

**Fifth Northern Region Auxiliary
Notes Of General Interest**

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**CDR Scott D. Rogerson
Director of Auxiliary**

**Dr. Eugene Bentley, Jr.
District Commodore**

NOGI IS AVAILABLE ON THE NET @ WWW.5NR.ORG

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1 - FROM DIRAUX

- Thank you: for welcoming me as your new Director. As I've said, and will keep saying, it is my pleasure to be here in Philadelphia, and I am sincerely enjoying working with you. It has been a treat getting out to the Division meetings (7 down, 11 to go) and other events. I look forward to seeing you all at the Fall Conference in just a few days, and to the Changes of the Watch that will follow in the months ahead.
- Bravo Zulo: to CWO Joe Hartline, Ms. Betty Kain, and PO Scott Stein for holding down the fort prior to my reporting in July, for bringing me up to speed (slowly but surely), and for maintaining a bright outlook & fast pace as we work together to serve the Auxiliarists of Fifth Northern (no small task, mind you). Well done, team!
- Congratulations: to Petty Officer Scott Stein, who will advance to YN2 on 1 September. Way to go, YN2!
- Welcome Aboard: to SNSK Craig Kalucki, who will advance to SK3 in mid-September. PO Kalucki just reported from SK A-School following a successful tour in CGC VIGOROUS. He is coming up to speed, and will surely be a terrific addition to our team of hard-working folks!
- Many Thanks: to SK1 Kevin Hurst, for taking care of our SK needs for the last few months, for his work on the Fall Conference, especially, and for his work with PO Kalucki (past, present, and future).
- Timeliness: In listening to our folks at the Division meetings I've been attending, some recurring themes / concerns have popped up, most notably the inordinate delay in processing paperwork in the Director's office (e.g., service awards, qualifications, and what not). Rest assured that we are doing the best that we can, and looking for ways to do it better. Note that we wouldn't even stand a chance if not for the multitude of folks who help us out each week (you know who you are)...and that we are indeed catching up (little by little) now that we are fully staffed again. In short, your concerns have been heard, and we are working on it. Thank you for speaking up, for your patience, and for any assistance you can give us as we dig out and move ahead.

- Confession: One of the most challenging aspects of my job is clearly going to be keeping up with the sheer volume of e-mails, newsletters, and other correspondence & publications that come across my desk. These are vitally important to me, as they tie directly to two critical components of my Command Philosophy (more below): Communicate & Tell the D5NR Auxiliary Story. I am working on being more efficient (part of the problem may be the attention to detail that I have been striving for, to date, along with the operational tempo that I've taken on with my attendance of Division meetings), and am optimistic that in time I will learn to take in the information and to take appropriate action faster than I've been able to just yet. Thank you for your patience in the meantime - I am surely doing the best that I can, as I know you are, also.
- Command Philosophy: Enclosure (1) to this NOGI is my Command Philosophy, which I have been sharing verbally at the Division meetings I've attended. While directed at my staff (to include any Auxiliarists who volunteer in the office), I believe it has sound leadership concepts that every organization would do well to embrace. As such, it gives me great pleasure to share it with you, too, in the event it might motivate or help you or your team in some way. (At a minimum, you now know where I'm coming from as your Director & what my expectations are of the Director's office.)
- Core Values & Creed: Many leading corporations/commands start their meetings with an inspirational reading, a behavioral covenant, or a celebration of past successes, setting a positive and proactive tone for all that follows. Enclosure (2), the USCG Core Values & Creed of the United States Coast Guardsman, is submitted for your consideration as one option for adopting this practice at your meetings. They could be read after the pledge (in addition to any prayer that you include in your opening minutes, which I also recommend), taking just 2 additional minutes, but with a poignant reminder of whom we are, and how we are to carry ourselves. Note: It might interest you to know that I found these on the G-OCX web site (in response to a search for "Coast Guard Creed").
- Accountability Memos: Enclosures (3) and (4) are Accountability memos from RADM Brice-O'Hara and VADM Hull. Please read these one more time, and share them with your leadership, with your coxswains, and with anyone else you think should see them. While directed at operational commanders, they clearly apply to all CG personnel, including the Auxiliary, and tie directly to my Command Philosophy (Lead with Character & Professionalism is Contagious). In short, we first need to do the right things, then do them the right way, mostly because this is the only way to live a life worth living, but also to avoid embarrassment, injury, or worse, as a result of poor decision-making or judgment. (This is not to say mistakes won't be made, but when they are, they should be minimal.) Two of my favorite quotes are from movies: "The choices we make dictate the life we lead" (Renaissance Man; though Danny DeVito was paraphrasing Shakespeare) and "Choose wisely" (originally in Indiana Jones & the Last Crusade; but also in Ever After). I believe we would do well to remember and practice these on a daily basis.
- Please Read On: This NOGI is chock full of important information; please, read on! Thank you.

