

Undress Blue	All Year
Working Blue	All Year (Note 4, and 5)
Operational Dress Uniform	All Year (Note 4)
Operations Polo Shirt	All Year (Note 4)
Auxiliary Jump Suit	All Year
Hot Weather Boat Crew Outfit	Summer (Note 4)

Note 1: In the Fifth District, the summer period starts April 1. The winter period starts November 1.

Note 2: Specific to the Auxiliary (i.e., is no longer worn by the active duty Coast Guard).

Note 3: Service Dress Blue (Bravo) is the prescribed uniform for Division Changes of Watch in D5-NR.

Note 4: As prescribed by the order issuing authority and as directed by the District Commander, Coast Guard Commanding Officers, and Coast Guard Officers-in-Charge acting as Operational Commanders.

Note 5: The Auxiliary Working Blue Uniform and the Blue Work Jacket will be obsolete and no longer authorized after 31 Dec 2012. The Windbreaker will no longer be authorized to wear with the ODU uniform after 31 Dec 2012.

3. Clothing Lockers. Uniform sources are Coast Guard and DOD exchanges. Most notably within D5-NR, the Lucky Bag clothing store offers discounted uniform items at Training Center Cape May and the Coast Guard Uniform Distribution Center (UDC) has daily operating hours for purchases in Woodbine, NJ (the UDC will fill uniform orders submitted by mail, phone, fax, on-line and over-the-counter).

E. Election and Appointment of Officers.

1. Election Guidelines. Elections are to be held in accordance with the Auxiliary Manual and applicable District, Division, or Flotilla Standing Rules. National elections shall be held first, followed by District elections, followed by Division elections, followed by Flotilla elections. **DCDRs are required to identify and appoint an interim FC and/or VFC if Flotilla elections have not been held by December 15.** Presiding Officers shall be assigned in accordance with guidelines set forth in paragraph E.4.
2. Screening Committee. The Screening Committee is responsible for ensuring that all nominees for elected office either meet all appropriate election eligibility criteria or have obtained the appropriate waiver of such. It shall notify the unit commander in a timely manner of any circumstances that may require DIRAUX waiver. It shall ensure that all members who are fully eligible to serve in an elected office have been surveyed about their desire to serve before they forward any request for waiver of eligibility criteria for a nominee. Further, it shall ensure the eligibility of each candidate through AUXDATA and shall include a hard-copy AUXDATA printout of such information to the unit commander as part of its final nomination package.
3. Election Eligibility Waiver Guidelines. Auxiliary leadership at all levels shall mentor prospective future leaders through the year so that eligible candidates will be available for the following year's elections, making waivers necessary only in isolated and unusual circumstances. The Auxiliary Manual allows waivers for certain eligibility criteria that can only be granted by DIRAUX. A **written request for waiver** must arrive at the DIRAUX office at least **two weeks** in advance of the election and must reflect attempts to ensure that all eligible members have been addressed insofar as their ability and desire to fill the election need. Requests shall indicate who, what, where, and when (e.g., Jan Smith, APC, Flotilla 2-76, Dec 31), with amplification as prudence dictates. Flotilla requests for waivers must be submitted via

the DCDR and appropriate DCAPT. Division requests for waiver must be submitted via the appropriate DCAPT and the DCO. Requests that are not properly routed will be returned to the sender without action. E-mail requests are encouraged provided they are electronically forwarded *through* the specified personnel (i.e., not sent “Action” to the DIRAUX office and “Info” to the respective officers). Those personnel in the routing chain must indicate their endorsement, positive or negative, before routing it further. Waiver request approval should not be assumed to be automatic, nor should it be taken for granted. DCAPTs and DCDRs shall follow up for all waivers in their area of responsibility. Failure to comply with terms and conditions of the waiver shall be addressed by EXCOM and will normally result in direction of a new election.

