

Auxiliary Marine Safety Administrative and Management Specialist Qualification

Section 2: USCG Auxiliary Structure and Function

Learning Objectives

Upon completion of Section 2, the member will be able to:

- 2.0 Know how to access and navigate the cgaux.org website to find information about both National and District structure, as well as locate Auxiliary units.
- 2.1 Describe the major structure and function of the National Auxiliary organization using the links and charts provided.
- 2.2 Identify and describe the major structure and function of an Auxiliary District in general terms using the links and charts provided.
 - 2.2.1 Discuss the differences between National and District structure and function both in general and in reference to the candidate's District.
- 2.3 Define Auxiliary Marine Safety and Environmental Protection activities using the links provided in the Prevention Directorate website.
 - 2.3.1 Name the seven courses available for training in MS/MEP missions and qualifications.
 - 2.3.1.1 Identify the course qualifying for 2 AUXOP points.
 - 2.3.2 Find and describe the MS/MEP qualifications that may be earned by working with a Verifying Officer.
 - 2.3.2.1 Name and describe the two Auxiliary-only qualifications.
 - 2.3.2.1.1 State who has authority to sign those Letters of Designation.
 - 2.3.2.2 Identify and describe the remaining MS/MEP qualifications that are earned working with the Active Duty Verifying Officers.
 - 2.3.2.2.1 State who has authority to sign those Letters of Designation.

- 2.4 Name and define MS/MEP missions that are authorized and recorded in AUX DATA II.
- 2.5 Identify and describe those restrictions placed on Auxiliary members for participation in MS/MEP missions, giving reasons for those restrictions using the links provided.
- 2.6 Describe the position and role of the ASC in an Auxiliary District, emphasizing member participation in MS/MEP missions and Sector augmentation, giving examples from the candidate's District.

2.0 US Coast Guard Auxiliary Structure and Function

2.1 Auxiliary National and District Structure and Function

2.1.1 National Structure and Function

The national structure of the Auxiliary is shown in the organizational chart found at the following link:

https://auxofficer.cgaux.org/auxoff/orgcharts/Org_Chart_National_Incumbents.pdf

The **National Commodore (NACO)** reports to and works directly with the Chief Director of the Auxiliary in the BSX office of USCG Headquarters (refer to the USCG website link in Section 1 of this Study Guide). The NACO is responsible for overseeing the smooth functioning of the Auxiliary to ensure that our goals are met and our missions are conducted to the highest standards of the USCG.

The NACO has a **Vice National Commodore (VNACO)** who serves as the Chief of Staff for the NACO and oversees the general functioning of the various branches of the Auxiliary. Four Deputy National Commodores (DNACOs) report to the VNACO as shown in the organizational chart.

Three of the four **Deputy National Commodores (DNACOs)** are elected to represent the three geographic areas of the country (Atlantic East, Atlantic West, and Pacific Areas shown in the following link: <http://www.cgaux.org/units.php>) and one is appointed (Information Technology and Planning). Visit the following website to see a summary of these positions: <http://cgaux.org/leadership/dnaco.php>. The **DNACO-RBS & LANT-E** is responsible for Recreational Boating Safety programs and the Atlantic East Area. The **DNACO-MS & LANT-W** is responsible for Mission Support and the Atlantic West Area. The **DNACO-O & PAC** is responsible for Operations and the Pacific Area. The **DNACO-ITP** is responsible for Information Technology and Planning. All DNACOs report to the VNACO and the three elected DNACOs work with approximately one third

of the 16 District Commodores (DCOs) as well as at least one appointed Assistant National Commodore (ANACO) who reports to that DNACO as a staff member.

The **Assistant National Commodores (ANACOs)** are each responsible for a specific set of duties; some may report to the VNACO directly, such as the Chief Counsel or Chief Financial Officer. Other ANACOs may report to the DNACOs as staff members such as the ANACO-RBS (Recreational Boating), the ANACO-R/P (Response and Prevention), the ANACO-FC (Force Com), the ANACO-IT (Information Technology) and the ANACO-PS (Performance and Student Programs). Those ANACOs reporting to a DNACO are each responsible for overseeing several of the **National Directorates** such as Prevention, Response, Public Affairs, Public Education or Training to name a few. Each ANACO also has a **Deputy ANACO**.

Each **National Directorate** is run by a **Director (DIR-X)** appointed by the National Commodore and includes oversight of a specific area of Auxiliary functions. Every Directorate has a **Deputy Director (DIR-Xd)** who acts as the Chief of Staff. Each Directorate is composed of several **Divisions**, each run by a **Division Chief (DVC-X)**. Every Division has specific areas of responsibility for executing the functions of the Directorate to help maintain the overall functioning of the Auxiliary's national programs and missions, and maintains a staff composed of **Branch Chiefs and Branch Assistants (BCs and BAs)** to accomplish that work. Visit several of the Directorate websites to look at and compare the structure and function; this will give the student a better understanding of the national Auxiliary structure that supports our Districts. These websites can be found under the "Directorates" heading on the Auxiliary website at www.cgaux.org.