- CDR Scott Rogerson, DIRAUX (D5-NR)

2 - CONGRATULATIONS!

The following personnel are recognized for their recent completion of rigorous qualifications:

<u>AUXOP</u>	Daniel Amoroso 04-07	Arthur Norton 07-02	Richard Alderiso 07-04
	Joseph Jenci 07-04	William Beihl 07-12	Richard Wagar 07-12
	Michael Dineen 08-06	Alba Thorn 14-02	Ronald Thorn 14-02
<u>QE</u>	James Lafferty 04-04	<u>CO-PILOT</u>	Bill Mc Clennen 10-06
<u>COXSWAIN</u>	Thomas Morrissey 03-04	Bruce Henry 05-01	Raymond Forrester 05-06
	Walter Hempstead 07-09	James Taylor 07-12	Robert Wagar 07-12
	Walter Alsegg 08-01	Marilyn Hughes 08-01	Joseph Skutlin 08-01
	Agnes Mical 12-01	Kenneth Xiques 12-05	John Morrone 16-08

3 - NEW MEMBER ENROLLMENT APPLICATIONS

COMPLETE, NEW MEMBER ENROLLMENT PACKAGE MUST BE FORWARDED BY THE FLOTILLA COMMANDER. ALL INCOMPLETE PACKAGES WILL BE RETURNED TO FC. THE REQUIRED FORMS ARE:

- 1 - Enrollment Application (CGAUX-32 form)
- 2 - Check for \$13
- 3 - Prospective Member Interview (CGAUX-2 form)
- 4 - Operation Patriot Readiness form
- 5 - ID Card photo (on 3.5" floppy disk, per D5-NR Policy Manual)
- 6 - ID Card Info (D5-NR ADMIN-11 form)

Basic guidance and clarification has been placed on the Auxiliary National Web site by G-OCX-1, Chief, Administration and Policy:

http://www.cgauX.info/g_ocx/administration/security/newmbr.html). A copy is attached for your use to ensure that the membership is aware of the activities and training participation for prospective members. [Chdiraux-1] Basic Guidance and Clarification - New Members -014/04

COMPLETE FINGERPRINT PACKAGE SHALL BE HANDLED BY THE FINGERPRINT TECHNICIAN ONLY. FINGERPRINT CARDS AND FORMS MUST BE PUT IN ENVELOPE IMMEDIATELY AND FORWARDED TO DIRAUX.

- 1 - Authorization for Release of Information (SF-85 form - available on G-OCX web site www.cgauX.info/g_ocx/administration/security)
- 2 - Special Agreement Check (OFI-86C form - this form is listed on the G-OCX web site as "Security Agreement Check")
- 3 - Two (2) Fingerprint Cards (FD-258 form)

4 - THE AUXILIARY MANUAL

The Auxiliary Manual should be distributed to all Auxiliary Members in October.

Please ensure that all members have verified that their address in the AUXDATA program is correct and current. Mailings will be based on this information. If a change of address is in order, members have access to change the information in the AUXDATA program and must submit a Change of Member Information Form, ANSC 7028 to their FSO-IS. If the member is not able to change their own data, this will be accomplished by sending the ANSC 7028 to the SO-IS via the FSO-IS. This form is **only** to be sent to DIRAUX if a **CHANGE OF NAME IS IN ORDER**.