4. **Certification of Election.** Presiding Officers will be assigned to District, Division and Flotilla elections as follows:
 - a. The National Commodore shall appoint a Presiding Officer to monitor and certify District elections.
 - b. The DCO shall appoint a Presiding Officer to monitor and certify DCAPT elections (if not held in conjunction with District elections) and Division elections.
 - c. The DCDR shall appoint a Presiding Officer to monitor and certify Flotilla elections.
 - d. In all cases, the Presiding Officer is responsible for certifying and reporting the results of the election to the DIRAUX office. **This should be accomplished by completing a Certification of Elections (ADMIN-2) form and submitting it to the DIRAUX office on the next working day following the election (in the case of District elections, the incumbent DCO shall submit this form no later than December 1).** The form must be filled in completely so as to reflect the Screening Committee Chairman’s certification and that of the Presiding Officer, and that all candidates nominated for elected office met the eligibility requirements (this includes those nominated from the floor, in which case it is the primary responsibility of the member who makes such a nomination to provide the Nominating Committee and Presiding Officer with appropriate proof of eligibility for the nominee at the time of nomination). It should also reflect that if no eligible members had run for the office, then an appropriate written waiver had been requested and granted by DIRAUX prior to the election. The Presiding Officer is authorized to postpone the election if any of this prerequisite information is not made available by the time the election is ready to be held. Further, if it is subsequently discovered that certification and waiver procedures were not properly followed, then the election shall be immediately declared void by DIRAUX and a new election directed and supervised by EXCOM.
5. **Administrative Responsibilities of Newly Elected Officers.** **The DCO, DCDR and FC elect is responsible for completing and submitting the Annual Unit Officers Report (ANSC-7007) to the respective SO-IS by December 15.** This submission date is necessary for data entry purposes and in order to facilitate timely reporting to the Chief Director of Auxiliary and National Auxiliary leadership. Outgoing officers should give the forms to newly elected officers.

6. Changes to Staff Officer Assignments. Whenever a change occurs to any staff officer assignment, a Change of Officer Report form (ANSC-7006) must be completed and submitted to the respective SO-IS. Upon completion of data entry, the SO-IS shall forward the form to the DIRAUX office to report the changes. Note: This does not apply to interim election results or appointed FC/VFC offices; as these situations should be reported on the Certification of Elections (ADMIN-2) form.
7. Delegation of Duty. Whenever a DCDR or FC is not able to perform in the capacity of their elected office, either due to illness or vacation and have the need to delegate their duties to the VCDR or VFC, notification must be sent to DIRAUX via the COLM.

F. Standing Rules and Unit Reporting.

1. Standing Rules. Standing Rules are required for all Divisions and Flotillas in D5-NR. Once completed, Flotilla and Division Standing Rules are routed through the District Parliamentarian, District Commodore and then to DIRAUX for final approval. The DIRAUX office will send a copy of the approved Standing Rules to the unit, the organizational level immediately above them, and file a copy in the unit's record at the DIRAUX office.
2. Meeting Minutes. While prescribed paper forms for reporting of Division and Flotilla meetings are acceptable for distribution, electronic versions of these reports are encouraged whenever possible. Such submissions may be transmitted as e-mail attachments or as the main body of the e-mail and they shall contain all elements comparable to those captured on paper. District Board minutes shall be processed as prescribed in the District Standing Rules. Flotilla and Division meeting minutes shall be submitted and distributed as follows:
 - a. Flotilla Minutes. Minutes of each Flotilla meeting shall be drafted by the FSO-SR and shall be forwarded through the FC for approval (distribution from the FCs e-mail address may be recognized as their electronic signature for this purpose). If the FC is unable to make timely distribution due to an absence or illness, then the VFC may forward the minutes. Flotilla minutes (written or electronic submissions) shall be submitted to the DCDR and respective DCAPT by the 15th day of the month following that of the meeting. If either DCDR or DCAPT determine that any aspect of any report is inappropriate, questionable or warrants higher-level awareness, they shall immediately forward a copy to the DCO and DIRAUX with the issue. Flotillas are responsible for maintaining a paper copy of their minutes indefinitely. Failure of a Flotilla to submit its meeting minutes consistently and in a timely manner may result in administrative action against the FC and/or the Flotilla as a whole.
 - b. Division Minutes. Minutes of each Division meeting shall be drafted by the SO-SR and shall be forwarded through the DCDR for approval (distribution from the DCDRs e-mail address may be recognized as their electronic signature for this purpose). If the DCDR is unable to make timely distribution due to an absence or illness, then the VCDR may forward the minutes. Division minutes (written or electronic submissions) shall be distributed to the respective DCAPT and FC. The Division may establish its own standard distribution date in order to best coincide with submissions of meeting minutes from its Flotillas, but such date shall not be any later than the last day of the month following the month in which the