FIFTH DISTRICT INSTRUCTION 16791.1D

MAR 13 2012

CGDFIVEINST 16791.1D

FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL

Ref:  (a) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
     (b) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
     (c) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)

1. PURPOSE. This manual outlines policies and procedures necessary for effective administration of the Coast Guard Auxiliary in the Fifth District Northern Region (D5NR). The Auxiliary Fifth District, Northern Region is comprised of all Auxiliary units and the district Auxiliary staff in the state of Delaware, and in areas of Pennsylvania and New Jersey that fall within the CG Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (a) and (b).

2. ACTION. Commanders, Commanding Officers, Officers in Charge, and the Director of Auxiliary and Auxiliarists within the Fifth District, Northern Region shall comply with the provisions of this instruction.

3. DIRECTIVES AFFECTED. The previous edition of the D5NR Policy Manual (D5NRINST M16790.1C of 2 Mar 2007) is cancelled.

4. DISCUSSION. This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary as identified through revision of ref (a). Additionally, the D5NR Policy Manual (POLMAN) addresses policies and programs at the local level. It should be reviewed in its entirety by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (a) thru (c).

DISTRIBUTION – SDL No. 160  All Fifth Coast Guard District Units

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Subj: D5NR AUXILIARY POLICY MANUAL

5. **CHANGES.** Recommendations for changes to this manual are encouraged and should be forwarded to the Director of Auxiliary via the chain of leadership and management. A list of recent changes are included.

6. **PROCEDURES.** Official distribution of this manual will be via hardcopy to EXCOM and DCDRs and e-mailed to the distribution. An electronic version will be located at [http://www.5nr.org/member/forms.php](http://www.5nr.org/member/forms.php).

7. **PRIVACY COMPLIANCE.** When completed, the numerous forms identified or referred to in this Manual contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public’s trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual’s PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.

8. **RESPONSIBILITY.** Commander, Fifth Coast Guard District (dpa-n), Director of Auxiliary, is responsible for the content and upkeep of this manual and instruction. Questions or concerns about this material contained in manual should be addressed to Director of Auxiliary (D5NR) at 215-271-4937.

9. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.

10. **RECORDS MANAGEMENT CONSIDERATIONS.** All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).

11. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
12. FORMS AVAILABILITY. All forms required by this Guide may be ordered from the Auxiliary National Supply Center, except the following: Paddle Craft Inspection and Offer for Use form, 5NR OPS-7, which can be found in the 5NR Policy Manual, in the forms section, Appendix C or on the D5NR web site at http://www.5nr.org/member/forms/5nrpolicy.php

/s/

W. D. LEE
Rear Admiral, U.S. Coast Guard
Fifth Coast Guard District

Encl: (1) Fifth District Northern Region (D5NR) Auxiliary Policy Manual
## RECORD OF CHANGES

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Significant changes to the D5NR Policy Manual made in this revision:

Chap 1 – Organization

1. Organization - updated with explanation of D5 and nuances particular to D5NR.
2. Added additional explanation and relationship of District Directorate Chiefs
3. Added new e-mail
4. Updated Org chart for ASC to report to DCO and added DSO-LL under Prevention
5. New DIRAUX Email for Problem Resolution, Inquiries and Submissions

Chap 2 – Membership and General Information

1. added update to regional uniform policy

Chap 3 – Auxiliary Data System (AUXDATA)

1. Updated Guidelines for Reporting and Data Entry

Chap 4 – Member Training and Qualifications

1. added new Paddle Craft Operator (PCO) program qualification
2. clarification on recertification and removal of REYR status for BCQP members
3. clarification on minimum number of patrols for boat crew school attendees prior to final QE certification
4. updated 8 hour TCT course completion for 5 year BQCP recertification
5. new AUXOP program requirements, tracking, and notification updated
6. new update to BCQP concerning failure of a QE certification check ride
7. updated guidelines for fingerprint qualification – DO PSI not required

Chap 5 – Standards of Conduct

1. added section on Ethics
2. added Marine Safety missions/inspections to focus areas for member capability
3. delegated DCAPT with capability determinations w/option to EXCOM

Chap 6 – Facilities

1. added new Paddle Craft (PC) Facility
2. previous optional extra anchor and anchor line is no longer optional for Operational Vessel Facilities.

Chap 7 – ATON, PATON and Chart Updating Program

1. mentions new PAV PQS established by National on 14 Jul 2011, and the elimination of formerly used 5NR ATON-1 PQS.
Chap 8 – Patrols

1. added new patrol environmental limitations
2. added new authorization for hot weather patrol uniforms
3. included new Paddle Craft Program
4. clarified Auxiliary “Unit Vessel” marking policy
5. clarification of Air Patrol program requirements

Chap 9 - Search and Rescue Detachment (SARDET)

1. clarified SARDET hours of operation, staffing, communications, and ready crew requirements.

Chap 10 – Communications

1. removed reference to old 140 MHz frequencies and replaced with the new 5 narrow band Coast Guard authorized frequencies. Established new District Comms Goals.

Chap 11 – Aviation Program

1. updated CG Air Station Auxiliary Air Liaison Officer responsibilities

Chap 12 – Awards

1. moved Edmond Morton Award for member training to District versus Div 13 award
2. added to informal awards the Special Recognition award and Aux of the Week

Chap 13 – Public Affairs

1. added new section on Auxiliary Color Guard

Chap 14 – Forms

1. chapter deleted, redundant. Merged with chapter 3

Chap 15 – Emergency Response Plan

1. Revised and updated chapter to include checklists for different disasters and incorporated contingency operations.

Chap 16 – Qualification Examiner (QE) Program

1. inserted new chapter and information on QE program
Chap 17 –

1. no significant changes

Chap 18 –

1. no significant changes

Chap 19 – Auxiliary Chef Program

1. new chapter

Appendix A - D5-NR Unit Boundaries

1. elimination of Division 9
2. inclusion of new 5NR interactive Map.
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CHAPTER 1

ORGANIZATION

A. General. The Auxiliary Manual identifies those components of the Coast Guard that have a part in the administration of the Auxiliary and the responsibilities of each. It describes the organization of the Auxiliary in general terms and it defines the concepts of chain of leadership and management, chain of communications, and parallel staffing as they apply to the functioning of the Auxiliary as an organization. The Auxiliary Manual provides further definition of Auxiliary administrative levels and the purpose and responsibilities of elected and staff officers. This Policy Manual will primarily address the nuances associated with District Five Northern Region (D5NR). Of particular note is the relationship with a single Sector (USCG Sector Delaware Bay) which allows for more direct relationships with the Operational Commander for the entire region. Most other Auxiliary Districts throughout the nation have several Sectors in the AOR which requires different organizational management and structure.

B. Fifth Coast Guard District Organization.

1. District Commander. The District Commander is the senior Coast Guard officer in the Fifth Coast Guard District, located at the Fifth Coast Guard District Office, Portsmouth, Virginia. The District Commander is responsible for the administration and general direction of District units. Within the District, the District Commander is responsible for carrying out the functions and duties of the Coast Guard and for assuring that these duties are performed efficiently, safely and economically.

2. Chief of Staff. The Chief of Staff is the second in command below the District Commander. The Chief of Staff is responsible for advising and assisting the District Commander in the general administration of the District and acting as District Commander in that officer’s absence. The Chief of Staff directs and supervises the District Commander’s staff. Two such components coordinate the operational activities of the District, and thus are most directly related to Auxiliary activities. They are the Response Division and the Prevention Division. The Auxiliary Branch falls under the direction of the Prevention Division.

a. Response Division. The Response Division focuses on command and control of the District’s operational assets to accomplish incident response, crisis management, and security enforcement.

b. Prevention Division. The Prevention Division is focused on protecting the public, our ports, the environment and U. S. economic interests through the prevention and mitigation of maritime incidents. The Prevention Division is comprised of four branches: Inspections and Investigations, Waterways Management including aids to navigation, Bridges, and Coast Guard Auxiliary (Northern and Southern Regions). All Branches focus on the prevention of deaths, injuries and property damage associated with maritime transportation, fishing, and recreational boating.
3. Director of Auxiliary (DIRAUX). The Director of Auxiliary (dpa-n), working together with the Auxiliary District Commodore (DCO), the Auxiliary, Coast Guard Area and District Staffs, Coast Guard Operations and Administrative Commands, Auxiliary Board and Staff, is responsible for administering, coordinating, facilitating, supporting, advocating, advancing, arbitrating, and overall execution of the Auxiliary program within the district. The Director serves as the adviser to the District Commander on all Auxiliary matters and is the District Commander’s direct representative. The Director receives program policy direction from the Chief Director of the Auxiliary (CHDIRAUX) located at Coast Guard Headquarters.

4. Operations Training Officer (OTO). The OTO, in addition to their regularly assigned duties described below, shall serve as the Assistant Director of Auxiliary ensuring program policy and direction is complied with throughout the district AOR. The OTO serves as an advisor to the Sector Commander, staff, and subordinate Sector units on Auxiliary operations and resources and acts as a liaison between active duty Coast Guard and Auxiliary members. The OTO manages the QE program, selecting, training, and certifying Auxiliarists to carry out the Boat Crew Qualification program. The OTO shall also serve as the Auxiliary Patrol Order Management System (POMS) administrator, the Team Coordination Training facilitator manager, and Auxiliary Damage Claims processor and overall coordinator for Auxiliary operational training and/or resources.

5. District Sectors and Field Units.

   a. Operational Commander (OPCOM). Commander, CG Sector Delaware Bay (SDB) is the Operational Commander (OPCOM) and Order Issuing Authority (OIA) for all CG Auxiliary members in D5NR under surface Patrol Orders for all operational and training missions. The OPCOM and OIA for all D5NR Aux Air missions is Commanding Officer, CG Air Station Atlantic City.

   b. Commander SDB has further delegated surface OPCOM responsibilities to those Station Commanding Officers and Officers in Charge with assigned Auxiliary Patrols in their respective areas of responsibility.

   c. For Operations, all Divisions and Flotillas report to their respective Stations or Sector Staff Personnel.

   d. For missions outside of normal operations (ie. Sector wide- initiatives), SDB Branch Chiefs/Department Heads may work directly with the appropriate Auxiliary Sector Coordinator or Auxiliary District Directorate Staff Officer (Prevention, Response, Logistics) to implement Coast Guard initiatives/priorities/programs. SDB will work in concert with DIRAUX and the DCO on these initiatives.

   e. Flotillas may provide support to any Fifth District Coast Guard unit (ie. D5 South Region) with prior permission from the DCO (or designee).
6. **Coast Guard Air Stations.** CG Air Station Atlantic City is a District Unit providing support to Sectors Delaware Bay, Baltimore, and Headquarters for the National Capitol Air Space Region Protection Program (NCR).

C. **Fifth District, Northern Region Auxiliary (D5NR) Organization.**

1. **DIRAUX.** The Director’s Office consists of a CG Commander (Director), Warrant Boatswain (CWO)/Operations Training Officer (OTO), GS Administrative Specialist, Yeoman and Storekeeper. DIRAUX works directly with the District Commodore and their staff to build, support and implement Auxiliary Programs.

2. **AUXILIARY Leadership and Staff.** District Commodore (DCO), District Chief of Staff (DCOS) and Staff (See AUXMAN).

3. **Staff Directorate Chiefs.** As outlined in the AUXMAN 4.G.13.a Optional Staff Structure, District Directorate Chiefs of Response, Prevention and Logistics are counterparts to the corresponding Department Heads/Directorate Chiefs at Sector. The District Directorate Chiefs will provide reports to the DCO through the DCOS as directed, and will include the state of readiness and effectiveness of D5-NR capabilities to provide the support required by the various CG commands throughout the district. The District Directorate Chiefs coordinate efforts of the DSO’s to maximize the effectiveness of all Programs. All of the assigned District Chiefs will report to the DCOS. District Chiefs are responsible for communications both up and down the chain of leadership and management with all of their National, Division and Flotilla counterparts. The District Chiefs will develop and implement with EXCOM’s approval, program changes and enhancements necessary to support the efforts of D5-NR members as well as to increase support for the Coast Guard.

   a. **District Chief of Response (DDC-R).** The DDC-R is a direct counterpart to the Sector Chief of Response. The DDC-R shall be responsible for the oversight of the DSO-AV, DSO-CM and DSO-OP (as well as the SARDET Coordinators).

   b. **District Chief of Prevention (DDC-P).** The DDC-P is a direct counterpart to the Sector Chief of Prevention. The DDC-P shall be responsible for the oversight of the DSO-MS, DSO-MT, DSO-NS, DSO-PA, DSO-PE, DSO-PV, DSO-SL and DSO-VE.

   c. **District Chief of Logistics (DDC-L).** The DDC-L is a direct counterpart to the Sector Chief of Logistics. The DDC-L shall be responsible for the oversight of the DSO-CS, DSO-HR, DSO-IS, DSO-MA and DSO-PB.

4. **District Planner (D-PL).** The District Planner shall operate under and report directly to the DCO. The D-PL is responsible for setting short and long range plans as requested by EXCOM. The D-PL shall be responsible for maintaining the District Contingency Emergency Response Plan (see Chapter 15) and shall maintain copies of each Flotilla and Division ERP and approve them as submitted (or resubmitted).
5. **District Flight Safety Officer (D-FSO).** The DSO shall operate under and report directly to the DCO on matters related to Flight Safety (working closely with the DSO-AV), and will perform the functions outlined in this manual.

6. **District Staff Officers.** DSOs are responsible for communications both up and down the chain of leadership and management with all of their National, Division and Flotilla counterparts. The DDC-P will develop and implement program changes and enhancements necessary to support the RBS and MDA efforts of D5-NR members as well as to increase support for the Coast Guard. While it is intended that communications from the DSOs will go through District Chiefs to the DCOS, direct communications may be necessary from time to time. In these instances, the District Chiefs will be informed as soon as reasonably possible.

   a. **DSO-C.** The DSO Conference Planner will report to the DCO and DCOS respectively and will perform the function of coordinating the district conferences and any other major functions deemed necessary by the DCO.

   b. **DSO-FN.** The DSO Finance Officer shall exercise day to day control of the District financial obligations. The DSO-FN will report directly to the DCO and will perform the functions outlined in the Auxiliary Manual and District Standing Rules.

   c. **DSO-LP.** The DSO Legal Officer shall report directly to the DCO and will perform the functions outlined in the Auxiliary Manual and District Standing Rules.

7. **District Captains (DCAPT).** The D5-NR Auxiliary organization is divided into three Areas: Eastern, Central and Western. A DCAPT is responsible for the administration of the Auxiliary and Auxiliary activities within each of these Areas. Appendix A describes the geographic boundaries of each Division in D5-NR.

   a. Eastern Area – Divisions 3, 7, 8, 13, 16

   b. Central Area – Divisions 1, 2, 4, 6, 10, 12

   c. Western Area – Divisions 5, 11, 14, 15

8. **Committees.** Committees may be established as directed by the DCO for the purpose of specific needs, ADHOC assignments, special projects and for advise and counseling. Such committees and their Chairperson shall be formed and can be disestablished by the DCO. The Chairperson of committees will report directly to the DCO or to the EXCOM Board as requested. Funds may be available in the District Budget for expenses incurred by such committees with prior approval from the DCO.

D. **Chain of Leadership and Management.**
1. The Auxiliary Manual delineates paths, responsibilities and expectations of the chain of leadership and management within Auxiliary District organizations. Two key concepts merit additional discussion, however:

a. **Endorsements.** When requests, ideas, letters or other correspondence are forwarded thru the chain of leadership and management (e.g., member to FC to DCDR to DCAPT to DCOS and DCO), each link in the chain shall endorse the issue at hand with their thoughts or recommendation, vice simply forwarding it along without comment. In general, issues that are positively endorsed along the chain have a far greater chance of approval than those that are not. Auxiliary leaders at all levels have an obligation to carefully consider all such situations; and to weigh in with an honest opinion, whether in the member’s favor or not. Note: Replies back down the chain shall inform all links along the way as well (e.g., an answer from DIRAUX or the DCO to a member shall inform the applicable chain of L&M).

b. **Failures.** While violations of the chain of leadership and management will not be tolerated; deviations may be necessary on very rare occasions. In the unusual event that a link in the chain of leadership and management breaks (e.g., no action or response by an FC or DCDR), it may be permissible for the impacted person to go over or around the broken link to the next higher level (e.g., an FC may be forced to by-pass the DCDR and go to the DCAPT for action), provided that the broken link is kept informed as this step is taken and (this is very important) that a reasonable period of time and notification has occurred. All of this said, being told “no” to a request is not a viable reason to circumvent the chain of leadership and management; and sometimes, the answer will be “no.” Note: Taking Fifth Northern issues outside of Fifth Northern without going thru the DCO and/or Director (via the rest of the chain of leadership and management) is neither permissible nor professional, and will not be tolerated. Examples of such behavior includes letters directly to national Auxiliary leadership (e.g., NACO), the Chief Director of Auxiliary, members of Congress, etc. Use the chain of leadership and management as intended; it works!

2. There are a few circumstances within Auxiliary District organizations that lend themselves to additional clarification. Within D5-NR, those circumstances shall be dealt with as follows:

a. **DCAPT.** Under circumstances that are characterized by the temporary physical absence of a DCAPT, but which fall short of requiring a new or interim election for their wholesale replacement (i.e., DCAPT out of the region for vacation), the senior DCDR (i.e., the DCDR within the DCAPT’s Area who has the most time in Auxiliary service) shall assume overall responsibility for reporting on, monitoring and processing the overall administration of the Area until the DCAPT has returned. Normally, this shall be arranged and communicated in advance by the DCAPT. In unusual circumstances where it may be necessary for the senior DCDR to assume the responsibilities of DCAPT “on the spot” (e.g., DCAPT incapacitated and/or not reachable by phone or e-mail), the DCO and Senior DCDR will communicate with each other and with the other DCDRs and DIRAUX so that everyone is “on the same page.”

b. **DSO-FN.** The DSO-FN is one of only two DSOs that do not have a specified ADSO. Under circumstances that are characterized by the temporary physical absence of the DSO-FN but which fall short of requiring appointment of a new replacement (e.g., DSO-FN out of the
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region for vacation), the DCOS shall assume overall responsibility for reporting on, monitoring and processing the overall financial administration of the region until the DSO-FN has returned.

c. **DSO-SR.** The DSO-SR is the other DSO that does not have a specified ADSO. Under circumstances that are characterized by the temporary physical absence of the DSO-SR but which fall short of requiring appointment of a new replacement (e.g., DSO-SR out of the region for vacation), the D-AA shall assume overall responsibility for performance of DSO-SR duties and functions until the DSO-SR has returned.

E. **DIRAUX Customer Service Standards.** DIRAUX has established Customer Service Standards for all Member Processes. These standards set basic timeframes for the processing of administrative tasks and are published here to align expectations:

1. When most routine paperwork is received, the standard for processing it is 2 weeks (this applies for advancements, qualifications, facility certifications, training requests, transfers, travel claims, and testing). This standard is necessary to allow proper focus on key processes and tasks through the year. For incomplete or incorrect submissions, the clock does not start (e.g., if something has to be sent back for correction or for more information).

2. Orders will be processed from 2-4 weeks prior to the event for which they are needed.

3. Travel claims, which are due within 3 days of completion of travel, will be processed on receipt.

4. ID cards are lower in priority than the items mentioned above. See Chapter 2 for detailed guidance on ID cards (in particular, what needs to be submitted, how it should be submitted, and when it should be submitted).

5. Awards may take up to 3 months to process, depending on the level of award and quality of initial submission. This includes Service Awards, especially those that are sent to D5 for the District Commander to sign.

6. Disenrollments and retirements may take up to 2 months to process completely. Note: End of the year disenrollments and retirements will be processed for dues purposes by 31 December so that flotillas are not billed for those members in the following year.

7. Enrollments take approximately 1 week to process and enter a new member into the AUXDATA program in Approval Pending (AP) status. The complete process may take up to 6 months due to the PSI process. Without a doubt, the key to expediting this is to submit accurate and complete paperwork on initial submission. Proper use of the latest Fifth Northern Enrollment Checklist (available on the D5-NR web site) is essential.

F. **DIRAUX Efficiency.** DIRAUX efficiency is adversely impacted by:

1. Incomplete or improper submission of forms, paperwork, etc., both initially and in subsequent attempts (including incomplete or insufficient AUXDATA entries). All efforts to submit
accurate, complete, reliable, and timely data will go a long way toward improving DIRAUX efficiency.

2. Failure to properly follow the chain of leadership and management, especially with respect to problem resolution (e.g., multiple inquiries via multiple channels, including issues that can and should be resolved by local Auxiliary leadership without ever reaching DIRAUX).

3. The DIRAUX email service is in place to better accommodate and more effectively respond to all inquiries from the Auxiliary leadership. Please review Appendix C for electronic submissions guidelines to the following email: D5NRDIRAUX@USCG.MIL.

G. Organizational Structure. Figure 1-1 references the organizational structure for regional DIRAUX leadership.
D5NR Organization

[Diagram showing organizational structure]

Figure 1-1
DIRAUX STAFF RESPONSIBILITIES

Our staff’s administrative duties are listed below. Auxiliary leadership should contact the designated point of contact for all inquiries, using the Chain of Leadership and Management, in order for our staff to effectively serve and deliver expedient resolve.

**Director**
- Coast Guard Awards
- Public Affairs
- Auxiliary Policy

**Operations Training Officer (OTO)**
- Boat Crew Qualification Program (BCQP)
- Damage Claims
- Qualification Examiner (QE) Program
- Team Coordination Training (TCT)

**Administrative Specialist**
- AUXDATA System
- Auxiliary Service Awards
- Injury Claims
- Personnel Security Investigations (PSI) Processing

**Storekeeper**
- Finance
- Operational Facilities
- Property
- Personal Protective Equipment (PPE)
- Supply

**Yeoman**
- Course Completions
- Enrollments/Disenrollments/Retirements/Transfers
- Qualifications
- Re-Certifications
- Training Requests/Orders

ALWAYS USE THE CHAIN OF LEADERSHIP AND MANAGEMENT.

Figure 1-2
CHAPTER 2
MEMBERSHIP AND GENERAL ADMINISTRATION

A. Enrollment and Disenrollment Procedures.

1. Enrollment Requirements.

   a. Introduction. To become a member of the United States Coast Guard Auxiliary, an applicant must meet general eligibility requirements for membership outlined in the Auxiliary Manual. Applicants must complete the Auxiliary member enrollment program with the FC or the FSO-HR and pass a short, open book general test about the basic structure of the Auxiliary. FCs must ensure that the prospective new member understands the Privacy Act Statement and implications of failing to properly disclose conviction of a felony in the appropriate section of the Enrollment Application form. Failing to do so could result in immediate disenrollment upon subsequent discovery of such. Any applicant must ultimately be approved by DIRAUX.

   b. Enrollment Process. A complete enrollment package must be submitted for every new member. An incomplete package will not be processed. Notification will be sent to the FC with detailed information regarding required items that have been missed. It is incumbent upon the FC to ensure that all enrollment documentation is complete to prevent unnecessary delays. In order for a new member to be enrolled, counted and credited in the current year, their complete enrollment package must be received by the DIRAUX office no later than December 21. The required documents are as follows and the checklist can be found in Appendix E and also on the web.

      (1) Enrollment Application (ANSC-7001) – 5 Pages

      (2) Photo on a CD in JPEG format per guidelines in the CG Auxiliary Manual.

      (3) A Unit check for the amount of current District and National dues (except for new members enrolling between October 1 and December 31) made payable to D5NR Auxiliary. Individual checks must be submitted for each prospective member. Incomplete enrollment packages received during the “open” enrollment time frame will be subject to dues if discrepancies are not corrected by December 21.

      (4) Two (2) Fingerprint Cards (FD-258).

      (5) Copy of birth certificate, U.S. passport, or naturalization papers (or other authorized document) that verifies U.S. citizenship.

Note: Documents are not to be stapled or double-sided. Pages 2, 4 and Fingerprint cards are date sensitive expiring 120 days from the date of signature.
c. **Approval Pending Status.**

(1) The enrollee shall be recognized as a Coast Guard Auxiliarist for purposes of liability coverage and protection in the course of their Auxiliary training and program participation. Their status as reflected by AUXDATA shall remain Approval Pending until the notification of a favorable PSI determination.

(2) Current guidance from the Chief Director’s office dictates what is authorized and not authorized for members in AP status. This information can be found on the D5NR website.

d. **DIRAUX Action.** Upon receipt of the prospective member enrollment package, the DIRAUX office will review the package and if complete:

(1) Process the enrollment package, enter the member into Approval Pending (AP) status in AUXDATA and mail the security package to the CG Security Center (SECCEN).

(2) On receipt of a favorable determination by SECCEN, DIRAUX shall identify the new member’s status (i.e., Basically Qualified (BQ = has successfully completed a boating safety course) or Initially Qualified (IQ = has not yet successfully completed a boating safety course)) generate a letter of welcome, certificate of membership and ID card. The original letter and ID card will be mailed directly to the member with a new member handbook. A copy is distributed to the DSO-FN, DSO-HR, DCDR and FC.

(3) Issue and send the FC the Membership Certificate.

(4) Open and maintain an Auxiliary member service record.

(5) In the event of an unfavorable determination by SECCEN, the member will be notified by mail from SECCEN (via DIRAUX). The letter will identify the reason(s) for the decision along with instructions for response or challenge. If no response or challenge is made or if SECCEN’s final determination is still unfavorable, DIRAUX will notify the individual and the FC that they are not being admitted into the Auxiliary and the member will be disenrolled.

e. **Re-enrollment of Former Members.** Former members must complete a full enrollment package. All documents and dues check (as required) must be forwarded to the DIRAUX office via the normal routing procedure for new enrollments as noted in 2.A.1.b. Former members who have already had a favorable PSI are required to complete pages 1 & 2 of the enrollment form only along with a photo for a new ID card. The prior EMPLID and disenrollment date must be entered in Section IV of the form. If this information is not known, the individual will receive a new EMPLID. The disenrollment date directs DIRAUX to the correct archived file for retrieval of the Member Service Record. Former members may be considered for re-enrollment if they were separated from the Auxiliary for reasons other than conviction of a felony or an administrative determination.
f. **Re-Gaining Status and Qualifications.** If the former member has been out of the Auxiliary for more than two years and had attained AUXOP status or passed any specialty courses, then copies of appropriate supporting documents should be included in the request. The member will be returned to AUXOP status upon completion of the current AUXOP requirements. Re-enrolled members may regain program currency in accordance with current Auxiliary program requirements.

g. **Return of Retired Members.** Retired members must follow the same process outlined above for new applicants and former members. Retired members must regain any program currency in accordance with normal Auxiliary program requirements.

2. **Disenrollments.** The authority for disenrolling a member rests with the Commandant who has delegated this authority to DIRAUX. Disenrollment requests must be postmarked to the DSO-HR by **November 30** of each year in order to prevent the member’s disenrollment from being postponed into the following year (which would make the Flotilla responsible for the member’s dues for another year). While inactivity is not an authorized reason for disenrollment, every effort should be made to encourage members to remain active in Auxiliary programs. Once a disenrollment package has been forwarded from the Flotilla level, the only individuals who can request the DIRAUX office to stop processing it to completion are the FC and DSO-HR. In such cases, a preliminary phone request to DIRAUX must be followed by an e-mail or fax within 24 hours; otherwise the disenrollment will continue to be processed. As a general rule (with exceptions as determined by DIRAUX), D5-NR members who depart Auxiliary service with more than 15 years of Auxiliary membership shall be placed in retired status. Deadline for DSO-HR submission to DIRAUX is **21 December** to ensure end of year processing. The following describes disenrollment procedures:

a. **Member’s Request.** Effort should be made to ensure that a member’s request for resignation is a last resort action.

   (1) **Member Action.** The member shall complete a Change of Membership Status form (ANSC 7035), attach his/her identification card to the form and forward directly to their FC.

   (2) **FC.** Every member joined for a reason. FCs should determine through personal contact why that reason no longer exists and if there might be some other interest that would keep the individual as a productive member. If the FC cannot obtain a response from the member, they must indicate the attempts they made to establish contact and include this information in the package that is forwarded to the DSO-HR.

   (3) **DSO-HR.** The DSO-HR shall verify completeness of the disenrollment request/package and attempt to contact the member to confirm their desire to leave the Auxiliary, and then forward the request/package to DIRAUX for action.

   (4) **DIRAUX.** The DIRAUX office will acknowledge the completion of the disenrollment process by letter to the member that will include an open invitation to return to full membership status should the individual wish to do so at a later date.

2-3
b. **Non-Payment of Financial Obligations.**

1. **Effort.** Every reasonable effort must be made to collect financial obligations incurred by a member in the course of their normal Auxiliary membership. While timely payment of financial obligations is expected of every member, non-payment of dues shall not be used as a convenient method for disenrollment.

2. **FC Responsibility.** After appropriate attempts at notification, the Change of Membership Status form (ANSC-7035) should be used as a final effort to notify members that dues are payable. After at least two (2) attempts of proper notification and/or personal contact by the FC, FSO-FN or someone designated by the FC to inform members of not meeting their financial obligations and that they are eligible for disenrollment, the FC will complete their sections of the ANSC-7035 form and forward it to the DIRAUX office via the DSO-HR. Copies of any correspondence used to notify the member shall be attached to the form (i.e.: log of phone calls or personal contact; copy of correspondence including email messaging). The DSO-HR will attempt to contact the member to verify that the disenrollment is necessary. Forms submitted without such statement and/or paperwork shall be returned to the FC by the DSO-HR.

3. **Non-Dues Flotillas.** Flotillas that are not required to pay dues should not submit disenrollment paperwork for failure to pay dues. The request for disenrollment will fall under Member Request and the ANSC-7035 must include at least two (2) attempts to contact the member as described in Item 2.A.2.b.3. The non-dues flotilla is not exempt from attempting to contact a member or include the requested copies of attempts of contact.

4. **Other Financial Obligations.** With regard to other types of financial obligations, members are expected to pay them in a timely manner. Payments shall be made in accordance with the payment policy of the vendor. If a member fails to pay a financial obligation after three notifications of any type (i.e.: phone calls, written notices, e-mails) in the course of three weeks, then the responsible officer (e.g., FC, FSO, SO) shall notify their respective chain of leadership and management and forward any associated copies of notifications. If the issue remains unresolved after intervention with the member by the DCAPT, then an assessment of likelihood that the financial obligation will be paid shall be forwarded to the DIRAUX office (via the DCO) with a recommendation on whether or not to proceed with disenrollment. DIRAUX will make a final determination concerning disenrollment action. If disenrollment is the final determination, then the member shall be notified in writing by DIRAUX.

c. **Administrative Actions.** Disenrollments stemming from administrative action are serious in nature. Strict adherence to procedures in the Auxiliary Manual is required. Prior to initiating any action, the nature of the events that could lead to this action must be discussed among the FC, DCDR, DCApT, DCOS, DCO and DIRAUX.
d. **General DSO-HR Processing.** Due to the timelines associated with disenrollments, the changes in member status are likely to be submitted for processing in significant volume during relatively short time periods – making it difficult for one member to process everything in a timely manner. The DSO-HR is encouraged and expected to fully utilize their ADSOs to ensure that the leadership and members are aware of proper administrative processes, to answer any questions about such processes, and to screen and review associated paperwork as they deem necessary so as to minimize their direct personal involvement in every case while providing timely processing of the same. It is incumbent upon The DSO-HR to question the FC and/or member if there is a concern with a particular request and to ensure all paperwork is in order before sending to DIRAUX.

3. **Death of Member.**

   a. **Not Assigned On Orders.**

      (1) **Immediate Action.** The FC shall notify the following offices/personnel by e-mail or by phone when a Flotilla member passes away: DIRAUX, DCDR, DSO-HR and DSO-SR (Joy and Sorrow). Deaths should be immediately reported along with a name and address for the member’s next-of-kin (if known). The FC should follow initial notification with information pertaining to funeral or memorial services that may be open to friends of the deceased and ensure this information is passed to the rest of the Flotilla. **Note:** The Auxiliary Manual contains procedures to conduct an Auxiliary Funeral Service along with further detail on proceedings and protocol required for a member’s death.

      (2) **Subsequent Action.** A Change of Membership Status form (ANSC-7035) shall be submitted to the DSO-HR as soon as possible. The FC shall ensure that the SO/FSO-PB remove the member from mailing lists. The DSO-HR will maintain a list of all Auxiliarist deaths to be used for the announcement of members “Crossing the Bar” at District Conferences.

   b. **Auxiliarists Under Orders.** The FC will contact the Order Issuing Authority immediately to verify any prior reports. The Order Issuing Authority will notify the District Commander and DIRAUX, who will notify the DCO. Following these notifications, the DCAPT, DCDR, DSO-HR and DSO-SR shall be notified.

4. **Transfers.** All transfer requests must be received by DIRAUX no later than 21 December to ensure end of year processing. The Auxiliary Manual outlines required actions to transfer members between Flotillas and Districts. For transfers **within** D5-NR, the ADMIN-1 (Transfers Within D5-NR) form is to be used instead of ANSC-7056. This form is posted on the D5NR web site.

5. **Retirement.** The Auxiliary Manual outlines eligibility and retirement proceedings for members of the Auxiliary with 15 or more years of service. All requests must have the member’s signature. As a general rule (with exceptions as determined by DIRAUX), D5-NR members who depart Auxiliary service with more than 15 years of Auxiliary membership shall be placed in retired status.
B. **Membership Dues.**

1. **National and District Dues.** All members are required to pay dues to National and District organizations, with the following two exceptions. Auxiliarists serving on active duty in the Armed Forces, outside D5-NR, are exempt from paying District dues. PDCOs are exempt from paying National and District dues.

   a. The DSO-FN bills annual dues to Flotillas in January of each year. The bills are based on the personnel carried on AUXDATA records as of December 31 the previous year. Checks made payable to “U.S. Coast Guard Auxiliary – Fifth District (NR)” should be sent to the DSO-FN immediately upon receipt of the bill.

   b. Dues not received by the DSO-FN by March 15 will be considered delinquent. District assessments that remain unpaid will be acted on by the District as specified in the D5-NR Standing Rules.

2. **New Member Dues.** National and District dues for new members are payable at the time of enrollment according to the following guideline:

<table>
<thead>
<tr>
<th>Enrolled</th>
<th>Amount of Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1 – December 31</td>
<td>None</td>
</tr>
<tr>
<td>January – September 30</td>
<td>Per National &amp; District Requirements</td>
</tr>
</tbody>
</table>

3. **Division and Flotilla Dues.** Divisions and Flotillas may have dues apart from those discussed above. The applicable Finance Officer, in accordance with the unit’s standing rules, bills dues. New members, regardless of enrollment date, may be required to pay these dues at the discretion of the unit. Collection procedures are also at the discretion of the unit.

C. **ID Cards.** Homeland security concerns warrant special attention to the issuance of ID cards in any military service. Of particular concern is the need to eliminate the practice of issuing non-photo ID cards. The increasing prevalence of digital photo technology and ID card software has made it possible and prudent to issue photo ID cards only. Therefore, the following provisions apply:

1. **New Members.** Member photos must be submitted individually as part of a complete enrollment package (e.g., not on a CD with photos of other members). Required data is captured on the New Member Enrollment form, Page 1. Understanding that applicants do not have a uniform, appropriate clothing is accepted, however, guidelines still must be followed as stated in item 2b.

2. **Replacement ID Card Requests.** Auxiliary ID cards are valid for five years before they require replacement.

   a. Replacement of an Auxiliary ID card should not be requested unless it has expired or will soon expire (i.e. within two to three months). A replacement ID card may also be requested if a current ID card is stolen or lost. However, in such a circumstance, written notification of the theft or loss must be made to the DIRAUX office, via the respective FC, as part of the
request and it must reflect the circumstances of theft/loss as best possible (e.g., approximate date/time of theft/loss, suspected location of theft/loss, whether or not theft/loss was part of a report to authorities). Requests for replacement ID cards that do not include this information will not be processed. The FCs signature on the ADMIN-11 shall be recognized as confirmation that the member’s photo does, in fact, correspond to the new member. It is the responsibility of the FC to provide this verification. It is the responsibility of the FC to provide this verification. Requests for replacement ID cards may be submitted electronically to DIRAUX according to guidelines in Appendix C.

b. Photos. Digital photos of members requesting a replacement ID card must be in JPEG format as a file on a CD. It must be taken so as to show only the member’s complete head (face forward) and neck in front of a solid red background (i.e., the color of red comparable to that of the U.S. flag) that shows for all parts of the photo save for the member’s head and neck. The member must be in uniform. Hats, scarves, sunglasses, chokers (or any large jewelry) may not be worn in the photo. Earrings are not authorized for male Auxiliarists. Guidelines can be found in the AUXMAN, Chapter 5.O.

3. Retired ID Cards. Retired ID Cards are not issued by DIRAUX directly. Rather, DIRAUX provides a commercial vendor with the name and mailing address of newly retired Auxiliarists; and the vendor issues Retired ID Cards to members in due time. Note: Retiring Auxiliarists must first return their Auxiliary Identification Card to DIRAUX in order to be eligible for a Retired ID Card.

4. Additional Guidance. On-the-spot ID card processing will not be performed in the DIRAUX office. Each Division has digital cameras for photo sessions as needed as well as red back-drop equipment. DCDRs and FCs shall work together to ensure that all members are notified when and where photographing will take place. FCs shall keep track of those members who are in need of a new ID card.

D. Uniforms.

1. Auxiliary Uniforms. The Auxiliary Manual prescribes policy regarding uniforms, proper wear, what uniform is required or appropriate at various activities, and other descriptions.

2. Regional Policy. The following uniforms are authorized for wear by Auxiliarists in D5-NR during the indicated periods. The appropriate uniform will normally be specified by the person in charge of a particular event:

<table>
<thead>
<tr>
<th>Uniforms</th>
<th>Authorized Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner Dress Blue Jacket</td>
<td>Winter (Note 1)</td>
</tr>
<tr>
<td>Dinner Dress White Jacket</td>
<td>All Year</td>
</tr>
<tr>
<td>Dinner Dress Blue</td>
<td>All Year</td>
</tr>
<tr>
<td>Service Dress Blue (Alpha)</td>
<td>All Year (Note 2)</td>
</tr>
<tr>
<td>Service Dress Blue (Bravo)</td>
<td>All Year (Note 3)</td>
</tr>
<tr>
<td>Winter Dress Blue</td>
<td>Winter (Note 1)</td>
</tr>
<tr>
<td>Tropical Blue Long</td>
<td>All Year</td>
</tr>
</tbody>
</table>
Undress Blue  
Working Blue  
Operational Dress Uniform  
Operations Polo Shirt  
Auxiliary Jump Suit  
Hot Weather Boat Crew Outfit  

All Year  
All Year (Note 4, and 5)  
All Year (Note 4)  
All Year (Note 4)  
All Year  
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, online 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
meeting was held. If the DCAPT determines 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. Divisions are responsible for maintaining a paper copy of their minutes indefinitely. Failure of a Division to submit its meeting minutes consistently and in a timely manner may result in administrative action against the DCDR and/or the Division as a whole.

G. Forms.

1. General. Forms, by their very nature, are designed to capture and relay information needed to manage and administer programs and operations. It is incumbent upon every member to capture individual and collective efforts and submit them in a timely fashion so that credit can be accorded not only to the individual, their Flotilla and Division, but also to the region as a whole as well as the Coast Guard. Without these submissions, entire training and qualification programs as well as budgetary and resource support efforts for the region and the Coast Guard will be significantly hindered, delayed or, in worst cases, lost. Further, forms constitute official documentation of qualifications, performance and intentions that reflect the foundation and integrity of Coast Guard programs and services. They can also be subject to legal review and assessment. Accordingly, forms ultimately destined for the DIRAUX office shall be originals, not copies (unless specifically allowed for otherwise). In particular, forms that reflect facility offers for use, unit Coast Guard property, changes in personnel information or status, and program qualifications and currency maintenance must be original in order to be accepted and processed by the DIRAUX office (with exceptions as allowed for in other Chapters of this manual). Routing guidelines for forms can be found in this chapter in Table 2-1.

2. Nationally Published Forms. The Auxiliary Member Forms Guide identifies authorized forms. All forms in the guide are available by ordering from ANSC and can either be ordered through normal channels or locally reproduced. These forms can be obtained from the Auxiliary web site (www.cgaux.org) in its Member section.

3. Regional Forms. Regional forms are available by copying versions contained in the appendices in this manual or by downloading them from the regional web site (www.5nr.org) in the Member Download section.

H. Property.

1. Annual Inventory of Coast Guard Property. All Coast Guard property on loan to Auxiliary units and/or individual members must be inventoried annually. Accurate property records are vital to determine future program direction and budget for repair and/or replacement of essential equipment. Inventories are conducted in accordance with the following procedures:

a. On or about November 1, DIRAUX will provide each DCDR and Auxiliary Property Custodian with a copy of the Division's current property list. If the DCDR and/or Property Custodian has changed or will soon change as a result of the election process, the outgoing DCDR and/or Property Custodian shall pass the property list to the new DCDR and/or new Property Custodian immediately following the election. The property list shall indicate the
Property Custodian (Division, Flotilla, or individual member) and identify each item of
property by name, model number, quantity and serial number.

b. Property Custodians shall obtain a Coast Guard Property Inventory form (ADMIN-7) and
contact the Auxiliarist who will hold the office indicated below on January 1 of the coming
year to arrange for the required joint physical inspection of accountable property.

<table>
<thead>
<tr>
<th>Custodian</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual members</td>
<td>FC</td>
</tr>
<tr>
<td>FCs</td>
<td>DCDR</td>
</tr>
<tr>
<td>DCDRs</td>
<td>DCACT</td>
</tr>
</tbody>
</table>

c. During conduct of the joint inspection, the custodian and applicable officer shall complete an
ADMIN-7 as follows:

(1) Neatly print the information at the top of the form.

(2) Physically inspect all items on the inventory list for which the custodian is responsible.
Copy applicable information from the inventory list to Section 1 of the ADMIN-7. Then
line out items on the list that the custodian does not hold. Add items not on the list that
the custodian does hold (complete the first three columns of Section 1 for each item
added). All changes must be fully explained on the back of the form.

(3) Complete the Condition Code column for each item held.

(4) Complete Sections 2 and/or 3 (as applicable).

(5) Both officers must sign the bottom of the form.

2. Upon completion of the above (including required signatures), custodians shall submit the
ADMIN-7 to DIRAUX by 1 February.