5 - CHANGING YOUR PERSONAL INFORMATION IN AUXDATA

All Auxiliary members have access to AUXDATA. This access allows capability to change your personal information. A special PowerPoint presentation has been developed as a step-by-step guide through the process. The presentation is available on the National Auxiliary Website under the Information & Communications Department in the "How To" Library: <http://www.cgauX.org/cgauXweb/infoserv/IDept.html>, log-on and password instruction can be obtained by your SO/FSO-IS.

It is very important that correct member information is entered into the right fields. AUXDATA is a main tool that is utilized by the Security Center to complete the Personnel Security Investigation process. Inaccurate information will cause a delay in this process.

6 - ELECTIONS

It's election time again and it is more important than ever to make sure that all data is correct in the AUXDATA program.

A few changes will take place this year and are as follows:

1. The Staff Officer Report form, ADMIN-3, is no longer required; this is replaced by the Annual Unit Officers Report form, ANSC-7007. The ANSC-7007 will be completed by the DCP/FC and submitted directly to the SO-IS for data entry by 31 Dec. No further routing is required. Note: The D5-NR Phone Directory will be printed in early January based on this data which includes information regarding the Unit Meeting, Location and time.
2. PSI election eligibility criteria is waived as follows
(RE: [Chdiraux-1] 2004 ELECTED OFFICER ELIGIBILITY CRITERIA - WAIVER- 018/04):
 - a. DISTRICT Elected Officer Nominees - if elected and prior to assuming office, they must complete and forward to DIRAUX all required forms, documents and information necessary to perform a Direct Operational, DO, PSI package. This information will be reviewed and submitted to the Security Center, SECCEN, for processing.
 - b. DIVISION/FLOTILLA Elected Officer Nominees - if elected and prior to assuming office, they must complete and forward to DIRAUX all required forms, documents and information necessary to perform an Operational Support, OS, PSI package. This information will be reviewed and submitted to the Security Center, SECCEN, for processing.
 - c. FAILURE to do so will make the nominees ineligible to assume office.
 - d. GUIDELINES apply to interim elections performed from 06 AUG 2004 to 31 DEC 2004.

In D5-NR, the forms required for all elections are:

- ADMIN-2**, Certification of Elections - submitted directly to DIRAUX
- ANSC-7007**, Elected Officers Report form - submitted directly to SO-IS
- DISTRICT DO PSI Package or DIVISION/FLOTILLA OS PSI Package** - submitted directly to DIRAUX

7 - TRAVEL CLAIM SUBMISSION

Revised Travel Claim form, DD-1351-2, has been posted to the "What's New" Section of the National Auxiliary Web Site, www.cgaux.org. This form can be filled out on-line and a hard copy printed for submission.

CG Finance Center, FINCEN, has a dedicated area for Auxiliary status payment information. Please view this site, http://www.uscg.mil/aux_info.htm or call the information line at 800-564-5504.

Please be sure to submit Direct Deposit forms directly to:

Coast Guard Finance Center (OPQ)
1430A Kristina Way
Chesapeake, VA 23326-1000

8 - BCQP INFORMATION

The Operations Workshop and TCT Training are mandatory requirements for **ALL** participants in the Boat Crew Qualification Program. Members who have not taken an OPS Workshop or have had the required TCT training respective to their qualification were set to REWK status in the AUXDATA program on 15 Jul 2004. Any member who does not have this activity recorded by 31 Dec 2004 will be set to REYR status on 01 Jan 2005.

Policy must be adhered to regarding the performing and recording of activity for **ALL PROGRAM** participants who are in **REWK** and **REYR** status. Only **after** DIRAUX has set a member's qualification status to current, may the member perform as lead or non-lead. Until that time, the member may **ONLY** perform as a **TRAINEE**. This is a policy and liability issue. Please direct all concerns to the BCQP Coordinator, Lee Crossman.