As previously stated, each of the elected Deputy National Commodores (DNACOs) works with and oversees several of the 16 Auxiliary Districts; within each Area, there is an **Area**

Commodore (PAC Area, LANT-E and LANT-W) who works with the Districts in that respective Area and reports to the DNACO for those District Commodores (DCOs).

2.1.2 District Structure and Function

A diagram of the 16 US Coast Guard Auxiliary Districts can be found at the following link:

<http://www.cgaux.org/units.php>

Selecting an area in the diagram will link to the website for that District; visit your District to see what is there. Another webpage found at <http://cgaux.org/about.php> provides information about each level of organization in the Auxiliary below the unit diagram, from National down to the Flotillas. Learn about the main responsibilities of each level.

An **Auxiliary District** is part of a US Coast Guard District which employs Active Duty, Reserve and Civilian members to accomplish the USCG goals. Each USCG District has a **Director of Auxiliary (DIRAUX)** who oversees Auxiliary activities within that USCG District. Each Auxiliary District is composed of **Divisions** which in turn are composed of **Flotillas**. Each Flotilla should have at least 15 members according to the Auxiliary Manual (see Chapter 4 at the following link for further information about Auxiliary Districts and the various units comprising a District: <http://wow.uscgaux.info/content.php?unit=BX-GROUP&category=auxiliary-management>

Many Districts have a webpage that contains information about the Divisions and Flotillas within that District; some include maps to show those locations. Visit your own District website to learn more about the Divisions and Flotillas that make up your District.

The Auxiliary District is administered by a **District Board and Staff** consisting of a **District Commodore** (DCO), a **Vice Commodore** who acts as the Chief of Staff (DCOS), the **Immediate Past District Commodore** (IPDCO), two or more **District Captains** (DCAPTs)

who manage the Divisions, three **District Directorate Chiefs** (DDCs) who manage the **District Staff Officers** (DSOs) in the areas of Logistics, Response and Prevention, the **President of the Past Commodores' Association**, the **Division Commanders** (DCDRs), the **Auxiliary Sector Coordinators** (ASCs) who are the interface between the DCO and the Sectors within the USCG District, and various other positions as provided for in the Auxiliary Manual, Chapter 4. The responsibilities of each of these District positions are outlined in the Auxiliary Manual, Chapter 4, Section C.

Even though this is the basic structure of an Auxiliary District, some variations may occur due to the geography of a District, the sociocultural issues within the District or the structure of the USCG District and the location of Sectors within that USCG District. Visit your District website to see how its organization compares to this general model.

2.2 Auxiliary Activities and Training in Marine Safety and Environmental Protection

Training in Marine Safety and Environmental Protection (MS/MEP) is the basis for professional participation in MS/MEP activities, and consists of a three-pronged approach: 1) coursework to learn the basics, 2) earned qualifications to increase proficiency and specialize in specific knowledge/skill sets, and 3) both on-the-job training (OJT) and subsequent service using the knowledge and skills gained by earning qualifications.

2.2.1 Courses

There are seven courses that members may take to become knowledgeable and proficient in MS/MEP areas; all of them are required to earn the Marine Safety Training Ribbon (MSTR) and the Marine Safety M-Pro Pin (formerly known as the Trident). Not all are required to participate in MS/MEP activities unless the mission or activity requires the member to hold a qualification. Members may participate in many activities such as Sea Partners presentations or Public Affairs events without the courses or a qualification, but augmentation at a Sector usually requires a greater level of in-depth knowledge and expertise, which is provided by the following courses.

2.2.1.1 Good Mate

This course is designed to teach all members about clean boating and is provided by the Ocean Conservancy. It also encourages waterway and ocean conservation through maintaining clean marina and boating practices. The course can be found at the following link which also provides access to the exam through the National Testing Center:

<http://wow.uscgaux.info/content.php?unit=P-DEPT&category=ms-courses>.

2.2.1.2 Introduction to Marine Safety and Environmental Protection (IMSEP)

This course is designed to provide an extensive background in the history, policies, laws and regulations pertaining to the Marine Safety and Environmental Protection missions. It is the Auxiliary equivalent of the 12-week Coast Guard Marine Science Technician A-School and is an elective course which counts as 2 points toward the Auxiliary Operational Program Specialty (AUXOP). This course and its final exam portal can also be found at the link above.