3. Any Division or Flotilla requesting new equipment must return the items that are being replaced
prior to being issued new equipment. Additional equipment will not be issued until a current
inventory is on file with the DIRAUX office.

4. Until appropriate National and Coast Guard Headquarters resolution of issues regarding transfers
to and acceptance of major property or equipment items (e.g., trailers, buildings, boats) by
Auxiliary units, such property or equipment shall only be allowed to be acquired through
ownership transfer of the property or equipment to the Auxiliary Association Inc. (note – it must
be remembered that provision for the custodial Auxiliary unit to hold significant insurance
coverage on the property is a likely requirement whenever property is brokered through
Auxiliary Association Inc.). Another workable course of action, circumstances and Coast Guard
unit ability permitting, is for property or equipment to remain on the Coast Guard unit’s property
inventory but issued, under orders, to an Auxiliary unit for use as needed. If any uncertainty
exists about the nature of the property or equipment or the elements of this provision, then the DSO-LP should be consulted.

5. Determinations as to whether or not certain Coast Guard property should be listed on an Auxiliary unit’s ADMIN-7 shall be made by the DIRAUX office. At a minimum, the following types of Coast Guard property that are transferred to an Auxiliary unit shall be listed on an ADMIN-7: computers, projectors, printers, TVs, DVD players, motors, generators, pumps, boats, trailers, radio equipment, and P-EPIRBs. Note: PFDs, float coats and mustang suits shall not be listed on an ADMIN-7 unless directed.

6. **Backlog Process.** The DCOS shall maintain a prioritized list of backlog requests should funding become available. The DCOS and DIRAUX will liaison with each other as necessary to accommodate procurement of new property and supplies when funding allows. Auxiliary leaders at all levels shall ensure the DCOS is aware of pending needs, to include a detailed description of the desired equipment and the impact that having it would have on the Auxiliary, Coast Guard and/or boating public.

I. **Donations and Gifts.**

1. The Auxiliary Manual provides specific guidance on the constitution and processing of donations and gifts to Auxiliary units. It also addresses concerns about solicitations and prohibited sources. All such guidance shall be adhered to in the determination of how any donations or gifts shall be received, processed for approval, and administered.

2. Some members may be fortunate to be employed by companies that have recognition and award programs for employee volunteer efforts. In some cases, these programs provide cash donations to the employee’s volunteer organization. As long as the program is offered to all employees without any bias, then employees who are Auxiliarists may apply to those programs, if application is necessary, in order to be recognized and to have their respective Auxiliary unit (i.e., Flotilla, Division, SARDET) receive the associated award. Any such application should be submitted to the DSO-LP for regional legal review before actual submission to the employer in order to make a preliminary determination that there is no potential conflict of interest or reason to deny acceptance of the donation/gift.

3. As indicated in the preceding section concerning property, it must be remembered that provision for the custodial Auxiliary unit to hold significant insurance coverage on property that is donated to an Auxiliary unit is a likely requirement whenever such a property donation is brokered through Auxiliary Association Inc.

4. In all cases of donations, Auxiliary units must realize that properly processing such offers for approval takes at least four to six weeks if all necessary information is provided at the outset. Expectations of both donor and recipient about complete processing of the donation must be managed accordingly.

J. **Travel Claims.**
1. Timely processing and reconciliation of travel claims are critical to accurate budgetary management of funds for the order issuing authority. Auxiliarists who travel under orders issued by DIRAUX for processing (e.g., travel to National events, conferences, etc.) must submit their travel claims to the DIRAUX office within three working days of completion of travel. Failure to do so will result in delayed reimbursement. Significantly late travel claim submissions may result in complete loss of reimbursement, particularly if submitted close to the end of the fiscal year (September 30). Responsibility for timely submission and best chance for timely reimbursement rests with the member.

2. Following travel claim processing by DIRAUX, the Coast Guard Personnel Service Center (PSC) and Coast Guard Finance Center (FINCEN) are the best points of contact for members to assess the status of their claim (e.g., when payment was or will be made). Members with travel claim or payment questions shall not call DIRAUX, but instead, should contact PSC or FINCEN as follows:


   b. FINCEN: Call 800-564-5504 to obtain the status of recent payments; or see [https://www.fincen.uscg.mil/secure/TravelPay/TPQuery.htm](https://www.fincen.uscg.mil/secure/TravelPay/TPQuery.htm).

K. Youth Training Programs.

1. Auxiliarists and Auxiliary units are not authorized to sponsor any youth group (e.g., Jaycee Jr., Yacht clubs, Youth Regatta Programs, Sea Explorers, Boy/Girl Scouts, Junior ROTC, Naval Sea Cadets) unless specifically approved by Commandant. In other words, an Auxiliary unit should not sponsor organizations like a local bakery may sponsor a Little League baseball team. However, this does not preclude an Auxiliary unit from interacting on a professional basis with units of these organizations. If, for example, a Flotilla is approached and requested to periodically take members of a local Sea Scout Ship on patrol with them as part of a training partnering effort, or if the Flotilla conducts a similar outreach effort with a local Sea Scout Ship, then the Flotilla may do so. In such cases, the Flotilla must ensure that the appropriate Order Issuing Authority is advised of the individuals who will be on each facility for order issuing purposes.

2. While patrolling with or teaching young members of an organization like Sea Scouts or Boy Scouts is allowable, Auxiliary units must do so with prudence. It is important to safeguard against possible accusations or liability concerns particularly when dealing with youth. Auxiliary units must ensure that at least one of the organization’s adult leaders is present and in sight of their youth at all times during which the Auxiliary unit may be interacting with them. If verbal discipline or physical restraint in a disciplinary manner is warranted for any reason to be applied to a youth, then it must come from their leaders and not from Auxiliarists.

L. Sexual Harassment.
1. Auxiliary policy clearly reflects that sexual harassment of any kind is simply not tolerated. It is a form of discrimination and is disrespectful at best.

2. Any and all cases of sexual harassment warrant investigation and appropriate administrative action. Such action shall be based upon the circumstances of each case – there is no default disciplinary action. Additionally, such action shall be taken at the lowest appropriate levels of regional Auxiliary organization, and shall be referred up to appropriate levels of the chain of leadership whenever uncertainty exists by an individual who should take action or when circumstances of the case warrant. At a minimum, the appropriate DCDR shall be notified. The DCDR shall notify the D5-NR Civil Rights Officer (CRO) if they determine that such further notification is warranted or they require CRO assistance. Appropriate administrative actions, ranging from training and mentoring of the offender for minor breaches to disenrollment for flagrant and egregious violations, shall be taken upon proper and due assessment.

3. While it is the responsibility of the regional Auxiliary leadership to enforce Coast Guard sexual harassment policy, it is ultimately up to each individual Auxiliarist to be aware of Coast Guard expectations in terms of sexual harassment. Accordingly, all Auxiliarists shall practice proper behavior that embraces the Coast Guard’s Core Values of Honor, Respect, and Devotion to Duty.

M. Unit Finances

1. Financial recording, reporting and auditing are straightforward processes. Specific information about Flotilla finances can be found in the Administrative Procedures Guide – Flotilla Administration, COMDTPUB P16791 (series). It identifies and addresses items like budgets, character of income and expenses. It also provides fundamental guidance for all unit financial matters. This section provides additional information stemming from regional experience and lessons learned.

2. Unit Fund Management and Federal Tax Exemption Number.
   a. The Record of Receipts and Disbursements form (FIN-1) may be effectively utilized by the FSO-FN to not only account for Flotilla funds but to also present as the unit financial report at unit meetings. This is a cumulative form that, if all appropriate columns are routinely totaled, will provide end-of-year information needed for the Financial Report of an Auxiliary Unit (ANSC-7025). The latter form should be prepared by the FSO-FN as soon as the bank statement for December 31 has been received and reconciled. That report should then be immediately forwarded to the FC for presentation to the unit audit committee for their review and approval.
   b. Check Request Forms (see FIN-2A for Flotilla & Division funds and FIN-2B for District funds) provide an easy mechanism for requesting unit funds and documenting appropriate approval of disbursements.
   c. Any concerns regarding unit finances should be addressed to the next higher level in the chain of leadership and management. Concerns about Flotilla finances should be referred to
the SO-FN. If resolution cannot be attained at that level, then they shall be referred to the DSO-FN.

d. Per the Auxiliary Manual, the proper Federal taxpayer identification number issued by the IRS for all units of the Auxiliary is 52-1500576. If ever in doubt about its applicability or use, the DSO-LP and/or DSO-FN should be consulted.

3. Audit Procedures.

a. A Unit Audit Committee should be annually appointed by the unit commander. It should be specifically charged to audit specific unit records. Care and good judgment should be applied by all members of the Audit Committee. A typical audit is not intended to check and verify every transaction. A sampling of transactions should be tested to assure compliance with internal control factors established by the unit (e.g., check request approvals, required signatures). To be truly effective and to properly complete its assigned duties, the Audit Committee must employ an organized approach to apply standard auditing procedures.

b. An audit of unit funds should be completed as quickly as possible after December 31 of each year so as to be finalized in sufficient time to submit the required unit financial statement to the Senior Elected Officer of the unit who, in turn, must submit the approved report through the chain of leadership and management in accordance with the Auxiliary Manual.

c. The Audit Committee Guide (FIN-3) provides an organized approach and a checklist to be completed by the audit committee for the proper conduct of their audit.

N. Use of Coast Guard Real Property.

1. Ethics regulations and other laws prohibit use of Coast Guard properties for personal use or private gain. Care must be taken to ensure that even the image of impropriety is not created with respect to utilization of property by anyone. While Auxiliary units may hold social events or have established hours for business, visits or public contact on Coast Guard properties, members may not monopolize such properties for personal use.

2. In general, boats that belong to Auxiliarists, even if they are accepted surface facilities, should not remain tied up at Coast Guard moorings for extended periods of time if it is evident that they will not be used under orders and that such mooring largely provides convenience for the owner. Similarly, parking personal vehicles at Coast Guard facilities for extended periods of time during which the owner is not under orders is not appropriate. Case-by-case assessment of propriety should be broached with the member’s Auxiliary unit leader whenever doubt exists. If there is an identifiable Coast Guard unit command associated with the property, then that unit command should also be approached in advance about proposed use of the property.

1. **Enrollments.** New members are vetted by the Coast Guard Security Center and must receive a favorable Operational Support (OS) finding before a member is designated as IQ/BQ and is eligible to receive an ID card.

2. **Upgrade to PSI Status.** Members who require an upgrade to their PSI status, in accordance with the AUXMAN, shall follow the procedures outlined in Appendix F, Upgrade to Personnel Security Investigation (PSI) Guidelines and available on the D5-NR web site.

P. **General Administrative Guidance.** A general calendar showing routine administrative functions, deadlines and training can be found in Appendix B. In addition, general guidelines for electronic submissions to DIRAUX can be found in Appendix C.
## Table 2-1: Summary of Forms (Page 1 of 2) Revised (08/11)

<table>
<thead>
<tr>
<th>FORM #</th>
<th>CG #</th>
<th>TITLE</th>
<th>ROUTE TO:</th>
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<tbody>
<tr>
<td>7001</td>
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<td>Enrollment Application</td>
<td>FC</td>
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<tr>
<td>7003</td>
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<td>Vessel Facility Insp. &amp; Offer for Use</td>
<td>DIRAUX</td>
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<td>7004</td>
<td>2736A</td>
<td>Radio Facility Insp. &amp; Offer for Use</td>
<td>ADSO-CM</td>
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<td>Aircraft Facility Insp. &amp; Offer for Use</td>
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<td>7006</td>
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<td>Change of Officer Report</td>
<td>SO-IS</td>
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<td>Annual Unit Officers Report</td>
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<td>PWC Facility Insp. &amp; Offer for Use</td>
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<td>7012</td>
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<td>Record of Unit Meeting</td>
<td>DCDR/DCAPT</td>
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<td>7023</td>
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<td>Notice of Intent to Teach</td>
<td>DSO-PE</td>
</tr>
<tr>
<td>7025</td>
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<td>Financial Report of Auxiliary Unit</td>
<td>DSO-FN</td>
</tr>
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<td>7026</td>
<td>4887</td>
<td>OSC Examination Request</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>7028</td>
<td></td>
<td>Change of Member Information</td>
<td>FSO-IS</td>
</tr>
<tr>
<td>7029</td>
<td></td>
<td>Member Activity Log</td>
<td>FSO-IS</td>
</tr>
<tr>
<td>7030</td>
<td></td>
<td>Mission Activity Report</td>
<td>FSO-IS</td>
</tr>
<tr>
<td>7034</td>
<td>4612 AUX</td>
<td>Auxiliary SAR Incident Report</td>
<td>OPCEN</td>
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<tr>
<td>7035</td>
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<td>Change of Membership Status</td>
<td>DSO-HR</td>
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<td>7038</td>
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<td>Vessel Examination Activity Report</td>
<td>FSO-IS</td>
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<tr>
<td>7039</td>
<td></td>
<td>Workshop Mission/Attendance Report</td>
<td>SO-IS</td>
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<tr>
<td>7046</td>
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<td>Visitation Report</td>
<td>FSO-IS</td>
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<tr>
<td>7054</td>
<td>5474</td>
<td>Aids to Navigation Report</td>
<td>DSO-NS</td>
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<tr>
<td>7056</td>
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<td>Member Transfer Request (see Note)</td>
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Table 2-1: Summary of Forms (Page 2 of 2) Revised (08/11)

<table>
<thead>
<tr>
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<td>Vehicle Offer for Use Form</td>
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<tr>
<td>NA</td>
<td></td>
<td>OPR Member Audit Form</td>
<td>ERP</td>
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<tr>
<td>ADMIN-1</td>
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<td>Transfers Within D5-NR (see Note)</td>
<td>New FC</td>
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<tr>
<td>ADMIN-2</td>
<td></td>
<td>Certification of Elections</td>
<td>DIRAUX</td>
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<tr>
<td>ADMIN-3</td>
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<td>Facility Status Change</td>
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<td>ADMIN-4</td>
<td></td>
<td>PE Attendance Roster</td>
<td>FSO-PE</td>
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<td>ADMIN-5</td>
<td></td>
<td>DIRAUX Transmittal Form</td>
<td>DIRAUX</td>
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<tr>
<td>ADMIN-6</td>
<td></td>
<td>Division Transmittal Form</td>
<td>SO-IS</td>
</tr>
<tr>
<td>ADMIN-7</td>
<td></td>
<td>CG Property Inventory</td>
<td>DIRAUX</td>
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<tr>
<td>ADMIN-8</td>
<td></td>
<td>Flotilla Visitation Report</td>
<td>DCAPT</td>
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<td>ADMIN-9</td>
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<td>Division Captain Report</td>
<td>DCO via DCAPT</td>
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<tr>
<td>ADMIN-10</td>
<td></td>
<td>Boat Show Checklist</td>
<td>FSO-PA</td>
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<tr>
<td>ADMIN-11</td>
<td></td>
<td>Member ID Card Information</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>ADMIN-12</td>
<td></td>
<td>Request for COASTIE</td>
<td>ADSO-PA COASTIE</td>
</tr>
<tr>
<td>DD-1351-2</td>
<td></td>
<td>Travel Voucher or Sub-voucher</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>OPS-4</td>
<td></td>
<td>Request for Flight Orders</td>
<td>DSO-AV</td>
</tr>
<tr>
<td>OPS-7</td>
<td></td>
<td>Paddle Craft Facility Insp &amp; Offer for Use</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>OPS-5</td>
<td></td>
<td>Special Purpose Facility Offer for Use</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>TRAIN-1</td>
<td></td>
<td>CG Funding for Training Request</td>
<td>DCAPT</td>
</tr>
</tbody>
</table>

**Note:** Use ANSC-7056 form for inter-District transfers (i.e., from D5-NR to another District). Use ADMIN-1 form for intra-District transfers (i.e., within D5-NR).
CHAPTER 3
AUXILIARY DATA SYSTEM (AUXDATA)

A. Auxiliary Management Information System.

1. Background. AUXDATA is an interactive real time electronic data processing system. It is designed to store all qualifications and activities of each Auxiliary member in a computer database. This information is available to authorized users on-screen and in hard copy as management reports that select and summarize various pieces of information. It is essential that all member information in AUXDATA is accurate and timely. Activity reports should be submitted to the SO-IS via the FSO-IS for data entry within three (3) days after missions have been completed. This data may be used for awards and budgetary decisions.

2. Structure and Duties.

   a. DSO-IS. The main responsibility and duty that encompasses this appointed office is to ensure that the IS community is up-to-date on all aspects of data entry for their respective region and to utilize their assistants (ADSO-IS) to the fullest extent. They will work with the DSO-MT for all opportunities of training. The DSO-IS will provide EXCOM with the reports necessary to keep them current with District activities so they may be efficient in their elected office. The DSO/ADSO-IS will make themselves available to the SO-IS in the area of problem resolution that cannot be rectified at the Division level.

   b. SO-IS. The Division relies on the SO-IS to ensure their member information and mission activity is entered into the AUXDATA system in a timely manner. The SO-IS will work closely with the FSO-IS for timely submissions and problem resolution. SO-IS duties are expanded in the Auxiliary Division Procedures Guide, COMDTPUB P16791.3.

   c. FSO-IS. The FSO-IS is responsible for collection and forwarding the Flotilla’s AUXDATA paperwork to the SO-IS for data entry. All paperwork must be checked by the FSO-IS for accuracy and completion before submitting to the SO-IS for data entry. FSO-IS duties are expanded in the Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5.

   d. Elected Officers. The senior elected officer at each level is expected to keep information in the AUXDATA database concerning elected and appointed staff assignments correct and up-to-date. Whenever a change occurs in an elected or appointed office, the current senior elected officer must promptly complete a Change of Officer Report form (ANSC-7006) and submit it to the SO-IS for data entry. Once data entry has been completed, the SO-IS will forward to DIRAUX for file.

3. Actions. Timely submission and forwarding of information through the IS chain is critical to member satisfaction, fair and reasonable workload management, and accurate capture of Auxiliary effort. The following actions are prescribed for respective levels.
a. **Member.**

   (1) Members are responsible for using and properly completing correct AUXDATA input forms upon completion of their authorized activity. The member shall verify that the completed AUXDATA form is legible and send it to the FSO-IS. Instructions for filling out forms can be found within the forms themselves and can be obtained via the D5NR and Auxiliary National web site.

   (2) It is incumbent upon the member to ensure that their AUXDATA information is submitted to the FSO-IS in a timely manner – **within three (3) days of a change or completion of an activity.** Data received by the SO-IS beyond 60 days of the activity may not be considered. This applies to all AUXDATA entries especially Member Activity Logs (ANSC-7029) and Mission Activity Reports (ANSC-7030), accept feedback from the FSO-IS and take corrective action as necessary.

b. **FSO-IS.**

   (1) Ensures that members are aware of the need for timely submission of any activity data, particularly in that all activity data paperwork must reach the SO-IS, via the FSO-IS, as quickly as possible following completion of the activity.

   (2) Similarly, it is incumbent upon the FSO-IS to ensure that any properly submitted information that they receive is submitted to the SO-IS in a timely fashion; **within three (3) days of receipt if possible.**

c. **SO-IS.**

   (1) Data entry of member activity in AUXDATA is critical to the timely capture of regional efforts and to meeting the growing needs for accurate assessments of regional capabilities and readiness. **The member is required to submit paperwork to the FSO-IS within 60 days or the activity may not be considered.** Its intent is clearly to promote and ensure expeditious management of the massive amounts of data that IS officers must process while providing the same level of expectation for all regional members. If a member ends up in REYR status or fails to qualify for an award normally based on AUXDATA information due to the untimely submission of activity data paperwork, then that shall become a matter they will have to work to correct in the future in conjunction with the needs and capabilities of their IS chain. **It is required of the SO-IS to ensure monthly approval of all AUXDATA entries.**

   (2) Deadline date for Workshop data entry is 15 July. Deadline for **ALL** data entry is **31 December.**

B. **AUXDATA Correction and Update Procedures.**
1. **Member Requirements.** Members are responsible for providing current and accurate information for the AUXDATA database concerning their name, mailing address, e-mail address, phone numbers and emergency contact information. Whenever a change occurs in any of these areas, the member must complete a Change of Member Information Report (ANSC-7028) and submit it to the SO-IS via their FSO-IS within three (3) days of the change.

2. **Problem Resolution.** If an error has been found, the following steps shall be taken:
   
a. **Member Action.** The member must report the problem to their FSO-IS. When reporting an AUXDATA error, the member shall explain the error and provide any applicable supporting information (e.g., copy of certificate, letter, data entry paperwork).

b. **FSO-IS Action.** The FSO-IS must research the details of the problem. If the FSO-IS validates that an error exists, then the problem shall be reported to the SO-IS along with all supporting information. If the issue pertains to REYR/REWK status removal, then the FSO-IS shall ensure that the activity report form indicates such in the remarks area before it is submitted to the SO-IS.

c. **SO-IS Action.** If the SO-IS validates that an error has occurred, then the SO-IS shall make the appropriate AUXDATA entries to correct the problem. If the problem is related to an AUXDATA entry field that the SO-IS cannot access, then they should report the problem to the DSO-IS along with any supporting documentation. If the problem involves a member listed in REYR or REWK status, then the SO-IS should request assistance, via e-mail, from the DIRAUX office AFTER the required supervised/training data has been entered. The request will include the member’s name, EMPLID and type of qualification to be re-set to current status.

d. **DSO-IS Action.** When the request for assistance presents itself, the DSO-IS will conduct additional research in order to resolve the problem. If it cannot be resolved by the DSO-IS, the problem shall be reported to the DIRAUX office along with the applicable supporting information and, if appropriate, a recommendation to correct the problem.

e. **DIRAUX Action.** If DIRAUX determines that information in AUXDATA is incorrect, then the member’s record shall be corrected. The member and IS chain shall be notified of such determinations and associated actions.
CHAPTER 4

MEMBER TRAINING AND QUALIFICATIONS

A. Member Responsibility.

1. The most important premise for all members across all Auxiliary programs is primary responsibility for ensuring their efforts to qualify and maintain certification are properly documented and captured in the AUXDATA system. This rests first and foremost with **the member**.

2. Given the broadening real-time availability and access to member training and qualification information through AUXDATA and AUXINFO, coupled with the ability of SO-ISs to modify and correct member information even after the end of the calendar year, the DIRAUX office will inform members by mail of test results and qualification completion only. Notifications of currency maintenance completion (i.e.: BCQP/D5NR AIR PROGRAM) should NOT be expected from the DIRAUX office.

3. Cases in which a member shows up on a REYR list shall be addressed and rectified through communication between the member, the FC and FSO, and the SO-IS. Once proper task completions and information have been placed in AUXDATA by the SO-IS, the DIRAUX office will re-set the member’s qualification status upon notification from the SO-IS. Given the broadening real-time availability and access to member training and qualification information through AUXDATA and AUXINFO, coupled with the ability of SO-ISs to modify and correct member information even after the end of the calendar year, there is NO reason why these kinds of circumstances cannot be identified and resolved, including corrective intervention by the DIRAUX office, by March 31 of the year in which the member is listed in REYR status. Any requests that are submitted after March 31 for corrective intervention by the DIRAUX office will be processed as DIRAUX office workload allows.

B. Checking on Qualification, Re-Certification and Currency Status.

1. Misunderstandings frequently arise when qualification, re-certification or currency maintenance paperwork arrives at the DIRAUX office before the required data has been entered in AUXDATA. This usually results in rejection of the paperwork because the DIRAUX office’s check of AUXDATA indicates that program requirements have not been completed. Just because mission forms may have been sent to an SO-IS before the qualification, re-certification or currency maintenance paperwork was sent to the DIRAUX office, there is no guarantee that necessary data entry has occurred.

2. DCDRs, FCs and SO-ISs must work together to ensure that required paperwork and AUXDATA processing occurs properly, in a timely fashion, and that members know their responsibility to gain awareness of positive confirmation of required data entry (i.e.: hours, VSC’s) in AUXDATA before their qualification, re-certification or currency maintenance paperwork is submitted to the DIRAUX office.
3. Positive confirmation can be obtained via forms returned from the SO-IS marked “Entered,” up-to-date AUXDATA reports, simple direct communication with the SO-IS, or any other way that may prove workable for all involved including periodic self-check of the member’s activity profile in AUXINFO.

4. Because paperwork may be missing or delayed in process, it should not be expected that the SO-IS will initiate any confirmation. Further, direct queries to the DIRAUX office about such status will be referred back to the requestor if the requestor has not firmly validated data entry with the SO-IS either personally or through their respective chain of communication. All of this applies to member qualification, re-certification or currency maintenance in any program.

C. General Boating Safety Course Requirement Across Programs. Due to the maritime nature of Auxiliary service, it is inherently important for all qualified program participants to have a degree of familiarity and background with the basics of recreational boating. Accordingly, as part of regional program qualification requirements, all program participants are required to successfully complete the basic core course content of the Auxiliary’s BS&S, ABS or USPS courses or challenge and pass the BS&S, ABS or SF closed book exam as part of their qualification.

D. Qualification Process. Though processes for IT, VE or PV are basically the same, the underlying principle for all of them is that without proper, current and complete approval by DIRAUX, a member may not conduct missions in any program. Such approval requires all appropriate AUXDATA entries to be recorded and validated as well as a signed certificate issued by DIRAUX.

Note: Initial qualification processes for the Boat Crew Qualification Program and Fingerprint Technicians are addressed separately in this chapter, Sections E & F. The D5NR Air Program in Chapter 11 and the AUXCHEF Program in Chapter 19 supports qualification criteria for their respective program areas. All other qualifications and designations are addressed in the Auxiliary Manual.

1. Initial Qualification.

a. Members who desire qualification in any program must complete the appropriate required program tasks as a trainee. They must perform these tasks under the supervision of a member who is certified in that program.

b. In order to keep track of all required program qualification tasks, the trainees shall report all training missions on the form respective to the program they have chosen. The trainee may have as many instructors/mentors as necessary in order to complete the required program qualification tasks. The instructor/mentor who approves the final required task shall verify with the trainee that any associated task completion forms have already been forwarded to the FSO-IS. They shall then forward the final task completion form to their FSO-IS in a timely fashion so as to ensure that subsequent forwarding to the SO-IS for AUXDATA entry is as expeditious as possible.

c. Exams may be requested by an elected officer, an immediate past elected officer or an MT staff officer. The proctor of the exam must be qualified in the particular program. Once
completed, the proctor shall return the test to the SO-MT who will forward the completed answer sheet to DIRAUX immediately for grading and data entry.

d. It is incumbent upon the **member** to notify their FC as soon as criteria are completed which includes training missions and end of course test completion (on-line or paper test).

e. The FC shall make direct qualification endorsement to DIRAUX on behalf of the member via the **Initial Qualification Verification Form**. This form can be found in this manual as Appendix D and on the D5NR web under General Forms and may be emailed to DIRAUX according to guidelines in Appendix C.

f. It is the responsibility of the FC to validate with the SO-IS that appropriate AUXDATA entries have been made to reflect the trainee’s completion of required program qualification tasks.

g. DIRAUX will verify completeness of the respective program’s initial qualification criteria and process accordingly.

2. **Re-Certification**.

a. Members who need to re-certify in their program because they have not maintained their program currency must complete the appropriate required program tasks as a trainee with a currently certified member of the respective program. See Table 4-1.

b. **Notification to Remove REYR Status**.

   (1) The supervisor of the training mission **must** enter “Remove REYR Status” in the remarks section of the mission reporting form.

   (2) Once the SO-IS has completed data entry, DIRAUX is to be notified via email immediately with a request to change the member’s status from REYR to Current.

   (3) The information needed by DIRAUX is as follows: Member Name, EMPLID, Unit and Qualification. It is not necessary to include any other detail.

3. **Re-Qualification**. Members who desire to regain a program qualification after the fifth year of inactivity shall complete the initial qualification requirements as described in Section 1. See Table 4-1.

E. **Boat Crew Qualification Program (BCQP)**.

1. **Introduction**. There are three levels of qualification in the BCQP – Crew Member, Coxswain and Personal Watercraft Operator (PWO). The Auxiliary Boat Crew Training Manual and associated Qualification Guides provide the training guidelines to qualify Auxiliarists as coxswain, crew member and PWO. It also establishes the minimum performance standards for an Auxiliarist’s tri-annual and re-certification requirements. It shall be strictly adhered to during
qualification, currency maintenance and re-qualification at the QE, coxswain, crew member and PWO levels.

2. **Initial Qualification as Coxswain/Crew Member/PWO.** To qualify, the member must complete all tasks required at the appropriate level on the coxswain, crew member or PWO Record of Completed Task Form (Appendix A) of the respective Qualification Guide) within a 24-month period.

   a. A crew member trainee may elect to complete coxswain tasks while undergoing crew member qualification training. Such tasks will be valid as long as they are performed within the 24-month training period for coxswain. Additionally, a certified crew member must have 28 hours underway at the crew member level before they are eligible for designation as coxswain.

   b. A PWO trainee does not have to complete the crew member qualification in order to qualify as a PWO.

   c. As the trainee progresses through the coxswain, crew member or PWO syllabus, the mentor(s) providing the training will sign and date corresponding task blocks on the Record of Completed Task Form. A qualified coxswain, crew member or PWO, respectively, is authorized to sign off the trainee’s tasks at the level to which they are qualified. However, it is strongly encouraged that the FC appoints a mentor who is approved to serve in such capacity to consistently and completely train and guide the trainee.

   d. After all the applicable tasks on the coxswain, crew member or PWO Record of Completed Task Form have been completed and signed off, the Flotilla will coordinate a QE (including PWC-QE’s for PWO’s) for an evaluation. After the trainee successfully completes all tasks required by the QE, the QE will complete the Auxiliary Boat Crew Program qualification letter found in Appendix C of reference (c). The QE shall then forward a copy of the program letter and copy of the Record of Task forms to the DIRAUX office. The trainee should keep the **original** copies of all submitted forms for his or her personal records.

   e. **Boat Crew Schools:** For those trainees who complete one of the several Boat Crew Training Schools held each year throughout the District the following applies:

      (1) If a member completes all of his/her training through one of the Boat Crew Schools and has not ever been underway on a regularly scheduled surface patrol, that member must participate as a “Trainee” in an uncertified status for a minimum of two (2) patrols with a fully certified crew prior to requesting a QE for a certification oral board and underway check ride.

      (2) If a member participates in a Crew School and also receives training during at least two (2) regularly scheduled surface patrols to complete the task sign offs he/she does not have to complete any additional patrols as a trainee prior to requesting a QE.
(3) The purpose of this requirement is to adequately familiarize all potential certified Boat Crewmembers with the proper patrol procedures and protocol prior to them assuming the role of the certified crewmember.

(4) There is no minimum patrol duration for this requirement to be met. Patrols may be for any mission including Marine Observation, Regatta/ Safety Zone Support, Logistics Missions, or other as directed by the Operational Commander. Specific Operational Training (Quals) patrols do not count for this purpose.

f. DIRAUX Office Action.

(1) **Crew Member Designation.** Prepare and send a qualification certificate, ribbon, and miniature medal to the DCDR who will award the certificate and medal at an appropriate and timely opportunity. Make appropriate entries in AUXDATA.

(2) **Coxswain Designation.** Prepare and send a designation letter to the new coxswain. Send a copy of the letter to the FC. Make appropriate entries in AUXDATA. The certificate and pin shall be forwarded for presentation via the respective DCA (generally, such presentation shall be made by an officer holding the office of DCDR or above).

(3) **PWO Designation.** Prepare and send a designation certificate to the new PWO. Send a copy of the letter to the FC. Make appropriate entries in AUXDATA. The certificate and pin shall be forwarded for presentation via the respective DCA (generally, such presentation shall be made by an officer holding the office of DCDR or above).


a. **General.** The Auxiliary Boat Crew Training Manual and associated Qualification Guides outline in detail the requirements for qualification, currency maintenance, and re-qualification as a crew member, coxswain, and PWO.

b. **Third-Year Requirements.** Satisfactory completion of task requirements for the third-year after initial certification at the member’s current designation, and every third-year thereafter must be performed for a QE. The QE conducting the third-year certification will ensure that all coxswain, crew member or PWO task requirements on the Underway Currency Maintenance/ Recertification check ride forms are completed. The QE will then sign the Third Year Currency Maintenance form and forward it via the SO-IS to the DIRAUX office within three working days to ensure the member gets credit.

c. **Fifth-Year Requirements.** Coxswains and PWO’s must score 90% on the Auxiliary open book navigation rules examination. Complete a TCT 8 hour course facilitated by an approved TCT Facilitator.

d. **Re-certification after placement into REYR Status.** Procedures for this are covered in the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51A, chapter 5.B.2. Members must make up the missing hours in a trainee status. Once the hours have been...
made up and have been properly documented on the 7030 form, the members SO-IS MUST notify the DIRAUX office to remove the member’s REYR status in Aux Data. The member must then complete 12 additional hours as a certified crewmember to meet annual currency maintenance standards.

e. **Failure of a Check ride.** Members who are advised by a QE that they have not successfully passed a 3<sup>rd</sup> year currency check ride or dockside oral exam will be provided with a written description of the reasons for the non-passing evaluation by the QE involved. This will include the QE’s opinion on any areas in need of improvement prior to attempting another check ride, any extra training required, and the steps necessary for seeking a follow on check ride by a different QE. The QE involved will immediately notify the Director’s office/OTO to have the member’s certification placed into REYR status until the member can successfully pass a follow-on QE check ride and/or dockside oral exam. If a member is unsuccessful in two consecutive attempts to pass a QE check ride, either an initial or 3<sup>rd</sup> year currency check ride, and the member has completed all the required items outlined by the prior QEs, he/she may request to be evaluated by the OTO for a final determination for certification.

**Note:** If qualification, re-qualification, or currency maintenance in any of the above sections requires a QE signoff, it cannot be conducted by a QE who is an immediate family member (i.e., parent, spouse, sibling or child).

4. **Navigation Rules (NavRules) Exams.**

   a. AQEC’s shall maintain custody of NavRules exams in sufficient quantities so as to comfortably serve the needs of their respective Areas.

   b. Only QE’s (including PWC-QE’s) may request NavRules exams from AQEC’s for the purpose of test administration. Requests shall be made in writing (e.g., e-mail or memo) and be requested at least 15 days in advance so as to facilitate AQEC exam management.

   c. Upon completion of NavRules exam administration, the QE shall forward the exam back to the AQEC and the answer sheet to the DIRAUX office for grading.

   d. Members who take the on-line open book version of the NavRules exam do not require a proctor for administration.

   e. Members who take the on-line closed book version of the NavRules exam must have an approved proctor to help administer the exam. All D5-NR QE’s are designated as proctors for this exam. As a general rule, the member shall first request such proctoring service from the QE who is geographically closest to the member. If a QE from another area is desired for proctoring service, then the member must make arrangements through their respective AQEC.

   f. All applicable specialty course exam administration provisions apply to NavRules exam administration whether dealing with the answer sheet version or the on-line version.
F. **Fingerprint Technician.** Successful completion of all required elements and demonstrations will earn Fingerprint Technician (FP) designation.

1. **Pre-Emp.** The need for a FPT must be routed via the COLM to DIRAUX. This starts with notification of the member’s intent to qualify via their FC.
   
a. Once the need for a FPT is recognized, notification must be submitted to DIRAUX via the respective area DCAPT. In turn, DIRAUX will contact the candidate with specific instruction.

2. **Qualification Criteria.**
   
a. After thorough review of the on-line Fingerprint Study Guide, the member must take and successfully pass the FP test on-line (paper testing is not available). A copy of the passing notification must be sent to DIRAUX. Data entry is performed by the NTC within a two week time frame.
   
b. A FP Practical demonstration must be completed. This demonstration is given by DIRAUX (or their designee) and must be scheduled to accommodate both parties.
   
c. DIRAUX will provide further instruction for the candidate when the FP Practical demonstration has been completed.

3. **Qualification Completion.** Once all criteria are met, DIRAUX will prepare a letter of qualification, make appropriate entry into AUXDATA and mail the letter directly to the member along with a fingerprint kit. A copy of the letter is sent to the respective leadership.

4. **Duties.** FP technicians are responsible to adhere to all regulations and practice the utmost discretion while performing their duties.

G. **Administration of Specialty Courses, Correspondence Courses and “C” School Training.**

1. **Specialty Courses.**
   
a. **Course Materials.** Required course materials are stocked at ANSC and can be ordered by the DCO, DCDR, FC, DSO-MA, SO-MA, FSO-MA and NEXCOM. Members desiring to enroll in a specialty course shall contact their FSO-MT.
   
b. **Course Procedures.** Specialty courses can be taught as formal District, Division or Flotilla sponsored courses or individuals may study the courses on their own. Individuals studying courses on their own should have a member who has completed the course review their work to ensure proper understanding of the material prior to testing.
c. **Available Courses.** All courses available to the Auxiliary are listed in the Auxiliary Manual and also on the National Auxiliary web site under Member Training.

d. **Exam Administration.**

(1) On-line testing should be the primary means of administering exams.

(2) The DCDR, FC, DSO-MT, SO-MT and FSO-MT may order specialty course exams from the DIRAUX office. If all of these officers are unavailable to request exams, then the request may be submitted by the VCDR or VFC (such request shall be annotated to indicate the unavailability of DCDR, FC, DSO-MT, SO-MT, and FSO-MT).

(3) Specialty course exams may be requested from the DIRAUX office by completing the OSC Examination Request (ANSC-7026) and submitted either by regular mail or via email. In either case, the DIRAUX office will mail the requested exams to the designated proctor 5 to 7 days prior to the scheduled exam date taking into consideration weekends and holidays.

(a) Exam requests must be received by DIRAUX no less than 15 days prior to the scheduled exam date. If received less than 15 days of the scheduled exam date, the requesting officer will be notified that the request will not be filled. DIRAUX will not express mail an exam package nor accommodate short-notice requests except in unique and exceptional circumstances.

(b) E-mail exam requests will only be accepted if sent by an officer who is authorized to request such exams. The ANSC-7026 form can be filled out on-line from the National Auxiliary web site and then saved as PDF file. The e-mail must have that file as an attachment to it (scanned forms will not be accepted).

(4) As controlled items, specialty course exams are retained in the DIRAUX office in limited supplies. Since they are frequently in demand region-wide, they cannot be held in the field for extended periods. If an exam cannot be administered on the scheduled date, it must be immediately returned to the DIRAUX office. The primary commitment to taking an exam rests upon the member scheduled to take it. If they commit to take an exam on a certain date, then it is their responsibility to honor that commitment and they must understand that if there is a change to their availability then there will likely be a change to the availability of the exam. Holding of exams for the convenience of the member slated to take the exam may result in suspension of exam support for the member’s Division.

(5) The Auxiliary Manual describes proctor criteria for specialty course exams (unless otherwise specified by DIRAUX, any qualified AUXOP shall be recognized as a specialty course exam proctor within D5-NR). Anyone who does not meet proctor criteria will not be authorized to proctor a specialty course exam. Special circumstances, in which access to or presence of authorized specialty course exam proctors is limited to the point of negatively impacting local member training, should be addressed and
remedied by working through the MT network. The proctor shall administer the exam and ensure that any practical requirements in the course have been signed off. The proctor shall ensure members are aware of all exam administration instructions, making special note to point out that members shall not make any marks in exam booklets. Upon completion of exam administration, the proctor shall mail the test back to the DIRAUX office for grading. It is the responsibility of the proctor to ensure that all exam booklets are received in an unmarked condition and returned in exactly the same condition. If marking of exam booklets is detected in any way upon their return, then the exams will be negated, the proctor shall be informed of such and will be directed to advise the examinee of test negation.

(6) Exam booklets shall not be duplicated by anyone outside the DIRAUX office, not be administered in any way or by anyone other than those indicated to the DIRAUX office as part of the exam request, nor should their contents be advertised beyond normal test administration. Further, they must be properly administered as requested and returned in a timely fashion. Failure to meet any of the above requirements or obstruct the proper management of these exams will normally dictate some degree of investigation into the matter as well as suspension of Divisional exam and testing support provided from the DIRAUX office.

(7) On-line administration and proctoring of specialty course exams shall be conducted in accordance with policies established by the National Testing Center and the following specific D5-NR provisions:

(a) Any member who has attained AUXOP status is authorized to proctor on-line specialty course exams. Members who have successfully completed the specialty course for which exam administration is sought but who are not AUXOP are not authorized to serve as on-line proctors.

(c) A proctor shall administer no more than 20 on-line specialty course exams at the same time.

(d) A proctor and a member who is taking an on-line specialty course exam must be physically in the same room throughout the duration of the exam including initial log-in and final log-out.

(e) If more than one member is taking an on-line specialty course exam at the same time with the same proctor, then all such members must be physically located within the same room as the proctor throughout the duration of the exam.

(f) A member who desires to take an on-line specialty course exam is responsible for contacting a member of AUXOP status to coordinate the requisite service from who is geographically closest. The FC, VFC and FSO-MT may assist the member to coordinate the proctoring service.
Designation. Upon receipt of paper tests, the DIRAUX office will grade exams and make appropriate AUXDATA entries. A letter indicating the test results will be sent to the member and their FC. If the member passes, a completion certificate will be sent to the DCDR for subsequent presentation to the member.

2. AUXOP Status. The new AUXOP program consists of core, leadership and elective credit elements. Members are required to successfully complete a minimum of seven (7) credits from three categories of courses detailed in Table 4-2: AUXOP Program Completion Checklist. This revision will give members more choices to meet program requirements, allow the pursuit of preferred focus areas and apply credit for ICS training and expertise.

   a. Members and their leadership can keep track of individual progress via the AUXOP Progress Report in AUXDATA. Members will receive the specialty course ribbon upon completion of their first AUXOP course listed in the current criteria.

   b. Notification is not to be sent to DIRAUX when a member completes the criteria to attain AUXOP status. Designation and status change will be completed by DIRAUX automatically which includes a letter of notification and the certificate with device forwarded to the area DCAPT for proper presentation.

   c. If a member has attained AUXOP status, but, has not been recognized by a one month anniversary date, it is the responsibility of the member to notify DIRAUX via the COLM.

   d. AUXOP members who wish to proctor on-line tests are required to notify DIRAUX via the COLM with intent upon which DIRAUX will enter the AUXOP member into the National Testing Center (NTC) web site as a designated proctor. The AUXOP member may then proceed to register for the respective scheduled testing.