9 - AUXDATA REFRESHER

Some key points to remember about the AUXDATA process:

- All** members have access to change their personal information. Log-on and password information is to be obtained from the SO/FSO-IS.
- LEAD** members are to forward activity reports to the respective FSO-IS for review. OPS-3A/B must accompany the ANSC-7030 form for data entry of the currency maintenance tasks. The registration number of the OPFAC must be listed on the forms.
- FC** must forward only **completed initial qualification** packages to DIRAUX. Data entry must be verified by the FC before any endorsement is made or DIRAUX will not process the member's qualification.
- FSO-IS** is to ensure all forms are properly completed and ensure that they are forwarded to the SO-IS promptly.
- SO-IS** is to enter all data as indicated on forms and all discrepancies are to be returned to the sender.
- SO-IS** is not permitted to enter data for any member in REYR or REWK status unless the position is entered as TRAINEE. Note: **THERE IS A FLAG INDICATOR TO WARN THE SO-IS OF THE MEMBER'S STATUS IF IN ARREARS.**
- FC or SO-IS** shall send e-mail notification to DIRAUX to reset member's qualifications.
- DIRAUX** will not reset any member's qualification to current unless these guidelines are followed.

10 - CHANGES TO IMPORTANT POINTS OF CONTACT IN OUR REGION

Please note the following changes to 2004 Points of Contact for our region:

DSO-PA	John Bernath	151 Joanne Drive, Millsboro, DE	19966
	Phone: 302-945-3632	E-Mail: uscgajoh@dmv.com	
ADSO-PA Central	Robert Rosenberg	702 West Chester Court, Dagsboro, DE	19939
	Phone: 302-539-4453		
ADSO-PA Western	Kevin Murphy	105 Grandview Road, State College, PA	16801
	Phone: 814-237-8595	E-Mail: murphycomm@statecollege.com	

11 - DIRECTORY OF SERVICES

The Directory of Services of the Coast Guard Auxiliary is a guide for the reader to become acquainted with the capabilities of the Coast Guard Auxiliary and its members. It lists the Auxiliary State Liaison Officers for each district as well as Coast Guard District information. It is a great reference document for new and experienced members alike. The directory can be found on the National Auxiliary Web site under the Boating Department: http://www.cgaux.org/cgauweb/boating/DoS_2004.pdf

12 - DIRAUX STAFF DUTIES

Our staff's administrative duties have changed and are listed below. Please use the following contact list:

CWO4 Joe Hartline jhartline@dirauxphiladelphia.uscg.mil 215-271-4934
-Training
-Injury/Mishap Reporting
-Travel Reimbursements
-Property

Elizabeth Kain ekain@dirauxphiladelphia.uscg.mil 215-271-4937
-Facility Inspections
-AUXDATA Program

YN2 Scott Stein sstein@dirauxphiladelphia.uscg.mil 215-271-4933
-Enrollments/Disenrollments
-Initial Qualifications
-Test Requesting

BCQP Coordinator, Lee Crossman lcrossman@dirauxphiladelphia.uscg.mil 215-271-4936
-ALL questions regarding qualification status in the Boat Crew Program

Please remind members to use their chain of leadership and communication. Thank you.

Respectfully,

S. D. ROGERSON
Commander, U.S. Coast Guard
Director of Auxiliary, D5-NR

Enclosures:

- (1) D5-NR Command Philosophy
- (2) USCG Core Values and Creed
- (3) [D5] Accountability (dated 28 Jul 2004)
- (4) [LANTAREA] Accountability (dated 13 Jul 2004)
- (5) [Chdiraux-1] Basic Guidance and Clarification - New Members- 014/04
- (6) [Chdiraux-1] AuxMan Update, 2004 Elected Officers Criteria,etc - 020/04

Director of Auxiliary (Fifth Northern) Command Philosophy

As your Director, I would like to share my personal philosophy on how I think we should conduct ourselves in serving the Auxiliarists of Fifth Northern, the Coast Guard, and the public. I pledge my commitment to these fundamentals, & ask that you commit to them as well. They are, in short, my expectations of you. Thank you.

Attitude: “Our lives are not determined by what happens to us, but how we react to what happens; not by what life brings to us, but by the attitude we bring to life. A positive attitude causes a chain reaction of positive thoughts, events, and outcomes. It is a catalyst...a spark that creates extraordinary results.” Like the Auxiliary, “Optimism is a Force Multiplier.” Look for the good in people, and in situations. See challenges as opportunities, and then seize them.

Communicate and Cooperate: Communication is critical to the success of any organization, and we are no exception. Ask questions, and share information freely. Believe in synergy, and that we can accomplish far more working together than we can by working independently. Make one plus one equal three, or more, through cooperation.

