **Auxiliary Temporary Duty and Deployment Guide**

### **Appendix C**

#### **Acronyms**

ACS	Auxiliary Chaplain Support
ADMN	Administration Unit Leader
ALAC	Auxiliary Logical Access Credential
AO	Approving Official
ARC	Auxiliary Response Coordinator
ASC	Auxiliary Sector Coordinator
ATON	Aid to Navigation
AUXCA	Auxiliary Culinary Assistance Specialist
AUXCT	Auxiliary Core Training
AUXDATA	Auxiliary Database
AUXTA	Auxiliary Travel Arranger
AWU	Alternative Work Uniform
CAC	Common Access Credential / Cyber Awareness Challenge
CBA	Centrally Billed Account
CGES	Coast Guard Exchange System
CGMA	Coast Guard Mutual Assistance
CG-OEM	Coast Guard Office of Emergency Management and Disaster Response
CGWU	Coast Guard Working Uniform
CO	Commanding Officer
COLM	Chain of Leadership and Management

COML	Communications Unit Leader
CONUS	Continental United States
COVID	Coronavirus Disease
CPO	Chief Petty Officer
CSO	Command Security Officer
DEMOB	Demobilization Unit Leader
DI	Direct Informational
DIR-G	Director of Chaplain Support
DIR-I	Director of International Affairs
DIRAUX	District Director of Auxiliary (dpa)
DO	Direct Operational
DOCL	Documentation Unit Leader
DoD	Department of Defense
DOL	Directorate of Logistics
DoS SIA	Department of State Special Issuance Agency
DTRAIN	Auxiliary District Training event
EFT	Electronic Fund Transfer
FAA	Federal Aviation Administration
FACL	Facilities Unit Leader
FC	Flotilla Commander
FDUL	Food Unit Leader
FINCEN	Coast Guard Finance Center
FOB	Forward Operating Base

FOSCR	Federal On-Scene Coordinator Representative
FSC	Finance Section Chief
GOV	Government Vehicle
GSUL	Ground Support Unit Leader
GTCC	Government Travel Charge Card
HWU	Hot Weather Uniform
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMACC	Incident Management Auxiliary Coordination Cell
IMH	Incident Management Handbook
IPV	Inactivated Polio Virus
LSC	Logistics Section Chief
M&IE	Meals and Incidental Expenses
MEDL	Medical Unit Leader
MMR	Measles, Mumps, and Rubella
MPAS	Mission Partner Affiliation Sponsor
MWR	Morale, Welfare, and Recreation
NEATS	Network Enterprise Alternate Token System
NOFI	Notices of Federal Interest
NSSE	National Special Security Event
NTS	Auxiliary National Training Summit

OCONUS	Outside Continental United States
ODU	Operational Dress Uniform
OIA	Orders Issuing Authority
OOD	Officer of the Deck
OS	Operational Support
PDS	Permanent Duty Station
PKI	Public Key Infrastructure
POA	Power of Attorney
POC	Point of Contact
POET	Project Code / Organizational Element / Expenditure Type / Task Code
POV	Privately Owned Vehicle
PPC	Pay and Personnel Center
PPE	Personal Protective Equipment
PQS	Performance Qualification Standard
PSC	Planning Section Chief
PSI	Personnel Security Investigation
RESL	Resource Unit Leader
SITL	Situation Unit Leader
SOFR	Site Safety Officer
SSCRA	Soldiers' and Sailors' Civil Relief Act
SSS	Surge Support Staff
SUBD	Support Branch Director
SVBD	Services Branch Director



SWS	Standard Workstation
TDY	Temporary Duty
TSA	Transportation Security Administration
USERRA	Uniformed Services Employment and Reemployment Rights Act
XO	Executive Officer