3. Coast Guard Institute Correspondence Courses and Auxiliary National “C” Schools. Members who desire to take a Coast Guard correspondence course or attend a “C” school should contact the FSO-MT for any assistance required. All C-school applications must be made using the Short Term Resident Training Request (ANSC-7059), submitted through the member’s FC. Forms may be mailed or submitted as an e-mail attachment. They shall be submitted to the OTO at the DIRAUX office for review, approval and endorsement. In general, although ANSC-7059’s may be submitted at any time of year and up to a year in advance of a class convening date, such requests should be submitted at least 10 weeks in advance of the class convening date to allow adequate time for review and process of associated travel orders.

H. Seminar Attendance.

1. General. Members holding any program designation (e.g., IT, VE, PV, coxswain, pilot) may be required to attend a program seminar in any given year. When a seminar is required and attendees come from more than one Division, the lead instructor conducting training will record attendance on a Workshop Mission and Attendance Report (ANSC-7039) for all instructors and attendees and forward it to their SO-IS within three working days to ensure timely credit for all
in AUXDATA. Division-by-Division attendee rosters shall not be used because they often result in duplicate workshop entries.

2. Failure to Attend Required Seminar.

   a. Unless otherwise specified, D5-NR’s annual deadline date for attendance of required seminars without any consequence shall be June 30 of the currency year. If a member fails to complete the required seminar by the deadline date for seminar attendance, they will not be able to report any activity related to that qualification in AUXDATA.

   b. If a member does not attend a required seminar by June 30, then they shall be placed in REWK status in AUXDATA (i.e., the member will not be authorized to perform any missions in that program area as though they were currently qualified). A member will have until September 30 to attend the required seminar in order to be restored to current program status. The SO-IS must ensure that the seminar is entered into AUXDATA and then notify the DIRAUX office by e-mail or memo so that the member’s status in AUXDATA can be updated. Once this is done, any activity that was previously rejected by AUXDATA can then be entered.

   c. Seminars for a current year will not be offered after September 30. If a member does not attend a required seminar by that date, then they shall be placed in REYR status at the start of the next year and will have to regain program currency accordingly.

I. Removal from Program (Member Requests).

   1. Members who become inactive in any program or qualification (e.g., BCQP, IT, PV, VE) and have no intention of becoming active again should submit a written request to DIRAUX by mail (via their FC for endorsement) asking to be removed from the program or qualification.

   2. This need not be a complicated procedure. A simple: “Please remove me from the Boat Crew Qualification Program” (or other Auxiliary program) with a signature will suffice.

   3. There are two important advantages to doing this:

      a. Inactive members will no longer show up in REYR or REWK for years after becoming inactive.

      b. Coast Guard and Coast Guard Auxiliary leaders will have a more accurate assessment of how many qualified members are available in a given program, enabling a better strategic focus on recruiting and training both regionally and at the District level.

   4. Members who request to be removed in this manner shall retain any earned ribbons or pins.
<table>
<thead>
<tr>
<th>Qualification</th>
<th>BCQP</th>
<th>IT</th>
<th>PV</th>
<th>VE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial Qualification</strong></td>
<td>See Auxiliary Boat Crew Training Manual (ABCTM)</td>
<td>Complete IT Course; Teach 2 Hours (Supervised) FC endorsement</td>
<td>Pass Exam and Complete 2 Supervised Visits FC endorsement</td>
<td>Pass Exam and Complete 5 Supervised VSCs FC endorsement</td>
</tr>
<tr>
<td><strong>Annual Requirements</strong></td>
<td>See ABCTM</td>
<td>Teach 2 Hours or Teach 1 Hour, Assist 2 hrs or Assist 4 Hours</td>
<td>4 Program Visits</td>
<td>5 Vessel Safety Checks</td>
</tr>
<tr>
<td><strong>Re-Certification (after 1 year)</strong></td>
<td>See ABCTM</td>
<td>Teach 2 Hours or Assist 4 Hours Supervised PLUS above AFTER REYR Status has been re-set</td>
<td>1 Supervised Visit PLUS above AFTER REYR Status has been re-set</td>
<td>2 Supervised VSCs PLUS above AFTER REYR Status has been re-set</td>
</tr>
<tr>
<td><strong>Re-Certification (after 2 years)</strong></td>
<td>See ABCTM</td>
<td>Same as above</td>
<td>Same as above</td>
<td>Same as above</td>
</tr>
<tr>
<td><strong>Re-Certification (after 3 years)</strong></td>
<td>See ABCTM</td>
<td>Same as above</td>
<td>Same as above</td>
<td>Same as above</td>
</tr>
<tr>
<td><strong>Re-Certification (after 4 years)</strong></td>
<td>See ABCTM</td>
<td>Same as above</td>
<td>Same as above</td>
<td>Same as above</td>
</tr>
<tr>
<td><strong>After 5 Years</strong></td>
<td>Loss of Qual</td>
<td>Loss of Qual</td>
<td>Loss of Qual</td>
<td>Loss of Qual</td>
</tr>
</tbody>
</table>

**Notes:**
1. Workshops must be attended annually as required by the Director of Auxiliary.
2. Deadline for Workshop Attendance (when required) is 30 June; with a 15 July deadline for Data Entry.
3. Positions for all initial activity must be captured in AUXDATA as “Trainee.”
4. REYR/REWK Status – Positions for all re-certification activity must be captured in AUXDATA as “Trainee.”
### Table 4-2: AUXOP Program Completion Checklist (Revised 01/11)

**AUXOP Program Completion Checklist**

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Flotilla</th>
<th>EMPL ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date Completed</strong></td>
<td><strong>Total Credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

You are required to complete a minimum of seven credits to receive the AUXOP qualification.

**Three Required Core Courses** (1 credit each)
- Auxiliary Weather Specialty Course (AUXWEA)
- Auxiliary Seamanship Specialty Course (AUXSEA)
- Auxiliary Communications Specialty Course (AUXCOM)

**One of the following Leadership Courses** (1 credit each)
- Auxiliary Leadership and Management (AUXLAMS)
- Auxiliary Mid-Level Officers Course (AMLLOC)
- Auxiliary District Captain Course (formerly RCO course)
- Flotilla Leadership Course (FLC) - may be either on-line or classroom version
- Auxiliary Senior Officers Course (ASOC)

**Elective Courses totaling 3 or more credits** (credits as listed)
- Auxiliary Search Coordination and Execution (AUXSC&E) - 2 credits  
  **NOTE** - prerequisite is AUXNAV
- AUXSAR (old course previously completed) - 1 credit
- Auxiliary Navigation Specialty Course (AUXNAV) - 2 credits
- AUXMIN (old course previously completed) - 1 credit
- Introduction to Marine Safety - 2 credits
- Auxiliary Patrol Specialty Course (AUXPAT) - 1 credit
- Auxiliary Aids to Navigation (ATON) and Chart Updating C-School (AUX-06) - 1 credit
- Coast Guard Incident Command System (ICS) 300 and 400 - 1 credit  
  **NOTE** - ICS-210 may not be substituted for ICS-300.
- Auxiliary Air Coordinator C-School (AUX-15) - 1 credit

**Specialty ICS Courses** (1 credit for on-line course and 1 credit for PQS completion)
- ICS-346 - Situation Unit Leader
- ICS-347 - Demobilization Unit Leader
- ICS-248 - Resources Unit Leader
- ICS-430 - Operations Section Chief
- ICS-440 - Planning Section Chief
- ICS-351 - Finance Section Chief

*THIS CHECKLIST IS FOR MEMBER USE*  
DIRAUX WILL AUTOMATICALLY UPGRADE MEMBER STATUS TO AUXOP WHEN ALL CRITERIA HAS BEEN ENTERED INTO AUXDATA.
CHAPTER 5
STANDARDS OF CONDUCT

A. Core Values. These are more than just rules of behavior. They are deeply rooted in the heritage that has made the Coast Guard and Coast Guard Auxiliary great. They demonstrate who we are and guide our performance, conduct, and decisions every minute of every day. Because Auxiliarists represent the Coast Guard to the public, we must all embrace these values in all of our professional activities.

1. 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.

2. Respect. We value diversity and treat each other with fairness, dignity, and compassion. We encourage individual opportunity and growth. We encourage creativity through empowerment. We work as a team.

3. Devotion to Duty. We are professionals who seek responsibility, accept accountability, and are committed to the successful achievement of our collective goals. We exist to serve. We serve with pride.

B. Professionalism. All Auxiliarists are expected to conduct themselves in a manner that honors the uniform and the service. Unprofessional, unethical, or other inappropriate conduct should not be tolerated and if serious enough, should be disciplined. In general, if someone is in doubt as to whether or not a particular action, behavior, or comment is appropriate, odds are that it is not. Members who observe such behavior shall try to politely and respectfully counsel the offending Auxiliarist on the spot (regardless of office or position) for minor violations and/or report the offense to the appropriate elected leader (e.g., FC for a member or FSO, DCDR for an FC or SO, DCAPT for a DCDR) for more serious violations or if an initial attempt to counsel the individual is not successful. While this might be uncomfortable, silence implies acceptance.

C. Elected and Appointed Officers. Elected and Appointed Officers are expected to take their prologue and pledge to heart. These are more than just words; they are a standard of leadership and a promise to serve consistently, diligently and faithfully.

1. Prologue. “You have offered your talents and services in the interest of a better Coast Guard Auxiliary. The pledge you are about to take admits you to an office of greater responsibilities and high honor. Along with this honor, you must be prepared to accept certain obligations as well as the administrative and supervisory responsibilities of your office. Your task is to develop the Auxiliary programs to the maximum efficiency that conditions permit. You are expected to promote closer liaison between the Auxiliary and local Coast Guard units, constantly reminding Auxiliarists that their actions reflect not only on the Auxiliary but also on the Coast Guard. As a leader, you are charged with maintaining high standards in all Auxiliary programs and activities, never compromising honesty and integrity.”

5-1
2. **Pledge.** With the full realization of the demands of my office in terms of time, travel, and dedication, I am willing to accept this honor. “I do solemnly and sincerely **pledge myself to support** the United States Coast Guard Auxiliary and its purposes, **to promote** its authorized activities, **to properly discharge** the duties of my office, and **to abide by** the governing policies established by the Commandant of the United States Coast Guard.”

D. **Member Capability.**

1. Auxiliarists who conduct operations and other missions are expected to put “safety first” and while conducting operations to apply Team Coordination Training and Crew Resource Management at all times. One component of this expectation is that members maintain the ability, mobility and endurance to safely and properly execute their duties in accordance with the Auxiliary Manual, which goes on to state, “Each Auxiliarist is charged with an ongoing responsibility to use good judgment and common sense when evaluating their continuing ability to carry out their assignments.”

2. On occasion, concerns may arise regarding the ability of members to continue to serve in the surface, air, and marine safety programs. Simply stated, these members may no longer be physically capable of safely participating. They may pose a danger to others as well as themselves if relied upon to complete their duties, particularly in an emergency.

3. **Action.**

   a. During the conduct of annual (or any other frequency) requirements in particular, all involved parties will be attentive to any physical problems members may have in completing the required tasks. All members, at all times, but most particularly those in elected leadership positions should be attentive to the performance of their members in the surface, air, and marine safety programs, especially as it applies to their ability to perform all required tasks.

   b. If a concern about a member’s ability, mobility or endurance develops, the concern should be documented and submitted to the appropriate DCAPT via the elected chain of leadership and management (e.g., e-mail to FC, then to DCDR, then to DCAPT), who will bring the matter to the attention of the rest of EXCOM for review and potential action if the DCAPT is unable to make a determination. It is incumbent upon all elected officers to forward this information in a timely fashion with any additional input they feel qualified to contribute.

   c. DCAPT will review the information provided and make a recommendation to DIRAUX, who will consider all pertinent information (including contact with the member in question and/or appropriate District Chief or DSO, as needed) and take one of the following potential actions (though this list is not all-inclusive):

      (1) **Dismiss the case without action.**

      (2) Request an appropriate party (e.g., OTO, DCDR, DSO-AV, DSO-OP, or their designee) to conduct a “check ride” or evaluation visit with the member to evaluate their ability,
mobility and endurance in accordance with the Auxiliary Manual. If it is determined that the member no longer has the ability, mobility or endurance to safely execute their duties, they shall be deemed inactive (but would retain any earned ribbons or pins).

(3) Notify the member that sufficient evidence exists to warrant immediate removal from the program based on their inability, immobility, or lack of endurance and that they shall be deemed inactive (but would retain any earned ribbons or pins).

Note: This is absolutely not an effort to reduce membership participation in these programs. It is based strictly upon the need to maintain safe and professional operations and to protect all of our members and facilities, as well as the public.

E. Augmentation of Coast Guard Units. Auxiliarists who augment Coast Guard units do so at the pleasure of the commanding officer or officer in charge (or for offices or branches, the appropriate Coast Guard supervisor). These important tasks are frequently critical to the successful execution of the unit’s mission. Auxiliarists are expected to comply with all expectations, policies and regulations of the command in question and may be released from this honor at the discretion of the command.

F. Ethics. In carrying out all duties of the Coast Guard Auxiliary, it is imperative that all members abide by Commandant Standards of Ethics. Missions such as VE’s, F/V safety exams and decal programs, and contracting for service agreements with public and private entities (to name a few) should be closely monitored to ensure no improper representation occurs or is implied. D5NR legal staff should always be considered for advice when there is question. The continued integrity and reputation of the organization is critical to its success.
CHAPTER 6

FACILITIES

A. General. Facilities of any type will not be used on missions under Coast Guard orders or for any other Coast Guard activities until DIRAUX has accepted them for use. Initial inspection of a facility may be conducted at any time of the year. Once inspected, each vessel and air facility must be re-inspected within 12 months from the date of acceptance by DIRAUX (AUXDATA will issue an e-mail reminder to facility owners approximately 30 days in advance of expiration). It is the responsibility of vessel and air facility owners to have their facilities inspected and the associated paperwork properly forwarded to the DIRAUX office with enough time to allow for administrative processing prior to the expiration date of the previous inspection period. Failure to meet this offer-for-use cycle will result in loss of facility designation the day after expiration of the effective period. Note: Radio facilities must be re-inspected every three years.

B. Vessel Facilities.

1. The member offering the vessel facility for use is responsible for contacting a certified VE and completing sections I, II, III and VIII of the Vessel Facility Inspection and Offer for Use (ANSC-7003). After inspecting the facility, the VE shall complete sections IV, VI, and VII (if applicable) and verify the information in sections I through III and VIII. Only original signatures are acceptable on any paperwork associated with vessel facility offers for use – this includes forms required for vessel facilities that are corporately owned as well as offered for use by Auxiliarists other than the facility owner. Fax and electronic signatures have not yet been authorized for acceptance as of the issuance of this manual, but may be so at a later date. Separate regional review of allowance to accept such signatures will be conducted at that time. Facilities not offered for use may be submitted to the DCO for approval who will then forward the form to DIRAUX.

2. When the DIRAUX office determines that the quality of Facility Inspection and Offer for Use forms is insufficient (e.g., high information error rates, incomplete submissions), it may direct routing of such forms from the VE through the appropriate ADSO-VE for additional quality control check of subsequent forms. The ADSO-VE shall ensure forms are filled out completely and properly. If there are any discrepancies, then the ADSO-VE shall reconcile them with the VE before forwarding the approved form to the DIRAUX office.

3. If the facility is accepted, the DIRAUX office will enter the facility into AUXDATA, approve the inspection, and send a copy to the DCDR, FC and the vessel owner with their facility sticker, if needed. The original will be filed in the member’s record. To be accepted, the vessel must meet all requirements in sections VI and VII (if applicable) on the ANSC-7003 form, with the following exceptions:

   a. Section VI, item 31 (NOAA Nautical Charts of OP Area are required to be carried – or suitable PA Lake chart/map; which may be locally developed).

   b. Section VI, item 25, 28, Tide Tables & Light Lists (PA Lakes are exempt).
4. A vessel accepted as an operational facility will be required to carry the mandatory equipment in section VI of the ANSC-7003 form when operating under Coast Guard orders (reimbursable or non-reimbursable). All facilities should carry this equipment at all times. Mandatory requirements in sections VI of the ANSC-7003 form will be complied with by all facilities whenever they are underway.

5. Annual acceptance of a vessel operational facility does not warrant a new facility decal. A facility decal will only be issued if it is for a new vessel facility or if the current facility decal is so worn out that it warrants replacement. Written requests for replacement should be sent directly to the DIRAUX office (e-mail requests are authorized).

6. Vessel Facility markings: Ref: (a) COMDTINST M16798.3E, Auxiliary Operations Policy Manual (AOPM)
   
   a. Only those D5NR Auxiliary vessels that are considered Auxiliary "Unit" vessels as defined in Appendix K of the AOPM are allowed to be permanently marked in accordance with the AOPM, chapter 3.F.
   
   b. All Coast Guard owned boats authorized and available for use by the Auxiliary "may" be marked permanently with a blue stripe as authorized by the AOPM, chapter 3.F.2.
   
   c. All privately owned vessels that are offered for use are not authorized to be permanently marked as described in the AOPM chapter 3.F, but shall be identified in accordance with chapter 3.B. of the AOPM with the appropriate Auxiliary Patrol signs.
   
   d. Special conditions: Owners of vessels that wish to use removable decals or stickers (non-permanent in nature) that conform to the same dimensions, colors and requirements of the Auxiliary Patrol signs outlined in the AOPM chapter 3.B, may do so only with prior written permission from the D5NR Director with the following stipulations:
      
      (1) In the written request to the Director, owners must state that the vessel seeking permission to be marked accordingly is:
         
         (a) Used primarily for CG Auxiliary patrols and operations. (80% of all usage or greater)
         (b) When stickers/decals are in place; is operated solely in state waters and not in Federal waters.
         (c) When not under CG orders or Auxiliary duty assignment the vessel will not get underway without the removal or covering of these special patrol sign decals.
         (d) These patrol sign decals may be affixed to the hull if there is no other suitable or appropriate area of the vessel's superstructure to display them. If decals are to be affixed to the hull, the request must state so and give a brief reason why.
         (e) These patrol sign decals must be removed if the vessel's offer for use expires or before the vessel's ownership is transferred. Transfer to another Auxiliary member would require application for a new waiver.
(2) A copy of this signed and approved special condition waiver shall be maintained on file at the D5NR DIRAUX Office and by the Owner of the vessel by attaching this waiver to all copies of the Vessel Facility Offer for Use form. (CG-2736/ANSC-7003).

C. **PWC and Paddle Craft (PC) Facilities.**

1. The general provisions of the above paragraph are also applicable for submission, processing and acceptance for use of PWC facilities in D5-NR.

2. The PWC Facility Inspection and Offer for Use (ANSC-7008) shall be used to submit PWC offers for use. The 5NR-OPS-7 form shall be used to submit PC offers for use.

3. For PWCs, the additional requirement of a Wet Suite must be noted on the ANSC 7008 form (in Section II).

D. **Radio Facilities.**

1. Radio Facility Inspections may only be conducted by a Communications Staff Officer (CM) who has successfully completed the TCO PQS or AUXCOM (prior to 1 Aug 2008), or a member (not Comms Staff Officer) who has completed the required qualification and has been specifically designated by the Director.

2. The member offering the radio facility for use shall be responsible for contacting an authorized inspector and completing sections I, II (part 1, 2, 3, 4, 5, 6, 8, and 9) of the Radio Facility Inspection and Offer for Use (ANSC-7004/CG-2736A).

3. Latitude and longitude are a required element for both Fixed Land and Mobile Radio facilities. The data for Mobile Radio facilities must be for where the mobile radio is based when not in use.

4. After inspecting the facility, the inspector shall complete section II (part 7) of the ANSC-7004/CG-2736A form and the inspector identification and signature blocks. The inspector shall ensure the facility owner completes and signs section III, then forward the form to the DIRAUX office via the DSO-CM. If the radio station is accepted, then the DIRAUX office shall enter the facility into AUXDATA, approve the certificate and send a copy to the DSO-CM, DCDR, FC and the station owner with their facility sticker. The original shall be filed in the member’s record.

E. **Air Facilities.**

1. **Air Facility Inspection.** Pilot members of the FE Board are authorized to inspect air facilities and are listed in the D5-NR Directory. The member offering the aircraft for use must be a qualified Auxiliary pilot or in a syllabus leading to designation as an Auxiliary pilot. The member offering the aircraft for use is responsible for contacting an FE and completing sections I, III, V, and VI of the Auxiliary Aircraft Facility Inspection and Offer for Use (ANSC-7005). The member must also provide copies of the aircraft registration, airworthiness certificate, annual inspection logbook entry, pilot license, current FAA medical, biennial flight review, SAR
procedures flight check, and last two pages of their flight log book as attachments to the ANSC-7005 form.

2. The FE shall ensure the aircraft and pilot meet all established requirements. The FE shall complete sections II and IV and verify the information in sections I, III, V, and VI. Any Coast Guard issued equipment installed or used in the plane will be noted in the Other Special Equipment block in section V. The FE shall then forward the ANSC-7005 form to the DSO-AV.

3. The DSO-AV shall review the ANSC-7005 form, retain the attachments and a copy of the form for the member’s flight record, and forward the original to the DIRAUX office.

4. If the facility is accepted, the DIRAUX office shall enter the facility into AUXDATA, approve the certificate and send a copy to the DSO-AV, DCP, FC and the aircraft owner with their facility sticker. The original shall be filed in the member’s record. To be accepted, the aircraft must meet all equipage requirements, section IV on the ANSC-7005 form, and have the following District mandated equipment installed:
   An altitude encoding (Mode C) 4096 code transponder, ATC compatible transceiver, and at least one acceptable NAVAID. The inspector shall indicate compliance by entering “Mode C 4096 Transponder, ATC communications capable, and acceptable NAVAID installed” on the “Other Special Equip” line of section V of the ANSC-7005 form.

F. **Vehicle Facilities.** The problem of liability insurance in the case where a privately owned vehicle (POV) was not covered for liability insurance when towing government property has been corrected. Vehicles may now be "Offered for Use." This is particularly important if towing a trailer registered as a DHS trailer with DHS license plates. The vehicle owner must annually complete an ANSC-7065 form ("Vehicle Facility Offer for Use") and have it on file in the DIRAUX office prior to the towing. See ANSC-7065 for additional guidance and details.
   **Note:** This should only be necessary for members who regularly tow government property (e.g., Coastie). Also, members must be on orders when towing government property.

G. **Digital Photos.** A digital photo of Operational Aircraft, PWC and Vessel facilities must be submitted by e-mail or DVD/CD to the respective POMS Administrator as a JPEG (.JPG) file labeled with the facility registration number. Upon submission, the member must be identified by name, EMPLID and unit.
CHAPTER 7
ATON, PATON AND CHART UPDATING PROGRAM

A. Private Aids Verifier (PAV) Program. On federal navigable waters, Private Aids to navigation (PATON) verification is an important mission of the Coast Guard Auxiliary. In order to participate in the aid verification program a member must be a qualified Private Aid Verifier (PAV). This qualification is not required for participation in reporting discrepancies for any Federal or Private ATON nor is it required for participation in the chart updating program.

1. Initial Qualification. To qualify as a PAV, a member must be a coxswain or have passed the AUXACN A & B courses and complete the tasks specified in the new Auxiliary Aids to Navigation Verifier PQS. 5NR ATON-1 PAV PQS is no longer used to qualify new PAVs. Additional PAVs will be qualified as needed. Interested candidates must submit a written request to qualify as a PAV to the DSO-NS through their chain of leadership and management. Aids Verifier PQS is available to download on the National Prevention Department’s website located at: http://pdept.cgaux.org/nsForms.html

2. Maintaining PAV Certification. To maintain PAV certification, members must annually complete one Private Aid Verification, Bridge Inspection, Chart Update or Discrepancy Report or any other assignment issued by the DSO-NS or his or her representative. All PAVs must also attend any required ATON/PATON workshops to maintain their qualification.

3. Regaining PAV Certification. A previously qualified member who fails to meet annual PAV currency maintenance requirements may regain certification by conducting one Private Aid Verification under the instruction of a qualified PAV and completing any required ATON/PATON workshops.

4. PATON Patrols.

   a. Once a PATON patrol has been confirmed, the DSO-NS or ADSO-NS shall assign to each PAV the PATON’s to be verified; and the SO-OP shall issue patrol orders. If there is no picture of the PATON in the working folder or new photos are required, the DSO-NS or ADSO-NS shall request that the PAV obtain them during the mission. PAV’s shall also report any unauthorized PATON’s.

   b. The DSO-NS shall make arrangements to provide any of the following items that are needed for PATON verifications:

      (1) Large-scale chart of the patrol area (or copy of chart covering the area where the PATON’s are located).
(2) Light list or pages from light list for the assigned area.

(3) Film or discs.

(4) Private Aid Information Document (PID) and the Private Aid Verification Form for all PATONs to be verified on that patrol.

5. After-Action Requirements. PATON photographs, discs, items provided by the DSO-NS, and the following forms shall be returned to the DSO-NS or ADSO-NS:

a. Patrols on U.S. Navigable Waters.

(1) One ATON Report form (ANSC-7054/CG-5474 AUX) for each PATON verified.

(2) One ATON Report form (ANSC-7054/CG-5474 AUX) for each Post Storm Survey to summarize all PATONs found to be watching properly.

b. Patrols on PA State Waters. One Pennsylvania ATON Report (ATON-2) for each PATON verified. One copy of each form must also be sent to the PA Fish and Boat Commission.

c. Record of Patrol Activity. A Record of Patrol Activity for each PAV shall be maintained by the appropriate ADSO-NS.

6. Application for PATON. Form CG-2554 is used to establish a PATON. A member should issue this form to a prospective PATON owner, provide any assistance required to complete the form, and forward the completed form to the DSO-NS. The DSO-NS shall check the form for accuracy and forward it to the local Aids to Navigation Team responsible for that area. The CG Aids to Navigation Team will then forward the application to D5 (dpw).

B. Chart Updating Program. Any member may participate in the Chart Updating Program, which consists of reporting landmarks and/or topography that are new and those that have been removed or changed; it also permits charts to be updated by NOAA’s National Ocean Service (NOS). Such changes should be reported on an NOS Cooperative Chart Updating Program Form (NOAA 77-5) as soon as possible. All four copies of the NOAA 77-5 should be forwarded to the FSO-NS. The FSO-NS shall retain one copy and forward the rest to the Area ADSO-NS, who in turn will send the report to the NOS. Chart updating may be done from land or while on patrol. If a patrol is performed, the coxswain in charge of the vessel shall request orders from his or her SO-OP and return them to the same when the mission is completed. An ATON Patrol shall be a minimum of four hours in duration. The Chart Updating Program also includes the following reporting, which is done on NOAA 77-5:

1. Small Craft Facility Updating. This consists of reporting new, updated or no longer existing marina information so that information may be corrected on the chart jacket.

2. Coast Pilot Corrections. This consists of providing data and information to permit updating of the Coast Pilots publications.
C. **Discrepancy Reporting.** Any member may report ATON discrepancies. This consists of reporting any problem with an aid that prevents it from serving its intended function. Discrepancy Reporting also includes bridge fender condition and bridge lighting. Discrepancy reports are made to the nearest CG Unit on an ANSC-7054/CG-5474 AUX. If the discrepancy is of a critical nature, it shall be immediately reported to the nearest CG station by radio or phone and followed up with an ANSC-7054/CG-5474 AUX. Post Storm Survey patrols to summarize all Federal ATON’s found to be watching properly shall be reported on an ANSC-7054/CG-5474 AUX.

D. **Navigation Systems (NS) Program.** Any member may participate in the maintenance, troubleshooting and repair of Federal ATON by working with the Aids to Navigation Teams (ANT) or buoy tenders. To qualify in this program, the Auxiliarist must attend a Minor Aids to Navigation “C” School and complete sufficient on-the-job training. Upon completion, the member will receive the Coast Guard "NS" designation with authorization to service Federal ATONs.

E. **Mission Hour Reporting.** All members engaged in any ATON or PATON activity shall report their hours on a Mission Activity Report (ANSC-7030). This form shall be completed and forwarded to their FSO-IS. Failure to submit this form will result in the member not being credited for their hours or activities.

F. **CG Point of Contact.** The two CG Aids to Navigation Teams in the D5-NR area of responsibility are located in Cape May and Philadelphia. Members are encouraged to contact the Officer in Charge of the Aids to Navigation Teams to offer their assistance and receive local training from these Aids to Navigation program experts.

1. **Officer in Charge**
   USCG Aids to Navigation Team
   1 Munro Avenue
   Cape May, NJ 08204

   (609)898-6987

2. **Officer in Charge**
   USCG Aids to Navigation Team
   One Washington Ave
   Philadelphia, PA 19147

   (215)271-4847
CHAPTER 8

PATROLS

A. General. All Auxiliarists involved in surface and air operations must be thoroughly familiar with and abide by established policies. The following is additional guidance for the orderly planning and execution of Auxiliary surface and air operations within D5-NR.

B. Patrol Code of Ethics and Conduct. The following guidelines are applicable for, and shall be embraced by, all Auxiliarists who conduct patrols of any type in D5-NR:

1. I shall always operate my facility in as efficient and economical a manner as possible and as mission requirements dictate.

2. I shall always consider my equipment, ability, environmental conditions and presence of other traffic in determining my patrol speed and maneuvers at any given time.

3. I shall operate my facility in accordance with all applicable federal, state and local laws and regulations.

4. I shall operate my facility in accordance with all principles of good driving, good seamanship and good airmanship, as applicable.

5. I shall not perform missions beyond the scope of those that I am authorized and capable to perform.

6. I shall not perform missions if my physical abilities do not allow me to fulfill all the demands and expectations of my program qualification.

7. I shall not interfere with nor harass others.

8. I shall respect the right of others to use the same roads, waterways and air space, as applicable.

9. I shall practice the Coast Guard’s Core Values of Honor, Respect and Devotion to Duty in the course of all interactions with my fellow crew members and those whom I serve.

10. I shall always operate my facility and conduct myself so as to bring utmost pride and respect upon the Coast Guard and Coast Guard Auxiliary from all other agencies, services and the general public.

C. Crew Requirements. When operating under official patrol orders issued by competent Coast Guard authority, the following minimum crew requirements must be adhered to. Only Auxiliary personnel and Coast Guard personnel qualified at or above the indicated level may count towards fulfillment of these requirements. Crew requirements for dead-head vessel transits (i.e., transits needed only to move a facility from one position to another for the purpose of subsequent staging) shall be determined on a case-by-case basis with the appropriate order issuing authority.
D. Surface Patrols.

1. **Annual Patrol Needs, Forecasting and Scheduling.** Regional surface patrol needs, including those for PWC facilities, shall be determined on an annual basis through close communication and coordination between Auxiliary operational coordinators (e.g., SO-OP’s and SARDET Coordinators) and their active duty counterparts (i.e., normally the surface operations staff of regional order issuing authorities). Such coordination shall normally occur in the late winter/early spring season and account for anticipated available Auxiliary boat crew program resources, normal surface patrol areas, training needs, cooperative State requests, and any anticipated special surge events that warrant Auxiliary surface patrol presence. Respective order issuing authorities shall finalize the scheduling of forecast patrol needs for the remainder of the year and make all appropriate Auxiliary units aware of such.

2. **Operational Commander.**
   
a. Operational commanders are the order issuing authorities for patrols conducted in their respective areas of responsibility. The principle operational commander in D5-NR is Sector Delaware Bay. Prior to May 1 of each year, the operational commander will distribute known or anticipated patrol orders to the SO-OP of each Auxiliary Division, based upon the aforementioned forecast and schedule of annual patrol needs.

   b. Additional patrol orders for special events (e.g. regattas, festivals) will be authorized throughout the operations season on an as needed basis to be determined by the operational commander.

3. **Unit Exercising Operational Control.** The unit exercising operational control is usually a Station or SARDET subordinate to the operational commander. Vessel facilities on patrol will coordinate their activities and maintain a prescribed radio guard with the unit exercising operational control of the patrol area. This shall include direct contact by the coxswain with the unit immediately prior to patrol departure for pre-brief purposes as well as direct contact immediately after patrol completion for post-brief purposes.

4. **SO-OP.**
   
a. The SO-OP shall maintain a list of current vessel facilities and qualified crew/coxswains in their Division and any other facilities or crew not from their Division but requesting to patrol
in their area. Such information is available from AUXDATA and AUXINFO. A current file of Patrol Request Forms (OPS-1) should also be maintained by the SO-OP to provide a record of members available for patrols throughout the season.

b. The SO-OP is responsible for scheduling patrols in their area to meet requirements identified in coordination with operational commanders. The operational commander of the patrol area must approve any additional patrols beyond those initially identified. Patrol orders must be equitably distributed among qualified coxswains to ensure equitable opportunities to train and maintain currency. The SO-OP must ensure all boat crew members and coxswains are qualified and that established minimum crew requirements are met.

c. The SO-OP will complete the Coast Guard Auxiliary Patrol Order (CG-5132) issued by the order issuing authority and deliver it to the scheduled coxswain prior to the patrol. Additional patrol orders should be requested from the operational commander as needed. Due to system constraints imposed by POMS on the issuance and processing of patrol orders, SO-OP’s may not allow any other member to coordinate assignment and distribution of patrol orders in their stead. Temporary SO-OP replacements must be approved by the order issuing authority and appropriate POMS access arranged for them.

d. The SO-OP will process completed patrol orders and mail them to the operational commander within five working days of receipt from the coxswain in charge of the completed patrol.

5. **Coxswain.**

a. Coxswains must submit a Patrol Request Form (OPS-1) to their SO-OP, or the SO-OP of the area in which they desire to patrol if it is not in their Division. Patrol requests should be submitted prior to the patrol season and as changes occur so the SO-OP has ample time to monitor and manage patrol crews, as necessary.

b. Coxswains are responsible for completing their section of the Coast Guard Auxiliary Patrol Order (CG-5132) and returning it to the SO-OP within five working days of the patrol so as to ensure prompt reimbursements.

c. Vessel patrol orders are issued so that facilities can support specific Coast Guard missions and needs of operational commanders. Reimbursable orders for facility transits to different parts of the region for no specific purpose other than to relocate the facility for the convenience of the member should not be expected to be issued. Moreover, facility transits to destinations outside the region should be broached with the appropriate order issuing authority for the destination area. Only if there is an associated pre-determined mission for which relocation is necessary or an expressed intent by the facility owner to conduct a significant number of missions once relocated, shall there be any expectation for the issuance of orders in such circumstances. Similarly, lengthy facility transits for the purpose of use in training evolutions when the presence of more local facilities is high should not be expected.
d. Coxswains shall complete a risk analysis matrix (Sector DelBay GAR Model) prior to each patrol and shall ensure that the unit exercising operational control is aware of their determinations as part of their pre-brief immediately prior to getting underway.

6. **Environmental Limitations.** Commander, Sector Delaware Bay in agreement with the D5NR Director and OTO, has established the following environmental limitations for all Auxiliary vessels operating under patrol orders.

   a. **Seas:** For vessels 25 feet and greater; a maximum of 5 feet seas. For vessels under 25 feet and up to 21 feet, 4 feet seas. Vessels under 21 feet (including PWCs) may not be operated in seas greater than 3 feet.

   b. **Winds:** For vessels 25 feet and greater; a maximum of 25 kts of sustained winds. Vessels under 25 feet; a maximum of 20 kts sustained winds.

   c. **Visibility:** Vessels without operational radar shall not commence a patrol with visibility at or forecast to be less than 2 nautical miles. Vessels with operational radar shall not commence patrol with visibility less than 1000 yards (1/2 nautical mile). If already on patrol when visibility becomes reduced as outlined above; immediately report reduced visibility condition to the Operational Commander via most expedient means and request to secure patrol and return to home port, nearest safe haven or consider anchoring.

   d. **Small Craft Advisory:** If a small craft advisory or higher has been issued or predicted, Coxswains must take this into consideration when determining the risk verses gain and should ultimately consider cancelling the patrol.

7. **Auxiliary Patrol Uniforms.** Auxiliary members underway on authorized patrol orders shall be in a proper approved CG Auxiliary uniform and must wear all required PPE. All members of the boat crew shall strive to be in the same uniform as directed by the assigned coxswain. The following uniforms are authorized while underway in the SDB/D5NR AOR:

   a. **USCG Auxiliary Working Blue or Operational Dress Uniform (ODU);** either tucked or untucked versions. Shoes will be either the high top lace up black boots or the shoes mentioned in paragraph (b) of this section with black undecorated socks.

   b. **The Hot Weather Boat Crew outfit is authorized.** The Hot Weather uniform includes ODU shorts hemmed at the knee or 1 inch above the knee. The CG dark blue crew neck T-shirt is worn with the words “U.S. Coast Guard Auxiliary” stenciled across the left front chest in white 3/4 inch tall block letters. All T-shirts must be stenciled identically to promote Auxiliary unit identity and professional appearance. Shoes may be dark brown boat/deck shoes with non-skid/non-marking soles or all white or all black, low top, athletic shoes with non-skid/non-marking soles worn with white athletic type crew length socks.

   c. **The Auxiliary Operations Polo Shirt is an alternative to the Coast Guard working blue uniform shirt and the ODU shirt, including cases when worn as a hot weather outfit.**

   d. **The CG Auxiliary Ball Cap and the CG Auxiliary Sun Hat (Tilley Hat) are both authorized for wear.** It is not necessary for all members of the boat crew to wear the same type of hat.

8. **Submission of Patrol Orders.**
a. Auxiliary Coxswains are responsible for submitting the completed patrol orders (with all applicable receipts attached) and a completed Sector Delaware Bay Risk Assessment (GAR Model) sheet (enclosure 2) to the SO-OP within seven (7) days of the patrol. The SO-OP will then enter the information from the patrol into POMS and forward the complete package to the regional POMS administrator. Patrol orders submitted without receipts, GAR Sheets, or outside the allotted time period, may not be approved.

b. Temporary/Verbal Orders. In emergencies, and when necessary in non-emergencies, IMD, Station, or the POMS Administrator may issue temporary/verbal orders. In the event that temporary/verbal orders are issued, the AUX member/facility coxswain will contact the Operational Commander via the most effective means (VHF FM Radio or Phone) for specific tasking and direction. Follow-up written orders in POMS must be issued as soon as possible thereafter.


a. PWO and PCO

(1) A member does not have to be a qualified boat crew member or coxswain in order to qualify as a PWO or a PCO or to receive and execute PWC or PC patrol orders. However, a PWO or PCO must be fully qualified in accordance with pertinent directives in order to conduct patrols.

(2) PWO/PCO’s shall complete a risk analysis matrix prior to each patrol and shall ensure that the unit exercising operational control is aware of their determinations as part of their pre-brief immediately prior to getting underway.

b. Patrol Operations and Communications.

(1) PWC/PC facilities are not restricted to river, bay and lake operations. Offshore patrol operations are authorized subject to any constraints imposed by the order issuing authority. As part of any patrol pre-brief, PWO/PCO’s shall ensure that the unit exercising operational control is aware of and approves intended patrol areas.

(2) PWC/PC facilities shall not conduct independent patrol operations. Whenever a PWC/PC conducts a patrol, it must do so in company with either another PWC/PC facility operating under orders or a vessel facility operating under patrol orders.

(3) If operating with another PWC/PC facility, then each PWC/PC facility shall conduct its communications checks and operations normal reports with the other PWC/PC in accordance with the provisions of Chapter 10. As part of the pre-patrol brief, it shall be agreed upon as to which specific PWC/PC shall provide required operations normal reports to the unit exercising operational control. Such reports shall be made on behalf of both PWC/PC’s.

(4) If operating with a vessel facility, the PWC/PC shall conduct its communications checks and operations normal reports with the vessel facility in accordance with the provisions
of Chapter 10. The vessel facility shall provide required operations normal reports to the unit exercising operational control on behalf of the PWC/PC.

10. Auxiliary Vessel Facility Markings.

a. Privately owned vessels that are offered for use by Auxiliary members shall display the Auxiliary Patrol signs described in COMDTINST M16798.3E, Auxiliary Operations Policy Manual, Chapter 3, section B, when under patrol orders issued by the appropriate order issuing authority.

b. Auxiliary unit vessels are those Auxiliary vessels that are owned by the District, Division, or Flotilla and are used 100% of the time for Auxiliary official business and/or patrols. These Auxiliary unit vessels shall be marked in accordance with COMDTINST M16798.3E, Chapter 3, section F.1 and may be marked with the optional markings authorized by Chapter 3, section F.2.

c. The markings on Coast Guard owned boats that are specifically made available for Auxiliary use must be replaced with the appropriate Auxiliary markings.

d. Under no circumstance shall an Auxiliary vessel of any type be marked similarly to a U.S. Coast Guard Vessel. The use of a wide red stripe is strictly forbidden. No Auxiliary owned or Auxiliary unit vessel will be allowed to get underway on patrol orders of any type if it is marked incorrectly or not in accordance with this section.

E. Air Patrols.

1. Operational Commander.

a. Air Station Atlantic City is the operational commander and the only order issuing authority for all D5-NR Auxiliary aviation operations. Any person or unit, Auxiliary or active duty, must request Auxiliary aviation support from Air Station Atlantic City AUXLO through the appropriate chain of command.

b. The Auxiliary flight schedule is generated monthly through coordination between the AUXLO and DSO-AV. Once the flight schedule is complete. The DSO-AV assigns facilities and pilots while the AUXLO generates patrol orders utilizing the Patrol Order Management System (POMS). All scheduled patrols appear on the Air Station Atlantic City flight schedule and shall be approved by the Operations Officer. The DSO-AV may delegate assigning facilities and pilots to the ADSO-AV.

2. Unit Exercising Operational Control.

a. The Coast Guard unit requesting Auxiliary air support will normally be the unit exercising operational control. The pilot shall ensure direct contact with the unit exercising operational control immediately prior to take-off for pre-brief purposes and to inform the unit of the proposed departure and on-scene time.
b. Once airborne, the pilot shall establish a radio guard with a Coast Guard unit and also have that unit relay their airborne and on-deck times to Air Station Atlantic City. If unable to maintain a radio guard with a Coast Guard unit, the air facility will establish communications with a FAA air traffic control facility for guard purposes, as required by the order issuing authority.

3. **DSO-AV.**

   a. The DSO-AV shall maintain a list of current air facilities and qualified air crew members in D5-NR and shall, in coordination with ADSO-AV’s, ensure appropriate distribution of patrol tasking among air crews and pilots.

   b. The DSO-AV shall be responsible for scheduling air patrols in D5-NR to meet Air Station Atlantic City mission tasking and fulfill authorized training requirements. The DSO-AV must ensure all members of the patrol are qualified and that minimum crew requirements are met. The DSO-AV may delegate assigning facilities, pilots, and aircrew to ADSO-AV.