Customer Service: Our most important customers are our Auxiliarists (all of them), followed closely by the Coast Guard commands in our region, and our administrative and operational chains of command (i.e., OCX and D5). Take care of them – they are why we are here. Anticipate their needs when possible, and respond to them at all other times.

Embrace Diversity: The world is full of interesting people. Reach out to them, and ask them to join the Coast Guard Auxiliary. Embrace people of all races, colors, religions, & national origins, and both genders, without reservation.

Lead with Character: Practice our Core Values of Honor, Respect, and Devotion to Duty in all that we do. Remember that “there is no right way to do a wrong thing” and that having integrity means doing the right thing, always. As leaders, stand up FOR your people (i.e., take care of them), and stand up TO your people (i.e., hold them accountable). Play nicely with others. Convey appreciation for a job well done and reward outstanding performance. Leave a legacy. Mentor those around you. Be proactive. Identify problems and propose solutions. Leave it better than you found it.

Professionalism is Contagious: Be professionals. Others will follow your lead, for better or for worse, so strive to make it for better. Appearance, neatness, spelling, and timeliness all count. Strive for perfection, even if unattainable (while nobody is perfect, that doesn’t mean we shouldn’t try). Emulate respected leaders with whom you have served.

Teamwork: This goes with Communicate & Cooperate, but is worth including on its own. Be a team player. Help others, both in their journeys, and in their development. Become a Team Coordination Training expert, and apply it daily.

Tell the D5NR Auxiliary Story: Too many people (in and out of the Coast Guard) do not know about the Coast Guard Auxiliary, and especially the Coast Guard Auxiliary in Fifth Northern. Good things will come from sharing our story, both regionally & nationally. Distribute articles, Internet links, newsletters, and *Topside* as widely as possible.

Wellness: Take care of yourself. Exercise daily. Eat well. Get enough sleep. Read. Pursue a hobby or passion. Learn something new every day. Take time for yourself. Take leave (you deserve it & you’ll perform better, ultimately).

Work Hard, Play Hard, and Enjoy Yourself: Work hard, for sure, but have fun, also (these are not mutually exclusive). Life is a gift, and too short not to. Pursue an appropriate work-life balance and a well-rounded life. Find your niches and excel in those areas, and expand your horizons, too. Smile often and laugh daily. Carpe Diem!

Respectfully,
Commander Scott Rogerson, USCG
Director of Auxiliary, Fifth Northern

United States Coast Guard Core Values & Creed

The following core values and creed are more than just Coast Guard rules of behavior. They are deeply rooted in the heritage that has made our organization great. They demonstrate who we are and guide our performance, conduct, and decisions every minute of every day. Because we each represent the Coast Guard to the public, we must all embrace these values in our professional undertakings as well as in our personal lives.

United States Coast Guard Core Values

Honor

Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our personal actions. We are loyal and accountable to the public trust.

Respect

We value our diverse work force. We treat each other with fairness, dignity, and compassion. We encourage individual opportunity and growth. We encourage creativity through empowerment. We work as a team.

Devotion to Duty

We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.

Creed of the United States Coast Guardsman (written by VADM Harry G. Hamlet, USCG)

I am proud to be a United States Coast Guardsman.

I revere that long line of expert seamen who by their devotion to duty and sacrifice of self have made it possible for me to be a member of a service honored and respected, in peace and in war, throughout the world.

I never, by work or deed, will bring reproach upon the fair name of my service, nor permit others to do so unchallenged.

I will cheerfully and willingly obey all lawful orders.

I will always be on time to relieve, and shall endeavor to do more, rather than less, than my share.

I will always be at my station, alert and attending to my duties.

I shall, so far as I am able, bring to my seniors solutions, not problems.

I shall live joyously, but always with due regard for the rights and privileges of others.

I shall endeavor to be a model citizen in the community in which I live.

I shall sell life dearly to an enemy of my country, but give it freely to rescue those in peril.

With God's help, I shall endeavor to be one of His noblest works...

A UNITED STATES COAST GUARDSMAN.