2.2.1.3 Introduction to the Incident Command System 100 (ICS 100-B)

The Auxiliary trains in the understanding and use of ICS because the USCG uses this system to respond to all types of incidents; if we are to support the USCG in its missions efficiently and effectively, our members must be able to fit into the structure and function used to execute those missions. ICS 100 is the introduction to the Incident Command System, giving a broad overview of the structure and function as well as the reasoning behind its use. It is required for USCG Mandated Training and can be found at the following link in the Q Directorate – Emergency Management and Disaster Response:

<http://wow.uscgaux.info/content.php?unit=Q-DEPT&category=essential>

2.2.1.4 ICS for Single Resources and Initial Action Incidents (ICS 200-B)

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS. This course is also required for USCG Mandatory Training and can be found on the Q Directorate website listed under ICS 100.

2.2.1.5 Initial Incident Commander (ICS 210)

ICS-210 is a course designed for Single Resource Leader Incident Commanders. It is based on the ICS-300 course but condensed and focused on initial incident assessment, initial incident management (includes assuming command, organization, and execution), and development and use of ICS forms. It is available through the Auxiliary Learning Management System.

2.2.1.6 National Incident Management System (NIMS) – An Introduction (ICS 700)

This course introduces and provides an overview of the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. The course is required for USCG Mandatory Training and can be found via the Q Directorate link provided in Section 2.2.1.3 on ICS 100.

2.2.1.7 National Response Framework – An Introduction (ICS 800)

The course introduces the concepts and principles of the National Response Framework. It is not required for USCG Mandatory Training, but is suggested as optional training for most members. It **IS** required for the Marine Safety Training Ribbon and the Marine Safety M-Pro Pin as well as many MS/MEP qualifications. ICS 800 can be found on the same Q Directorate website shown in Section 2.2.1.3 on ICS 100.

2.2.2 Qualifications

The Coast Guard Auxiliary Marine Safety qualifications are designed to facilitate and encourage Auxiliary support for Coast Guard Sectors in the legacy Marine Safety and Environmental Protection Programs. They are developed in conjunction with Coast Guard Headquarters program managers and TRACEN Yorktown. The Auxiliary qualifications mirror those of the Active Duty – minus any law enforcement or military activities.

Marine Safety qualifications are open to Auxiliarists based on the needs of the individual Sector. If a Sector has no need of Auxiliary support in a particular program area, it is not available to Auxiliarists in that area. Check with your Auxiliary Marine

Safety staff chain to determine the qualifications available in your area.

There are three Auxiliary-only qualifications (MSAM, MEES and UPV) and several USCG-trained qualifications listed on the Prevention Directorate website at the following link:

<http://www.uscgaux.info/content.php?unit=P-DEPT&category=ms-pqs>.

The Administrative and Management Specialist (MSAM), Prevention Outreach Specialist (MEES) and Uninspected Passenger Vessel Examiner (UPV) qualifications are Auxiliary-only qualifications which means that there is no Active Duty USCG equivalent. These three qualifications are trained by Auxiliarists who hold the qualifications and serve as Verifying Officers authorized to sign off tasks, review required documents and student-created training materials, sit as oral board Examiners and mentor Auxiliary members wishing to earn the qualifications. The Letters of Designation (LODs) for the MSAM and MEES qualifications are signed by the District DIRAUX after the District Staff Officer for Marine Safety (DSO-MS) has reviewed and signed the qualification packets. The UPV qualification Letter of Designation is signed by the Captain of the Port (COTP) for the Sector in which it is earned.

The remaining Auxiliary qualifications are trained by the Active Duty and/or Reserves on an **as-needed** basis; if the Sector does not use or need the assistance in a particular mission, then no training will be offered to Auxiliary members. For example, Los Angeles/Long Beach is a very large container port, and trains Auxiliary members to be Assistant Container Inspectors but ports on the Upper Mississippi may not have any container traffic and therefore would not offer this qualification to Auxiliarists in that area. According to ALCOAST 505-08 and ALCOAST 45/10, Auxiliary members may not earn Active Duty qualifications, with the exception of the Commercial Fishing Vessel Examiner (CFVE) and Uninspected Towing Vessel Examiner (UTVE) qualifications. These

two ALCOAST notices may be found at the following links respectively.

http://wow.uscgaux.info/Uploads_wowII/P-DEPT/pdfs/ALCOAST_505_08.pdf

http://wow.uscgaux.info/Uploads_wowII/P-DEPT/pdfs/ALCOAST_045_10.pdf

The remaining qualifications are found on the same web page as the MSAM and MEES qualifications via the link listed below.

<http://wow.uscgaux.info/content.php?unit=P-DEPT&category=ms-pqs>.