4. **Pilots.**

   a. In all cases involving any sort of aviation mission tasking, including dead-head transit flights for pre-positioning purposes, Auxiliary pilots shall complete a risk analysis matrix prior to each sortie and shall ensure that the unit exercising operational control is aware of and approves of their determinations as part of their pre-brief immediately prior to take-off.

   b. The authorized pilot listed on the Auxiliary Patrol Order (CG-5132) shall complete their section of the form in POMS. Once complete, print, sign, and mail to the Air Station within five working days of the patrol, along with the following items:

      1. Original receipt for fuel and any other reimbursable expense. If a copy of receipt is included, a signed Certificate in Lieu or Receipt is required in addition.

      2. A copy of the patrol communications log.

      3. Auxiliary SAR Incident Report (ANSC-7034/CG-4612 AUX), if applicable.

   c. The pilot shall send the Mission Activity Report (ANSC-7030) for the patrol to their SO-IS.

   d. The authorized pilot will receive payment for the entire air crew and must ensure appropriate distribution of reimbursement is made.

   e. Qualified pilots requesting flight orders or an amendment shall make their request to the DSO-AV. If a patrol order is not flown, the pilots shall note the cancellation and reason in POMS and notify the DSO-AV.

F. **Vehicular Patrols.**
1. Occasionally, operational commanders may seek Auxiliary assistance in the form of Auxiliary vehicles to conduct missions like shore-side harbor patrols, DF communications missions, or marine incident response and assessment. In such cases, reimbursement may be provided for use of Auxiliary vehicles. Reimbursement policies may vary from year-to-year depending upon operational needs and availability of funds. Patrol order policy regarding use of Auxiliary vehicles, therefore, should be reviewed and established at the beginning of each fiscal year (October 1) between operational commanders and their respective AUXULO’s. AUXULO’s should then disseminate procedures and expectations to program managers as necessary.

2. The vehicle operator should normally be both the vehicle owner and person to whom orders for the patrol are issued. In the case of patrols involving mobile communications facilities, a current and approved Offer for Use for that facility must be on file with the DIRAUX office in order for orders to be issued.

3. Vehicle operators shall ensure that the unit exercising operational control is aware of their patrol intentions and capabilities as part of their pre-brief immediately prior to proceeding with the mission.
CHAPTER 9

SEARCH AND RESCUE DETACHMENT (SARDET)

A. General. A SARDET consists of a coordinator, supervisor, boat crew and land-based radio with operator. SARDETs are located in remote areas where Coast Guard presence is needed on a temporary basis due to increased seasonal boating traffic. Coast Guard SARDETs are operated by the Coast Guard with Auxiliary support. Auxiliary SARDETs are independently operated and maintained by Auxiliary personnel. Standby vessels at Auxiliary SARDET’s shall be Auxiliary owned vessels, Coast Guard owned but Auxiliary operated vessels or operational vessel facilities offered for use by members. Boat crew training shall be available at all SARDETs throughout the boating season and should be arranged through the SARDET Coordinator.

B. SARDET Coordinator. The SARDET Coordinator shall be recommended for assignment by the DCO and approved by DIRAUX. The Coordinator for a Coast Guard SARDET serves as liaison to the Coast Guard unit exercising operational control and will organize Auxiliary support in response to their requests. SARDET Coordinators are responsible for operations conducted by their respective units as well as maintenance of its buildings, grounds, dock, and vessel (if applicable). SARDET Coordinators fall under the DDC-R in the Auxiliary chain of leadership and management and work directly with the appropriate operational commander for operational matters. Requests for assistance should be made to the SARDET Coordinator or responsible SO-OP where the SARDET is located. SARDET Coordinators are identified in the D5-NR Telephone Directory and in the D5-NR Calendar of Events.

C. SARDET Personnel Qualification Requirements. Any member may volunteer to assist at one or more SARDETs of their choice. Members should contact the coordinator of the desired SARDET to advise them of their intent to serve and to schedule training. Prior to standing duty, the member must complete the requirements on the SARDET Qualification Record (OPS-6) for each SARDET at which they desire to serve. The SARDET Coordinator or a supervisor of the SARDET at which the member desires to serve is authorized to sign off the required tasks on the SARDET Qualification Record. The SARDET Coordinator shall designate supervisors and watchstanders upon their successful completion of training requirements. The SARDET Coordinator shall maintain a file of the associated completed qualification records and forward copies to the DIRAUX office.

D. SARDET Operations.

1. Every Auxiliary SARDET must have an Auxiliary vessel/facility offered for use and a qualified crew assigned continuously during its hours of operation. The vessel should remain in a standby status until dispatched by the SARDET supervisor. SARDET Coordinators and SO-OP’s, with the concurrence of order issuing authorities, may issue additional patrol orders to ensure that a vessel is available and fatigue standards are not exceeded. Minimum patrol duration should normally be four hours.

2. Every Auxiliary SARDET must have on watch an Auxiliarist qualified as supervisor or higher in the program and a communications watchstander assigned continuously throughout the hours of operation prescribed by the SARDET’s operating schedule.
E. SARDET Patrol Orders and Duty Requests.

1. Qualified SARDET personnel shall submit a Surface Patrol Request (OPS-1) to the SARDET Coordinator prior to the SARDET season and as intentions change. The SARDET Coordinator shall maintain a file of these requests.

2. The SARDET Coordinator shall schedule personnel to meet SARDET patrol requirements. The appropriate operational commander must approve all patrols. Coxswains requesting patrols shall contact the SARDET Coordinator, and if orders are approved, the SARDET Coordinator will request that the SO-OP generate orders.

3. The coxswain of the standby vessel will deliver the completed patrol orders to the SARDET Coordinator within five working days of completion of the patrol. The SARDET Coordinator shall review and forward them within five working days to the SO-OP who originally issued them.

F. Auxiliary SARDET Operations: SARDETs shall call in to Sector Delaware Bay (SDB) Operations Center (OPCEN) when they are fully operational and again at the end of the day when securing operations for the day. Further clarification of SARDET operations is provided as follows:

1. SARDET Locations/Hours of Operations. (unless otherwise directed by OPCOM)
   

   b. **SARDET Wilmington.** 15 May thru 15 October annually weekends and holidays from 0800 to 2100. AOR: **Delaware River - from Raccoon Creek to Ship John Light; Christina River - from the Delaware River** to the second fixed bridge upstream **Chesapeake and Delaware Canal** - from Reedy Point to the MD / DE line.

   c. **SARDET Long Level.** 15 May thru 15 October annually weekends and holidays from 0900 to 2000. AOR: Lake Clarke on the Susquehanna River from the RT 30 Bridge in Wrightsville, PA to the Safe Harbor Dam in Conestoga, PA.


2. **SARDET Staffing.** During the hours of operation listed above, each SARDET shall have the following members on site and available for their assigned positions:

   a. **SARDET Supervisor.** Assigned by the SARDET Coordinator, shall be on site to assign boat crews, communications watch standers, and dispatch Auxiliary Facilities as directed by SDB OPCEN for various CG missions (Search and Rescue, MDA, Marine Events, etc…). The supervisor may also act as an assigned boat coxswain if no other coxswains are available. The supervisor shall monitor and ensure compliance with crew fatigue standards.
b. **Communications Watch.** Each SARDET shall maintain a communications watch on VHF FM CH 16 (hailing and distress), on the designated SDB non-secure VHF FM working frequency (21, 81, or 83), and monitor the SARDET’s telephone.

c. **SARDET Boat Crews.**

1. The Ready Boat Crew will consist of a certified coxswain and appropriate number of certified boat crewmembers for the designated Auxiliary Facility. The Ready Boat Crew must be immediately available and/or underway in the SARDET’s AOR, available to respond to all appropriate calls for assistance as directed by the supervisor.

2. Additional Training Boat Crews may be assigned to operate out of the SARDET to facilitate member boat crew program training and to augment the Ready Boat Crew in the event fatigue standards are approaching or exceeded.

3. Fatigue standards are listed in ref (c), chapter 4.E.8, page 4-21.

G. **Program Reporting.** The SARDET Coordinator shall be responsible for ensuring completion of its radio logs and all SARDET reports required by the operational commander. Such reports shall be retained within the SARDET and also be distributed as prescribed by the operational commander.
CHAPTER 10
COMMUNICATIONS

Ref:  (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(b) Coast Guard Group and Stations Communications Watch Standar Qualification
Guide, COMDTINST M16120.7 (series)
(c) D5-NR Auxiliary Communications Watch Standar Qualification Guide, D5NRINST M16120.7 (series)
(d) Auxiliary Specialty Course, Communications (AUXCOM), Student Study Guide,
COMDTPUB 16794.32 (series)
(e) Auxiliary Telecommunications Qualification Guide
(f) Auxiliary Telecommunications Operator Mentoring Guide

A. Organization.

1. General. The primary goal of the D5NR communications system is to provide and maintain
VHF/FM and HF communications within the Coast Guard Auxiliary network. The system may
include the incorporation of other services such as 911 emergency centers or other agencies as
long as protocols are in place to respond to reports, maintain a communications schedule and
properly respond to lost communications. Additional goals are to develop and maintain the
VHF/FM network repeaters allowing the connection between each to enable remote monitoring
and control. Regional Auxiliary communications shall be performed in strict accordance with
established Coast Guard and Coast Guard Auxiliary policy and procedures.

2. Operational Organization. Auxiliary communications are not bound into a rigidly structured
operational system. Operational Radio Facilities (ORF’s) must operate in close cooperation with
their own and neighboring Coast Guard operational commanders. Fixed-land, land-mobile and
vessels operate on an equal status with each other and with operational commanders. Coast
Guard channel usage, however, must be closely coordinated with each operational commander.
Inland stations operate more independently. Direct landline communications with Coast Guard
Sector/SFO OPCEN’s or Stations are both prudent and required in cases of actual SAR.
Administrative matters within the Auxiliary should be routed through the Auxiliary
communications chain. Communications Officers at Flotilla and Division levels are valuable
sources of technical and operational procedure assistance, and as such, are an excellent choice
for communications training instructors.

B. Communications Inspections.

1. Communications Inspector (CI). Members assigned duties as FSO-CM, SO-CM or DSO-CM
may serve as Communications Inspectors provided they have completed the
Telecommunications Operator Course (TCO) of the Communications Specialty Course
(AUXCOM). CI’s are authorized to inspect fixed-land, land-mobile and radio direction-finding
(RDF) stations. They may also initially inspect communications equipment aboard radio-
equipped vessel and aircraft facilities. A CI must certify that both the communications
equipment and its installation meet the requirements for designation as set forth in reference (a).
2. **Radio Facility Inspections.** Inspectors shall use the Coast Guard Radio Facility Inspection and Offer for Use form (ANSC-7004) for initial and tri-annual inspections of all radio facilities and in accordance with the following:

   a. Fixed-land, land-mobile and VHF-DF radio facilities require renewal inspection every three years, or more frequently if specified by DIRAUX on a case-by-case basis.

   b. Renewal inspection reports and Initial inspections may be conducted at any time throughout the year.

   c. All inspection reports are to be sent to the DSO-CM for review. DSO-CM will forward them to the DIRAUX office for approval.

   d. DIRAUX shall assign a Facility Identification Number (FIN) and Call Sign to each fixed-land and land-mobile radio equipped unit. FIN’s are for accounting purposes for facilities within AUXDATA and are not to be used as call signs.

   e. A radio facility owner shall notify the FC and DIRAUX office when a facility is no longer offered for use.

C. **Responsibilities.**

1. **DIRAUX.**

   a. Upon receipt of a properly submitted ANSC-7004, grant authority to operate as a government station, issue operational decals as appropriate, and maintain files of executed ANSC-7004 forms.

   b. Coordinate and maintain a list of regional FIN’s and Call Signs. Advise DSO-CM of changes.

   c. Screen all correspondence and forms relating to communications and coordinate the communications program with DSO-CM.

   d. Designate, in writing, all qualified Auxiliary communications watch standers except those serving at Coast Guard units (who shall be designated by such units).

2. **DSO-CM.**

   a. Maintain close liaison with the DIRAUX office and the regional operational commanders’ communications branches.

   b. Attend, or send an appropriate representative to, pre-summer Auxiliary operations forums held by operational commanders.

   c. Coordinate communications drills and other activities with DSO-OP.

   d. Schedule and supervise drills/nets and coordinate scheduling of drills conducted on Coast Guard frequencies with the appropriate operational commanders.
e. Promulgate appropriate information regarding communications to the Auxiliary membership.

f. Develop training materials and workshops as required.

g. Review, endorse and forward all qualification packages to the DIRAUX office for communications watch standers except those serving at Coast Guard units. Ensure awareness within the communications community of such routing procedures.

h. Serve as the regional Auxiliary Communications Network Manager for authorized frequencies in the 5 Coast Guard narrow band frequencies.

i. Periodically review and maintain regional Auxiliary Communications Standing Orders (CSO’s). Work with Auxiliary SARDET Coordinators and associated Coast Guard operational commanders to identify and incorporate modifications to CSO’s where appropriate or necessary to align them with operational commanders’ requirements.

3. **ADSO-CM.**

   a. Assist the DSO-CM in complying with the above requirements, including radio facility inspections and offer-for-use review.

   b. Report in writing to the DSO-CM as directed regarding all communications related activities within their respective areas.

   c. Assist the DSO-CM with any additional duties or projects the DSO-CM assigns.

4. **SO-CM.**

   a. Assist the District communications staff as required.

   b. Maintain a current list of stations and CI’s within the Division.

   c. Schedule and supervise communications drills within the Division.

   d. Ensure tri-annual inspections are properly and expeditiously conducted within the Division.

   e. Plan, organize and implement, in cooperation with DSO-CM and SO-MT, Divisional communications training.

5. **FSO-CM.**

   a. Assist the SO-CM as required.

   b. Maintain a Flotilla OPR list.

   c. Assist the SO-CM in scheduling Flotilla communications drills.
d. Coordinate Flotilla communications training programs using the Auxiliary Communications Operational Specialty Course as a text.

D. Call Signs. Radio call signs shall be issued and utilized in accordance with established Coast Guard communications policies. The call sign shall be issued when the ANSC-7004 form is approved by DIRAUX. A facility decal shall be issued at that time and shall be properly displayed upon receipt. The call sign shall remain the same as long as the facility remains operational and the inspection is current. If the radio facility is not re-inspected by the deadline date, the call sign will terminate automatically and may be reassigned. Receipt of a call sign shall not be viewed as authorization to operate the radio facility on government frequencies without proper authorization. Use shall be restricted to authorized personnel only and in accordance with established Coast Guard communications policies.

E. Frequencies.

1. Required Radio Frequencies. Auxiliary ORF’s must have the capability of operating on the VHF-FM channels listed below. These are in addition to any other frequencies that may be required by the FCC for vessels. Land stations (fixed-land and land-mobile) have the same requirements except for VHF-FM Channel 06.

<table>
<thead>
<tr>
<th>Operational Commander</th>
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<th>Land Radio Facilities</th>
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</thead>
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<tr>
<td>Stations Manasquan Inlet,</td>
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<td>16, 21A, 22A, 23A, 82A</td>
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<td>83A</td>
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<tr>
<td>Cape May and Indian River</td>
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<td>82A, 83A</td>
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<tr>
<td>Sector Delaware Bay</td>
<td>06, 16, 21A, 22A, 23A, 81A</td>
<td>16, 21A, 22A, 23A, 81A</td>
</tr>
</tbody>
</table>

2. Frequency Usage.

a. Use of any Coast Guard frequency by the Auxiliary is to be strictly on a not-to-interfere basis with regular Coast Guard units and operations. Unofficial “chatter” will not be tolerated on any frequency. Only formal maritime radio procedures, as outlined in references (c) and (d), will be used on all frequencies. Any communications using Auxiliary call signs must be for the purpose of carrying out official Coast Guard or Coast Guard Auxiliary business.

b. VHF-FM Channel 16 (156.800 MHz) may be used to contact civilian vessels only when there is no readily available Coast Guard unit or when specifically directed to do so by a Coast Guard unit.

c. VHF-FM Channel 06 (156.300 MHz) and Channel 22A (157.100 MHz) may be used to conduct SAR related communications with civilian vessels.

d. Training exercises, drills or nets will be conducted on frequencies designated by the operational commander authorizing the activity.

F. Operational and Emergency Communications and Drills/Nets.
1. **General.** A monthly District radio drill will be conducted in accordance with reference (a) for all fixed-land and land-mobile Radio Station Facilities. These drills will be conducted at 2000 hours local time on the fourth Monday of each month. Use of the 5 narrow-band Coast Guard authorized frequencies are encouraged for use.

2. **Notification.** The DSO-CM shall be responsible for coordinating the monthly District drill/net. The appropriate operational commander must approve all drills in advance of the scheduled drill/net. Requests for approval to conduct a drill/net on Coast Guard frequencies will be made in writing to the DSO-CM who will coordinate the request with the appropriate operational commander. E-mail requests are authorized. Each request will show the date, time, general location, requested frequency, call sign of the Net Control, landline telephone number and name of the Net Control. At the completion of the drill/net, a written report will be sent to the DSO-CM containing the units that participated, problem areas identified, and suggestions for improvement.

3. **Procedure.**
   a. Initiate the drill/net on time as requested. Do not extend the drill/net past the time allotted by the approving authority.
   b. During the drill, a facility may simulate a distress situation and transmit a simulated distress message in proper format. The word “MAYDAY” shall NOT be used in any drill message or traffic. Instead, the unit simulating the distress will precede and end the message with the phrase “This is a drill.” At no time will a drill be allowed to interfere with actual or pending Coast Guard SAR traffic. The operational commander has the authority to terminate a drill if operationally necessary. A drill will be terminated if requested by the operational commander.

4. **Communications.** Operational communications of the Auxiliary generally fall into two categories:
   a. **Communications with Coast Guard Units.** Direct communications with Coast Guard units during Search and Rescue (SAR), safety and regatta patrols, or emergencies will be conducted initially on VHF-FM channel 16 (156.800 MHz) and working on VHF-FM channel 22A (157.100 MHz) or the appropriate CG unit non-secure/non encrypted working frequency.
   b. **Communications with Auxiliary Units.** Communications between Auxiliary units in support of authorized Auxiliary activities will normally be conducted on the appropriate CG unit VHF-FM working frequency assigned by the operational commander.
   c. **Operational Control.** Auxiliary radio facilities shall operate in accordance with guidelines established by the operational commander for their area.

5. **Radio Direction Finding Policy.** Most Coast Guard vessels and shore units, and some Coast Guard Auxiliary facilities, are equipped with radio direction finding or homing equipment. This equipment may be used as a tool to help locate vessels that request assistance. It may also be
used to assist in locating the sources of hoax transmissions and “stuck carriers.” The equipment is not intended for, nor shall it be used for, conning vessels into port. From time to time, requests for DF bearing information are received from the boating public. If these requests were honored, the Coast Guard could be held liable should mishaps occur. The responsibility for the safe navigation of a vessel rests with the operator of the vessel and not the Coast Guard. Bearing information or fixes obtained by CG Auxiliarists will not be provided to the boating public. The information may only be used internally by the Coast Guard Auxiliary and Coast Guard. Any Auxiliarist who has obtained DF information should pass it to the nearest cognizant Coast Guard unit as soon as possible in order that it may be considered in the planning of a response to an incident. For this purpose, Auxiliarists should not use communication channels that are common to the public. Coast Guard working channels may be used, but landline is preferred if at all possible.

6. **Position Reports.** In addition to reporting the start and termination of a patrol via radio or landline, vessel and aircraft facilities on patrol must report “Ops Normal” to the Coast Guard unit exercising operational control of the mission at intervals of 30 minutes (unless otherwise directed to report more frequently). When operating on sole-state waters, these reports will be made to Auxiliary fixed-land or land-mobile radio stations which shall ensure their ability to communicate quickly to the operational commander. If neither of these options is feasible, patrol facilities are encouraged to maintain contact with any available local law enforcement or rescue agency. Aircraft will maintain communications with an ATC facility.

7. **Emergency Activation of Auxiliary Radio Stations.** Auxiliary radio stations may be activated in emergencies or when otherwise required for performance of particular operations. Notification will be by message or telephone from the operational commander or the DIRAUX office. In cases of a bona fide emergency or disaster, Auxiliary radio stations may communicate with any Coast Guard station to report the emergency or to handle communications directly relating to the emergency. Operation on any Coast Guard frequency during emergency situations is authorized.

G. **Communications Watch Standing Qualifications.**

1. **Coast Guard Units.** Completion of reference (b), as modified by the particular Coast Guard unit for which qualification is performed, is mandatory for Auxiliarists who stand communications watches at Coast Guard units. After program completion, a copy of the qualification letter issued by the command will be forwarded to the DIRAUX office (with a copy sent to DSO-CM) for filing in the trainee’s service record.

2. **Auxiliary Radio Stations and Auxiliary SARDET’s.** Standardized procedures and qualification task requirements for Auxiliarists who routinely communicate with the Coast Guard and maritime public via established radio frequencies and networks at Auxiliary SARDET’s are defined in reference (c). Task requirements may be signed off by any of the following who have successfully completed the AUXCOM course and the TCO PQS Course this may include members of a trainee’s Flotilla: CM Staff Officers, AUXSARDET Coordinators, SARDET Supervisors and QE’s. After program completion, the completed SARDET Qualification Record (OPS-6) must be forwarded to the DIRAUX office, via DSO-CM for review and endorsement, for formal designation and filing in the trainee’s service record. If a member stands watches at
more than one unit, they must complete any particular additional task requirements that may be
unique to each unit at which they stand watch.

3. Unit Communications Review Board.

a. Each SARDET and Auxiliary unit with communications capabilities shall maintain its own
Unit Communications Review Board. The Review Board shall be composed, as a minimum,
of the SARDET Coordinator/unit leader, DSO-CM or a designated representative, and one of
the SARDET’s/unit’s senior watch standers. If desired by the Review Board, the DIRAUX
Operations Training Officer may be included. For purposes of the conduct of their business,
travel expenses (e.g., mileage and tolls) of Review Board members shall be reimbursed by
the DIRAUX office as funding allows (upon receipt of a standard Coast Guard local travel
claim).

b. The Unit Communications Review Board has two primary purposes: to ensure the proper and
complete training of new Auxiliary communications watch standers and the periodic
assessment of communications watch standers to ensure high quality, well-trained and
proficient Auxiliary communicators are consistently on watch to support operational
commanders and the boating public.

(1) All Review Board members shall sign the SARDET Qualification Record (OPS-6) upon
their collective review, assessment and determination that a trainee is ready for
qualification as a communications watch stander.

(2) All Review Board members shall participate when the competence review of a qualified
communications watch stander or policy aspect is called. The SARDET Coordinator
and DSO-CM are authorized to recommend to DIRAUX the convening of a Review
Board for such purposes. If approved, DIRAUX will issue a Review Board convening
letter and will notify the communications watch stander of such, if necessary. Any
communications watch stander will be afforded the opportunity to sit before the Review
Board and address the reasons for its convening. Review Board determinations and
recommendations shall be reviewed with the communications watch stander and
forwarded to the DIRAUX office for final disposition.

(3) The DSO-CM and SARDET Coordinators shall meet at least annually to review their
respective communications programs and these guidelines for the purposes of making
needed adjustments and improvements. Such meetings should coincide with District
Board meetings and conferences when possible.

H. Portable Handheld Radios. These units, in themselves, are not acceptable as the basis for
establishing fixed-land, land-mobile or vessel facilities. They are supplemental to the primary radio
equipment. When utilized to supplement authorized operational facility communications equipment,
they will use the call sign of the respective facility, followed by the word “Portable.”

I. Tactical.
1. From time to time it may be necessary to establish a temporary communications system to meet
the needs of an emergency situation or special event. The system established may include
authorized radio equipped operational facilities, fixed-land, land-mobile and such additional
radio equipment that may be needed to augment the specific operation. The latter category of
equipment shall be termed “Tactical Radio.” Tactical radio equipment may be used in a variety
of scenarios to include operational events, parades, and conferences. The call signs to be used
for this application of the Auxiliary Communications System will be established during the
planning phase of the event(s) and be included in any written COMPLAN.

2. Permanent tactical call signs have been assigned to the District Communications Team as
follows:

<table>
<thead>
<tr>
<th>DSO-CM</th>
<th>“AUXCOM ONE”</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSO-CM East</td>
<td>“AUXCOM EAST”</td>
</tr>
<tr>
<td>ADSO-CM Central</td>
<td>“AUXCOM CENTRAL”</td>
</tr>
<tr>
<td>ADSO-CM West</td>
<td>“AUXCOM WEST”</td>
</tr>
</tbody>
</table>

J. District Auxiliary Radio Network. D5-NR has been authorized frequencies in the 5 Narrow Band
CG authorized frequencies section of the radio spectrum. These frequencies are for the express
purpose of establishing radio communications networks used to supplement the needs and purposes
of regular Coast Guard communications systems as they pertain to Auxiliary authorized use.

1. The 5 Narrow Band CG authorized frequencies are an FM communications system with repeater
capability, operating on government frequencies assigned by CG Headquarters for regional
Auxiliary use.

2. It is a training, logistics and administrative network supporting the internal operations of the
Auxiliary. It does not replace marine VHF as the region’s primary command, control, and SAR
medium for patrol or related operations. However, it supplements and, may on occasion, be
dedicated to this purpose when circumstances dictate.

3. The system may be utilized by land, mobile, portable, vessel, and aircraft stations at the Flotilla,
Division and District levels for authorized purposes with controls established by the District.
RDF units, both land and mobile, are encouraged to use the net for coordination of RDF
searches.

4. Radio procedures on the net must conform to established Coast Guard standards for
radiotelephone communications with the goal of developing proficiency that is transferable to
marine VHF and other operational networks. Use of the net in the normal conduct of Auxiliary
business is encouraged in order to develop operator confidence and skill levels and to provide a
communications activity for the retention and recruitment of a pool of experienced operators.

5. Frequencies and Modes of Operation.

a. The primary frequency designator is either “Charlie-3” or “Aux-3”. This is only to be used
   in the CQS or open squelch where no PL or sub-audible CTCSS tone is to be used on the
primary frequency. The frequency mode for Charlie-3/Aux-3 is to only be “local simplex” where the transmitting and receiving is done on the same frequency.

b. The 4 other frequencies can be operated in the “relay mode” via a repeater station. In this mode the operator’s radio transmits to the repeater station on one frequency and the signal is then re-transmitted by the repeater on another frequency which will extend the range of the users operations beyond line-of-sight operation.

c. Since the primary frequency is also used as the “output” frequency for the repeater relay stations, radio receivers tuned to the primary will be able to monitor both “local” communications in their immediate vicinity and also the “relay” transmissions from the repeater station. Because the repeater stations are more powerful, discretion in using the “relay mode” is required. Good operating practices are encouraged to enable successful sharing of the frequency.

6. **Current System.**

a. The system uses five channels as follows:

<table>
<thead>
<tr>
<th>USCG Designation</th>
<th>5NR Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie-1</td>
<td>Aux-1</td>
</tr>
<tr>
<td>Charlie-2</td>
<td>Aux-2</td>
</tr>
<tr>
<td>Charlie-3</td>
<td>Aux-3</td>
</tr>
<tr>
<td>Charlie-4</td>
<td>Aux-4</td>
</tr>
<tr>
<td>Charlie-5</td>
<td>Aux-5</td>
</tr>
</tbody>
</table>

b. To operate a repeater in the “relay mode,” the transmitting radio must be on the “input frequency” of the repeater and be fitted with a sub-audible tone that “unlocks” the repeater. When multiple repeaters with overlapping coverage are installed in the system they will operate with different input tones and the operator will have a choice of in-range repeaters by switching to the appropriate one.

7. **Net Management.**

a. Development of the net and management of its use shall be performed by the Net Manager. This Auxiliarist shall be recommended by the DSO-CM and be approved by the VCO and DIRAUX. The DSO-CM or an ADSO-CM may perform this function.

b. The Net Manager may appoint technicians and coordinators as necessary to assist in maintaining the equipment and net controls.

c. The Net Manager shall have the responsibility and authority to recommend to the DSO-CM and DIRAUX, the cancellation of net privileges for stations not conforming to operating
standards. Sufficient warning shall be given to the offending stations in these cases to allow modification of their operating practices.

8. **Authorized Users.**
   a. The 5 Narrow Band CG frequencies may be used by any member that is communications qualified. To be communications qualified the member must be certified or have a current fixed land or land mobile radio facility. Certification is defined as follows:

   Effective 01 August 2008, all new applicants for fixed land or land mobile radio facility certification and/or operation must be TCO certified. Only members offering a current radio facility as a “Re-inspection” that have passed AUXCOM prior to 01 August 2008 will continue to be eligible for facility ownership and operation. All members operating radio facilities are encouraged to qualify as a TCO.

9. **Call Signs for the Net.**
   a. Call signs will be issued by the DIRAUX office or a designated representative. Operators who request a call sign for the Net must submit a Radio Facility Inspection and Offer for Use form (ANSC-7004), have the station inspected as if it were a VHF-FM operational radio facility, and be either TCO certified or legacy AUXCOM Specialty Course qualified. The operator will receive a distinctive call sign for Net use.

   b. An operator with no established facility or temporary call sign, or when operating independently of a facility, may utilize a special network identifier obtained from the Net Manager. The network identifier will be in the form “CG AUX ROMEO TANGO ONE,” where there is a serial number obtained from the Net Manager. The short call will be “ROMEO TANGO ONE.” **This identifier is valid for the Net only and may not be used as a call sign on any other net including Marine VHF.**

10. **Authorized Traffic.**
   a. Auxiliary Business: Informal or formal information exchange concerning Auxiliary events, procedures, activities, programs in general, and communications activities in particular.

   b. Communications Training: Organized drills by previous arrangement, informal training by encouraging use of the system for authorized purposes.

   c. RDF Coordination: For use in coordinating and improving RDF activities and accuracy.

   d. Logistics and Movements: Coordination and direction of land mobile, vessel, aircraft and personnel movements.

   e. SAR Support: Supplement marine VHF coverage for search and rescue.

   f. Technical: Traffic relating to development and testing of the radio system.
g. Special Events: Prearranged use of the system for support of Coast Guard or Auxiliary special activities.

11. **Prohibited Traffic.**
   a. Obscene language.
   
b. Electioneering, or any derogatory remarks or discussions concerning personnel or units.
   
c. Strictly personal business or commercial activities.
   
d. Revealing net frequencies, modes, exact location of sites, or other information that may jeopardize the integrity of the system.
   
e. Communicating with non-authorized stations.

12. **States of the Net.**
   a. Free: Available for any authorized traffic.
   
b. Directed: Under immediate supervision of a Net Control Station. All transmissions must be cleared with Net Control before sending traffic.
   
c. SAR: Net is being used to support specific SAR. Traffic restricted to the case in progress. May or may not be in the “Directed Mode.”

13. **Traffic Precedence.** Stations operating on the net shall yield airtime in the following numerical order of precedence:
   a. Any station declaring “Distress or Emergency Traffic.”
   
b. Any station declaring “Priority Traffic.”
   
c. Search and rescue support.
   
d. Special event.
   
e. Scheduled drill or net.
   
f. All other traffic.

14. **Equipment.**
   a. The Coast Guard, D5-NR and/or an individual Auxiliarist may offer and supply net equipment. Normal maintenance and adjustments will be made by Auxiliarists who are appointed by the Net Manager. Such Auxiliarists shall possess the requisite technical skills,
such as an Amateur Radio License, Technician class or higher, a FCC General Radiotelephone License or higher, or other technical certification of equal merit.

b. Each Auxiliarist who participates in the Net System must provide and maintain their own equipment. Such equipment shall be compatible with the net technical requirements. The Net Manager will forward this information upon request.

c. Net users, if separated from the Auxiliary or transferred to another District, shall immediately cease operations on D5-NR repeaters.

K. The following D5-NR Communications Standing Orders (CSO) have been established and are listed below:

CSO-1: Duties and Responsibilities of the Telecommunications Watchstander-in-Charge (TWIC)
CSO-2: Duties and Responsibilities of the Tele-Communicator-of-the-Watch (TCOW)
CSO-3: Radio Log Procedures (including a Radio Log Example)
CSO-4: Command Center Controller (CCC) Notifications
CSO-5: Distress Procedures and Signals
CSO-6: Severe Weather and Hurricane Planning
FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATIONS STANDING ORDER (CSO) – 1

DUTIES AND RESPONSIBILITIES OF TELECOMMUNICATIONS WATCH STANDER-IN-CHARGE (TWIC)

1. The TWIC, under direction and supervision provided by an Auxiliary SARDET Coordinator or operational commander’s Communications Officer, is responsible for the unit’s telecommunications operations, to include:

   a. Provide guidance and supervision to unit communications watch standers.

   b. Ensure cleanliness and preventive maintenance of all unit telecommunications equipment.

   c. Ensure all equipment and supplies are cared for properly and that appropriate measures are taken for their preservation and economic use.

   d. Prepare, submit and maintain all required telecommunications reports and records including:

      (1) Maintain prescribed message files and properly dispose of obsolete files.

      (2) Conduct a periodic inspection of all equipment and report any defects or deficiencies that may impair operational efficiency to the SARDET Coordinator.

      (3) Ascertain that transmitting/receiving equipment has been calibrated and tested as required.

      (4) Assist and support DIRAUX, operational commander’s Communications Officer, and SARDET Coordinator in training communications personnel.
FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATIONS STANDING ORDER (CSO) – 2

DUTIES AND RESPONSIBILITIES OF
TELECOMMUNICATOR-OF-THE-WATCH (TCOW)

1. The TCOW, under direction and supervision provided by the TWIC, is responsible for the unit’s telecommunications operations during their watch, to include:

   a. Familiarity with all appropriate Auxiliary and operational commander’s communications policies.

   b. Alertness at all times while on watch.

   c. Maintain a continuous (PRIMARY) distress guard for the Auxiliary SARDET’s area of responsibility (AOR) on the VHF-FM calling and distress frequency (156.8 MHz / Channel 16).

   d. Maintain a professional on-air presence for the public by adhering to proper communications procedures and disciplines, constantly remembering that they are speaking for, and with the authority of, the operational commander.

   e. Maintain telecommunications discipline throughout the AOR. Monitor, assist, and correct all SARDET personnel, as needed, to insure that they adhere to proper and correct telecommunications procedures at all times.

   f. Maintain proper security and accountability of all material listed on the SARDET’s Communications Watch Stander checklist.

   g. Have a thorough understanding of distress procedures and be able to readily employ same.

   h. Have a complete understanding of all communications equipment, net control stations, purposes, frequencies and guard assignments.

   i. Know proper radio log procedures.

   j. Keep the SARDET supervisor informed of all pertinent watch standing incidents and events.

2. The following duties are also applicable:

   a. If standing the first watch of a day or cycle, open the SARDET and report to the operational commander’s CCC. Record the CCC’s name in the radio log when the on-duty SARDET Supervisor advises you to do so.

   b. Obtain time tick and adjust all SARDET clocks as required.
c. Provide rapid and reliable communications support within the SARDET’s AOR.

d. Maintain a neat, clean, professional appearance at all times while on watch.

e. Keep communications spaces clean and neat as operations and time permit.

f. Maintain radio checks, operational or position reports for units that are operating for which the SARDET accepts and maintains a radio or communications guard. This includes any Coast Guard or Auxiliary aircraft as well as surface units.

g. Conduct equipment checks to ensure proper equipment operation. During periods of prolonged radio silence, initiate radio checks to ensure proper operation of radio equipment.

h. Keep track of all operational facilities under orders for which radio or communications guard has been accepted. Conduct position and operations checks every 30 minutes.

i. Ensure the operational commander’s CCC is notified of all cases handled by operational facilities under orders in the SARDET’s AOR, regardless of degree of case severity. The CCC should be immediately notified of such. They will, in turn, take necessary action to properly execute the case or, if needed, pass it to another unit. The CCC is responsible for notifying all other interested units.

j. Never grant permission to any unit to take action without approval of the CCC.

k. Ensure all SAR and MEDICO traffic is relayed as close to verbatim as possible and confirm any questionable information received.

l. Never, under any circumstances, offer medical advice to anyone no matter how minor the injury.

m. Remain at the TCOW station and perform all duties until properly relieved by a qualified watch stander or supervisor. If necessary to go off-air or leave the watch station, ensure net control and units being worked are aware of such absence and the projected time away from station.

n. Complete the Watch Stander’s Checklist, attach it to incident check sheets completed during the watch, and insert them in the radio log section of the radio log.
FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATIONS STANDING ORDER (CSO) – 3

RADIO LOG PROCEDURES

1. Radio logs serve as official documents to record events that may be the subject of investigation or legal action. The radio log is also regarded as an official record of signals transmitted and received by an Auxiliary SARDET.

2. SARDET’s shall maintain a written radio log.

3. At a minimum, radio log entries shall be made for all distress, urgent or safety signals and related communications made or intercepted on any frequency for any incident or activity within the AOR. When a SAR sheet is immediately filled in, the information contained on the SAR sheet need not be logged, but reference to the sheet shall be made in the radio log.

4. Radio log entries will be kept on the log sheets that are supplied within the Radio Log Book provided at the SARDET. Entries shall be written neatly, legibly and accurately.

5. All radio logs shall be signed by the TCOW at the end of their watch. The log package will include all SAR sheets and incident check sheets for the radio day.

6. All radio logs for any given day shall be reviewed and signed by the SARDET Supervisor at the end of the day.

7. Radio log entry formats shall follow the sample radio log sheet examples provided.
## UNITED STATES COAST GUARD AUXILIARY SEARCH AND RESCUE DETACHMENT

(SARDET name)

### RADIO LOG (example)

**DATE:** ________________  **TCOW:** ________________

<table>
<thead>
<tr>
<th>TIME (L)</th>
<th>FREQ</th>
<th>UNIT</th>
<th>ENTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>0950</td>
<td>LL</td>
<td>Sector Del Bay</td>
<td>OP NOTE: P.O. Wilson, CCC, notified SARDET open with vessel 212350, 4 POB, area 9 &amp; 171091, 2 POB, area 10.</td>
</tr>
<tr>
<td>1000</td>
<td>81</td>
<td>212350</td>
<td>RCVD: Underway, 4 POB, area 9 patrol, ops normal.</td>
</tr>
<tr>
<td>1010</td>
<td>81</td>
<td>350</td>
<td>XMIT: Return to SARDET for crew member.</td>
</tr>
<tr>
<td>1200</td>
<td>81</td>
<td>171091</td>
<td>RCVD: Underway, 2 POB, area 10 patrol, ops normal.</td>
</tr>
<tr>
<td>1230</td>
<td>81</td>
<td>350</td>
<td>XMIT: 350 ops and position.</td>
</tr>
<tr>
<td>1231</td>
<td>81</td>
<td>350</td>
<td>RCVD: Position buoy AM-3, ops normal.</td>
</tr>
<tr>
<td>1301</td>
<td>16</td>
<td></td>
<td>OP NOTE: Monitored a distress call handled by Sector Delaware Bay, Mary Kay, 17’ runabout, PA-2345JR, off Marcus Hook with engine trouble.</td>
</tr>
<tr>
<td>1400</td>
<td>LL</td>
<td>Sector Del Bay</td>
<td>OP NOTE: P.O. Wilson, CCC, notified SARDET secured.</td>
</tr>
</tbody>
</table>

TCOW signature

SARDET Supervisor signature

PAGE _____ OF _____
FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATIONS STANDING ORDER (CSO) – 4

COMMAND CENTER CONTROLLER (CCC) NOTIFICATIONS

1. The CCC should always be known by the TCOW when they assume the watch.

2. **Never** hesitate to call the CCC if in doubt or as required by applicable policy established by the operational commander.

3. The following lists normal circumstances for which immediate CCC notification should be made (but should not be regarded as an all-encompassing list):
   
a. SAR/medical/fire/flare sighting.

b. Equipment discrepancies that impair unit communications.

c. Power failure.

d. Missed communication schedule by any unit.

e. Information of a law enforcement or suspicious nature.

f. Bomb threat.

g. Report of ATON discrepancy.

h. Report of pollution.

i. Intentional radio interference.

j. Nuclear incident.

k. Any request for Coast Guard assistance.
FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATIONS STANDING ORDER (CSO) – 5

DISTRESS PROCEDURES AND SIGNALS

1. The distress signal “MAYDAY” indicates that a vessel or aircraft is threatened by grave or imminent danger and is in need of immediate assistance. It has absolute priority over all other transmissions and operations. A distress call or broadcast need not be addressed to any particular unit. A general distress call or broadcast will be answered or monitored until it is determined to be out of the SARDET’s AOR. This determination will only be made when another Coast Guard unit assumes control of the distress case. Calls to another Coast Guard unit will be answered if the unit being called does not answer in a 15-30 second time frame.

2. Some distress calls or broadcasts are preceded by an Auto Alarm. This alarm is used to warn communications personnel of an impending distress broadcast. Upon receipt of an Auto Alarm, immediately notify the CCC and SARDET supervisor. This is also the time the TCOW should prepare to copy impending traffic (i.e., be fully ready to fill out a distress check-off sheet) and minimize any other distractions.

3. In most cases, an initial distress message will be broadcast on Channel 16 (156.8 MHz).

4. Distress traffic will ordinarily consist of the following information/elements:
   a. The signal “MAYDAY.”
   b. Caller’s name/call sign.
   c. Caller’s position.
   d. Nature of distress.
   e. POB.
   f. Type of assistance needed.
   g. Any other information that might facilitate rescue or assistance.

5. In some cases, a distressed caller may only have time to give one brief transmission, so it is imperative that the TCOW give their undivided attention to the case regardless if the call is addressed to the SARDET or not. It is imperative that the TCOW attempt to ascertain the caller’s position, number of people on board (POB) and the nature of distress as quickly as possible if adequate communications are established. If time further allows, then completion of a SAR check-off sheet should immediately follow.

6. Upon receipt of a distress call, the following procedures shall be followed:
   a. Wait for approximately 15-20 seconds to allow the operational commander’s OPCEN to answer.
   b. If no answer is heard in this time, then answer the distressed caller unless it is obvious that the distress is out of the SARDET’s AOR. (This will allow another ship or station that may be closer to answer.)
c. If no answer is heard, acknowledge the distress traffic, get as much information as possible, and alert the nearest appropriate unit. Immediately notify the CCC.

d. Once another unit has assumed control, monitor the case until it is determined that no other communications assistance is needed.

7. When a SARDET assumes control of distress communications, it becomes responsible for obtaining as much information about the distress as quickly as possible. This responsibility is not relinquished until properly relieved by another communications station.