To: ALAUX

Frm: Chief Director of the Auxiliary

Subj: Basic Guidance and Clarification - New Members -014/04

1. For all - this is a request for your direct assistance in re-iterating and disseminating some basic guidance and clarification regarding the prospective member stage of the PSI process - this is not about the mechanics of PSI processing...that will come separately very soon... - please read on.

2. A discussion point at the recent NEXCOM meeting revolved around the need for some clarification at field level about what kinds of Auxiliary program activities prospective members may participate in while awaiting their PSI determinations - this probably stems from a combination of the passage of time (let's face it, more than half a year has passed since the PSI program began its roll-out) along with the increasing number of different program participation scenarios that naturally comes with the passage of time.

3. The basic premise about prospective members is that they should be engaged by the Auxiliary and be allowed to engage in Auxiliary programs to the maximum extent possible so as to develop and sustain their interest in membership and program participation. With that in mind, rather than attempt to identify the entire world of things that prospective members may do, it was determined to be more prudent to basically re-iterate and re-disseminate guidelines about what they may not do - largely from the G-OCX web site section that provides PSI FAQ's, this includes:

http://www.cgaux.info/g_ocx/administration/security/newmbr.html

4. The purpose of this list is to keep Auxiliarists as well as all other interested parties abreast of current developments, policies, manuals, etc. All information contained herein and linked is OFFICIAL policy and information.

5. Internet Release and Distribution is Authorized.

6. G-OCX-1, SENDS

Basic Guidance and Clarification - New Members

From Steve Minutolo, G-OCX-1, Chief, Administration and Policy

For all - this is a request for your direct assistance in re-iterating and disseminating some basic guidance and clarification regarding the prospective member stage of the PSI process - this is not about the mechanics of PSI processing...that will come separately very soon... - please read on.

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The basic premise about prospective members is that they should be engaged by the Auxiliary and be allowed to engage in Auxiliary programs to the maximum extent possible so as to develop and sustain their interest in membership and program participation. With that in mind, rather than attempt to identify the entire world of things that prospective members may do, it was determined to be more prudent to basically re-iterate and re-disseminate guidelines about what they may not do - largely from the G-OCX web site section that provides PSI FAQ's, this includes:

- may not participate in operational activities
- may not displace Auxiliarists who desire to participate in training events
- may not take end-of-course exams (of any sort)
- may not qualify in any discipline
- may not sign anything in a capacity as an Auxiliarist
- may not log hours in AUXDATA
- may not hold elected office or appointed position
- may not get an Auxiliary ID card
- may not wear the Auxiliary uniform

Conversely, this means that prospective members:

- may participate in non-operational activities (and may ride on operational patrols as any normal visitor may, but these hours cannot be applied retroactively toward boat crew member qualification)
- may participate in training events on a space-available basis (e.g. - workshops, member training classes)
- may be provided with course study materials and may study for end-of-course exams
- may prepare to qualify in any discipline (subject to the constraint dealing with non-participation in operational activities)
- may be logged in AUXDATA as a prospective member (i.e. - in the 99-99 Division/Flotilla)
- may attend meetings/fellowship events to learn about Auxiliary organization, policies, procedures and programs
- may be issued an EMPLID

That's it in the nutshell - this need not be made any more convoluted than it really is - common sense should dictate.

- For example, can a prospective member handle lines when a facility gets underway or serve as lookout while underway? No...But they can observe and Q&A with the boat crew throughout the patrol, and practice tying knots either underway or back in port (note - their time aboard cannot count as a trainee because they are aboard in a guest status to begin with).
- Can a prospective member attend a workshop and get credit for it? Yes...But their participation cannot displace a current member from attending the workshop and any associated AUXDATA entry cannot be made until they receive their PSI determination.
- Should Coast Guard funds be expended in training a prospective member? Generally no, certainly not in terms of a C-school quota or even in terms of providing a costly new copy of a Boat Crew Manual, but providing them with a New Member Handbook or basic course materials or a spare Boat Crew Manual would be a minimal cost investment with immediate benefit.
- Can a prospective member teach PE classes as a trainee or perform VSC's as a trainee? No...The public expects and deserves a uniformed representative of the Coast Guard to deliver such services...and the Coast Guard has the responsibility to deliver such services. Although these VSC/IT activities may be perceived as non-operational in nature, the fact that prospective members may not wear a uniform, particularly during an activity that requires interaction with the public, precludes them from actually performing such activities in a trainee status.
- Could they do VSC's strictly as part of a member training exercise? Yes, because they would not be interacting directly with the public in order to deliver a service. Under this scenario, their trainee VSC's would count towards qualification and could ultimately be entered in AUXDATA.