Visit this web page and explore several of the qualifications. The Performance Qualification Standard (PQS) is the workbook which lists the tasks that must be mastered proficiently for the Verifying Officer (VO) to sign them off as complete. Each PQS booklet contains an Introduction, a Records/Prerequisites page which lists the major task categories, and space for the VOs to sign their names and initials as trainers. Each also includes several tasks that must be mastered and signed off prior to an Oral Board Exam, which is the final step in the qualification process. Once the PQS workbook and OJT have been satisfactorily completed, the VO will request an oral board which consists of at least three Examiners who hold that qualification. They may be Active Duty or Reserve and may even include Auxiliary members. Once the oral board has been passed successfully, the Captain of the Port (COTP) or a designee will sign the PQS workbook and issue a Letter of Designation (LOD) for that qualification, which will then be sent to DIRAUX with a cover letter to request entry into AUX DATA II. The LOD is the member's proof that the qualification has been earned and should be kept in a safe place in case it is ever needed to prove the accomplishment.

2.2.3 Service and Missions in Marine Safety and Environmental Protection

There are many missions within Marine Safety and Environmental Protection that provide opportunities for Auxiliary members to get on-the-job training and provide service to the USCG and the general public. Some authorized missions recorded in AUX DATA do not require a qualification or specialized training; these might include Sea

Partners presentations at Public Affairs events, outreach to local organizations, stuffing bags with MS/MEP information to be handed out by Program Visitors, Vessel Examiners, at a Public Education class or participation in a beach clean-up. Other missions may require specialized training such as ICS courses for participation in an Auxiliary ICS exercise or an event being conducted using ICS. Some missions, particularly those that augment the USCG, may require specialized knowledge and training in the form of an earned qualification such as Assistant Container Inspector, Uninspected Passenger Vessel Examiner, Assistant Environmental Response Investigator or Assistant Facility Inspector. When the training is provided by the USCG it is with the expectation that the member will use that training to provide service in those missions as a force multiplier to assist the USCG in completing the missions effectively and efficiently.

Those activities and missions authorized by the USCG Commandant in US Code, Title 14, Section 39(a) and the Coast Guard Authorization Act of 1996, Title IV, Section 822 include the MS/MEP missions listed in the directions for the Auxiliary 7030 Mission Activity form under codes 28A, B and G, 70B-H, K, M, N, R, T, U and 80A-G. These codes are described in the instructions for the 7030 form under the “Marine Safety and MEP” heading and include activities like Command Post Support (28A), Initial Pollution Response (28G), Contingency Planning (70E), Containers (70G), Admin Support (70K) and Sea Partners (70N). Each mission code in the directions lists the activities that are to be included under that particular code. Training time is listed under 70U unless it involves Commercial Fishing Vessel Examiner, Uninspected Passenger Vessel Examiner or Uninspected Towing Vessel Examiner qualifications training which have their own training codes. Visit the following link and page down to “commercial vessel . . .” to view:

<https://wow.uscgaux.info/content.php?unit=U-DEPT&category=member-how-to>

2.2.3.1 Restrictions on Auxiliary Mission Activities

There are some restrictions placed on participation in particular missions for Auxiliary members even though both 14 USC, Sections 3901(a) and 3902(a), and the Coast Guard Authorization Act of 1996, Title IV, Section 822 indicate that members

may perform any duties authorized by the Commandant. This information can be found at the following links:

<https://www.law.cornell.edu/uscode/text/14/subtitle-III/chapter-39>
<https://www.congress.gov/104/plaws/publ324/PLAW-104publ324.pdf>

Code of Federal Regulations 46 (CFR 46) prohibits Auxiliary members from doing any law enforcement activity or participating in any HAZMAT activity as stated in the IMSEP course, Section 3.0; this information can be found at the following link:

<http://pdept.cgaux.org/Documents/Active/Prevention/Training/IMSEP.pdf>

Members are precluded from participating in combat and may not enter confined spaces, even if they have been tested and designated “Safe for Workers”; this information can be found in the IMSEP course, Section 12.6.2. The USCG Occupational Medical Surveillance and Evaluation Program (described in IMSEP, Chapter 12, Section 4) provides medical evaluation and follow-up for Auxiliary members who may be working for 30 or more days per year in locations or jobs where they may be exposed to chemical/biological or physical hazards. This program is currently authorized for those Auxiliary members as outlined in ALCOAST 241/19, COMDTINST 6260 with the caveat that Auxiliary enrollment in the program is at the sole discretion of the member’s assigned unit or Sector.

In addition, Auxiliary Assistant Container Inspectors may not open or enter a container (IMSEP Section 3.2) and Auxiliary members are only authorized to “observe and report” in any HAZMAT incident (IMSEP Section 5.8). Members are not allowed any presence in a HAZMAT ‘hot zone’ or in any area that requires Personal Protective Equipment (PPE) above Level 4 (hard hat, glasses, gloves and steel-toed b