8. Permission must be obtained from the CCC prior to passing any information to the distressed caller of the SARDET’s intentions or actions to assist them.

9. Distress transmissions are normally made on Channel 16 (156.8 MHz). Depending on the nature of distress and if the situation warrants, attempt to shift the distressed caller to a working frequency (e.g., Channel 22, 157.1 MHz). No caller in distress should be shifted to the working frequency until the first seven questions of the distress check-off sheet are answered.

10. When working a vessel or aircraft in distress, the decision to shift to a working frequency is a decision that should be made after agreement between both the TCOW and the caller in distress. Both parties must agree to shift to the working frequency, but the final decision is up to the caller in distress.

11. When shifting frequencies, make sure the distress caller understands that if no communication are established on a given working frequency within two minutes, they should shift back to the primary frequency (Channel 16, 156.8 MHz). If you are unable to shift the case to a working frequency, then impose silence using the following procedures.

   a. If you are the controlling station, then make the following broadcast:

   “MAYDAY (1 time) - HELLO ALL STATIONS (3 times) - THIS IS UNITED STATES COAST GUARD SARDET ______________ (2 times) - SEELONCE – MAYDAY – OUT.”

   b. If you are monitoring a distress, then make the following broadcast:

   “HELLO ALL STATIONS (3 times) - THIS IS UNITED STATES COAST GUARD AUXILIARY SARDET ______________ (2 times) -DISTRESS – OUT.”

   c. If prescribed procedures do not work, then make the following broadcast:

   “HELLO ALL STATIONS (3 times) - THIS IS UNITED STATES COAST GUARD AUXILIARY SARDET ______________ (2 times) - REQUEST A CLEAR FREQUENCY WORKING DISTRESS - I SAY AGAIN - REQUEST A CLEAR FREQUENCY WORKING DISTRESS OUT.”
12. In order for communications with the distress caller to be successful, the TCOW should:

   a. Remain calm and professional. Speak with an even authoritative tone. Remember, if a Coast Guard communicator remains calm then so will the distress caller.

   b. Speak clearly and be concise with questions to the distress caller.

   c. Listen before transmitting – two units transmitting over each other wastes valuable time.

   d. Remain alert, listen and give the distress caller their complete and undivided attention. The TCOW is in charge of the radio watch and all associated communications. If they cannot hear or concentrate because of personnel talking and background noise, then the SARDET should be cleared.

13. In addition to distress signals and alarms, the TCOW should monitor and copy all non-Coast Guard, urgent and safety signals in their AOR.

14. Urgent signal – “PAN PAN” (pronounced PAHN PAHN). This call is used to predicate an urgent message concerning safety at sea (e.g., fire, man overboard, grounding, sinking, medical cases, overdue vessels).

15. Safety signal – “SECURITÉ” (pronounced SAY-CURE-A-TAY). This call is used to predicate important navigational or meteorological warning messages (e.g., hazards to navigation, larger vessel movements, storm/hurricane/gale warnings, small craft advisories).

16. The following general rules shall also be followed:

   a. When on watch, remain alert and maintain a close listening watch for weak distress signals or calls. Everyone hears loud distress calls – weak ones sometimes go unnoticed or unanswered.

   b. Do not use the word “Mayday” as part of a reply to a distress caller. Use of the word “Mayday” is only reserved for the distress caller except when the controlling station is imposing silence using procedures described above.

   c. Do not continue to call a distress unit if unable to establish communications after a few attempts. Monitor and allow another unit to attempt communications.

   d. Do not get excited – remain cool and professional.

   e. Do not leave an inexperienced operator or someone who is having problems on watch during a serious distress case. Get help or a relief – there is no room for fatigue or error during a distress when lives are at stake.

   f. Do not needlessly shift frequencies. If necessary to shift frequencies, advise the distress caller to shift back to the original frequency if communications are not established in a reasonable time, usually two minutes.
g. Do not attempt to shift a distress caller to another frequency until their name, call sign, exact nature of distress, position, and the number of people on board are known. This is required in the event communications are lost.

h. Always treat every “Mayday” call as real. It is not a hoax until the CCC determines it as such. Copy all information so it can be used to locate (and possibly prosecute) the hoax source.

i. Always remain alert – a distress caller may only broadcast their position once.
FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATION STANDING ORDER (CSO) – 6

SEVERE WEATHER AND HURRICANE PLANNING

1. Severe weather and hurricane warnings will normally be issued by the Fifth District Commander. However, this does not preclude an operational commander from establishing such warnings when appropriate.

2. The following Hurricane conditions are defined as follows:

   a. Condition Five  Annual seasonal alert from 1 June through 30 November.

   b. Condition Four  Hurricane force winds are expected within 72 hours.

   c. Condition Three Hurricane force winds are expected within 48 hours.

   d. Condition Two  Hurricane force winds are expected within 24 hours.

   e. Condition One  Hurricane force winds are expected within 12 hours; if the SARDET supervisor determines it is appropriate to evacuate, they shall be sure the matter is discussed with the CCC before doing so.

   f. Post Condition Hurricane has passed and no further threat exists.

3. Hurricane Categories.

<table>
<thead>
<tr>
<th>Category</th>
<th>Damage</th>
<th>Barometric Pressure (inches Hg)</th>
<th>Winds (kts)</th>
<th>Storm Surge (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Minimal</td>
<td>&gt;28.94</td>
<td>65 – 82</td>
<td>4 – 5</td>
</tr>
<tr>
<td>2</td>
<td>Moderate</td>
<td>28.50 – 28.93</td>
<td>83 – 95</td>
<td>6 – 8</td>
</tr>
<tr>
<td>3</td>
<td>Extensive</td>
<td>27.91 – 28.49</td>
<td>96 – 113</td>
<td>9 – 12</td>
</tr>
<tr>
<td>4</td>
<td>Extreme</td>
<td>27.17 – 27.90</td>
<td>114 – 135</td>
<td>13 – 18</td>
</tr>
<tr>
<td>5</td>
<td>Catastrophic</td>
<td>&lt;27.17</td>
<td>&gt;135</td>
<td>&gt;18</td>
</tr>
</tbody>
</table>

4. The TCOW will keep abreast of weather forecasts and ensure the SARDET supervisor has the most recent weather status and forecast at all times.

5. Current weather forecasts may be obtained from the Command Center Controller.
CHAPTER 11

AVIATION PROGRAM

A. General. With the appropriate amount of advance notice, the Auxiliary aviation program is designed to provide dependable, qualified air personnel and aircraft to assist regional order issuing authorities in conducting various missions. Auxiliary aviation personnel are available to various units for the following missions:

1. Search and rescue (including first light searches).
3. ATON location.
4. Marine safety support.
5. Area familiarization flights.
7. Post-storm contingency flights.
8. VIP and personnel transport.

B. District Aviation Program Staff Functions and Responsibilities.

1. Director of Auxiliary (DIRAUX). The following functions and responsibilities apply:
   a. Administer enrollment of members and facilities in the aviation program.
   b. Review and approve the Pre-Mishap Plan prepared by the D-FSO.
   c. Establish waiver guidelines for facilities and personnel.
   d. Appoint IP’s and FE’s based on recommendations of DSO-AV and Air Station.
   e. Set inspection deadlines and waiver polices for facilities.
   f. Provide guidance and necessary assistance on damage claims.
   g. Ensure program compliance with instructions/directives.
   h. Provide administrative and policy guidance to Auxiliary program membership.
   i. Oversee regional aviation training program.
2. **District Aviation Board (DAB).** The DAB will be comprised of the DSO-AV (Chairman), the Air Station Atlantic City Liaison Officer, the D-FSO, the ADSO-AVA, the ADSO-AVO, the ADSO-AVT, the ADSO-SA0, the Senior Member of the Flight Examination Board, D-CR, and the OTO. Its functions and responsibilities are:

   a. Plan the regional aviation program, including recommended standards and practices to be followed.
   
   b. Establish regional training program guidelines.
   
   c. Review, modify as needed, and approve training programs proposed by the ADSO-AVT.
   
   d. Establish and maintain qualifications, examinations and inspections for air crew and aircraft in Auxiliary flight activities to ensure safety and effectiveness.
   
   e. Oversee and regularly review all aspects of the Auxiliary aviation program.
   
   f. Review and act on recommendations and audit reports from the DSO-AV and the D-FSO.

3. **Flight Examination Board (FEB).** The FEB will be comprised of four senior FE’s and a selected Observer. Pilots must be designated as Auxiliary IP’s for at least six months before becoming a member of the FEB. One FE will be appointed as Senior Member of the FEB. Its functions and responsibilities are:

   a. Ensure adherence to standard operating procedures.
   
   b. Provide evaluation of the air crew training program through the ADSO-AVT.
   
   c. Monitor initial, upgrade, re-qualification and refresher training.
   
   d. Enhance professional knowledge of pilots and observers.
   
   e. Monitor and review status changes among pilots and observers.
   
   f. Evaluate new pilots, observers and facilities for initial appointments and acceptance.
   
   g. Act as the first level in the review process for air crew appeals of mandated changes in status and send appropriate recommendations to the DSO-AV for action.
   
   h. Recommend appointments and changes regarding FE’s and IP’s to the DSO-AV.

4. **District Staff Officer for Aviation (DSO-AV).** The following functions and responsibilities apply:

   a. Serve as program manager for the D5-NR aviation program.
b. Provide administrative oversight of all program activities.

c. Remain qualified, as a minimum, at the level of First Pilot.

d. Coordinate flights and provide orders as issued by the order issuing authority.

e. Serve as Chairman of the DAB.

f. Recommend appointment and replacement of FE’s and IP’s to DIRAUX based on input from the FEB.

g. Oversee recruitment, appointment and acceptance of air crewmen, observers and facilities based on recommendations of the FEB.

h. Propose standards and qualifications.

i. Liaison with the D-CR and DSO-OP as necessary concerning regional operations.

j. Liaison with DSO-MT as necessary concerning regional training.

k. Review aviation mishap reports.

l. Liaison with National staff, D5-Southern Region’s DSO-AV, Coast Guard Air Station Atlantic City, CG Sectors/SFOs/Stations, and other regional and local public and private agencies.

m. Distribute aviation equipment for optimal use by regional Auxiliary facilities.

5. District Flight Safety Officer (D-FSO). The D-FSO shall operate under and report directly to the DCO on matters related to Flight Safety (working closely with the DSO-AV). The following functions and responsibilities apply:

a. Responsible for flight safety for all aspects of the regional aviation program.

b. Implement and monitor the regional aviation safety program.

c. Implement aviation safety training in conjunction with the ADSO-AVT.

d. Advise the DSO-AV on effectiveness of the program.

e. Advise the DSO-AV and DCO on all regional aviation safety matters.

f. Review results of the semi-annual audit conducted by the ADSO-AVO and provide appropriate input.

g. Prepare and implement a regional pre-mishap plan.
h. Serve as the Auxiliary Accident Investigation Representative on a District Mishap Board.

i. Serve as a member of the DAB.

6. Coast Guard Air Station Atlantic City Auxiliary Liaison Officer (AUXLO). The following functions and responsibilities apply:

a. AUXLO shall be a designated Coast Guard Aviator.

b. Serve as unit point of contact for aviation program matters to DIRAUX and the DSO-AV.

c. Serve as an active member and mentor of the DAB.

d. Serve as an active member and consultant to the FEB.

e. Provide advice on current program procedures, techniques and trends.

f. Assist with training standardization for the aviation program.

g. Approve Auxiliary flight schedule through AIRSTA chain of command (approved no lower than the Operations Officer).

h. Generate or supervise the generation of patrol orders and approve reimbursement for all patrols.

7. Assistant District Staff Officer for Aviation Administration (ADSO-AVA). The following functions and responsibilities apply (appointed ADSOs shall determine how best to share these duties):

a. Provide administrative support to the DSO-AV and the aviation program.

b. Manage air crew and facility records in accordance with DIRAUX office requirements.

c. Track air crew and aviation data.

d. Maintain an updated list of equipment needs.

e. Track and account for aviation program equipment and ensure its timely certification, proper accountability and testing.

f. Liaison with Coast Guard Air Station Atlantic City and other units to obtain required equipment.

g. Serve as members of the DAB.
8. **Assistant District Staff Officer for Operations (ADSO-AVO).** The following functions and responsibilities apply:

   a. Provide administrative support to the DSO-AV and the aviation program.
   
   b. Plan and coordinate aviation operations.
   
   c. Organize aviation assignments.
   
   d. Maintain mission-ready resources.
   
   e. Coordinate aviation resources to meet Coast Guard needs, as requested.
   
   f. Liaison with the DSO-OP, the Air Station Atlantic City AUXLO, and respective Sector/SFO Operations Officers.
   
   g. Serve as a member of the DAB.

9. **Assistant District Staff Officer for Training (ADSO-AVT).** The following functions and responsibilities apply:

   a. Provide administrative support to the DSO-AV and the aviation program.
   
   b. Develop, implement and monitor training syllabi and regional training program.
   
   c. Implement outreach programs that effectively train throughout the region.
   
   d. Nominate IP’s to the FEB to implement the training program.
   
   e. Ensure that required check rides are conducted in accordance with re-certification requirements as defined by pertinent Commandant and District directives and other such requirements as may be established by the FEB and approved by the DAB.
   
   f. Provide initial, upgrade, re-qualification and refresher training syllabi and programs in concert with the ADSO-AVO.
   
   g. Serve as a member of the DAB.

10. **Flight Evaluator (FE).** The following functions and responsibilities apply:

    a. Execute policies and guidelines to ensure the aviation program is held to the highest standards.
   
    b. Fulfill all requirements of an IP.
   
    c. Remain current and qualified as IP for six months prior to designation as a FE, or as
recommended by the DSO-AV.

d. Complete a flight and ground syllabus prior to designation.

e. Complete a flight and ground check for the Senior Member of the FEB prior to designation.

f. Provide appropriate SAR procedures flight syllabus evaluations and sign offs.

g. Conduct initial and annual facility inspections.

h. Evaluate and recommend pilots and observers for initial qualifications and currency maintenance, and recommend further training where appropriate.

11. **Instructor Pilot (IP)**. The following functions and responsibilities apply:

   a. Instruct as coordinated by FE’s or the DSO-AV.

   b. Instruct in accordance with the IP syllabus.

   c. Instruct in standardized initial and currency maintenance training as needed.

   d. Instruct SAR procedures syllabus and specialized training.

   e. Ensure regional aviation program standards are maintained.

   f. Remain qualified and current as an Aircraft Commander for six months prior to appointment or as determined by the DSO-AV.

   g. Remain IP qualified and current.

   h. Complete a flight/ground check for a member of the FEB prior to designation.

   i. Conduct area familiarization training flights.

   j. Complete an approved flight and ground syllabus prior to designation.

   k. Remain thoroughly familiar with aircraft systems, equipment, normal and emergency procedures, and aircraft performance under all conditions of flight for each aircraft in which instruction will be given.

12. **Observer Instructor (OI)**. The following functions and responsibilities apply:

   a. Instruct as coordinated by FE’s or the DSO-AV.

   b. Provide instruction in accordance with the OI syllabus.
c. Provide standardized initial and currency maintenance training as needed.

d. Provide SAR procedures observer instruction and other training.

e. Ensure regional aviation program standards are maintained.

f. Remain IT qualified and current.

g. Complete a flight/ground check by a member of the FEB prior to designation.

h. Complete an approved flight and ground syllabus prior to designation.

i. Conduct observer communication training and participate in area familiarization training flights.

j. Conduct training on aviation and marine charts that meet program standards.

k. Train observers to recognize restricted, prohibited and controlled air space.

C. Qualifications and Re-Certification.

1. Pilot Entry Level Requirements – General.

   a. To qualify for any pilot designation, a member must be an owner or approved part-owner
      (i.e., at least 25% ownership) of an accepted air facility* offered for operational use. If a
      part-owner of an aircraft, the member must have a non-owner use letter on file with the
      DIRAUX office. However, if a member does not own an aircraft yet desires to pursue
      Auxiliary pilot qualification, then a request for waiver to begin qualification may be
      pursued through the DIRAUX office.

      * Aircraft must be a four place aircraft capable of carrying three average sized adults
      (weighing approximately 180 pounds each) and be instrument capable and certified.
      Required equipment includes but is not limited to the following: Two 720 frequency
      radios, VOR/LOC, Glideslope, GPS, and Transponder. Additionally, an alternate
      power supply for a marine radio is required. It is also recommended that an exterior
      mounted marine radio antenna be in place. The aircraft also needs to be in
      compliance with all FAA regulations and published AD’s.

   b. Aircraft facility owners and pilots wishing to participate in Auxiliary air operations at any
      pilot level must present their official FAA log books for inspection, complete the Air
      Operations Training course and pass the air operations qualification exam (Pilot) with a
      score of 90% or better. The examination is based on material provided in the Air
      Operations Policy Manual and the Air Operations Training Text. The examination,
      which is an open book test, must be requested from the DIRAUX office by the DSO-AV
or the ADSO-AVT and must be proctored by a qualified CP, FP or AC. In addition to formal training and examination, the applicant must also fly as a trainee on two missions (for a total of at least 10 hours) while not acting as Pilot-in-Command. Each candidate must successfully complete an initial flight check with an FE before final acceptance in the program.

2. There are three levels of pilot qualifications in the Auxiliary aviation program: Co-Pilot (CP), First Pilot (FP), and Aircraft Commander (AC).

a. CP. In order to initially qualify as a CP, and annually thereafter to remain current, an Auxiliarist must:

   (1) Hold an FAA license and have a Third Class (or higher) medical certificate.

   (2) Have accumulated 300 hours flight time as PIC.

   (3) Have maintained currency according to FAR 61.57.

   (4) Log a minimum of 24 hours PIC (patrol or personal flying) every 12 months.

   (5) Complete water survival and emergency egress training.

   (6) Complete a CRM seminar.

   (7) Attend an Air Safety workshop coordinated for Auxiliary crewmembers by a Coast Guard Air Station or an approved Air Safety workshop conducted for Auxiliarists by another region’s aviation program managers.

   (8) Utilize an ANSC-7015 form to document initial qualification and subsequent annual currency maintenance to the DIRAUX office.

   (9) Complete the General Boating Safety Course Requirement of Chapter 4.

b. FP. In order to initially qualify as an FP, and annually thereafter to remain current, an Auxiliarist must:

   (1) Hold an FAA license and have a Third Class (or higher) medical certificate.

   (2) Have accumulated 750 hours flight time as PIC.

   (3) Maintain currency according to FAR 61.57.

   (4) Complete a SAR Procedures Flight Check (ANSC-7048) and a biennial SAR flight check thereafter.

   (5) Fly 3 missions totaling 6 hours under orders every 12 months.
(6) Complete regional area familiarization.

(7) Log a minimum of 24 hours PIC (patrol or personal flying) every 12 months.

(8) Complete annual water survival and emergency egress training.

(9) Complete a CRM seminar.

(10) Attend an Air Safety workshop coordinated for Auxiliary crewmembers by a Coast Guard Air Station or an approved Air Safety workshop conducted for Auxiliarists by another region’s aviation program managers.

(11) Utilize an ANSC-7015 form to document initial qualification and subsequent annual currency maintenance to the DIRAUX office.

(12) Complete the General Boating Safety Course Requirement of Chapter 4.

c. **AC.** In order to initially qualify as an AC, and annually thereafter to remain current, an Auxiliarist must:

(1) Hold an FAA license with a current Instrument Rating and have a Third Class (or higher) medical certificate.

(2) Have accumulated 1,000 hours of flight time as PIC.

(3) Maintain currency according to FAR 61.57.

(4) Complete a SAR Procedures Flight Check (ANSC-7048) and a biennial SAR flight check thereafter.

(5) Log a minimum of 24 hours PIC (patrol or personal flying) every 12 months.

(6) Act as PIC on a minimum of 6 missions and 12 hours under Coast Guard orders each year.

(7) Complete annual water survival and emergency egress training.

(8) Complete a CRM seminar.

(9) Attend an Air Safety workshop coordinated for Auxiliary crewmembers by a Coast Guard Air Station or an approved Air Safety workshop conducted for Auxiliarists by another region’s aviation program managers.

(10) Utilize an ANSC-7015 form to document initial qualification and subsequent annual currency maintenance to the DIRAUX office.
(11) Complete the General Boating Safety Course Requirement of Chapter 4.

d. Bi-Annual Re-Certification Check Ride.

(1) In addition to annual currency maintenance requirements, all Auxiliary pilots are required to undergo a re-certification check ride every two years. The check ride will include a review of all requirements of the pilot’s rating by an FE who will inform the DIRAUX office and the DSO-AV of the pilot’s status upon completion.

(2) For AC’s and FP’s, the SAR check ride may be included in this flight if time permits. The ANSC-7015 form will be used to document this event. A SAR Procedures Flight Check form (ANSC-7048) must be used for the SAR portion of the check ride. Included in the check ride the pilot must be able to demonstrate an instrument approach, a hold, and any item included as part of an FAA instrument competency check. The pilot must also demonstrate full use of the airplane’s equipment including setting up a SAR point and pattern and then flying the designated SAR procedure.

(3) Completed forms should be forwarded to the member’s FSO-IS and thence to the SO-IS for proper AUXDATA entry. Copies should be concurrently sent to the ADSO-AVM for review and thence to the DSO-AV for awareness who will send it to the DIRAUX office for final processing.

e. Pilot Qualification and Currency Maintenance.

(1) When pilot qualification is certified by the FE, the appropriate ANSC-7015 form is to be forwarded to the DSO-AV for endorsement and forwarding to the DIRAUX office for approval. A letter of qualification will be issued to the member with copies to the member’s FC, DSO-AV and ADSO-AVM. If the member offered and gained approval for use of an aviation facility, then the appropriate facility decal shall also be issued to the member. The member’s certificate and insignia, as appropriate, shall be processed similarly to coxswain qualification, namely routed through the respective RCO for coordination of presentation.

(2) The annual pilot currency maintenance period begins on October 1 for the new calendar year and should be completed by February 1. Patrol orders will not be issued after January 1 unless the pilot has been certified as current for that year.

(3) Pilot currency requirements will be certified by an FE and reported on the ANSC-7015 form. The FE will forward the form with attached current copies of the pilot’s medical certificate, FAA pilot license, SAR Procedures Flight Check (ANSC-7048), biennial flight review, and last two pages of the pilot flight log book to the DSO-AV. The DSO-AV will maintain a copy of the ANSC-7015 with attachments and forward the original to the DIRAUX office.

(4) Pilots, like all Auxiliarists in operational programs, are responsible for ensuring their currency maintenance is properly completed and remains up-to-date. In the event a pilot
does not fly the prescribed hours or satisfy other Auxiliary flight currency maintenance requirements during a given year, then the pilot will be reverted to the next lowest flight-qualified status until being re-certified to the current original level.

(5) Currency maintenance must be accomplished by completing a check flight with an authorized FE. If attempting to re-gain the previous level of pilot currency, the pilot will regain former Auxiliary flight status if a favorable examination flight takes place within 90 days of loss of status and is ultimately approved by DIRAUX. If more than 90 days pass before completion, then the pilot will have to re-qualify. Requests for waiver of currency maintenance time requirements may be submitted to the DIRAUX office via the DSO-AV for endorsement. All such waivers must be made in a timely fashion as soon as the member becomes aware of the likelihood that they will not meet normal time requirements and under no circumstance any later than the 90-day period after normal currency maintenance expiration.


a. AO.

(1) Auxiliarists wishing to participate as AO’s in the aviation program must complete the Air Operations Training course and pass the Auxiliary AO examination with a score of 90% or better. The examination, which is an open book test, must be requested from the DIRAUX office by the DSO-AV or the ADSO-AVT, or it may be taken on-line through the Auxiliary National Training Center. If administered through the DIRAUX office, it must be proctored by an Auxiliarist who has previously passed the course or by a qualified pilot of any level. Additionally, the member must complete all requirements identified on the ANSC-7015 form.

(2) Upon completion by an FE, the ANSC-7015 form shall be forwarded to the DSO-AV for endorsement and forwarding to the DIRAUX office for approval. A letter of qualification will be issued to the member with copies to the member’s FC, DSO-AV and ADSO-AVM. The member’s certificate shall be forwarded to the FC for presentation.

(3) As part of qualification, AO’s must successfully complete the General Boating Safety Course Requirement of Chapter 4.

b. AM.

(1) If a member qualifies as an AO and desires to move on to the level of AM, the DSO-AV is authorized to approve the member’s request to so qualify. Such requests should be submitted to the DSO-AV using the Air Crew Application form (ANSC-7043).

(2) Trainees must pass the Pilot’s qualification exam with a score of 90% or better. The examination, which is an open book test, must be requested from the DIRAUX office by the DSO-AV or the ADSO-AVT, or it may be taken on-line through the Auxiliary National Training Center. If administered through the DIRAUX office, it must be
proctored by an Auxiliarist who has previously passed the course or by a qualified pilot of any level. Additionally, the member must complete all requirements identified on the ANSC-7015 form.

(3) Regarding the FAA Third Class medical certificate, once the DSO-AV receives a copy of the medical certificate, the member will be sent the Air Crewman training syllabus. That training must be provided by an AC or FP.

(4) Upon completion by an FE, the ANSC-7015 form shall be forwarded to the DSO-AV for endorsement and forwarding to the DIRAUX office for approval. A letter of qualification will be issued to the member with copies to the member’s FC, DSO-AV and ADSO-AVM. The member’s certificate and insignia, as appropriate, shall be processed similarly to coxswain qualification, namely routed through the respective RCO for coordination of presentation.

(5) As part of qualification, AM’s must successfully complete the General Boating Safety Course Requirement of Chapter 4.

(6) Auxiliarists must also demonstrate the ability to navigate from a current FAA sectional chart. The individual must also demonstrate competence in FAA radio communications.

D. Facility Administration. Aircraft facilities may be initially inspected at any time during the year. Once inspected, each Aircraft facility must be re-inspected within 12 months from the date of acceptance by DIRAUX (AUXDATA will issue an e-mail reminder to facility owners approximately 30 days in advance of expiration). Inspections must be performed by an FE in accordance with Chapter 6 and routed through the DSO-AV for review before forwarding to the DIRAUX office for approval.

E. Designations and General Administration.

1. DIRAUX will designate all pilots, AO’s and AM’s.

2. The ADSO-AVA shall maintain a flight record for each designated aviation program member. Members are responsible for providing required flight record documents during initial qualification and annually for currency maintenance requirements. The record must contain copies of the following items:

   a. FAA Pilot’s License.
   
   b. FAA Medical Certificate (current within 24 months).
   
   c. SAR Procedures Check Flight.
   
   d. Biennial Flight Review (within 24 months).
   
   e. Annual Auxiliary Flight Requirements Summary.
f. Last two pages of the pilot flight log book.

3. It shall be recognized on a regional basis that the unique operating, training and administrative characteristics and requirements of the Auxiliary aviation program necessitate general program administration that differs from conventional program administration under certain circumstances. For example, without either FSO-AV’s or SO-AV’s authorized as specific unit staff officer positions, regional Auxiliary aviation program participants shall principally report via their AV program network rather than through the OP program network. This shall not be construed as a means of isolating programs – quite the opposite. Strong interaction between surface (OP) and aviation (AV) programs is encouraged whenever opportunities allow and expected in terms of joint program training, operations and cross-programmatic reporting.

F. VIP and Personnel Transport Support Missions.

1. VIP and personnel transport support missions are often more cost effective than conventional commercial or Coast Guard transport if performed by Auxiliary aviation assets. Whenever Auxiliary aviation crews transport Coast Guard personnel, extra care should be taken to insure that all pilots and crewmen perform to the best of their ability. In many instances, the flight may be the first and only exposure Coast Guard personnel have with members of the Auxiliary, so every effort should be made to make the experience a positive one.

2. Always arrive at the departure point prior to the designated pick-up time. Preflight the aircraft and have it ready for departure when the VIP or personnel arrives.

3. Before boarding, ensure all passengers are acquainted with emergency equipment and egress procedures. When practicable, the ranking officer should be the last to enter the aircraft and the first to disembark.

4. In-flight maneuvers should be made as smoothly as possible. Avoid steep banking turns and abrupt transitions in descent. What may be normal for an aviator may be uncomfortable for a passenger. Descents and approaches should be made gradually with touchdowns as light as possible accompanied by comfortable roll-outs.

5. Arrival at the destination should be as close to the scheduled arrival time as possible, but not earlier. Which facility or FBO at the destination airport will be the disembarkation point should be known prior to departure and the pilot-in-command should be familiar with airfield diagrams well before arrival so as to taxi smoothly after landing. Whenever possible, the aircraft should be stopped with the door through which the VIP will disembark facing any reception personnel. No personnel shall disembark while any engines are still running.

6. Pilots on any VIP or personnel transport flight shall be instrument rated and must file appropriate flight plans with the FAA.

7. All such missions shall be performed in strict accordance with current Auxiliary flight policies as defined by pertinent instructions issued by Coast Guard Headquarters and the Fifth Coast Guard District.
CHAPTER 12

AWARDS

A. Coast Guard Awards. Recognition of Auxiliary members is a responsibility of leadership at all levels of our organization. Informal recognition is as important as formal recognition for those whose voluntary contributions to the Coast Guard help accomplish a myriad of missions. Within the formal recognition arena, the Coast Guard Auxiliary Manual and the Coast Guard Medals and Awards Manual prescribe various formal awards for which Auxiliarists are eligible. The Auxiliary Manual outlines Auxiliary and Coast Guard awards that Auxiliarists are eligible to receive and identifies appropriate performance criteria and procedures for each award.

B. Formal Award Procedures.

1. Nominations for Auxiliary awards shall follow one of four paths:

   a. Auxiliarists recommended for formal awards by other Auxiliarists shall comply with the procedures established by this Manual and the Coast Guard Auxiliary Manual.

   b. Auxiliarists recommended for formal awards by an Active Duty member of a region will have their nomination submitted through the respective chain of command to the Sector Commander or other award issuing command for issuance to the level of the command’s authority.

   c. Auxiliarists recommended for formal awards by active duty members that exceed the level of local command authority, will be submitted through the Director of Auxiliary and forwarded to the Chief of Prevention for District 5. The nomination will then be reviewed for consideration and/or approval.

   d. Auxiliarists that are selected for formal recognition by the Director, and within the authority of the Director, shall be processed for presentation without additional consideration.

2. A record of all awards approved shall be maintained and a copy of the certificate and citation shall be placed in the Auxiliary member’s official record.

C. District Award Procedures.

1. Any Auxiliarist may submit an award recommendation for an individual or team. An Awards Primer (i.e., “How To” reference) and templates for basic format and content for Auxiliary Awards is available on the Chief Director’s web site. DCAPT’s shall maintain (and make available on request) a library of past awards presented within D5-NR for reference. An “Award Writing Guidance publication is available on the 5NR website. Also, an Awards Primer (i.e., “How to” reference) and templates for basic format and content for Auxiliary Awards are available on the Chief Director’s website.
2. Award recommendations for approval by DIRAUX or the Fifth Coast Guard District Commander must be forwarded to the D5-NR Awards Board via the chain of leadership and management. The Board will review submissions and make recommendations to DIRAUX, who will take one of three actions: approve the award and process it to completion (for lower level awards); approve the award and forward it to D5 for final review and approval (for higher level awards); or disapprove the award as submitted and return it for additional work and/or with appropriate feedback.

3. Recommendations must be submitted utilizing a Coast Guard Award Recommendation form (CG-1650), properly formatted citation and summary of action (if applicable). Award drafting is not a quick evolution and should not be expected to fall upon any single officer in the chain. Any person making a recommendation shall be expected to draft and submit a proposed citation and summary of action as part of their recommendation package (a summary of action is required for recommendations for the Auxiliary Commendation Medal and higher; and is optional for recommendations for the Auxiliary Achievement Medal and lower). Hard-copy or e-mail submissions should be sent up the chain for review and approval. An accompanying electronic version should be forwarded by e-mail to facilitate final composition of the citation. DCDR’s and DCAPT’s are expected to develop proficiency in writing and reviewing awards during their terms.

4. Award recommendations should be submitted at least 60 days prior to the desired presentation date.

5. The D5-NR Awards Board shall be a function of EXCOM, who may identify assistants to help process and manage awards during periods of high volume and workload, if deemed necessary.

6. Members should ensure that a copy of any awards they receive is forwarded to the DIRAUX office for inclusion in their personnel record. This is important for all awards; and especially so for awards received from active duty Coast Guard commands (e.g., versus awards processed by the D5-NR Awards Board).

D. District Awards. The D5-NR Auxiliary Awards Program recognizes accomplishments in all areas of performance for both individuals and Auxiliary units. These awards will be presented by DIRAUX, the DCO, the District Board, DCDR’s and FC’s. To be considered for an award listed in this section, applicable criteria must be met and all activities must be reported to the DIRAUX office and/or reflected in the December 31 AUXDATA reports for the award year. The latest that a report shall be extracted for the purpose of these awards determinations shall be January 15.

1. Awards Presented by the District Commodore.

   a. Special Appreciation Certificate. This special certificate will be presented by the DCO to any person or organization, which in the opinion of the DCO, has made a notable contribution to the activities or programs of the Auxiliary. DCDR’s and FC’s are authorized to recommend such awards to the DCO via their respective chains.
b. Officer Service Award. This special certificate will be presented by the DCO to any DCDR, DSO or SPO who, in the opinion of the DCO, has properly fulfilled the duties of their office.

c. Auxiliarist of the Year. This framed certificate will be presented by the DCO to an outstanding individual in each Division. Each DCDR shall forward a written recommendation for this award to the DCO at least 60 days prior to the Division’s Change of Watch. The recommendation should give details concerning the proposed recipient’s contributions during the year. The proposed recipient shall not have served as an elected officer during the award year, but shall have, through their Auxiliary activities, made significant and effective contributions to the Auxiliary and the public.

d. Member Resources Certificate. This special certificate will be presented by the DCO to any Auxiliarist responsible for bringing three or more new members into the organization during any calendar year.

2. Awards Presented by the District Board to Divisions. Points, when used in conjunction with the following awards, will be determined in accordance with the District Board Point System found in paragraph 7.

a. John R. Massman Awards. These awards were established as a memorial to LCDR John R. Massman, USCG, who served as Director of Auxiliary, Third CG District Southern Region until his sudden death on October 20, 1968. They are in recognition of his dedicated and energetic leadership.

(1) The John R. Massman Award for Performance. This plaque will be presented to the Division that accumulates the greatest total points during the award year.

(2) The John R. Massman Award for Activity. This plaque will be presented to the qualified Division that accumulates the greatest number of points per member during the award year. The Division that wins the John R. Massman Award for Performance is not eligible.

3. Awards Presented by the District Board to Flotillas. Points, when used in conjunction with the following awards, will be determined in accordance with the District Board Point System found in paragraph 7.

a. Past District Commodore's Trophy. This perpetual trophy will be presented to the Flotilla that accumulates the greatest total number of points in the District. The trophy will remain in the custody of the winning Flotilla until the next year, at which time it will be returned to the District Board in time for presentation to the new winning Flotilla.

b. Past District Commodore's Plaque. This keeper plaque will be presented to the Flotilla that won and had possession of the Past District Commodore's Trophy for the previous award year. It will be presented upon surrender of the trophy.
c. **Vessel Safety Check Award.** This plaque will be presented to the Flotilla that conducted the greatest number of Vessel Safety Checks (including facility inspections) during the award year.

d. **Operations Award.** This plaque will be presented to the Flotilla that accumulated the greatest total number of points in the field of operational activity, exclusive of operational support missions and ATON/CU, during the award year.

e. **Aids to Navigation(ATON) and Chart Updating (CU)Award.** This plaque will be presented to the Flotilla that accumulated the greatest number of points in the ATON and CU programs during the award year.

f. **Operational Support Mission Program.** This plaque will be presented to the Flotilla that accumulated the greatest number of points in the operational support missions during the award year.

g. **Membership Award.** This plaque will be presented to the Flotilla that gained the greatest increase in membership during the award year. Computation shall exclude transfers, permanent membership, and deceased members.

h. **The William Ross McDonald Award for Public Education.** The late William Ross McDonald served as District Training Officer (forerunner to the DCAPT office) from 1950 to 1952, as VCO in 1953, and as DCO in 1954. His dedication and effort to develop and expand the concept of the Public Education program led to this award named in his honor. This plaque or trophy will be presented to the Flotilla that accumulated the greatest number of points in the field of Public Education in the competition for the Past District Commodore’s Trophy.

i. **RBS Visitation Program Plaque.** This plaque will be presented to the Flotilla that conducted the greatest number of RBS Program Visits during the award year.

4. **Awards Presented by the District Board to Individuals.**

a. **Division and Flotilla Publications Awards.** This plaque will be presented to the editor of the best Division and Flotilla publication distributed on a monthly, bi-monthly or quarterly schedule.

(1) Flotillas and Divisions that submit publications for consideration shall provide a complete file of their publications for the year to the District Awards Committee Chairperson prior to December 15 of the award year. The Chairperson will forward the file of publications to the assigned sub-committee. The awards sub-committee will be selected by the awards committee and be approved by the DCO. In order to ensure competent technical assistance, it is not required that members of the sub-committee be members of the Auxiliary or of the Coast Guard. The method of printing, type of paper, and lack of photographs will not be considered in judgment of this competition. Judging will be based on the regularity of the publication and content.
(2) The winning Flotilla and Division publications, if they meet National awards criteria, will be submitted for consideration in National competition.

b. **Training Aids Awards.** This certificate will be presented in each of 19 categories to the member submitting the most outstanding training aid in a specific category, for display at the designated District Conference. A committee established by the Past Division Commander’s Association will judge all entries. Categories and criteria are explained in paragraph 8.

(1) A plaque will be presented to the member who submits the Training Aid judged to be "Best in Show."

(2) The committee may, depending on the number and quality of entries, provide one or two "Honorable Mention" plaques.

(3) A plaque for "Best Participation" will be presented to the Division with the most entries displayed.

c. **Vessel Safety Check Award.** This plaque will be presented to the Auxiliarist who performed the greatest number of Vessel Safety Checks and facility inspections during the calendar year.

d. **Commercial Fishing Industry Vessel Safety Exam Award.** This plaque will be presented to the Auxiliarist who performed the greatest number of Commercial Fishing Industry Vessel Safety exams during the calendar year.

e. **Operations Program Award.** This plaque will be presented to the Auxiliarist who accumulated the greatest number of points in operational activity, exclusive of ATON/CU activities and Operational Support Missions. One point per hour will be earned while acting as crew, observer, coxswain or pilot.

f. **John “Andy” Kratzer Award.** This plaque will be presented to the Auxiliarist who accumulated the greatest number of points in authorized activity in the ATON/CU program. Points will be awarded as follows: one point per hour while acting as crew or coxswain on an authorized CU patrol, and one point awarded per credit unit awarded for reports.

g. **Assist Award.** This plaque will be presented to the Auxiliarist who performed the greatest number of assists.

h. **Operational Support Mission Award.** This plaque will be presented to the Auxiliarist who accumulated the greatest number of points in operational support missions. One point per hour will be awarded for participation in authorized activities.

i. **Instructor Award.** This plaque will be presented to the qualified instructor who accumulated the greatest number of points in the field of education. Public Education includes all authorized courses. Member Training includes all authorized subjects. One point per hour will be awarded per hour of instructor or instructor aide activity.
j. **TOPSIDE Photo Award.** This plaque will be presented to the Auxiliarist who, in the opinion of the DSO-PB, submitted the best photograph published in TOPSIDE during the award year. The winning photograph should cover a phase of Auxiliary activity. TOPSIDE staff members are not eligible for this award.

k. **RBS Visitation Program Award.** This plaque will be presented to the Auxiliarist who made the greatest number of RBS Program Visits during the calendar year.

l. **The Amos Hope Award for the Most Outstanding Assist.** The Amos Hope Award was established and provided by Division 6 as a memorial to Past Division Captain Amos Hope. The trophy or plaque will be presented to the Auxiliarist who performed the most outstanding assist during the award year as determined by the Awards Board.

5. **Awards Provided by the District Board for Presentation by Division Commanders.**

a. **Vessel Safety Check Service Award.** This award will be presented to Vessel Examiners (VE’s). VE's will be ranked in descending order based on the total number of VSC’s and facility inspections they performed during the award year. Plaques will be presented to the top 10%. The member who wins the District Vessel Safety Check Award is not eligible for this award.

b. **Operations Service Award.** This award will be presented to operationally qualified members who accumulated hours in the fields of operations, ATON/CU and/or operational support missions. Qualified members will be ranked in descending order based on their total hours performed during the award year. Plaques will be presented to the top 10%. Members who win the District Operations, ATON/CU, Assist or Operational Support Mission Awards are not eligible for this award.

c. **Educational Service Award.** This award will be presented to instructors who accumulated instructor and instructor aide hours in the fields of Public Education and/or Member Training. IT’s will be ranked in descending order based on the total number of hours accumulated during the award year. Plaques will be presented to the top 10%. The member who wins the District Instructor Award is not eligible for this award.

d. **RBS Visitation Program Service Award.** This award will be presented to PV's. PV’s will be ranked in descending order based on the total number of visits performed during the award year. Plaques will be presented to the top 10%. The member who wins the District RBS Visitation Program Award is not eligible for this award.

e. **The Edmond Morton Award for Member Training.** Edmond Morton served as an active member for more than 25 years. During that time, he championed MT at all levels of the Auxiliary. His dedication to the Auxiliary and to Member Training led to this award named in his honor. The plaque will be presented to the Auxiliarist who accumulated the most hours in Member Training during the year.

12-6
6. **Point System.**

   a. **Membership.** For net increase in membership. Calculation of net increase shall disregard transfers, permanent membership, and/or deceased members and shall award one point per member.

   b. **Vessel Exams.**

      (1) For each qualified Vessel Examiner - one point.

      (2) For each qualified Fishing Vessel Examiner - ten points.

      (3) For each Vessel Safety Check given - one point.

      (4) For each Facility Inspection given - one point.

      (5) For each Fishing Vessel Exam given - ten points.

   c. **Public Education.**

      (1) For each qualified IT - one point.

      (2) For each PE class session given - one point.

      (3) For each graduate of a four-lesson or longer public education course - one point.

   d. **Member Training.**

      (1) For each new graduate of a specialty course or AUXLAM or AMLOC course - five points.

      (2) For each new Training Aid submitted in accordance with paragraph 8 of this section - ten points.

   e. **Operations.**

      (1) For each assist - one point.