A note about AUXDATA entries - please bear in mind that when a prospective member is placed in AUXDATA, they are placed in their region's 99-99 Division/Flotilla. SO-IS's do not have the ability to make AUXDATA entries for this designated Division/Flotilla - it's neither appropriate nor even really necessary to impose that workload up the chain to either DSO-IS or DIRAUX level, nor is it programmatically sound to give them this capability. One nice thing about AUXDATA is that retroactive entries can be made. So...all associated paperwork for a prospective member's activities can be filled out and held until they receive their PSI determination. If Favorable, then those forms can be submitted like any others through the member's new Division/Flotilla chain - in effect, they get the credit...but have to wait until they have been cleared for membership before it can be reflected in AUXDATA.

Additionally, upon placement in their 99-99 Division/Flotilla, a prospective member is issued an EMPLID - that EMPLID stays the same upon receipt of a Favorable PSI determination and they shift into full membership status. Additionally, their base enrollment date then becomes the date on which their EMPLID was issued - so the clock starts at the beginning of their prospective member status for purposes of Auxiliary career time.

Please also bear in mind that as time goes on, the amount of time that it will take between PSI package submission/prospective member status designation and PSI determination will decrease...probably to the point that most of the concerns being expressed from the field about AUXDATA entries and qualifications will be rendered moot.

Prospective members are just that...prospective. Fact of the matter is that the result of a PSI can immediately terminate a prospective member's relationship with the Auxiliary...so expending a lot of time and resources on someone who has not been totally vetted or allowing them to effectively represent the Coast Guard in assorted forums carries a degree of risk that is considerable enough to maintain the above constraints. However, there are many ways, resource/cost-effective ways as indicated above, to fully engage prospective members in the many aspects of the Auxiliary.

Please reiterate and disseminate these principles as your opportunities allow...and expect some additional guidance on the actual mechanics of PSIs to come your way soon.

To: ALAUX
Frm: Chief Director of the Auxiliary
Subj: 2004 ELECTED OFFICER ELIGIBILITY CRITERIA - WAIVER -018/04

1. Upcoming 2005 elections at Flotilla, Division and District levels will be rather unique because of 2004's first-year implementation of the Personnel Security Investigation (PSI) process. Many elected officer nominees may not yet have submitted their PSI packages due to prioritization of PSI package submissions for current members.

2. The new AUXMAN was written for "steady state" in that it takes for granted that a typical Flotilla or Division elected officer nominee has been determined to be at least OS Favorable because that individual has been in the Auxiliary at least a year and has had time for completion of an Operational Support (OS) PSI package. It also requires that District-level nominees have a completed Direct Operational (DO) PSI package.

3. Recognizing the uniqueness of the potential implications for Auxiliary elections by this first year's PSI process implementation, the Chief Director of Auxiliary (G-OCX), in consultation with the National Commodore (NACO), waives the Auxiliary Manual's PSI election eligibility criteria as follows:

a. For Flotilla and Division elected officer nominees - if elected and prior to assuming office, they must complete and forward to their respective Director of Auxiliary all required forms, documents and information necessary to perform an OS PSI package. Directors should review and expedite submission of these packages to SECCEN.

b. For District elected officer nominees - if elected and prior to assuming office, they must complete and forward to their respective Director of Auxiliary office all required forms, documents and information necessary to perform a DO PSI package. Directors should review and expedite submission of these packages to SECCEN.

c. Failure to file these packages by these individuals as described above will make them ineligible to assume office.

4. These guidelines apply if an interim election needs to be performed between now and the end of 2004.

5. These guidelines have also been applied to this year's National elections.

6. The purpose of this list is to keep Auxiliarists as well as all other interested parties abreast of current developments, policies, manuals, etc. All information contained herein and linked is OFFICIAL policy and information.

7. Internet Release and Distribution is Authorized.

8. G-OCX-1, SENDS