



16791
DIRAUXP 2008-01
9 September 2008

Subj: DIRECTOR OF AUXILIARY PHILADELPHIA POLICY 2008-01:
POLICY GUIDANCE: SAFE GUARDING OF DISTRICT FIVE NORTHERN REGION
AUXILIARY CORRESPONDENCE.

1. **BACKGROUND:** Information is a critical resource. It is vital not only to our daily operations, but also is an essential element in fulfilling Coast Guard Auxiliary missions. Information quality shall be treated as integral to every step of development of information, including creation, collection, maintenance, and dissemination. Information may be disseminated verbally or written. Written information is found in correspondence such as letters, memos, faxes and e-mail. The use of e-mail is streamlining service and delivery of information to citizens primarily through heightened use of the Internet, resulting in reduced paperwork burdens and greater efficiencies and effectiveness.
2. **DISCUSSION:** The majority of D5 Northern Region Auxiliary Correspondence will be distributed through USPS, overnight service providers, and e-mail. All D5 Northern Region Auxiliary Correspondence is information that must be protected from unauthorized disclosure, alteration, loss, or destruction because of possible damage to personnel or property. Improper distribution of Auxiliary correspondence is a matter of concern to all Coast Guard and Auxiliary members. Improper distribution of Auxiliary correspondence reflects badly on the individual, their Command or Flotillas, and the Coast Guard and Coast Guard Auxiliary. Improper distribution of Auxiliary correspondence includes but is not limited to incorrect mailing labels, forwarding of Auxiliary related e-mails to individuals who do not have a need to know the information, and posting of Auxiliary correspondence to the Internet (i.e. Fred's place, Military.com, Internet blogs, etc.)
3. **IMPROPER DISTRIBUTION:** Personnel shall report all improper distribution of Auxiliary correspondence or information to the Director of Auxiliary upon discovery regardless of whether the incident is merely suspected or has been confirmed. This reporting requirement applies to all Coast Guard personnel including active duty, reserve, civilian employees or Auxiliary members who use, or have access to Coast Guard D5 Northern Region Auxiliary correspondence.

Improper distribution is an event that may result in disclosure of D5 Northern Region Auxiliary correspondence to unauthorized individual or sources. Examples include: E-mails forwarded outside the chain of leadership; posting of correspondence/information to non-D5 Northern Region Auxiliary websites, unauthorized distribution of correspondence/information without permission of the originator or delegated authority.

4. **DISCIPLINARY ACTIONS:** Any D5 Northern Auxiliary member who improperly discloses D5 Northern Region Auxiliary correspondence may be subject to disciplinary action for failure to comply with this policy as outlined in the Auxiliary Manual, COMDTINST M16790.1F (series). Military personnel will be subject to the Uniform Code of Military Justice and civilian

employees actions will be addressed as outlined in the Civilian Personnel Actions: Discipline, Performance, Adverse Actions, Appeals, and Grievances Manual COMDTINST M12750 (series) .

5. CONCLUSION: Enclosure (1) is a quick reference guide with additional information regarding the proper use of Auxiliary e-mail correspondence. All Director of Auxiliary Staff and D5 Northern Region Auxiliary Members shall be familiar with the contents of this policy and guide. The proper protecting and handling of Coast Guard and Auxiliary correspondence is the responsibility of the individual who has access to the information. Questions or problems encountered with this policy shall be addressed to the Director of Auxiliary through the appropriate chain of command/chain of leadership.

G. T. TREDINNICK

Encl: (1) Safe Guarding Auxiliary E-mail Correspondence – Quick Reference Guide

Dist: All Director of Auxiliary Staff/D5 Northern Region Auxiliary Members