      (2) For each patrol (e.g., safety, regatta, chart updating or pollution) and/or operational support mission - one point.

   f. **Public Affairs.**

      (1) For each safety film or civic lecture program shown to a non-member group, exclusive of public education courses - five points.
(2) For each Flotilla that submits a scrapbook of releases or a file of copies of their Flotilla publication, covering their activities in support of the Auxiliary program for the award year. The presentation must be submitted to the District Awards Committee Chairperson prior to December 15 of the awards year – ten points.

(3) For each Flotilla that submits a completed report of their NSBW program to the District Special Project Officer-NSBW prior to August 15. The report should list the participating Flotillas so they may receive credit for their activity - ten points.

g. **RBS Visitation Program**.

   (1) For each qualified PV - one point.

   (2) For each RBS Program Visit performed - one point.

7. **Training Aid Awards**.

   a. The established categories are:

      (1) Boat Handling and Boat Construction.

      (2) Safety and Legal Requirements.

      (3) Vessel Safety Checks.

      (4) Navigation Rules.

      (5) Marine Engines and Nautical Equipment.

      (6) Marlinspike Seamanship.

      (7) Aids to Navigation.

      (8) Piloting.

      (9) Sailing.

      (10) Trailering.

      (11) Weather.

      (12) Radio Telephone and Communications.

      (13) Patrolls and Search & Rescue.

      (14) Inland Waterways and Locks & Dams.
(15) Air Operations.


(17) Electronic (e.g., video tapes, computers).

(18) Hypothermia Prevention, Life Saving Techniques, and Substance Abuse.

(19) Administration/General (i.e., training aids that cannot be judged in another category, such as magnetic boards, backlit screens, overlays).

b. The transportation and custody of entries shall be the sole responsibility of individuals who submit them, or their designee. All entries are to be brought to the conference site. Displays will be set up and be ready for judging by the Awards Committee at the time and place designated by the Chairperson.

c. The aid must be used for instruction in some phase of one of the following programs:

(1) Administration.

(2) Communications.

(3) Vessel Safety Checks.

(4) First Aid.

(5) Instruction.

(6) Navigation.

(7) Patrons.

(8) Seamanship/Navigation Rules.

(9) Search and Rescue.

d. Entries must include detailed plans/photographs and materials/cost list concerning construction of the aid.

e. Brief typewritten operating instructions must accompany the training aid.

f. As a general rule, an average instructor must be able to operate the aid.
g. The training aid must be constructed of materials available to the average Flotilla. The average home craftsman must be able to construct the aid with tools typically found in a home workshop.

h. The training aid must be portable, self-protected, or have a protective container for the purpose of transport.

i. Commercially manufactured aids will not be judged.

j. Entries that win first place may not be submitted more than once for consideration.

(1) Entries will be evaluated in the following areas on a scale of one to ten points:

(2) The degree to which it fulfills the standards set forth in the above criteria.

(3) Quality of craftsmanship in construction.

(4) The degree to which the training aid fulfills the intended educational purpose with simplicity and audience appeal as primary considerations.

(5) The degree to which the training aid is novel and its concept is original.

(6) The aid’s appeal for general use by instructors at all levels for instruction.

8. Informal Recognition.

a. Over the years, a series of informal recognition methods have been established to reward performance excellence and to inspire other members of the Auxiliary to participate more in mission accomplishment. Informal recognition is used to recognize individuals, groups, or teams for achieving specific goals or completing special projects. It also is flexible and can be adapted to the needs and preferences of individuals, groups and teams. Informal recognition is meant to recognize professional accomplishments above what is expected in the course of day-to-day duties.

b. The Coast Guard Financial Resource Management Manual, CIM 7100.3 (series) contains policy guidance for informal recognition of Coast Guard personnel. In order to use appropriated funds for informal recognition, the award must meet the following three criteria:

(1) Be non-monetary in nature (except for authorized cash awards such as savings bonds).

(2) Be of nominal value (less than $100).

(3) Be linked to excellence in performance or a special contribution to the Coast Guard.
c. All informal recognition programs must be authorized in writing and stipulate:

(1) Performance goals to be met.

(2) Nominating procedures.

(3) Awarding authority.

(4) Frequency.

(5) The item to be awarded.

d. Informal recognition programs available to District 5 Northern Region Auxiliary members are as follows:

(1) 100+ Vessel Examinations in a calendar year: Folder with Coast Guard Auxiliary logo suitable for holding examination forms. Determined by AuxData report annually.

(2) 500+ hours of combined service in a calendar year: The President's Volunteer Service Award, issued through the President’s Council on Service and Civic Participation, consists of a personalized certificate and pin at a current cost of $5.00 per person. Determined by AuxData report annually.

(3) Auxiliarist of the Week Award: An individual Auxiliarist selected by the Director whose performance not only exceeded expectations but also served as an inspiration to other members. Each Auxiliarist selected will receive a certificate and a mug stating the name of the award. Any Coast Guard active duty member or reservist, Auxiliary Elected Official or Staff Officer may submit a nomination. Nominations should be submitted by e-mail to the Director with a brief summary of the individual’s key contributions. A photo of the Auxiliarist or a photo of the Auxiliarist in action must be submitted with the nomination.

(4) Members of a newly commissioned flotilla: Plank Owner Certificates, professionally produced at a cost of about $8.00, are presented to members of the new flotilla upon commissioning as long as the following three criteria are met:

(a) The flotilla is established in AuxData by Coast Guard Headquarters.

(b) Members who are to be recognized must be assigned to the unit on the date of commissioning or initial date of operation.

(c) The Director of Auxiliary and Commodore justify that all the recipients meet the statutory requirement of “excellence in performance or special contribution to the Coast Guard.

(d) The Coast Guard agency seal is on the certificate.
9. **Informal Awards Provided by DIRAUX.**

   a. Auxiliarists performing single actions worthy of credit but that do not meet the minimum standards of formal recognition, may be awarded pens with Coast Guard Auxiliary and/or Auxiliary Region logo. The pen may be presented by the Director to recognize professional accomplishments.

   b. Auxiliary District 5 Northern Region Special Recognition Award: A plaque and/or suitable token (eg. marlinspike knife) will be presented by DIRAUX to individual (s) or a team that performed above the norm to accomplish a common goal. The award is designed as "informal" for occasions that don't quite meet the formal award criteria (eg. Meritorious Team Award). The plaque should list the award recipients and be displayed in a central location/meeting place. A letter of appreciation will document the award will be placed in their PDR's.

10. **Procedures.** The 5th Northern Auxiliary Region Informal Awards Program shall be administered as follows:

   a. Recipients may be awarded an item, as listed above, of value less than $100 with a Coast Guard and/or Coast Guard Auxiliary logo. Any individual member may not be awarded more than two of any specific recognition item.

   b. A letter of appreciation will document the award will be placed in the member’s PDR's.

   c. The Director of Auxiliary shall acquire and store all ad-hoc award items. The Director will issue award items to awardees and replenish the awards as necessary, keeping an inventory of the recipients for accountability.

   d. Nominations for informal awards, except Auxiliarist of the Week and pens, must be in writing, hard copy or e-mail, and should be sent via the chain of command/leadership to the Director of Auxiliary. Solicitation of nominations for annual awards will be sent out as appropriate throughout the year.

   e. Informal recognition should be presented in a timely fashion to better recognize the value of the act and should not be held for special meetings.

11. **State(s) Recognition.**

    a. During the D5NR Awards Conference, State Representatives may choose to award Auxiliarists with awards based on predetermined criteria.

    b. The State Liaison Officers should work closely with State Representatives and Conference Coordinators to ensure the presentation to members is coordinated, appropriate and not contradictory or confusing with other recognized awards.
CHAPTER 13
PUBLIC AFFAIRS (PA)

A. Newsletters and Publications.

1. Approval Authority. The Auxiliary Manual allows DIRAUX to delegate authority to approve unit publications to PB’s. Accordingly:

   a. DIRAUX will review and approve TOPSIDE.

   b. DSO-PB, or ADSO-PB’s if requested by the DSO, may approve Division publications within their respective Areas.

   c. SO-PB’s may approve Flotilla publications within their own Divisions.

   d. No editor may approve his or her own publication – it must be forwarded to the next highest PB Staff Officer or DIRAUX for approval.

2. General Guidance. The Auxiliary Manual provides guidance regarding commercial advertising in unit publications. An occasional story, recipe, cartoon, etc., does not prohibit approval so long as the bulk of content is official business. If there is any doubt about the propriety of content of any material considered for newsletter or publication inclusion, a PB staff officer shall consult with the appropriate PB staff officer at the next highest level. If resolution cannot be achieved then the matter shall again be forwarded up to the next higher level, ultimately to the DIRAUX office if necessary. Additionally, unit publications shall not contain:

   a. Derogatory or degrading comments about any individual or unit.

   b. Inaccurate information.

   c. Cartoons, jokes, or any other information that is not in good taste.

   d. Other than official business of the Coast Guard or Auxiliary.

   e. Photos or other material that may promote incorrect or inappropriate impressions that Coast Guard personnel operate in seemingly reckless manner (e.g., a photo of a facility or boat jumping waves and operated by an Auxiliarist or Coast Guard coxswain).

3. DIRAUX Approval. Approval of a unit publication by DIRAUX is mandatory in the following situations:

   a. As required above.
b. Whenever the publication contains commercial advertising.

c. Whenever an editor refuses to make changes recommended by the PB Staff Officer delegated authority to approve the publication.

B. Web Sites.

1. All web sites shall adhere to policies set forth in the Auxiliary Manual and the Auxiliary Internet Web Sites Policy. They must be reviewed and approved by the DSO-CS before being posted. The DSO-CS shall also periodically review all web sites for content and adherence to copyright requirements and other web site policy.

2. The following items are prohibited from web site posting:

   a. Personal information (e.g., address, telephone number).

   b. Directions to personal addresses.

   c. Any reference to a commercial business that can be interpreted as providing support/advertising. Advertisements of any commercial or personal ventures are strictly prohibited from Auxiliary publications and websites.

3. Web Site Posting Criteria.

   a. Publications shall be posted on the D5-NR web site only for Divisions or Flotillas that do not have their own web site.

   b. Publications shall be sent to the DSO-CS by e-mail attachment.

   c. Attachment file format shall be PDF or any other convertible format approved by the DSO-CS.

   d. The DSO-CS shall ascertain that publications comply with these regulations and policies prior to posting.

   e. Posted publications shall have a hyperlink to the appropriate page(s) and shall not appear in the main section of the web site.

   f. Any posted photographs shall adhere to established Coast Guard publication guidelines in that they shall not contain objectionable subject matter, reflect inappropriately on Coast Guard operations, personnel and mission performance, nor condone negligent operations or improper uniform appearance.

4. Except as specifically requested by a member, unit publications shall be distributed to each member of the unit using traditional methods (e.g., mail or hand delivery). Posting of
publications on the web site is considered a secondary distribution method and does not relieve a unit of the responsibility of ensuring all of its members receive its publications.

C. Outreach (Coastie and Boat Shows).

1. Use of Coastie.

a. Coastie is a robotic tool principally used to teach boating safety fundamentals to children. Regional members may function as operators and custodians of the region’s Coast Guard-owned Coastie. Established guidelines must be adhered to in order to protect both the operators and those who interact with Coastie.

b. Before performing any Coastie mission, operators must ensure that Coast Guard orders are in hand and that proper assignment to duty has been made. DIRAUX will serve as the regional Order Issuing Authority for Coastie missions. Orders shall normally be pocket in nature, for periods not to exceed three months. They may be either reimbursable or non-reimbursable, depending upon availability of Coast Guard funds to support costs.

c. As Coast Guard-owned property, Coastie and its trailer will be tracked on the DIRAUX property list. Maintenance and repair costs shall be borne by D5-NR Auxiliary funds, except in the case of negligence in either aspect in which case the negligent member shall be responsible for such costs. SPO-Coastie will serve as regional property sub-custodian for Coastie. All transfers of Coastie, however short in duration, shall be properly documented using DD-1149 forms.

d. Due to its sensitive computerized components, actual transportation and usage of Coastie must be carefully conducted. Extremely expensive transportation lessons have been learned the hard way by other regions that have Coasties. Coastie shall only be moved from location to location in its trailer. Use of personal vehicles (e.g., flatbed pick-up trucks, vans) to move Coastie is prohibited. Moreover, Coastie shall be inspected thoroughly to ensure complete and proper tie-down and securing before transportation of any sort. Any personal vehicle used to tow the Coastie trailer shall be operated by a properly licensed driver and be appropriately insured. Further, actual Coastie operation shall be restricted to hard, smooth surfaces such as tile floors, concrete and blacktop that is free of gravel. It may be operated on carpet so long as it is not deep shag carpet. Coastie shall not be operated on dirt, gravel or grass surfaces, nor is it intended to climb steep inclines or large uneven surfaces such as curbs, gutters or uncovered electrical lines.

e. Before operating Coastie, the operator’s qualification must be certified in writing by DIRAUX. Requests for certification must be submitted by the prospective operator thru SPO-Coastie for endorsement and approval upon completion of designated training.
f. Any Coastie mission shall have at least two qualified members present to perform it. A single member may transport Coastie without being a qualified operator. However, any member who transports Coastie must be under orders and assigned to duty just as the operators. Qualified Coastie operators will be identified in the annual D5-NR Directory.

g. SPO-Coastie shall oversee administration of regional Coastie training. Any training syllabus utilized for member qualification shall include familiarity with proper assembly, controls and operation, packing, transportation preventive maintenance and battery checks. Furthermore, training shall emphasize good judgment in usage (e.g., turning off the horn and lights when indoors so as not to startle people nearby) along with common sense, appropriate interaction and proper behavior with all ages of people. Qualified members are authorized to train other members in the use of Coastie. Operators shall exercise as much care in qualifying other operators as they would in qualifying members in any other Auxiliary program.

h. SPO-Coastie shall coordinate availability of Coastie to regional units that seek it for public outreach events. Generally, Coastie requests shall be filled on a first come, first served basis. Units desiring Coastie should use the Request for Coastie Form (ADMIN-12) to submit their requests to SPO-Coastie for coordination (telephone requests will only be recognized as advance notifications – they must be followed up with submission of an ADMIN-12). To facilitate scheduling, transportation and program management, such requests must be submitted at least two weeks in advance of the desired usage date. In the event that any disputes or scheduling conflicts cannot be resolved, they shall be referred to the VCO for resolution. Unless otherwise coordinated with the SPO-Coastie, any unit that gains approval for Coastie usage shall be responsible for the safe pick-up and return of Coastie.

i. Coastie shall be used, first and foremost, for public outreach events and occasions. It shall not be used for personal purposes or events for hire.

j. SPO-Coastie shall report on the use of Coastie to the VCO at least once each quarter (e-mail reports are acceptable). This shall also be an element of semi-annual SPO-Coastie reports to the District Board.

k. Claims and liability in the event of loss or damage to any Coast Guard-owned Coastie, personal injury to operators, and third party suits shall be handled in accordance with provisions of the Auxiliary Manual and the Coast Guard/MLC Atlantic Claims and Litigation Manuals.

l. Entities other than the Coast Guard may own a Coastie. Members who operate Coasties not owned by the Coast Guard should ensure that liability and property insurance is in effect in such circumstances before use.

2. **Boat Shows.**
a. **Overview.** The handful of annual regional boat shows provide major opportunities to reach literally thousands of boaters in a short time with vital information and messages about the Coast Guard and Auxiliary that may prompt them to become part of the service. As such, they must be capitalized upon with firm planning, professionalism and conviction to meet definite objectives, and they must be regarded as much more than simply opportunities to compile hours.

b. **Organization.** The Division in which a boat show is sited will have the primary lead in coordinating Auxiliary presence and support. The DCDR may assign one or more Flotillas to actually perform necessary tasks, provide personnel resources and fulfill logistical needs to maximize the benefits of a boat show opportunity. A boat show committee shall be appointed by the DCDR if coordination responsibilities are retained directly at the Division level or if more than one Flotilla will be involved in the event. If only one Flotilla is assigned primary coordination responsibility, then it shall identify a boat show committee to the DCDR.

c. **Boat Show Committee Responsibilities.** The boat show committee, whether it be at the Division or Flotilla level, shall utilize a Boat Show Checklist (ADMIN-10) and ensure the following requirements are met in preparation for and during the event:

1. Contact with the show managers well in advance – sometimes as far as a year in advance. The main purpose of advance contact is to communicate and coordinate booth location needs and desires. Space is frequently provided at no charge to the Auxiliary, so it may be a case of having to take what is offered. However, if a lobby location is offered, it may very well allow greater access to boat show attendees, thus raising the booth’s profile (lobby space is usually not space that the boat show rents out, so no income would be lost on location of an Auxiliary booth there). All attempts should be made to avoid booth location in far reaches of the boat show premises. The show managers should also be approached for an adequate number of badges for booth participants as well as understanding as to how many Auxiliarists will participate and their respective schedules.

2. Obtain and use of a stand-up display board as a centerpiece for the booth location during the entire duration of the event.

3. All members who are scheduled to participate are briefed on all expectations and objectives at least one day in advance of their scheduled time.

4. Every member who participates at the boat show for any duration shall wear a complete and proper uniform. Tropical blue long is authorized year-round. During winter months (November thru March), service dress blue or winter dress blue may also be worn. Clean neatly pressed ODU uniforms are also authorized as long as the entire detail is in the same uniform. The old Work uniforms are prohibited, with the exception of authorized flight suits for aviation program personnel present for the express purpose of
promoting the Auxiliary aviation program. Any member presenting a poor uniform appearance or out of uniform will be immediately advised to depart.

(5) The display area is not a hang-out. Members who loiter and socialize with each other in its immediate area detract from the professionalism and approachability of the booth. Therefore, no more than four members shall be scheduled to manage the Auxiliary booth during any given time period. Each participant must arrive on time and either fulfill their obligated watch or arrange their own replacement (in appropriate uniform).

(6) A TV and VCR or DVD player should be set up so as to constantly play boating safety videos of the highest quality obtainable.

(7) Proper literature and handouts are available in sufficient quantities well ahead of the boat show. Information of safety equipment requirements, state boating regulations, and public education materials are most commonly desired items. Care should be taken to ensure that when dealing with materials provided by the state, that excessive stocks are not ordered from the state for this may result in state-imposed restrictions on future orders (e.g., the state of Pennsylvania does not endorse orders for state boating safety regulation handbooks for handout purposes at boat shows).

(8) PE program questions are the most common questions fielded by an Auxiliary boat show booth. Perhaps the most valuable item to ensure is present at the boat show booth is a complete regional list of all PE courses (if within a two-hour drive of another region, then that region’s PE course schedule should also be available). These lists can be readily obtained from the regional website (and by links to other regional websites). Booth participants should ensure they have writing pads so as to pass this information to those who request it as well as obtain their contact information for the referral and follow-up purposes of appropriate Flotillas. As many booth participants as possible should be IT qualified.

(9) VE program questions are the second most common questions fielded by an Auxiliary boat show booth. A copy of the D5-NR Directory so as to refer individuals who desire VSC assistance to the appropriate FSO-VE. Such referrals can also be made to the Auxiliary National web site’s VE finder (www.cgaux.org) then to “Visitor’s Deck” then to “Boat Exams and Safety Checks”). As many booth participants as possible should also be VE qualified.

(10) Either an SO-MT or FSO-MT should be present during peak hours in order to promote Auxiliary training opportunities. Photos of local Auxiliary activities, operations and events would help support the value of these training opportunities.

d. Additional Resources. The boat show committee shall make all due attempts to schedule and obtain both Coastie and PFD Panda for as much time as possible during the boat show.
These resources are proven to attract visitors and draw their attention to Auxiliary information. The SPO-Coastie shall make all attempts to satisfy boat show requests and shall recognize these events as a high regional priority. Likewise, use of the boating safety displays maintained by DSO-PB and ADSO-PB’s should be maximized.

D. Color Guard

1. Structure & Leadership.

   a. The Color Guard functions as a Regional organizational unit. It comprises members from various flotillas and is directed by the Color Guard Coordinator. That person speaks for the unit, handles correspondence, speaks for the unit, prepares the schedule for appearances, ceremonial functions and practice drills. That person evaluates the status of the unit on an ongoing basis and designs the practice drills accordingly. That person must be well-versed in military protocol and drill, and must be familiar with the standard used by Coast Guard forces, the United States Marine Corps Drill and Ceremonies Manual. That person functions as drillmaster.

   b. One person should function as equipment manager, ensuring that all equipment for the Color Guard is accounted for at all times, is maintained in good working order, and is present as appropriate for drills and events.

   c. The unit membership is responsible to the Color Guard Coordinator who is appointed by the Commodore. The Color Guard Coordinator is responsible to the District Chief of Staff. The unit as a whole takes direction from the District Chief of Staff, who is its advisor, and from the Director of Auxiliary. The senior member of the unit takes a leadership role as appropriate in ceremonial functions and as a member of the unit.

   d. On a functional level, the Color Guard may be formed into a variety of different units (color guard, ceremonial Color guard, rifle detail, etc.), depending on the ceremonial need, and the member leading the detail may vary.

   e. When formed into a color guard, the leading member should ordinarily be the bearer of the national ensign, designated the color captain. The Color Captain is the lead member of the color detail responsible to make the “call” in the field.

   f. When formed into a chapel detail, the leading member will ordinarily be the senior member.

   g. When formed into a funeral detail, the leading member will ordinarily be the drillmaster, due to the complexity and variability of the ceremony.

   h. For other details, circumstances will dictate how best to execute the ceremony, but in all cases, leadership will be decided in advance. These lead members are always responsible to the drillmaster. Final decisions regarding ceremony components and protocol reside there.

a. Serving as part of the Color Guard bears some similarities to a team sport. The drill elements require repetitive practice to master, and frequent opportunities to use the skills learned in order to maintain the high level of skill required. In addition, working together as a team forms a bond that improves the level of performance, increases the ability to adapt to unforeseen circumstances and builds morale. Although members will always have different skill levels, it is mission critical for members to practice together, so that the group functions as one unit, not as an assembly of individuals.

b. Attendance. Members who repeatedly miss practices leading up to any event damage the unit’s ability to perform, but they also negatively impact the unit’s spirit. Attendance standards are therefore necessary. The Color Guard meets as designated by the Color Guard Coordinator. Members are expected to attend at least 75% of these designated practices. Additionally, practices will be scheduled prior to events requiring a review of particular skills (or learning new skills). Again members will be expected to attend 75% of these practices in order to participate in events. It is extremely difficult to assess the unit’s ability to perform when members are consistently absent prior to an event. Members whose skill levels are high are needed to assist those whose skill levels are in need of more practice. Lack of attendance pulls the whole unit down. Insufficient attendance at practice for a specific event will result in a member not being assigned to that event. Insufficient attendance overall will result in suspension from the unit and may result in expulsion for cause.

c. Proficiency Standards. Proficiency in the various tasks and skills required of the Color Guard is essential for all members, and this should be achieved within a reasonable timeframe. Within 3 months of practice, a member should be able to execute all stationery movements (attention, right face, left face, about face, parade rest, at ease, hand salute, dress right) and be able to march in step. During that interval the member should also become proficient in customs, courtesy and the uniform standard. Within 6 months a member should be able to master all moving drill (column, flank, rear, squaring) and specific type drills (funeral, parade). Within 9 months a member should be able to master the rifle manual of arms and the flag movements, with full proficiency at all positions by the one year mark.

d. Performance. Not every member will be able to achieve high proficiency in every type of skill that the Color Guard as a whole is capable of doing. If a member is unable to master a certain skill after a reasonable period of time learning and training, that member should take the honorable position and request to stand down from events requiring that skill. Failing that, if asked, the member should accept direction to stand down from participating in a move requiring that skill. This is no reflection on the member’s ability to take part in Color Guard events overall; it just prevents presenting something less than a polished appearance. Periodic evaluation of skills will be helpful here. A member may continue practicing. At some time in the future, that skill status may change as a result of practice. Regarding the performance options utilized in a particular appearance, performance, etc., the Color Guard Coordinator may ask for input from the team, but will make the final decision regarding propriety, protocol or procedures.
3. **Conflict Resolution.** In the event that there is a conflict within the membership of the Color Guard, grievances may be heard by the District Chief of Staff; if necessary a committee may be formed in order for such grievance to be resolved fairly. Removal for cause from the Color Guard would be within the power of this committee.

4. **Uniform and Grooming Standards.** Ref : AUXMAN Ch. 10 USCG, Uniform Regulations COMDTINST M1020.6E

   a. Appearance in uniform is a key element in how the men and women of Coast Guard Forces perceive themselves and honor their county and the Coast Guard. Color Guard members are responsible for maintaining their personal appearance and their uniforms to reflect the long and proud history and traditions of the Coast Guard.

   b. Members of the Color Guard are committed to high standards for uniform appearance. In uniform, they are to maintain a proper military decorum and present themselves with pride. When walking from point to point, they do not smoke, eat, drink, chew gum or keep hands in pockets. They are to maintain body discipline, voice control and behavior appropriate to the setting when serving in ceremonial functions.

   c. When not in uniform, but identifiable as members of the Color Guard, members are responsible to maintain a level of decorum consistent with the core values of the Color Guard: Pride, Poise, and Perfection. Members should conduct themselves honorably, with a sense of pride and poise, being consciously aware that their behavior will reflect on the group as a whole. Dishonorable behavior, inappropriate activity while engaging in Auxiliary/Coast Guard functions or other forms of behavior unbecoming a member of the Color Guard may result in suspension or expulsion from the Guard.

   d. Members of the Color Guard wear the Service Dress Blue Alpha uniform in accordance with Chapter 10 of the Auxiliary Manual with the following exceptions:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceremonial Belt and</td>
<td>White, knit pistol belt with plain nickel buckle.</td>
</tr>
<tr>
<td>Buckle</td>
<td></td>
</tr>
<tr>
<td>Blue 4-in-hand tie</td>
<td>Worn by all members.</td>
</tr>
<tr>
<td>Nametag</td>
<td>Not worn at ceremonial functions; it catches on various forms of equipment.</td>
</tr>
<tr>
<td>White Gloves</td>
<td>Long or sure-grip as appropriate</td>
</tr>
</tbody>
</table>
e. Uniforms will be tailored to an appropriate fit: trousers to a single break at the shoe, jackets trim to body.

f. Members of the Color Guard may wear the Tropical Blue Long uniform in extreme hot weather, on a case by case basis in accordance with Chapter 10 of the Auxiliary Manual with the following exceptions:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceremonial Belt and Buckle</td>
<td>White, knit pistol belt with plain nickel buckle</td>
</tr>
<tr>
<td>White Gloves</td>
<td>Short or sure-grip as appropriate</td>
</tr>
<tr>
<td>Footwear</td>
<td>Leather. High gloss Corfams are not ordinarily worn.</td>
</tr>
<tr>
<td>Ascot</td>
<td>Blue ascot</td>
</tr>
<tr>
<td>Headgear</td>
<td>The combination cover is worn by all members for ceremonial functions.</td>
</tr>
</tbody>
</table>

g. Members of the Color Guard may wear the Dinner Dress Blue uniform in accordance with the Chapter 10 of the Auxiliary Manual with the following exceptions:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceremonial Belt and Buckle</td>
<td>White, knit pistol belt with plain nickel buckle</td>
</tr>
<tr>
<td>White Gloves</td>
<td>Long</td>
</tr>
<tr>
<td>Headgear</td>
<td>The combination cover is worn by all members for ceremonial functions.</td>
</tr>
</tbody>
</table>

h. Periodic uniform checks will take place to ensure that all components are fitted well, serviceable, polished, clean, aligned properly, etc. In some cases, members whose uniform components require repair, replacement or adjustments will not be assigned to appearances until the deficiency is corrected.
5. **Image.**

a. Members of the Color Guard, while not military members, strive to present a polished military image.

b. The table below describes the standards expected to present the proper military image.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing</td>
<td>Neat, clean, pressed, proper fit, in good condition, zipped, snapped, and buttoned unless otherwise noted.</td>
</tr>
<tr>
<td>Headgear</td>
<td>Worn outdoors with all required uniforms. Should not be worn indoors or no cover areas unless under arms, or for ceremonial purposes.</td>
</tr>
<tr>
<td>Military Creases</td>
<td>On light blue shirts and dark blue dress shirt only. If worn, form them by pressing two parallel vertical folds in the front of the shirt from the shoulder seam through the center of each pocket to the bottom of the shirt. For men form three parallel vertical folds on the back centered between the shirt side seams to the bottom of the yoke. For women, form three parallel vertical folds starting at the center of the shoulder seams and from the middle of the collar seam to the bottom of the shirt. Sewn-in military creases are not authorized.</td>
</tr>
<tr>
<td>Footwear</td>
<td>Oxfords, pumps, or flats shined, boots well blackened or polished, edges dressed, all in good condition.</td>
</tr>
<tr>
<td>Watches</td>
<td>Conservative.</td>
</tr>
<tr>
<td>Bracelets</td>
<td>Limited to medical alert or those required for military purposes. POW/MIA bracelets are authorized.</td>
</tr>
<tr>
<td>Necklaces</td>
<td>Concealed.</td>
</tr>
<tr>
<td>Rings</td>
<td>One ring per hand. Engagement/wedding ring or class/wedding ring sets are counted as one ring.</td>
</tr>
<tr>
<td>Earrings</td>
<td>One earring per ear centered on the earlobe for women. Earrings shall be 4-6mm ball studs (approx. 1/8 – ¼ inch), natural white pearl (colored pearls not authorized), plain diamond, plain gold or silver with a shiny or brushed matte finish. Decorative or combination settings not authorized. Not authorized for men in uniform.</td>
</tr>
<tr>
<td>Body Piercing</td>
<td>No articles, jewelry, or studs, other than earrings for women specified above, shall be attached to or through the ear, nose, tongue, or any other body part visible while wearing the uniform and while in civilian clothes onboard ship or base or at a command function.</td>
</tr>
</tbody>
</table>

6. **Grooming Standards.**

a. The Color Guard adheres to the Coast Guard grooming standards to the extent possible. Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. Forms of altering an individual’s appearance, such as the use of cosmetics, hair color or styles, fingernail color and length, tattoos, body piercing,
branding, intentional scarring, etc., that are not in the keeping with the customs, traditions, and spirit of military appearance are not acceptable for personnel in uniform. It is impossible to provide examples of every appropriate or unacceptable hairstyle or “conservative” or “eccentric” grooming, therefore the good judgment of leaders at all levels is key to upholding the Coast Guard grooming policy.

<table>
<thead>
<tr>
<th>Grooming Item</th>
<th>Authorized</th>
<th>Not Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hair – Overall</td>
<td>Shall be clean, well groomed, and neat. Hair coloring, if used, must look natural.</td>
<td>Shall not touch eyebrows when groomed, or extend below front of properly worn headgear. Shall not have shaved portions of the scalp (other than the neckline). Shall not contain ornamentation other than prescribed in this section for Women’s Hair Style.</td>
</tr>
<tr>
<td>Hair – Men’s Style</td>
<td>Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4-inch and outward not greater than 3/4-inch to blend with hairstyle. A cleanly shaven scalp is authorized.</td>
<td>Shall not be blocked across the back of the neck. Hair on the back of the neck must not touch the collar. The bulk of hair must not be more than 1-1/2 inches from scalp. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly worn military headgear or safety gear.</td>
</tr>
<tr>
<td>Hair – Women’s Style</td>
<td>Haircuts and styles shall present a balanced appearance. The hair may touch, but not fall below a horizontal line level with the bottom edge of the back of the collar. A single ponytail is</td>
<td>Widely spaced individual hanging locks and braids that protrude from the head are not authorized. Lopsided and extremely asymmetrical styles are not authorized. Foreign material (i.e., ribbons, beads, decorative items) shall not be woven into the</td>
</tr>
</tbody>
</table>
authorized, but all long hair, including braids and ponytails, falling below the lower edge of the collar, shall be neatly and inconspicuously fastened, pinned, or secured to the head. Ponytails that fall above the bottom edge of collar may be pulled through the back opening of the working blue or unit ball cap. Bulk of hair shall be no more than 2 inches. Braided hairstyles, such as cornrows, are authorized and shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter and tightly interwoven in symmetrical fore and aft rows that minimize scalp exposure and present a neat, professional, well-groomed appearance. Use only hairpins, barrettes, elastic bands, scrunchies, and combs that are plain black, dark blue, brown, silver, metallic gold, or hair. Braid ends shall not protrude from the head, and shall be secured only with inconspicuous material that matches the color of the hair. Headbands or sweatbands are not authorized. Hair shall not extend below the eyebrows.
<table>
<thead>
<tr>
<th></th>
<th>color similar to the individual’s hair.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Moustache</td>
<td>If worn, a moustache must be neatly groomed.</td>
<td>Shall not extend below the top of the upper lip and can’t extend beyond the corners of the mouth.</td>
</tr>
<tr>
<td>Sideburns</td>
<td>Shall be of even width (not flared) and shall end with a clean-shaven horizontal line. Shall be tapered to conform to the rest of the hair.</td>
<td>Sideburns shall not extend below a point level with the bottom of the ear opening.</td>
</tr>
<tr>
<td>Beards</td>
<td>If worn, a beard must be neatly groomed.</td>
<td></td>
</tr>
<tr>
<td>Cosmetics - Women Only</td>
<td>If worn, shall be conservative and in good taste.</td>
<td>Shall not be brightly colored.</td>
</tr>
<tr>
<td>Fingernails - Men</td>
<td>Shall be kept clean.</td>
<td>Shall not extend past the fingertips or be colored.</td>
</tr>
<tr>
<td>Fingernails - Women</td>
<td>Shall be kept clean. Nail polish may be worn, but shall be conservative and neutral in color.</td>
<td>Shall not extend more than ¼ inch beyond the fingertip. Decorative nail art is not authorized.</td>
</tr>
</tbody>
</table>

7. **Drill Protocol.**

   a. The Color Guard uses as its standard the US Marine Corps Drill and Ceremonies Manual, in accordance with COMDTINST M5060.11A. A CD with the entire manual is distributed to members. Additionally, it bases some color guard movements on the US Army Field Manual 3-21.5. Certain elements of the funeral drill are based on the Navy Military Funerals NAVPERS 15555D and Navy Funeral Customs, NAVPERS 15956D.

8. **Swords and Aiguilletes.**

   a. In accordance with the Auxiliary Manual, COMDTINST M16790.1G, Chapter 10.F.10, Auxiliarist are not authorized to carry swords.

   b. In accordance with the Auxiliary Manual, COMDTINST M16790.1G, Chapter 10.F.2. An aiguillette may be worn by DCOS, NACO Aide (N-D only), and DCO Aid (D-AD only). It is not worn on any uniform with the insignia of a DCO or above. The aiguillette is not authorized to be worn as uniform item of any member of a Color Guard unless that member
is authorized to wear it in accordance with the provisions of the Auxiliary Manual, 10.F.2, mentioned above.
CHAPTER 14

EMERGENCY RESPONSE / CONTINGENCY PLAN (ERP)

A. Purpose of the Plan. Emergency Response and contingency capability for the Fifth District Northern Region U.S. Coast Guard Auxiliary is dependent on proper planning and allocation of resources. The goal is to make sure to use these Auxiliary resources effectively to solve and respond to the various contingencies involved in Coast Guard planning, and to be able to provide capable support in times of need.

Since the September 11, 2001 terrorist attacks upon the U.S., the nature of emergency response has significantly changed. Consideration must be made to emergencies including severe weather, natural disaster, oil spills and disasters involving mass casualties.

This Plan is intended for use by the United States Coast Guard Auxiliary units in District 5NR. It specifies the actions necessary for these units to prepare for, and respond to, natural and man-made disasters and emergencies. It is not intended to limit the roles the Auxiliary may be called upon to play, but to identify those for which the Auxiliary can and should be prepared.

B. Relationship to Other Plans. The Plan is intended to be consistent with the National Incident Management System (NIMS) and the National Response Framework (NRF). The Incident Command System (ICS) organization shall be employed by operational commanders in the event of significant emergencies. Accordingly, it is important that key Auxiliary participants in this plan are familiar with and properly trained in ICS organization, including as a minimum, completion of ICS 100 and 200 and NIMS 700 and 800 training (all available on-line).

The provisions of this Auxiliary Plan will be modified as necessary to accord with Sector’s plans and intentions regarding use of the Auxiliary, both in general and to respond to specific disasters and emergencies.

C. Scope of the Plan. This Plan focuses on response, rather than prevention. The Auxiliary has several programs designed to help prevent human-initiated disasters and public emergencies. These programs include America’s Waterway Watch, Maritime Domain Awareness, harbor patrols, facility inspections, and similar activities. This Plan, however, deals only with response, and preparedness to respond, to disaster and emergencies after they have occurred.

D. Response Resources. The Auxiliary has a wide variety of resources that can be made available in the event of a disaster or public emergency. In D5-NR, these include approximately 200 approved vessel facilities, 14 aircraft, over 120 radio facilities (both fixed and mobile), and personnel resources consisting of approximately 2,600 members with multiple skills, capabilities and qualifications.

Personnel resources of three types have been identified. The first type includes members who are qualified to augment an active duty billet: communication watchstanders, boat crew, engineers, and others. The second type includes those who have formal Auxiliary qualifications: coxswains and boat crew, land-mobile and fixed land radio operators, pilots and air crew. The third type includes...
personnel who have skills or professional training that may be of assistance in an emergency: commercial pilots, merchant marine officers, doctors and nurses, architects and engineers, translators, divers, photographers, and personnel skilled at first aid and CPR, driving, computer operation, cooking and child care.

The OPR database shall be the primary point of capture of regional information pertinent to the identification of Auxiliary personnel and equipment resources, their readiness and availabilities to respond, and their intents and desires to develop additional skills and qualifications that will improve their abilities to assist operational commanders in the response to all emergencies.

The use of Auxiliary personnel and facilities to assist in the performance of certain Coast Guard missions is authorized by the Coast Guard Authorization Act of 1996. The decision to use D5-NR Auxiliary resources for emergency response rests with regional operational commanders (e.g., Sector Delaware Bay, Air Station Atlantic City and station OICs). D5-NR Auxiliary resources shall be reserved for primary support of the Coast Guard in emergencies and will not be committed to any other organization or agency without prior approval from the operational commander. County or State agencies must submit their requests for Auxiliary support through the appropriate operational commander. We must be cognizant of this procedure in all areas.

Auxiliarists who participate in regional emergency response efforts shall be expected to be properly trained and qualified in the program disciplines that they apply. All surface, air and radio facilities utilized in these shall be expected to be maintained in full and proper states of readiness to meet Coast Guard requirements and support its missions. Neither unqualified personnel nor facilities that do not have current offers-for-use shall be used in emergency response efforts.

E. Response Assumptions. The Sector Plan assumes that “the National Response Plan (NRP) will be activated for natural disasters, technological emergencies, terrorist actions, pollution and/or hazardous materials response, and other incidents requiring Federal assistance under the Stafford Disaster Relief and Emergency Assistance Act. The National Incident Management System (NIMS) will be used to coordinate multi-agency response to a disaster, emergency, or incident”.

The Coast Guard Auxiliary will participate in any response in accordance with these assumptions, and at the explicit request and direction of the Coast Guard. Members will not participate otherwise except as private citizens. See Appendix H for further details regarding specific responsibilities and response scenarios.
CHAPTER 15

QUALIFICATION EXAMINER (QE) PROGRAM

Ref: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
(b) Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member, COMDTINST M16194.52 (series)
(c) Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53 (series)
(d) Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 (series)
(e) Boat Crew Seamanship Manual, COMDINST M16114.5C (series)

A. The Auxiliary’s ability to function as a force multiplier is dependent on skilled boat crews, coxswains, personal watercraft operators and a professional qualification program. A critical element of the boat crew and personal watercraft programs is the QE qualification process. To set the standards, boat crew QEs must be expert coxswains and personal watercraft QEs must be expert operators with impeccable integrity. This chapter outlines the role of the qualification examiner and provides guidance for selecting and managing qualification examiners.

1. The Qualification Examiner (QE) is the highest appointment in the Boat Crew Program. QEs are outstanding coxswains or Personal Watercraft Operators having strong operational backgrounds, exceptional instructor abilities, effective interpersonal skills and impeccable integrity.

2. The role of the QE is to verify that the Boat Crew trainees are able to satisfactorily perform as specified in references (a) thru (d) by evaluating members through Dockside Oral Examinations and Underway Check Rides. QEs also verify currency maintenance requirements for re-certification and verify performance criteria for the Award of Operational Excellence.

3. Active duty and reserve coxswains are encouraged to participate in the Qualification Examiner Program. The member’s Commanding Officer/Officer-in-Charge should recommend they serve as Boat Crew QEs and assist the Auxiliary in qualifying personnel for the Boat Crew Program by contacting the OTO. The OTO will then make arrangements to personally visit with the Active Duty QE candidate to go over the program requirements and the proper documentation procedures.

4. The role of the active duty QEs shall be the same as their Auxiliary counterparts to verify a trainee’s qualification level for performing prescribed tasks. Recommendations for assigning active/reserve QEs should be in writing and submitted to the Director of Auxiliary. The QE appointee must be a qualified coxswain, adhere to the requirements in this instruction and be familiar with references (a) through (e). They will be appointed by the Director of Auxiliary and function under the guidance of the OTO and Area QE Coordinator (AQEC). The appointee will undergo a familiarization session with the OTO or the AQEC regarding District QE policies, practices, and documentation. Once certified to sign off trainee tasks and check rides they must
keep the OTO and AQEC advised of all QE activities, missions, and file the appropriate paperwork with the Director of Auxiliary office.

5. All QEs must complete the TCT-QE course every two (2) years and this training must be entered in AUXDATA. For Active Duty QE’s, the annual TCT session is captured in TMT.

6. All QEs must go through an evaluation by the OTO or his/her designee every three years. This evaluation is usually done by the OTO but may be delegated, if necessary to the Chief QE Coordinator (CQEC) or an AQEC. This evaluation will require observing the QE performing a dockside oral exam and an underway check ride of a crew or coxswain candidate. The QE must complete these tasks to the satisfaction of the observer to remain certified as a QE.

7. Oversight of the QE program shall be the responsibility of the OTO. The Auxiliary QE positions are: Chief QE Coordinator (CQEC), Area QE Coordinator (AQEC) and Qualification Examiner (QE). These Auxiliary positions are appointed by the Director of Auxiliary for a period of three (3) years. The duties and responsibilities of these individuals are as outlined in reference (a).

8. A Boat Crew Advisory Board (BCAB) has been established by this district and consists of the OTO, CQEC and the 3 AQECs. Their responsibilities are to review district policies and procedures governing the QE program, make recommendations for review and implementation, evaluate QE applicants, administer QE reappointments, determine Boat Crew certification for a member due to questionable actions or performance and review complaints referred by the CQEC.

9. QE Application: The prerequisites and application procedures for members wishing to become a D5-NR QE are listed in Chapter 6, Section C of reference (a). An applicant must be a certified Coxswain/PWC/PC Operator for at least two (2) years; have completed the eight (8) hour TCT course within the last 2 years; complete and submit an application to the CQEC endorsed by the members appropriate AQEC; be current in the Instructor Qualification; completed the Auxiliary Search & Rescue (AUXSAR or AUXSC&E), Auxiliary Navigation (AUXNAV), Auxiliary Communications (AUXCOM or TCO), and Auxiliary Patrols (AUXPAT) AUXOP courses; and be current in the Navigation Rules (Navrules). For new programs authorized by the District, the OTO shall appoint an Interim QE for that program in order to facilitate program qualification and certification.

   a. QE applicants shall write a letter requesting to become a QE to the Chief Qualification Examiner Coordinator (CQEC) via the Flotilla Commander, Division Commander and appropriate District Captain. The letter must include the following:

      (1) A statement why the member wants to be a QE.

      (2) A resume of the member’s experience in the Auxiliary.

      (3) USCG Auxiliary Annual Member Summary and Status Report for the past two years.
(4) A statement of related skills (CG or FCC licenses) and a brief summary of the member’s boating or personal watercraft experience.

(5) A statement of the member’s availability to do QE missions on weekends through the year. (Include any seasonal commitments out of the region)

(6) The member’s home address, phone numbers (plus a FAX number and electronic mail address, if available).

b. The D5-NR Boat Crew Advisory Board (BCAB) shall meet at least annually to consider all QE applicants and will make arrangements to interview each candidate. After all candidates have been interviewed and all applications have been evaluated by the BCAB, the CQEC shall provide a letter to the Director of Auxiliary outlining the BCABs opinions and recommendations on which QE candidates should be allowed to proceed forward and be designated as a QE-in-Training (QE-IT).

c. Those recommended by the BCAB and approved by the Director shall be notified in writing and may then continue with the QE qualification process outlined in reference (a).
CHAPTER 16
CHANGE OF WATCH (COW) CUSTOMS AND PROTOCOL

A. General. When planning a COW, Auxiliarists can find helpful information in several publications. However, none of them provide the answers to many questions that arise regarding the proper conduct of a Division COW. This chapter provides that guidance. The sole purpose of this document is to assist units in planning and executing their COW so that it results in a successful event.

B. COW Elements.

1. The purpose of an Auxiliary COW is to install the newly elected officers and to recognize the accomplishments and service of the outgoing officers. The annual COW is often the only formal gathering of Division and Flotilla members during the year.

2. The ceremony itself is patterned after the Coast Guard’s formal, time honored Change-of-Command ceremony. When done successfully, the COW can have an energizing effect on the incoming officers, give the outgoing officers a sense of accomplishment and appreciation, and give everyone else a positive impression of your unit. However, when the COW is done without the proper planning, or when it lacks basic courtesy and protocol, people will leave with a negative impression of the unit, and especially its leadership, regardless of the things the unit did right during the previous year.

3. Planning. All successful COW’s are preceded by good planning. Since most suitable restaurants/catering halls are booked many months in advance, a COW Committee needs to be established as early in the year as possible. A COW Chairman should be appointed for the next COW by the DCDR (Elect) as soon as possible after the election. This way the Chair can attend the current COW and become familiar with the current COW procedures.

4. Scheduling Division COWs. Divisions shall strive to hold their COWs so as not to conflict with other Divisions and other high-level Auxiliary events (e.g., AOT/EOT and N-Train) in order for senior Coast Guard and Auxiliary members to attend as many events as possible. As soon as the date has been selected for the COW, the District Chief of Staff (DCOS) should be notified as well as the Division elected officers. This can be done informally; the purpose is to permit them to avoid making conflicting plans for that date. District officers in particular have very busy schedules during the typical COW season, and the more advance notice you can give them, the better the chance they will be able to attend your function.

5. COW Committee. Some Divisions like to rotate the COW committee among the Flotillas, others keep the same committee members each year, and some select the committee members from volunteers each year. A combination of these methods is probably the best. Odds of success will be increased if the committee:

   a. Has at least one member who was intimately involved in the previous COW;
   b. Rotates to a new Flotilla each year and/or has several different Flotillas represented; and
   c. Consists of volunteers who are committed to the task.

16-1
6. **Master of Ceremonies.** The Master of Ceremonies should be selected by the COW Committee, based primarily on the person’s comfort level with public speaking. It is also helpful if this person is knowledgeable with Coast Guard ranks and Auxiliary titles. It could be the committee chair, but often is not. Preferably, the Master of Ceremonies should not be the incoming or outgoing DCDR, VCDR or IPDCDR. The Master of Ceremonies, in conjunction with the DCDR and the COW Chair, should prepare a detailed agenda that will be followed during the event. This agenda is not the same as the written guest program (if utilized), and is intended only for those in charge of the event.

7. **Location.** Some of the best efforts go to naught if you find out too late that a noisy wedding reception is going on in the room next to yours, the rooms separated only by a thin folding wall. The dignity of your event is surely spoiled if the Bunny Hop is going on during your pledge to the flag or invocation. Try to find a hall where yours is the only event going on at the time. Even if the facility has no policy regarding smoking, it should be prohibited in the room where your event is taking place.

8. **Contract.** The authorization to sign a COW contract is given only to the DCDR and cannot be extended to committee members. Committee members can scout out locations, make preliminary negotiations and discuss prices. Once the facility has been selected, the contract must be approved by the DSO-LP before it can be signed by the DCDR and given to the facility. There are no exceptions to this requirement.

9. **Invitations.** Usually, the Division Board decides upon the number of and identity of those who are to be invited as guests of the Division. This list is subject to change each year depending on the finances of the unit, but the number of guests usually doesn’t vary much from year to year. If you are inviting someone as a guest of the Division, you should always include their spouse in the invitation. It is best for Flotillas to wait until the Division list of guests has been finalized, and then the Flotillas should be free to invite any guests of their choice. Once the details of the affair have been decided upon, the formal invitations should be mailed to your “honored guests.” This invitation should be in the form of a letter signed by the unit leader or the Chair of the COW Committee (see sample invitation at the end of the chapter). Specific information regarding the event should be included within the letter, unless it is specified on the registration form itself. Please provide the full address including Zip Code of the COW location (for GPS directions) and, if possible, written directions. If you will be using a reservation form, do not include the prices in the form you’ll be sending to those you do not expect to pay — guests of the unit.

**Important:**

- It is highly recommended that all Divisions extend an invitation to the Commander of Sector Delaware Bay as the senior operational commander and order-issuing authority within D5-NR, who will strive to attend whenever possible or will ensure a representative attends in his or her stead, operations permitting.

- The Director of Auxiliary (or his/her designee for events that the Director is unable to attend) will represent the Fifth District Commander at all Division Changes of Watch. Flotillas should refrain from sending invites unless there is exceptional circumstances (e.g. 50 year anniversary recognized during the C.O.W.).
• Unfortunately, the Director of Auxiliary and other senior Coast Guard leaders (e.g., CO of Sector Delaware Bay) will not ordinarily be able to attend Flotilla events.

10. **Reservation Form.** All prospective attendees should receive a registration form at least two months in advance of the event. The form should include all details of the event, including cost, time, location and uniform required — including the fact that “appropriate civilian attire” is also acceptable. There have been too many times when prospective attendees did not attend solely because they did not have the required uniform, and were not aware that civilian attire was acceptable. Always specify “Please respond by ***Date*** to: __________________________” and list the name and address of the person to receive the reservations. If your form has a “tear-off” that is to be filled out and returned, make sure that important information needed by the attendee, such as uniform, location, time, etc. is not on the part of the form they are asked to return to you.

11. **Uniform.** Service Dress Blue Bravo is the prescribed uniform for Changes of Watch in D5-NR. A standardized uniform is necessary for two primary reasons. First, members of EXCOM must sometimes attend more than one event on a given day; and should not have the need to change uniforms between them. Second, Service Dress Blue-Alpha is no longer a prescribed uniform for the active duty Coast Guard and for the Coast Guard Auxiliary.

12. **Timing.**

   a. The optimal time to hold your COW depends on the date of your elections and the expected weather in your area. It is not necessary to wait until after January 1 to hold the event. In actuality, the committee will need some time after the conclusion of Division and Flotilla elections to compile the names of the incoming officers for inclusion in the printed program — if there is one.

   b. You should allow approximately four hours for the event. Normally, the formal activities are preceded by a cocktail hour. Even if alcohol will not be served, this informal time is important to the success of the affair. This is the time that people who have not seen each other for some time have an opportunity to mingle. In addition, this is the time that visiting dignitaries can be introduced to the local members, and the only time they will have to mingle with others. It is important to have someone assigned to accompany VIP’s, to prevent them from being cornered by a well meaning member who might monopolize their time, leaving others with no opportunity to meet them.

   c. At the conclusion of the cocktail hour, the Master of Ceremonies should welcome everyone to the COW, announce the Flag Salute, then the Invocation and then ask everyone to take their seats. At this time, the honored guests should be introduced to the group.

   d. It is preferable to have the meal served at this time and wait until the meal has been concluded to resume the official portion of the COW. However, it is perfectly acceptable to continue with the ceremonies and then eat if the restaurant/hall cannot accommodate the affair any other way. Remember to announce the ceremony about 5-10 minutes in advance to give individuals time to visit the facilities or conclude other business before it starts.
e. The dinner will take about an hour, the COW ceremony another 1-1 ½ hours, leaving half an hour for people to say their goodbyes before the hall needs to be cleared. If there will be dancing after the conclusion of the ceremony, the time frame should be adjusted to accommodate this.

13. Hat and Awards Tables. A small table should be available as people enter the dining area where combination caps can be placed. It costs nothing, yet adds a nice touch to the COW. Another table should be placed near the podium to hold awards, gifts, etc.

14. Greeters. Greeters should be stationed near the door to welcome attendees and to ensure everyone knows where they will be seated. It is always helpful if the greeters are familiar with the arriving guests.

15. Flags and Banners. Your unit will need to bring an Auxiliary Ensign and flag stand. Most catering halls have an American flag; however you should not rely on its acceptability. If you intend to utilize theirs, the committee must inspect it beforehand to make sure it is not smaller than the Auxiliary Ensign. The American flag should be placed behind and to the right of the podium (i.e., on the left of the audience). All other flags, including the Auxiliary ensign, should be placed on the left of the podium, to the audience’s right. If your unit has a banner, it can be hung at the entrance to the room, hung behind the podium, draped over the awards table, or draped over the hat table, wherever it would look best.

16. Program. A printed program is not necessary, but does add a nice touch to the occasion. If you have a printed program, keep it small enough that it doesn’t take up too much room on the dinner table. A folded 8.5x11 cardstock program is the most popular, but rolled up parchment type paper tied with a ribbon, or some other design can also be used.

17. Seating. VIP’s prefer sitting at regular tables, where they can meet new people and are not “on display.” One or more regular tables can be set aside as “honors” tables, usually those situated closest to the center front of the room. Table seating should always be assigned by the committee. It is optional whether you want to assign seats or just assign tables. For the “honors” table(s), this option should be discussed with the unit leaders beforehand, as the leaders may wish to decide who will be seated with whom. Note that by seating invited dignitaries at different tables, the various members of the Division or Flotilla may have an increased opportunity to interact with your guests (versus putting all the guests at one table, for example). If a Flotilla invites someone as their non-paying guest, it is appropriate to seat that person with the Flotilla, regardless of their “rank.”

18. Place Cards. Whenever seats are assigned, place cards are required. The greeters should advise attendees of their table number, and the place card should be easily readable for guests to find their seats. Place cards can be written or typed, but should be legible and utilize proper titles.

19. Coast Guard Personnel. DIRAUX (or the OTO in his/her absence), regardless of rank, should be recognized as the direct representative of the District Commander and should be accorded a seating position and speaking order recognizing that precedence even though a higher ranking officer, such as a Sector Commander, may be present.
20. **Introductions.** Because it may be difficult to rank the importance of your guests (i.e., does an Auxiliary DCOS get introduced before a Commander who is a CG Sector Branch Chief?), you may wish to make the introductions by service (i.e., “From the United States Coast Guard,” “From the Fifth Northern Auxiliary District,” and “Some Very Good Friends of our Division” (e.g., neighboring DCDR or VCDR)). **It is important that proper titles be used when introducing your honored guests.** Coast Guard personnel should be introduced by their proper rank (i.e., “Senior Chief Quartermaster, Joseph T. Jones,” not “Chief Jones”), and Auxiliary Commodores (anyone eligible to wear one or more stars on their collar — with or without a Past Officer Device), should be referred to as “Commodore Smith.” Other members of the Auxiliary, including DCAPT`s and DCOS`s should be addressed as Mr., Mrs., or Ms. as appropriate (i.e., “Mrs. Bonita Allen, District Chief of Staff, Fifth District Northern Region”).

21. **Music and Color Guards.** Some Division COW’s include a band (or recorded military march type music) and a Color Guard, however they are certainly appropriate — if done correctly. If used, both should be thoroughly rehearsed in advance, so that the Color Guard knows the proper steps in their procedure. If there is a band, it will most likely incorporate the National Anthem into the ceremony. When in uniform and indoors (i.e., uncovered), it is appropriate to stand at attention during the anthem and the passing of colors with hands at the side. If covered, the hand salute should be rendered. Members should not turn and follow (face) the Color Guard when they enter and leave the room/area.

22. **Flag Salute.** When the Pledge of Allegiance is given, auxiliarists, whether in uniform or not, should stand, face the flag, place their right hand over their heart and recite the Pledge. This assumes everyone is indoors and not wearing a hat at the time. If covered, the hand salute should be rendered. Military in uniform (inside) will stand at attention, not salute, and will not recite the Pledge.

23. **Invocation.** An invocation is optional. If it is given, it must be non-denominational.

24. **Installation of Officers.** Although there is no official order for this portion of the ceremony, a time-tested order follows:

   a. Begin by having one of the VIPs read the Prologue for all new officers; then
   b. Another VIP calls up the incoming DCDR and VCDR and administers the pledge; then
   c. Another VIP calls up the FC’s and VFC’s and administers the pledge; then
   d. The new DCDR administers the pledge to the incoming staff, assisted by the new VCDR who hands out their Certificates of Appointment, if desired.

25. **Speaking Order and Presentations of Awards.** In order to keep speeches to a reasonable length of time, only the most senior officers of each unit should be asked to speak (i.e., DIRAUX/OTO, DCO, Sector Commander, Station Commander, DCDR). Other officers such as the DCOS, DCAPT, and Station Executive Officer can be utilized during the pledge to the flag, the invocation, awards and/or installation of officers, if desired. If you do not have Coast Guard facilities in your area, you may wish to ask the DCAPT and DCOS to speak also. The number of speakers is not set in stone, but should be controlled for the sake of your audience. The speakers should be notified that they will be asked to speak, and be advised how much time has been
allocated to them in the program. Speakers should be called up in order of rank or office, from lowest to highest. A suggested order follows:

a. The Station Commander (or his/her representative) comes up to say a few words and present any unit awards; then
b. The Sector Commander (or his/her representative) comes up to say a few words and present any unit awards; then
c. The DCO comes up to say a few words and present the Division Auxiliarist Of The Year award; and lastly,
d. DIRAUX (or his/her representative) says a few words and presents any Coxswain, AUXOP or Coast Guard awards as may be appropriate.

26. Remarks by Guests. In the interest of time, dignitaries can be asked to make their remarks upon the conclusion of their portion of the awards ceremony, when they are already at the podium. As an alternative, the remarks can be held until the conclusion of the awards, and the dignitaries are then called up again. Whichever method you decide upon, it is incumbent that your speakers be advised of the selected method before they are called up. In addition, there may be occasions when you want to give time to someone that was not involved in the official program to make brief remarks to those in attendance.

27. 50/50 Raffle. If 50/50 tickets will be sold at the event, they should be sold only during cocktails, dinner and breaks. Tickets should never be sold during the ceremonies or speeches. Keep the drawing short.

28. Closing Remarks. This is the opportunity for the outgoing DCDR to thank the COW committee for their work and to say a short farewell. Certificates of Appreciation and/or small mementos can be given to the staff at this time; however, as tempting as it may be, the DCDR should not try to thank every individual by name that helped the Division during the term of office. A private note is a more appropriate way to express your appreciation to specific individuals. The Master of Ceremonies should then announce that this concludes the activities, thank everyone for attending and wish them a safe journey home.

29. Post Change of Watch Reports. At the conclusion of the COW, while the events are still fresh in their minds, a wrap up meeting to discuss the pros and cons of the affair should be held between the incoming DCDR/VCDR and the incoming and outgoing COW Chairs. At the next Division meeting, the COW Committee should make a report on the event. Feedback should be solicited from the Division members and considered when planning the next year’s event. A COW folder should be established and two copies should be maintained — one passed from DCDR to DCDR, the other from COW Chair to the next COW Chair. Included in the folder should be remarks from previous events, copies of invitations and programs, a list of previous honored guests, and this guide. The utilization of this folder will help ensure that your COW will be better each year.
(SAMPLE INVITATION TO NON-PAYING GUEST)

U.S. DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD AUXILIARY

ADDRESS

Phone # (and fax # & e-mail address, if available) of the person extending the invitation

DATE

COMO John Q. Public, DCO (D5-NR)
Street
City & State

Dear Commodore Public,

The officers and members of Coast Guard Auxiliary Division 16 are pleased to extend an invitation to you and Mrs. Public to attend our annual Change of Watch luncheon on Sunday, 2 December 2008. We would be pleased if you could join us, as our guests.

The luncheon will be held at the Crystal Point Yacht Club, Route 70 and River Road, Point Pleasant, NJ 08742. Details and uniform information are enclosed. For your convenience in responding, we have enclosed a pre-addressed envelope for your dinner reservations.

We sincerely hope you will be able to join us for this occasion.

Very truly yours,

Harriet Q. Jones
Harriet Q. Jones
Division Commander

Enclosure: Reservation Form/Reply Envelope

Figure 16-1
CHAPTER 17

DISTRICT CONFERENCES

A. General.

1. D5-NR conferences are normally held on a semi-annual basis at different locations based on best prices obtained during contract negotiations. Divisions are invited to provide assistance with setting up and helping with conferences. Ideally, these meetings shall be rotated between areas and held on weekends during the months of March and September. Due to national conference priorities, District meetings are scheduled to accommodate national events.

2. District Conferences are organized to provide for periodic business meetings of the District Board and the Past Captains’ Association; to offer training presentations and mission directive training for Division and Flotilla members, and to enhance and promote the fellowship cornerstone. Conferences are usually held on a weekend from Friday afternoon through Sunday morning. These events offer the opportunity for District Elected Officers and District Staff Officers to meet with Division and Flotilla counterparts on a periodic basis for the exchange of information and ideas, as well as discussion and resolution of problems.

3. Arranging and conducting negotiations for a District Conference is a very challenging and time consuming task. For this reason the position of District Conference Coordinator (DSO-C) has been created as an addition to the DCO’s Staff. It is essential that the DCO, DCOS, DSO-C, D-AA, D-AD, EXCOM and DIRAUX communicate, cooperate and work closely as a professional team in planning, organizing and scheduling conference events, training and activities, per the specific assignments and guidelines listed below. Without exception, any and all activities and events scheduled in conjunction with a conference must be coordinated with the DSO-C and the DCO.

B. Assignments and Duties.

1. **DCO.** Coordinate the activities of all persons associated with planning conferences.

2. **DCOS.**
   a. Develop, plan and execute the training programs for all conferences (in concert with the DSO-MT).
   b. Provide DIRAUX with a list of:
      (1) Designated Instructors, three weeks prior, who require official orders (funding permitting).
      (2) Provide training Aids needed for Designated Instructors (e.g., computers, projectors).
      (3) Provide breakdown of specific aids required in each training room; with timelines.
c. Collect reports from the District Board, District Chiefs and District Staff Officers and mail to the District Board.

3. **DSO-C.**
   
a. Select and visit hotels suitable for holding conferences.

b. Ensure that an appropriate number of hotel rooms are set aside.

c. Negotiate the contract for all planned functions and activities as follows:
   
   (1) All group meals.
   
   (2) Friday’s meetings and events.
   
   (3) District Board Meeting.
   
   (4) Coffee breaks.
   
   (5) Training rooms and hospitality rooms.
   
   (6) Commodore’s Banquet.
   
   (7) Past Captains’ Association Breakfast.

   
d. Prepare registration forms.

   
e. Collect and safeguard all registration and meal fees.

   
f. Keep track of registration information by entering it into an electronic database. Utilize this data in a timely fashion to appraise the DCO, DCOS, D-AA, D-AD, Designated Instructors and the hotel of the information they need so that they may plan accordingly.

   
g. Establish conference costs with consideration to the local allowable government per diem rate and affordable charges for those members attending.

   
h. Make advance hotel room reservations per Section G of this chapter.

   
i. Ensure that all meeting and training rooms are prepared as required.

   
j. Coordinate with host division to ensure adequate on-site assistance as required.

4. **D-AA.**

   
a. In consultation with the DCO, DIRAUX and (for the Spring Awards Conference) the State
Liaison Officers (SLOs), compile a list of individuals to be invited to the conference.

b. Send “save-the-date” notifications to potential DCO invitees.

c. Prepare necessary conference invitation letters, envelopes and Special Guest Registrations; and deliver them to the DCO for signature and distribution.

d. In consultation with the DCO, compile a list of individuals to be invited to the Commodore’s Dinner (on Friday night), deliver the invitations, and advise the DSO-C of requested meal preferences as required.

e. Compile a list of all VIP attendees and liaise with DSO-C (and others as required) to ensure transportation is provided to and from airports for VIP’s requiring this service.

f. Prepare and distribute invitations to the DCO’s cocktail party on Saturday evening.

g. Assist D-AD with the proper seating at reserved tables for all meal and awards functions. Prepare place cards as needed.

h. Assist as necessary during presentation of awards.

i. Assist D-AD in the set up of rooms for the Board Meeting and Commodore’s Banquet.

j. In consultation with the DCO, prepare the meeting agenda and ensure that sufficient copies are available for all attendees.

k. Advise the DCO of the names and titles/rank of all guests in attendance at the Board Meeting.

l. Assist the DCO as may otherwise be required.

5. D-AD.

a. With the assistance of the DCO, write the banquet script and provide copies as needed. A copy of the script shall be furnished to the DSO-SR upon the completion of the Commodore’s Banquet.

b. Ensure that biographies of guest speakers are current and included in the scripts.

c. Ascertain the names and Flotillas of members who have crossed the bar since the last conference. Only those names obtained from the DSO-PS will be entered on the script.

d. Ensure that the memorial bell is available at the Commodore’s Banquet and that someone is assigned to toll the bell.

e. Welcome guests and members to the Commodore’s Banquet, introduce the head table and
honors table(s), and call upon the Color Guard to present colors and the Lay Person to give the invocation.

f. In concert with the Awards Committee Chair, compile, collect and organize all of the awards being presented.

g. Assist the DCO as may otherwise be required.

6. EXCOM.

h. Well in advance of each conference, decide whether to have a guest speaker, vendors, special presentations, etc. Coordinate any plans regarding these areas with the DSO-C.

i. DCAPI’s, DCOS and DCO will purchase predetermined items for the Hospitality Room for Friday and Saturday nights events.

j. Items of food necessary to support the Hospitality Room events for Friday and Saturday nights will normally be determined and purchased by the EXCOM spouses.

k. The members of the EXCOM and their spouses will act as hosts for all members and guests who attend the hospitality and special functions, ensuring that guests are properly introduced to others and are made to feel at ease in their surroundings.

e. Interact with members attending the conference as much as possible.

7. DIRAUX.

a. Liaise with the DCO well in advance regarding the expected availability of Coast Guard funding for the next two conferences (e.g. for official orders).

b. Prepare, approve and issue travel orders (budget permitting), for funded members (e.g. the District Board and Designated Instructors), as requested by the DCO, DCOS and DSO-C.

c. Assist D-AA, D-AD and/or DSO-C as requested, other obligations permitting.

d. Provide any needed specialty tests as requested per chapter 4-1-b of the policy manual.

e. Interact with members attending the conference as much as possible.

f. Ensure funded members are educated on proper procedures for submittal of travel claims.

g. Process travel claims upon receipt.

C. Location.

1. Meeting locations shall be selected in as timely a fashion as possible so as to move conferences
around the District, thereby giving as many members as possible the opportunity to attend. This will be done while keeping in mind cost factors for the members and budgetary constraints of DIRAUX and D5-NR.

2. When selecting a meeting location, consideration should be given to its accessibility from major interstate highways, and ideally, a major airport (for dignitaries traveling from outside of D5-NR).

3. The hotel should have ample parking, good lighting, comfortable and well-appointed sleeping accommodations, ballrooms and meeting rooms large enough to accommodate conference and member needs.

4. The hotel should be as handicap accessible as reasonably possible; with ramps and/or elevators as an alternative to stairs or steps.

D. Contract Negotiations.

1. DSO-C is the principal contract negotiator for the District.

2. DSO-C shall negotiate the rates for rooming and other hotel services applicable to conference needs.

3. Complimentary suites, meeting rooms and other items shall be considered during contract negotiations.

4. DSO-C shall work with the hotel restaurant staff to provide an attractively priced, good wholesome menu for the members, PCA Breakfast and the Commodore’s Banquet.

5. The DCO (or the DCO’s designated representative) shall visit each potential hotel site prior to requesting a contract to determine if the building configurations are acceptable.

6. DSO-C shall ensure that there are adequate facilities to accommodate the needs of handicapped members and/or guests.

7. The facility shall provide adequate security for attendees and their property.

8. The hotel shall ensure that adequate registration clerks, cook staff, serving staff, and custodial staff are present during the entire conference.

9. The hotel staff should be responsive to any needs that may arise during the conference.
E. Contract.

1. A contract shall be prepared by the hotel based on the requirements as specified by DSO-C. The contract shall submitted to the DCO via the DSO-C for approval.

2. If the contract meets all requirements, DSO-C shall forward the contract to DSO-LP for a legal review.

3. If approved by DSO-LP, the contract shall be sent to the DCO for approval and signature.

4. If the contract requires changes before final approval, DSO-LP or the DCO shall return the contract to DSO-C who shall negotiate the required changes with the hotel.

5. Any supplemental contracts shall be negotiated and approved per D5-NR policy.

F. Special Guests.

1. Only the DCO can invite Special Guests to a conference. Special guests shall normally be provided with a room and meals paid for by the District. NOTE: Coast Guard members shall normally be funded by their unit (e.g., D5, Sector Delaware Bay, etc.).

2. Transportation to and from airports or other facilities shall be provided for Special Guests as necessary.

3. Only the President of the Past Captain’s Association can invite guests to the PCA breakfast. The President of the PCA, in conjunction with the DSO-C, should ensure that adequate seating is provided for all attendees, especially for VIPs and Special Guests.

G. Reservations and Registration.

1. Hotel reservations are required for all members staying at the conference facility.

2. To obtain the negotiated rate, reservations must be made prior to the designated cut off date (as publicized on the registration form).

3. DSO-C shall make reservations for EXCOM, District Board Members, District Chiefs, selected District Staff Officers, Special Guests and Designated Instructors.

   a. Special guests are specifically invited by the DCO. The DCO shall furnish the DSO-C with the names of special guests.

   b. Designated Instructors are identified by the DCOS (working with the DSO-MT). The DCOS shall furnish DSO-C with the names of Designated Instructors.
H. Registration Forms and Uniforms.

1. Registration forms shall be mailed to members and posted on the D5-NR website well in advance of the registration deadline. Members who sign up and pay for meals in advance will be provided with meal tickets upon arrival.

2. Registration forms should include all costs associated with the conference (e.g. hotel rooms, meals and registration), the uniform-of-the-day for all activities, and a tentative program of planned daily activities. This gives those planning to attend the conference an idea of what to pack and provides advance notice of the scheduled activities and special events that they may attend (including scheduled training activities or workshops).

3. The registration form should also contain adequate instructions on how to get to the conference location and a telephone number for the hotel (and web site, if applicable). If warranted, a map should be included.
I. Registration and Information Table.

1. A registration and information table should be provided in the lobby of the hotel to assist attendees upon their arrival.

2. The DSO-C will solicit help with the manning of the registration and information table to ensure members arriving get their meal tickets, schedules and maps of the hotel and meeting rooms.

3. The registration and information table should normally be manned in coordination with the training and activity schedule.

4. When unattended, a sign should be posted at the registration and information table with the name and location of the responsible person to contact with any questions (e.g., for late arrivals).

J. Transportation.

1. There may be a need to transport Special Guests to and from the conference from a local airport. D-AA and DSO-C will work together with the local DCDR to identify someone for this task.

2. The selected person must be in proper uniform, have an understanding of Coast Guard rank structure and Coast Guard Auxiliary titles, and be very familiar with the local area.

3. A clean and spacious vehicle shall be utilized for this purpose, when required.

4. The selected person shall communicate the Special Guest’s ETA at the hotel to the DCO, DCOS and/or the DSO-C so that the Special Guest can be welcomed on arrival. NOTE: The DSO-C should be alert to the arrival of all Special Guests, whether they needed transportation assistance or not, and promptly advise the DCO, DCOS or appropriate EXCOM member of their arrival at the hotel.

K. Meeting Rooms.

1. It is the responsibility of DSO-C in coordination with D-AD to ensure that the rooms provided for the District Board meeting and Commodore’s Banquet are satisfactory.

2. Lighting, adequate tables and seating, along with proper speaker hookups will be ensured. It is better to have too much space than not enough.

3. All other meeting and training rooms will be of adequate size, lighting and engineering (e.g., heating, cooling and noise control) to ensure an effective environment, with comfortable seating and appropriate work space, as necessary.

4. DSO-C will ensure that there is an adequate space provided for the Hospitality room. A large suite with a kitchen, microwave and counter space for the preparation of food is ideal. There should also be a sink and refrigerator in the room. DSO-C will make arrangements for ice as
needed by the EXCOM spouses.

L. Finances.

1. Proceeds collected by DSO-C shall be turned over to DSO-FN within seven working days after the conclusion of a conference.

M. Post Conference Reports.

1. D-AA and D-AD shall provide post conference comments and feedback to DSO-C within twenty days after the conclusion of the conference.

2. DCAPTs should solicit comments from the DCDRs within their area for discussion at the next meeting of the EXCOM.

3. DSO-C shall submit a District Conference Financial and Attendance Summary within thirty days following each conference to DSO-FN, DCOS and the DCO.

4. Comments regarding problems encountered and suggestions for future conference planning may be included on separate pages of the final report submitted to the EXCOM by DSO-C.

NOTE: Clearly, it is neither possible nor desirable to document in this chapter every task that needs to be done once the conference is underway. The DCO, DCOS, DSO-C, D-AA, D-AD, EXCOM and DIRAUX are well versed in their individual responsibilities. These individuals should strive to train other members to assist with tasks so there is no void in the event someone becomes sick or is otherwise unable to attend. Likewise, each team member should prepare and maintain a checklist of tasks of his/her responsibilities (along with a summary of any key lessons learned or pitfalls to avoid) that another member could easily follow if circumstances required.
CHAPTER 18
AUXILIARY CHEF PROGRAM

A. The vision for the 5th District Northern Region Auxiliary Chef (AuxChef) Program is to prepare Auxiliarists to assist in food preparation at Coast Guard Stations, Sectors, cutters and anywhere else that the Coast Guard has personnel. AuxChefs will be able to work in the galley, cooking for the crew.

1. AuxChefs will provide a service to the local Coast Guard unit in a way that not many Auxiliarists can – with a hot meal.
   a. Food Service Specialists (FS) in the Coast Guard are a busy group. They get up early to cook and serve meals for the crew and they work late cleaning up the galley.
   b. For many Coast Guard units, the FSs have little time for much aside from their primary duties as cooks. Due to their demanding rotation as duty cooks, it can be difficult for them to pick up additional training and collateral duties. With two or three cooks at a unit, when one takes leave, the others must step in.
   c. AuxChefs serve as examples of our core values. As such they will demonstrate proper uniform wear, military customs and courtesy, and the pride and unity the uniform represents. The operational dress uniform (ODU) will be the required uniform for AUXCHEFS working at a Coast Guard Unit. For VIP events, a white chef coat, black pants and black shoes will be required.
   d. As an AuxChef, we strive for the same ideals as our gold side counterparts. AuxChefs will be expected to demonstrate the ability to work well in a team environment during initial training, which will then carry over to their duties at the Coast Guard unit in which they are assigned. The expectation is that AuxChefs will provide another means to contribute to and support the gold side by providing support to Food Service Specialists.

2. Program History.
   a. Since September 11, 2001, the need for additional programs to support the United States Coast Guard became apparent. The AuxChef (AuxChef) Program fills that need, and helps backfill at USCG Units and aboard USCG cutters when needed.
   b. The AuxChef Program started in District 1SR. 1SR developed and refined the program over the course of five years. In 2001, Auxiliarists began augmenting the Galley at Station Fire Island, NY. Interest in this type of augmentation grew and AuxChefs were born.

3. Program Goals.
   a. The Goals of the AuxChef Program are:
(1) Give Auxiliarists another means to contribute to and support the Gold Side;

(2) Provide simple Food Service Training to Auxiliarists;

(3) Relieve FSs at small boat stations and cutters so they can have time off;

(4) Provide assistance at Coast Guard and Auxiliary VIP events;

(5) Provide training and support to FSs;

(6) Improve the morale of Coast Guard personnel;

(7) Demonstrate to the Gold Side the importance and diversity of the Auxiliary; and

(8) Add to the activities in which Auxiliarist participate, adding interest to their career.

4. Qualifications.

a. Cooking experience is not a requirement, but the desire to help and support the active duty Coast Guard is. Members who commit to this program must understand that it requires personal time commitment on their part. Hepatitis B shots are required to work in the galley. The USCG has provided the shots free of charge at Sector Delaware Bay.

b. Completion of AuxChef Training Program and certification by the AuxChef Chair person.

5. Auxiliary Chef Structure & Leadership.

a. The organizational structure of the AuxChef Program is critical to the successful implementation of the program. The AuxChef Program functions as a Regional organizational unit. It is comprised of Auxiliarists from various flotillas and is directed by the Auxiliary AuxChef Chair. That person speaks for all the Auxiliary Chefs, handles correspondence, delegates assignments and organizes training. The AuxChef Chair must demonstrate the leadership and project management skills needed to administer the program at the Regional level. The AuxChef Chair is the primary liaison to the unit Commanding Officer and unit Food Services lead.

b. The AuxChef Chair shall work closely with the DCO and DIRAUX to provide annual Programmatic Reviews to aid in the development of funding, training and support of the AuxChef Program. A new year Spend Plan should be submitted for review by September 1st of each year.

c. The Section Leader is a position that must be applied for and is chosen from the team of AuxChefs working at the unit. The Section Leader is chosen by the unit Commanding Officer. The Section Lead assists with scheduling and maintaining good relations with the unit.
d. If there are more than five Section Leaders assigned to the Region, the AuxChef Chair has the ability to assign an Area Chairperson. The Area Chairperson will administer the program at the Division Level or Area Level. They would then become the primary liaison to the units’ Commanding Officer and the Section Leaders.

e. Members in the AuxChef program will be trained by Section Leaders in all areas of safety and housekeeping. Members will only do what they can do safely. Some will just do clean up, others will serve. The AuxChefs will be supervised by the station FS in charge.

f. The CG Unit’s Commanding Officer or Officer in Charge will make the final selection from qualified members in the AuxChef Program. This selection process ensures that the CO and FSO (Food Services Officer) are all onboard with both the program and their choice of the Section Leader. The USCG will determine how much or how little they utilize the members. Some stations have special specific needs; others will require Auxiliary Chefs to work full schedules.

All Auxiliary Chefs are responsible to the Auxiliary Chef Chair. The Auxiliary Chef Chair is appointed and is responsible to the District Commodore. The Auxiliary Chef Chair takes direction from the Commodore, who is its advisor, and from the Director of Auxiliary.

6. Training.
   a. The AuxChef Chair in coordination with the Section Leader will determine the breadth and scope of training needed to fill the needs of the Region.

   b. The USCG Food Service Manual along with the AuxChef Program Training Book will be the guide for all AuxChefs.

   c. Food Service Specialist Class “A” School: Members in the AuxChef program are encouraged to attend the Food Service Specialist Class “A” school for formal training. In the past, at least six members have attended training at TRACEN Petaluma CA, and others are enrolled to go to the future classes. Attendance at the FS”A” school is not required or expected of Auxiliarists interested in participation in the AuxChef program. Occasionally there may be solicitations or requests for Auxiliarist to submit training request to attend the FS”A” school. Members must submit request to attend FS”A” school to the AuxChef Chair. Selection for attendance will be made by the AuxChef Chair with concurrence from the Director.

7. Policy.
   a. All AuxChefs must conform to all established Coast Guard and unit policies and regulations.

8. D5NR Aux Chef Travel Policy.
   a. Authorization: Only travel within D5-NR is subject to reimbursement. Members shall route all travel requests through the AuxChef coordinator to the DIRAUX’s Store Keeper (SK) for
pre-approval prior to any travel taking place. Failing to complete this step will result in the member not being reimbursed.

b. Funding. DIRAUX may fund mileage and tolls for AuxChef events such as cooking at CG units for Change of Commands, social events, and other special events. The Assistant Director will designate the funding amount for AuxChef travel reimbursement at the beginning of each fiscal year. Below are the criteria for reimbursable expenses.

1. Travel totaling less than 100 miles round trip will be subject to the member’s out-of-pocket expense

2. Reimbursable mileage will be determined from the member’s home address to events address and return, by use of mapquest.com. Any additional travel miles will be at the expense of the member.

3. Members traveling in excess of 350 round trip miles, or multiple day missions, may request orders for an overnight stay. This request must be approved by the SK and orders be issued by the SK prior to travel. Important note: members must receive a signed copy of their orders from DIRAUX stating that an overnight stay is authorized prior to travel. The member must also sign the orders when they are received. Also, the hotel rate must be at, or under the local Per Diem rate for the area you will be staying, or you will not be reimbursed. You can obtain the per-diem rate by calling the DIRAUX Storekeeper.

4. Members must always check for lodging availability at local military bases prior to staying in commercial lodging.

5. If a hotel stay is granted, members will be required to share hotel rooms in order for DIRAUX to cover full costs. Any members that request not to share a room must only claim ½ of the hotel cost on their travel claim.

c. Claim forms (day trips): An 1164 (Local claim form), must be completed for all pre-authorized same day travel. For audit purposes, insure you state the purpose of your travel such as, “Station Philadelphia Change of Command ceremony”, in the lower right hand side of the Accounting Classification block along with completing all other blocks. Ensure you sign the form in blue ink!

d. Claim forms (overnight stays): After your trip, complete a CG 1351-2 and submit it to DIRAUX along with the hotel receipt, and signed orders you received prior to your travel. Ensure you sign the form!

e. Claim forms general: Both forms can be located on the USCGA’s national website at http://forms.cgaux.org/forms.html. All required blocks for either the 1164 or 1351-2 must be filled out before returning to the SK to prevent delay of reimbursement. If you are car pooling, ensure only one person submits a claim for mileage and tolls. Ensure you sign the form!
f. **Travel claim status:** Please allow 4 weeks for processing before inquiring the status of claims to: [https://www.fincen.uscg.mil/secure/TP_menu.htm](https://www.fincen.uscg.mil/secure/TP_menu.htm).
APPENDIX A

D5-NR UNIT BOUNDARIES

Unit Boundaries. Flotillas do not have defined boundaries. While District and Division boundaries are defined, they should not be considered inflexible barriers. It is expected that activities will be coordinated by Auxiliary units in a given area in a cooperative and courteous manner. District boundaries are defined in the Auxiliary Manual. Division boundaries are:

**Division 1:** Delaware – Located in northern Delaware and comprised of the County of New Castle.

**Division 2:** Pennsylvania – Part of the City of Philadelphia, north to Bucks County line, along the county line northwest to Route 202, then southwest along route 202 to the Schuylkill River to the Delaware River.

**Division 3:** New Jersey – Southwestern New Jersey including Cumberland, Salem and Gloucester Counties.

**Division 4:** Pennsylvania – Part of the City of Philadelphia, south of the Schuylkill River in Montgomery County, West Philadelphia and all of Delaware and Chester Counties.

**Division 5:** Pennsylvania – The eastern boundary shall commence at the intersection of Interstate 80 and the eastern border of Clinton County and run southwest along the eastern borders of Centre, Mifflin, Juniata, Huntingdon, and Bedford Counties. The remainder of the Division will encompass the counties of Snyder, Perry, Cumberland, Franklin, Fulton, Dauphin, Northumberland, Schuylkill and Susquehanna and those portions of Montour, Columbia and Union counties south of a line along Interstate 80 to the Susquehanna River, then southwest along the river to the West Branch of the Susquehanna River, then northwest along the river to Interstate 80 and then West along Interstate 80. It is also comprised of the northern portion of York County starting in the town of York Haven then proceeding northwest along State Route 382 until it intersects with State Route 114, then west to the town of Lisburn, then northeast along the county line to the Susquehanna River.

**Division 6:** Pennsylvania and New Jersey – Part of eastern Pennsylvania consisting of Bucks County line northwest to Route 202, northeast to the Delaware River. New Jersey portion consists of Mercer and Burlington Counties. East boundary is Burlington County line southeast to Route 70, then to Route 206 to Rancocas Creek, then west to the Delaware River.

**Division 7:** New Jersey – Central eastern coast area. North boundary is latitude 39-57N due west to Burlington and Ocean County line, then south to Route 70, west along Route 70 to Route 206, then south to Atlantic County line to Atlantic Ocean.

**Division 8:** New Jersey – Southern New Jersey consisting of Atlantic and Cape May Counties in their entirety.

**Division 9:** Pennsylvania - Has been discontinued and is now included in Division 5’s boundaries.
Division 10: Pennsylvania – Located in eastern Pennsylvania and comprised of the following counties: Lehigh and Northampton, those portions of Carbon and Monroe counties south of Interstate 80 and those portions of Montgomery and Bucks Counties north of U. S. Route 202.

Division 11: Pennsylvania – Located in eastern Pennsylvania and consisting of Berks County in its entirety.

Division 12: Delaware – Located in southern Delaware and comprised of Kent and Sussex Counties in their entirety.

Division 13: New Jersey – Western New Jersey area comprised of Camden County plus the area of Burlington County west of Route 206 and south of Rancocas Creek west to the Delaware River.

Division 14: Pennsylvania – Located in southern Pennsylvania and comprised of Adams, Lancaster and Lebanon Counties in their entirety and York County minus that portion which is part of Division 5.

Division 15: Pennsylvania – Located in Northern Pennsylvania, the eastern border shall be the State border commencing at the northeast corner of the State and running down to Interstate 80; the southern border shall run west along Interstate 80 to the Luzerne County eastern border thence along the county’s southern border to its western edge thence back north to Interstate 80 thence to the Susquehanna River, then southwest along the river to the West Branch of the river, then northwest along the branch to Interstate 80, then west along Interstate 80 to longitude 078-55W. The western boundary runs north along longitude 078-55W from the intersection of that meridian with Interstate 80 up to the New York-Pennsylvania border. The northern boundary shall be the New York-Pennsylvania border.

Division 16: New Jersey – Located on the North Jersey Shore, New Jersey along the coast. That portion of Ocean County from latitude 39-57N due west to the Burlington County line, then northwest along the Burlington County line to the Mercer County eastern border thence north along that border to latitude 40-18N thence due east to the Atlantic Ocean.
An interactive version of this D5-NR Map is available at:  http://www.5nr.org/map/map.html
APPENDIX B

GENERAL CALENDAR OF REGIONAL REPORTING OF DEADLINES AND EVENTS

This calendar is a list of most of the general annual occurrences per Commandant and D5NR instruction.

JANUARY

1

ENROLLMENT FEE FOR NEW MEMBER APPLICATIONS START

**NOTE:** NATIONAL TRAINING – Generally last week of January

FEBRUARY

1

**DEADLINE** – CG PROPERTY INVENTORY (ADMIN-7) – TO: DIRAUX

1

**DEADLINE** – FINANCIAL REPORTS (ANSC-7025) – TO: DSO-FN

MARCH

x

**DEADLINE** – SPRING CONFERENCE REPORT TO: DCOS

(Generally three (3) Weeks Before Conference)

**NOTE:** D5-NR SPRING CONFERENCE – Generally third week of March

APRIL

No Activity

MAY

31

**DEADLINE** (National) – REQUIRED WORKSHOPS

JUNE

1

NEXT FY TRAINING PLAN TO DIRAUX FROM DCOS

30

**DEADLINE** – DISENROLLMENTS (ANSC-7035) FOR FAILURE TO PAY CURRENT YEAR DUES TO: DSO-HR.

(Must be postmarked by 30 Jun to: DSO-HR)

30

**DEADLINE** (D5-NR) – REQUIRED WORKSHOPS
GENERAL CALENDAR OF REGIONAL REPORTING OF DEADLINES AND EVENTS

JULY

5  NEXT FY BUDGET TO DISTRICT
15  **DEADLINE** – WORKSHOP DATA ENTRY BY SO-IS

AUGUST

NOTE:  NACON – Generally third week of August

SEPTEMBER

30  END CURRENT YEAR WORKSHOPS

NOTE:  D5-NR FALL CONFERENCE – Generally second week of September

OCTOBER

1  ENROLLMENT FEE FOR NEW MEMBERS WAIVED THROUGH 31 DEC

NOVEMBER

1  DIRAUX TO MAIL AUDIO/VISUAL INVENTORY FORMS
30  **DEADLINE** FOR DISENROLLMENTS (ANSC-7035) TO:  DSO-HR:
    (Must be postmarked by 30 Nov to: DSO-HR)

DECEMBER

15  **DEADLINE**
  -CERTIFICATION OF ELECTION (ADMIN-2) TO:  DIRAUX
  -ANNUAL UNIT OFFICER REPORT FORM (ANSC-7007) TO:  SO-IS

21  **DEADLINE TO DIRAUX**
  -NEW MEMBER ENROLLMENT PACKAGES
  -TRANSFERS
  -DISENROLLMENTS (ANSC-7035) TO:  DIRAUX BY:  DSO-HR

**DUE TO DIRAUX TO ENSURE DATA ENTRY BY END OF YEAR**

31  **DEADLINE**
  -DATA ENTRY BY SO-IS
  (ELECTIONS & MISSION ACTIVITY)
APPENDIX C

UNITED STATES COAST GUARD
DIRECTOR OF AUXILIARY
FIFTH DISTRICT NORTHERN REGION

ELECTRONIC SUBMISSIONS GUIDELINES

IDENTIFY YOURSELF (NAME, UNIT AND OFFICE)
SHORT SUBJECT LINE MUST BE COMPLETED

1. ID CARD REQUESTS: *APPLIES TO EXISTING MEMBERS ONLY
   - If request is due to lost or stolen card, member must submit written statement with explanation of circumstances.
   - ADMIN-11 must be attached and completed accordingly.
   - Photo must be attached as a JPEG and within guidelines according to COMDTINST M16790.1G

2. END OF COURSE COMPLETIONS:
   - End of course completions include all BS&S for IQ to BQ changes, ICS courses, C-School courses, or any other course that is not an Auxiliary competency.

3. TEST REQUESTS:
   - Test requests may be submitted as an attachment within guidelines according to COMDTINST M16790.1G.

4. REYR/REWK REMOVALS:
   - FC or SO-IS may submit requests regarding removal of REYR/REWK for members of their unit.

5. SUPPLY REQUESTS:
   - DCDRs are authorized to submit requests for supplies for their unit.
   - FPTs are authorized to submit requests for fingerprinting supplies only.

6. MEMBER ISSUES:
   - DCDRs are authorized to submit inquiries regarding all member issues according to D5NRINST M16790.1D
   - Remember to work all discrepancies at the lowest Auxiliary level possible.
APPENDIX D

Fifth Northern Auxiliary
Instructor, Vessel Examiner, Program Visitor
Initial Qualification Verification Form

DATE: ________________

TO: DIRAUX

FROM: FC ____________________________ FLOTILLA: 053 - _________

SUB: INITIAL QUALIFICATION VERIFICATION

REF: (a) D5NR POLICY MANUAL, D5NRINST M16790.1C

1. Auxiliarist ____________________________ EMPLID: _____________

   a) All criteria has been met to be qualified as: IT   VE   PV (Circle One)

2. I have verified with the SO-IS that all appropriate AUXDATA entries have been made to reflect the required task(s) for program completion.

_________________________________________________________________

ENDORSEMENT

FC SIGNATURE: ________________________________

Enclosure: Paper Test (only if applicable)

D-1
APPENDIX E

FIFTH NORTHERN REGION
AUXILIARY
NEW ENROLLMENT CHECKLIST

DATE: ______________________

This is an enrollment package for ____________________________ UNIT: 053-________

1. ___ Enrollment Application (ANSC-7001, Rev 01/08):

   NOTES: - ORIGINAL OF PAGES 1 THRU 5 PROPERLY COMPLETED AND SIGNED
   - DO NOT DOUBLE-SIDE or HOLE-PUNCH FORMS
   - PAGE 1, SECT IV, MUST BE ENDORSED BY FC ONLY
   - PAGE 3, SECT IX, MUST BE ENDORSED BY FP TECHNICIAN ONLY

2. ___ UNIT Enrollment Check ($17). (Check made payable to: D5NR AUXILIARY)

   NOTE: - ENROLLMENT FEE WAIVED DURING - 01 OCT AND 31 DEC - EACH YEAR

3. ___ Fingerprint Cards (2); properly completed and signed.

4. ___ ID Card Photo CD *ONLY* (GUIDANCE: COMDTINST M16790.1G)

   NOTE: - ONE PHOTO PER PERSON PER CD ONLY

5. ___ Copy of Document (e.g., Birth Certificate, Passport) verifying U.S. citizenship.

   PLEASE MARK SUBMISSIONS: ATTN: (ENROLLMENTS)
APPENDIX F

UPGRADE TO PERSONNEL SECURITY INVESTIGATION (PSI)
MEMBER GUIDELINES

Name of Member: ___________________  EMPLID: ______________  Unit: ___________

Reason for Upgrade (circle one):  AVIATION  EXCOM  OTHER (explain) __________________________________________________________________________

Step One:

NOTIFICATION

- Member will contact FC with intention of participation in one of the above program areas or leadership positions.

- FC routes request for endorsement by area DCAPT or Program Coordinator via the respective DCDR. DCAPT or Program Coordinator forwards approval or disapproval to DIRAUX.

ENDORSEMENT

- Endorsement consists of a simple email chain stating that the member is approved to proceed in the respective chosen area.

-------------------------------------------------------------------------------------------------------------------------------------

Step Two:

ACTION

- DIRAUX will contact member by e-mail to coordinate completion of the appropriate form via the Electronic Questionnaire for Investigations Processing (E-QIP) system along with additional instruction.

FOR AIR PROGRAM Qualification Only:

- Member may continue as a trainee in the Air Program while waiting for a favorable PSI determination.
- Member may be qualified in the Air Program once the SF-86 has been successfully submitted to the SECCEN.
APPENDIX G

FORMS AND HANDBOOKS

1. **General.** See Table 2-1 in Chapter 2 for Summary of Forms. Auxiliary forms can be accessed on the National Auxiliary web site: [www.cgaux.org](http://www.cgaux.org) and on the D5-NR regional web site: [www.5nr.org](http://www.5nr.org)

2. **Local Forms.** The following local forms shall be used within D5-NR:

<table>
<thead>
<tr>
<th>Appendix</th>
<th>D5-NR Form #</th>
<th>Form Title</th>
<th>Maintained by</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-3</td>
<td>ADMIN-1</td>
<td>Transfers Within D5-NR</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-4</td>
<td>ADMIN-2</td>
<td>Certification of Elections</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-5</td>
<td>ADMIN-3</td>
<td>Facility Status Change</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-6</td>
<td>ADMIN-4</td>
<td>PE Attendance Roster</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-7</td>
<td>ADMIN-5</td>
<td>DIRAUX Transmittal Form</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-8</td>
<td>ADMIN-6</td>
<td>Division Transmittal Form</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-9</td>
<td>ADMIN-7</td>
<td>Coast Guard Property Inventory</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-10</td>
<td>ADMIN-8</td>
<td>Flotilla Visitation Report</td>
<td>DIRAUX</td>
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<tr>
<td>G-11</td>
<td>ADMIN-9</td>
<td>Division Captain Report</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-12</td>
<td>ADMIN-10</td>
<td>Boat Show Checklist</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-13</td>
<td>ADMIN-11</td>
<td>Member ID Card Information</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-14</td>
<td>ADMIN-12</td>
<td>Request for COASTIE</td>
<td>DIRAUX</td>
</tr>
<tr>
<td>G-15</td>
<td>ATON-1</td>
<td>Pennsylvania ATON Report</td>
<td>DSO-NS</td>
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<tr>
<td>G-16-17</td>
<td>FIN-1</td>
<td>Record of Receipts and Disbursements</td>
<td>DSO-FN</td>
</tr>
<tr>
<td>G-18-19</td>
<td>FIN-2A</td>
<td>Check Request Form (A) (Division/Flotilla)</td>
<td>DSO-FN</td>
</tr>
<tr>
<td>G-20-21</td>
<td>FIN-2B</td>
<td>Check Request Form (B) (District)</td>
<td>DSO-FN</td>
</tr>
<tr>
<td>G-22-25</td>
<td>FIN-3</td>
<td>Audit Committee Guide (Pages 1-4)</td>
<td>DSO-FN</td>
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<tr>
<td>G-26-27</td>
<td>TRAIN-1</td>
<td>Coast Guard Funding for Training Request</td>
<td>DIRAUX</td>
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<tr>
<td>G-28</td>
<td>OPS-1</td>
<td>Surface Patrol Request</td>
<td>DSO-OP</td>
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<tr>
<td>G-29</td>
<td>OPS-2</td>
<td>Patrol Schedule</td>
<td>DSO-OP</td>
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<td>G-30</td>
<td>OPS-4</td>
<td>Request for Flight Orders</td>
<td>DSO-AV</td>
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<tr>
<td>G-31</td>
<td>OPS-5</td>
<td>Special Purpose Facility Offer for Use</td>
<td>DIRAUX</td>
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<td>G-32-33</td>
<td>OPS-6</td>
<td>SARDET Qualification Record</td>
<td>DIRAUX</td>
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<td>G-34-36</td>
<td>OPS-7</td>
<td>Paddle Craft Offer for Use Form</td>
<td>DIRAUX</td>
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<td>G-37</td>
<td>BCQP-2</td>
<td>QE After Action Report</td>
<td>CQEC</td>
</tr>
<tr>
<td>G-38</td>
<td>BCQP-3</td>
<td>Trainee After Action Report</td>
<td>CQEC</td>
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<tr>
<td>G-39</td>
<td>BCQP-4</td>
<td>QE Candidate Critique (as Coxswain/PWO)</td>
<td>CQEC</td>
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<tr>
<td>G-40</td>
<td>BCQP-5</td>
<td>QE Candidate Critique (as Observer)</td>
<td>CQEC</td>
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<tr>
<td>G-41</td>
<td>BCQP-6</td>
<td>QE Candidate Critique (Supervised Mission)</td>
<td>CQEC</td>
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3. The following handbooks, forms and guides may be ordered by appropriate Flotilla and Division Staff Officers from designated sources. They may not be copied for distribution to the public.

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<thead>
<tr>
<th>Title</th>
<th>Stock Point</th>
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<tbody>
<tr>
<td>Pennsylvania Boating Regulations Handbook</td>
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<tr>
<td>New Jersey Boating Regulations Handbook</td>
<td>NJ SLO</td>
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<tr>
<td>Delaware Boating Regulations Handbook</td>
<td>DE SLO</td>
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</tr>
<tr>
<td>Pennsylvania Application for State Certificate</td>
<td>PA SLO</td>
<td>50</td>
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<tr>
<td>New Jersey Application for State Certificate</td>
<td>NJ SLO</td>
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<td>Delaware Application for State Certificate</td>
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<tr>
<td>Charts of Sole State Waters</td>
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</table>

Note: Depending on state policies, it may be necessary for Divisions/Flotillas to pool their requests into one order for submission to the SLO.
APPENDIX H

EMERGENCY RESPONSE / CONTINGENCY PLAN (ERP)

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A. Response Scenarios
   1. Victim Recovery
   2. Safety Zone Enforcement
   3. Personnel Transport
   4. Emergency Communications
   5. Situation Assessment
   6. Backfill
   7. Secondary Personnel Support

B. Response Procedures
   1. Initial Response Regardless of Scenario
   2. Communication Media
   3. Direct Callout
   4. Emergency Response Requests from Sector Operational Commander
   5. Categorical Resource Requests
   6. Request for Specialized Personnel
   7. Consideration and Need for Special Purpose Facilities

C. General Organization, Responsibility and Guidance
   1. DCO
   2. DIRAUX
   3. D-PL
   4. ASC
   5. AUXULO

D. Preparedness
   1. Planning
   2. Training
      a. Incident Command System
      b. Augmented and Backfilled Positions
      c. Communication Watchstanders
      d. AOR Familiarization
      e. Boat Crew Training
   3. Drills and Exercises

Annex A: Hurricane/Tropical Storm/Flood
Annex B: Sudden Catastrophic Destruction
Annex C: Oil or Hazardous Material Spill
Annex D: Bridge Collapse
A. Response Scenarios

Auxiliary members may be requested by the Coast Guard to respond to a variety of scenarios, as indicated in the table below and described in the specific Annexes shown.

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<tr>
<td>Situation Assessment</td>
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<td>X</td>
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<td></td>
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<tr>
<td>Emergency Communications</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Personnel Transport</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Search and Rescue</td>
<td>X</td>
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<tr>
<td>Safety Zone Enforcement</td>
<td>X</td>
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<td>ICP Assistance</td>
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<td>X</td>
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<tr>
<td>ATON Verification</td>
<td>X</td>
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<td>X</td>
<td></td>
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<tr>
<td>Interpreter</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
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As the situation dictates, Sector Delaware Bay may solicit the use of available Coast Guard and Coast Guard Auxiliary assets to augment Sector operations. This operational augmentation may include communications support and transportation on land and on water.

The following scenarios for possible Auxiliary participation in the response to a disaster or emergency are itemized below: victim recovery (i.e., rescue of persons in the water), safety zone enforcement, personnel transport, emergency communications, situation assessment, “backfill”, and secondary personnel support.

1. **Victim Recovery.** In a number of scenarios, such as the collapse of a major bridge, an airplane crash, or a terrorist attack, there may be multiple causalities and people in the water. The Sector Command Center may divert any CG Auxiliary vessels or aircraft to the incident. Other Auxiliary vessels and crew may also be called out to assist in victim recovery. Vessels involved will report to the On-Scene Commander, who will direct and coordinate the response activities.

2. **Safety Zone Enforcement.** In several scenarios of the Sector Plan, establishment and enforcement of a safety zone is called for. In such a case, Auxiliary facilities may be asked to help enforce the safety zone in a manner similar to their role during large-scale events such as Boat Races, Fireworks, Regattas, etc.

3. **Personnel Transport.** In the event of a natural disaster or a public emergency, a means of transporting Coast Guard personnel to their duties may be required. In such a case, Auxiliary vessels and aircraft may be asked to supplement active-duty resources. In some scenarios, Auxiliary vessels and aircraft may be requested to transport media personnel.
4. **Emergency Communications.** Some events, such as a major hurricane or an act of sabotage, could disable one or more components of the communication network normally used by the Coast Guard. Almost any disaster scenario is also likely to overload normal telephone communications. If there is a serious loss of communication capability, Auxiliary radio facilities will provide a backup capability. As demonstrated in the past, Auxiliary mobile radio facilities can also be dispatched promptly to a damaged high site to relay messages. Auxiliary repeaters, strategically located at several spots around the District, may also be utilized, since they provide emergency communications capability with a higher power output and wider coverage than handheld units.

5. **Situation Assessment.** During a major incident Auxiliary land-mobile units, which are geographically dispersed throughout the District, may be asked to assess the situation in nearby areas and report observations through designated channels. Depending on the nature of the incident and available communication facilities, other Auxiliarists may also be asked to make and report assessments.

6. **Backfill.** In some emergencies, “backfill: or “augmentation” of active duty personnel may be needed. Sector’s AUXULOs will be asked to query Sector departments and stations to identify specific needs that might be met by Auxiliarists. The Auxiliary will then identify specific members who can fill these needs. If not already qualified for the positions specified, members will receive appropriate training and complete qualification under established procedures. Once qualified, these personnel will be listed on department or station recall lists. Operational activities at CG Stations can be backfilled utilizing the respective Division Surge Plan.

7. **Secondary Personnel Support.** In addition to personnel formally qualified to augment active duty personnel, other personnel with special skills or professional training may be needed, depending on the nature of the emergency. Auxiliarists who have volunteered to serve as needed include commercial pilots, merchant marine officers, doctors and nurses, architects and engineers, translators, divers, and photographers. Others are qualified to administer first aid and CPR. Still others have volunteered to help with computer operations, cooking and child care. Inventories of these resources are maintained by individual flotillas, and can be called on as needed through the procedures outlined in Sections G.4 and G.5. Auxiliarists without special training may also be used in supporting roles. In this case, members may be mobilized through a general callout, utilizing the Everbridge Notification System or calling trees, etc.

B. Response Procedures

1. **Initial Response Regardless of Scenario**

   The policy of the Coast Guard is that “personal safety, including that of family members, is of highest priority in a disaster situation. The safety of unit members and their families is critical to the ability of the unit to provide an emergency response within the community.” This policy applies to Auxiliarists as well as to active duty personnel and reservists. Accordingly, all Auxiliarists will first insure their own safety, and that of their families, before engaging in any of the response procedures outlined below.
The Automated Information Management System, currently known as Everbridge Notification System (telephone and email), will be used to contact Auxiliary members about an emergency, as well as to receive feedback regarding their safety, status and ability to respond if called upon by the Coast Guard.

In the event of a major hurricane, all members should familiarize themselves with safety measures to take before a hurricane occurs, and the steps to take when it occurs.

**Hurricane Emergencies** On June 1 each year, the Fifth District sets a Hurricane Alert posture as part of its recognition of and preparation for the summer hurricane season. The alert expires on November 30.

**Hurricane Status and Conditions**

a. **Hurricane Watch** Hurricane conditions may prevail in 24-36 hours.

b. **Hurricane Warning** Winds of 74 miles per hour (64 knots) or higher are expected in a specified coastal area within 24 hours.

c. **Hurricane Advisory** Advisories are issued by the National Hurricane Center. They are numbered consecutively, issued every six hours at 0000, 0600, 1200, and 1800.

d. **Hurricane Bulletin** Bulletins are public releases from the Weather Service Hurricane Warning Office issued between advisories, when necessary.

e. **Hurricane Conditions**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Minimal</td>
<td>From June 1 to November 30</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Moderate</td>
<td>28.50-28.93 inches HG</td>
<td>65-82 kts</td>
</tr>
<tr>
<td>3</td>
<td>Extensive</td>
<td>27.91-28.49 inches HG</td>
<td>83-95 kts</td>
</tr>
<tr>
<td>4</td>
<td>Extreme</td>
<td>27.17-27.90 inches HG</td>
<td>96-113 kts</td>
</tr>
<tr>
<td>5</td>
<td>Catastrophic</td>
<td>&lt;27.17 inches HG</td>
<td>&gt;135 kts</td>
</tr>
</tbody>
</table>

**2. Communication Media**

In a disaster or public emergency, telephone and radio frequencies may be quickly overwhelmed, and will be needed by first responders. For this reason, it is important that Auxiliarists NOT call the Coast Guard or Auxiliary leaders offering their services or seeking information. After any personal or family needs have been taken care of, Auxiliarists should stand by, listen to available news media, and wait to be contacted. In addition, Auxiliary coxswains, land-mobile units, and other members who may be needed in a response capacity will listen only on a designated VHF channel for possible callout information and further instructions. This channel is “the designated
frequency for ground communication between the Coast Guard Incident Command and USCG units on scene”. Auxiliarists should NOT transmit on this frequency unless specifically addressed or requested to do so.

The Everbridge Notification System is an important and opportune method of quickly contacting Auxiliary members in emergency and disaster situations to provide information and to respond to Coast Guard needs. With Everbridge, one member can communicate critical information to an entire Division or the District. Everbridge cycles through mobile phones, landlines and email. This emergency notification system contacts individuals based on their preferences and stops sending messages after a recipient confirms receipt (or the system is told to stop). The system is rapid enough to complete a cycle to the entire District within a minute. The system keeps a record of all contact attempts and their results. When called upon to provide 100% accountability, the District can quickly prepare a report, using Everbridge response data, allowing Division and Flotilla leaders to concentrate their efforts on communicating with the non-responsive members.

3. Direct Callout

In some cases, Auxiliarists may be required to respond immediately and before a formal request is made through channels for assistance. Examples are qualified communication watchstanders and boat crew who are under orders and under way at the time the emergency occurs and may also be required or expected to respond immediately.

4. Emergency Response Requests from Sector or Operational Commander

In most emergency scenarios, notifications and requests for response will begin from the Sector or Operational Commander. It should be expected that the Operational Commander will be the source of initial notifications and response coordination in the event of an emergency. An emergency request for assistance by the Coast Guard may be communicated to the Director of Auxiliary (DIRAUX), to the District Commodore (DCO), to the Auxiliary Sector Coordinator (ASC), or to a Division or Flotilla Commander (when the request is made by a local Coast Guard station). On receipt of an emergency request for assistance from the Coast Guard, the person receiving the request will notify the next most senior member in the Chain of Leadership and Management (if any).

5. Categorical Resource Requests

Requests for specific categories of Auxiliary resources will be directed by the Coast Guard units or departments involved to the Auxiliary Liaison Officer (AUXLO). This officer will relay the request to the Auxiliary Sector Coordinator (ASC). This link between the Coast Guard and the Auxiliary is the primary channel for requests for assistance from the Auxiliary, and the Auxiliary’s response.

If the ASC is temporarily unavailable and the need is immediate, the AUXLO will contact the Auxiliary District Chief of Staff (DCOS), who will act in the ASC’s stead until the ASC is available.
If Auxiliary facilities (vessels, radios, or aircraft) are requested, the ASC will contact the appropriate District Staff Officer (or Officers) and relay the request. The DSO (or DSOs) will then activate those resources, and report back to the ASC when they are under way. The ASC will report the actions taken to the AUXLO, and keep the AUXLO informed of changes in the Auxiliary’s response. The ASC will also send an email to members of the District Executive Committee (EXCOM) and the Information Officer (the District Staff Officer for Public Affairs) notifying them of the situation and the actions taken.

The Information Officer (DSO-PA) will draft situation reports for the membership, and (once approved by the ASC and Commodore) will distribute such reports to the membership. The DSO-PA (and ADSOs, as required) will document as much of the Auxiliary response as possible in writing and through photography.

Depending on the urgency of the request, the availability of specific communication media, and the nature of the resources desired, requests for Auxiliary assistance will normally be transmitted via telephone or email and/or the Everbridge Notification System.

6. Requests for Specialized Personnel

If the request is for translators, the ASC or his delegate will use the established database of translators and their capabilities to contact them and secure their services. The ASC will report back to the AUXLO and EXCOM.

If the request is for personnel with other specialized abilities, the ASC will forward the request to the Division Commanders. Division Commanders will in turn contact their Flotilla Commanders, who will contact any members who have the requested capabilities.

7. Consideration and Need for Special Purpose Facilities

In many inland areas, there is no active duty Coast Guard presence. Similarly, in congested metropolitan areas that have been subjected to severe flooding, typical Coast Guard response capability is not well suited for the circumstances. It then falls on the Auxiliary to supply support for waterborne emergency response in the form of small, special purpose facilities that are best suited to respond and assist in emergent situations.

Subject to DIRAUX approval, utility surface craft smaller than 16 feet in length (e.g., prams, dinghies, inflatables, PWCs skiffs, bass boats, and canoes) may be accepted for use with particular consideration for emergency response. The appropriate method to make such an offer for use is via submission of the D5-NR Special Purpose Facility Offer for Use (OPS-5).

Special purpose facilities shall be tracked and annotated separately in the OPR database.

C. General Organization, Responsibility and Guidance

1. DCO. The DCO shall be responsible for overall supervision of regional emergency response organization, planning and the support of Auxiliary units. Additionally, the DCO shall appoint AUXULOs.
2. **DIRAUX.** DIRAUX shall be responsible for oversight of the regional Contingency/Emergency Response Plan (ERP) and shall further provide equipment support to regional emergency response efforts as budgetary resources allow. Additionally, DIRAUX shall ensure active duty units’ awareness of AUXULO appointments and periodic OPR updates.

3. **D-PL.** The District Planner shall be appointed by the DCO and will serve as the Emergency Response Coordinator (ERC) for Fifth Northern. The ERC shall be responsible for development and maintenance of the regional Contingency/Emergency Response Plan and OPR database. Additionally, the ERC shall liaison with the ASC to coordinate the efforts of D5-NR’s AUXULOs as necessary. The ERC shall also ensure that the District Board is notified of the annual setting of the Fifth District’s Hurricane Alert posture and its corresponding closure at the end of the hurricane season. Further, as the ERC becomes aware of regional hurricane changes, they shall ensure all appropriate Auxiliary units and program managers are aware of such changes. If the ERC ever anticipates being out of the region or temporarily unable to fulfill their ERP obligations, they shall arrange a temporary replacement with concurrence of the DCO and advise EXCOM, District Directorate Chiefs, and appropriate operational commanders of such temporary relief.

4. **The Area Sector Coordinator.** The ASC shall be responsible for oversight of AUXULOs within the region and shall liaison with the ERC as necessary and provide reports on AUXULO activities to the D5-NR EXCOM and at District Board meetings.

5. **AUXULO.** AUXULOs shall maintain close liaison with their respective active duty units so as to ensure active duty units’ awareness of regional Auxiliary capabilities, program needs and availabilities to support Coast Guard missions. They shall closely monitor and stay abreast of updates to the OPR database that are pertinent to Auxiliary units within their respective areas. AUXULOs shall advise their ASC of their liaison activity, concern and needs. As desired by their active duty unit, the AUXULO shall work with the AUXLO (if assigned) and other key members of the unit to develop, and manage Auxiliary augmentation at Coast Guard units.

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**NOTE:**
The Auxiliary Liaison (AUXLO) is an active duty member assigned by the CG unit Commander who coordinates with the applicable Auxiliary elected leaders, staff officers, and members.

The Auxiliary Unit Liaison (AUXULO) is an experienced Auxiliarist assigned by the District Commodore in consultation with the Director of Auxiliary and the CG unit Commander. The AUXULO works with the CG command to provide immediate input and response to requirements for Auxiliary support and to facilitate Auxiliary service to the unit.

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**D. Preparedness**

As with all branches of the Coast Guard, the Auxiliary has a responsibility to ensure that its members are prepared to respond in an emergency, to the fullest extent and as promptly as possible. The elements of preparedness are discussed below.

1. **Planning**
Preparedness starts with planning. This plan, and the companion plans of the divisions and flotillas, must be updated as the needs of the Coast Guard change, or are further defined and specified. This plan will also be coordinated with planning by Sector Delaware Bay and modified as those planning activities dictate.

2. **Training**

To respond effectively and be of maximum assistance to the Coast Guard in the event of an emergency, Auxiliarists must be properly trained in the roles called for in this Plan. Several types of training have been identified as critical to effective response in public emergencies.

a. **Incident Command System**

As noted, in the event of a local disaster or public emergency, the Coast Guard will follow the National Incident Management System, which is based on the Incident Command System. It is therefore critical that those Auxiliarists who may be called on to assist are familiar with, and trained in, the structure and use of NIMS and ICS. This is particularly true of those Auxiliarists in leadership positions.

All Auxiliarists who provide operational support to the Coast Guard and all unit leaders and staff officers in operations, communications, aviation and marine safety, are required to have completed IS-100 (Introduction to the Incident Command System) and IS-700 [Introduction to the National Incident Management System (NIMS)]. In addition, elected officers at the division level and higher, and division staff officers in Operations, Communications, Aviation and Marine Safety, are required to have completed IS-200 (Introduction for Single Resources) and IS-800.A (Introduction to the National Response Plan). Other Auxiliarists will be encouraged to complete these four online courses as well, and officers and others who may be in a leadership role during an incident response will be encouraged to complete ICS-210 (Intermediate Incident Command System) or ICS-300.

The following checklist applies to all members responding to an incident, regardless of the level of organization.

Receive assignment (this includes the request for AUX assistance) including:

- Job assignment (e.g., Strike Team designation, position, etc.).
- Reporting location.
- Reporting time.
- Travel instructions.
- Any special communication instructions (e.g., travel, radio frequency).

On arrival at the incident, check-in at the designated check-in location. Check-in may be found at any of the following locations:

- Incident Command Post (ICP)
- Base
- Staging Areas
Receive briefing from immediate supervisor. Supervisors shall maintain accountability for their assigned personnel with regard to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.

Know your assigned radio frequency(s)/phone numbers and communication schedule for your area of responsibility (AOR) and ensure that communication equipment is operating properly. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" (e.g., "TWA 800 Communications").

Complete forms and reports required of the assigned position and send through the supervisor to the Documentation Unit.

(U.S. COAST GUARD COMDT PUB P3120.17, Incident Management Handbook Section 2) (www.uscg.mil/hq/nsfweb/docs/FinalIMH18AUG2006.pdf)

Note: All ICS forms may be found on the Coast Guard Homeport site (http://homeport.uscg.mil) under Library- Incident Command System/ICS-Forms

b. **Augmented and Backfilled Positions**

In all disaster scenarios, Auxiliarists may be called upon to “backfill” or “augment” active duty positions.

The Operations Training Officer and the Auxiliary Sector Coordinator(s) will work with the Sector Auxiliary Liaison Officer to identify specific needs that might be met by Auxiliarists. The Auxiliary will then identify specific members who can fill these projected needs. If not already qualified for the positions specified, members will receive appropriate training and complete qualification under established procedures. Once qualified, these personnel will be listed on department or station recall lists.

Flotilla commanders will work with members to identify commercial and professional skills that may be volunteered for use in the event of an emergency. Lists of these members and their skills will be maintained at the flotilla level, and shared with the Director of Auxiliary’s office, local stations and Sector departments, and divisional officers.

c. **Communication Watchstanders**

A particular need is for station communication watchstanders who can replace active duty personnel in an emergency. Auxiliarists serving in this capacity will first complete the Auxiliary Telecommunications Operator qualification, and then complete the training given to all station watchstanders.

Divisions and flotillas will be asked to encourage their members to consider qualifying as communication watchstanders and/or SARDET watchstanders and, as necessary, may recruit new members to fill this need.
d. **AOR Familiarization**

To be effective, Auxiliary responders must be familiar with the local areas affected by the incident. To this end, the divisions and flotillas will strive to increase AOR (Area of Responsibility) familiarization training. This training may include classroom and/or individual instruction, and will be a part, if practicable, of all surface and shore side patrols.

e. **Boat Crew Training**

Each Auxiliary vessel facility requires a predetermined minimum number of crew members in order to get under way. To increase the number of qualified crew available for incident response, divisions and flotillas will be asked to increase boat crew training activities, and to encourage inter-flotilla and inter-divisional cooperation to make more training opportunities available.

3. **Drills and Exercises**

Another key element of preparedness is a program of response exercises and drills. This program will be designed to demonstrate the degree to which the coordination, response and training measures incorporated in the plan are effective. “Table-top” drills and exercises will be followed by full field drills and simulations. The program will point up any gaps in planning and training, and include further exercises or drills to determine whether corrective measures have been effective.
ANNEX A

Hurricane/Tropical Storm/Flood

Standard Severe Weather Practices and Hurricane Conditions have been developed to mandate action, provide guidance, and make public notification of Coast Guard intentions and requirements. Standard Severe Weather Practices and Hurricane Conditions have been designed to minimize damage from heavy weather while taking into consideration the commercial needs of the maritime community. The Coast Guard works closely with and communicates frequently with port users during severe weather.

Standard Conditions as set by the Captain of the Port are as follows:

CONDITION V: This is a seasonal readiness condition automatically set by Coast Guard units from June 1 through November 30.

During this condition, Auxiliary units will hold planning meetings with Coast Guard order issuing authorities (stations). Planning will include confirmation of contact information, radio frequencies, location of shelters and storage areas, and a program of heavy weather exercises and drills. Units will also verify their telephone trees or other notification procedures.

CONDITION IV: This condition is set when tropical storm force winds (35-63 knots) are predicted to make landfall in the general area within the next 72 hours.

If Condition IV is posted, all vessel facilities volunteered for post-storm operation will top off fuel, secure property and facilities, and report status to a designated officer.

CONDITION III: This condition is set when tropical storm force winds are predicted in a specified area within the next 48 hours.

Within the specified area, members will prepare for evacuation and secure their facilities, homes and personal property. Flotilla property will be secured by designated officers. The Flotilla Commander, Vice Flotilla Commander, FSO-OP or other designated officer of each flotilla in the specified area will inform the Division Commander that the flotilla has completed Condition III requirements.

Outside the specified area, a designated division officer will contact the flotillas in that division, put them on alert status, and make a list of Auxiliary resources available to respond if needed. Facilities in areas of the district adjacent to the specified area will be fueled and provisioned with food and water. Towing vessels will also be fueled. VHF and HF radio facilities will insure the readiness of emergency battery power, and report their readiness to a designated officer.
CONDITION II: This condition is set when tropical storm force winds are predicted to make landfall in a specified area within the next 24 hours.

Within the specified area, all members will have secured their property and evacuated.

Outside the specified area, VHF and HF radio nets will be activated.

CONDITION I: This condition is set when advisories indicate that a hurricane WILL make landfall within a specified area in 12 hours.

Within the specified area, all members will have secured their property and evacuated.

Outside the specified area, all VHF and HF nets will be operational and integrated. They will report hourly, or as needed, to handle emergency traffic. All Auxiliarists who have volunteered for response duties will be fully prepared and available to be deployed within three hours.

AFTER A HURRICANE, TROPICAL STORM, OR MAJOR FLOODING, the Coast Guard may request any or all of the following actions by the Auxiliary:

Wellness Check. After storm landfall, the Coast Guard may request that the Auxiliary account for all its members’ safety and well-being. In this case, the notification procedures described in Section G1 will be initiated, and each member accounted for.

Situation Assessment. During and following a major storm or flood, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary surface, air and land-mobile facilities may be asked to assist with visual verification of grounded, distressed or adrift vessels, storm damage to bridges and maritime facilities, and impacted navigation channels.

Emergency Communications. If there is a serious loss of communication capability, Sector Delaware Bay will use VHF or satellite communications as the primary means of communication. Auxiliary radio facilities will provide a backup capability. Auxiliary mobile radio facilities may be dispatched to a damaged antenna site to relay messages. Auxiliary repeaters, strategically located at several spots around the district, may also be utilized, since they provide emergency communication capability with a higher power output and wider coverage than handheld units.

Personnel Transport. If bridges or normal transportation corridors are out of service, a means of transporting Coast Guard personnel to their duty stations may be needed. In such a case, Auxiliary vessels and crew may be asked to supplement active duty resources. Auxiliary vessels may also be asked to transport public affairs and media personnel.

Search and Rescue. If there are multiple casualties and/or people in the water, the Sector Command Center[s] will divert any Coast Guard Auxiliary vessels or aircraft to the incident site. Other Auxiliary vessels and crew may also be called out to assist in victim recovery. Vessels involved will report to the On-Scene Coordinator, who will direct and coordinate the response activities, and distribute personal protective equipment (if required), triage tags, and victim tracking forms.

Safety Zone Enforcement. If safety zones are established, Auxiliary facilities may be asked to help enforce them, in a manner similar to their role in large-scale non-emergency events.
Incident Command Post Assistance. Auxiliarists without specialized training may be used to assist in staffing the Joint Information Center, or for other duties at the Incident Command Post.

ATON Verification. If it is likely that aids to navigation have been displaced, trained ATON verifiers may be asked to verify their position and functioning.

Interpreter Assistance. If the spill is from a commercial vessel whose crew speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector Coordinator and/or the Director of Auxiliary’s office will maintain current contact information.
ANNEX B

Sudden Catastrophic Destruction
(Catastrophic Event/Explosion/Terrorist Attack)

Wellness Check. If the affected area is extensive, the Coast Guard may request that the Auxiliary account for all its members’ safety and well-being. In this case, the notification procedures described in Section G1 should be initiated, and each member accounted for.

Situation Assessment. Following a major sudden catastrophic event affecting the marine environment, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary surface, air and land-mobile facilities may be asked to assist with visual assessment of damaged marine facilities and report observations through designated channels.

Emergency Communications. If there is a serious loss of communication capability, Sector Delaware Bay will use VHF or satellite communications as the primary means of communication. Auxiliary radio facilities will provide a backup capability. Auxiliary mobile radio facilities may be dispatched to a damaged antenna site to relay messages. Auxiliary repeaters, strategically located at several spots around the district, may also be utilized, since they provide emergency communication capability with a higher power output and wider coverage than handheld units.

Personnel Transport. If bridges or normal transportation corridors are damaged or out of service, a means of transporting Coast Guard personnel to their duty stations may be needed. In such a case, Auxiliary vessels and crew may be asked to supplement active duty resources. Auxiliary vessels may also be asked to transport media personnel.

Search and Rescue. If there are multiple marine casualties and/or people in the water, the Sector Command Center[s] will divert any Coast Guard Auxiliary vessels or aircraft to the incident site. Other Auxiliary vessels and crew may also be called out to assist in victim recovery. Vessels involved will report to the On-Scene Coordinator, who will direct and coordinate the response activities, and distribute personal protective equipment (if required), triage tags, and victim tracking forms.

Safety Zone Enforcement. If safety zones are established, Auxiliary facilities may be asked to help enforce the zone, in a manner similar to their role in large-scale non-emergency events.

Incident Command Post Assistance. Auxiliarists without specialized training may be used to assist in staffing the Joint Information Center, or for other duties at the Incident Command Post.

ATON Verification. If it is likely that aids to navigation have been displaced, trained ATON verifiers may be asked to verify their position and functioning.

Interpreter Assistance. If the spill is from a commercial vessel whose crew speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector Coordinator and/or the Director of Auxiliary’s office will maintain current contact information for local interpreters.
ANNEX C

Oil or Hazardous Material Spill

Situation Assessment. Following a major oil or hazardous material spill affecting the marine environment, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary land-mobile units, which are geographically dispersed throughout the district, may be asked to assess the situation in nearby areas and report observations through designated channels. Depending on the nature of the incident and available communication facilities, other Auxiliarists may be asked to make and report an assessment.

Safety Zone Enforcement. If a safety zone is established, Auxiliary facilities may be asked to help enforce the zone, in a manner similar to their role in large-scale non-emergency events.

Incident Command Post Assistance. Auxiliarists without specialized training may be used to assist in staffing the Joint Information Center, or for other duties at the Incident Command Post.

Interpreter Assistance. If the spill is from a commercial vessel whose crew speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector Coordinator and/or the Director of Auxiliary’s office will maintain current contact information for local interpreters.
ANNEX D

Bridge Collapse

Situation Assessment. Following the collapse of a major bridge, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary surface, air and land-mobile facilities may be asked to assist with visual assessment of the damage and its effects, and report observations through designated channels.

Personnel Transport. If normal transportation corridors are disabled or out of service, a means of transporting Coast Guard personnel to their duty stations may be needed. In such a case, Auxiliary vessels and crew may be asked to supplement active duty resources. Auxiliary vessels may also be asked to transport media personnel.

Search and Rescue. If there are multiple casualties and/or people in the water, the Sector Command Center[s] will divert any Coast Guard Auxiliary vessels or aircraft to the incident site. Other Auxiliary vessels and crew may also be called out to assist in victim recovery. Vessels involved will report to the On-Scene Coordinator, who will direct and coordinate the response activities, and distribute personal protective equipment (if required), triage tags, and victim tracking forms.

Safety Zone Enforcement. If a safety zone is established, Auxiliary facilities may be asked to help enforce the zone, in a manner similar to their role in large-scale non-emergency events.

Incident Command Post Assistance. Auxiliarists without specialized training may be used to assist in staffing the Joint Information Center, or for other duties at the Incident Command Post.

Interpreter Assistance. If the spill is from a commercial vessel whose crew speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector Coordinator and/or the Director of Auxiliary’s office will maintain current contact information for local interpreters.