



**UNITED STATES COAST GUARD AUXILIARY
AUXILIARY FOOD SERVICE (AUXFS)
PROGRAM
STANDARD OPERATING PROCEDURES**

6/12/18

Auxiliary Food Service (AUXFS) Program Overview

The vision for the Auxiliary Food Service (AUXFS) 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. Auxiliary Food Service Specialists (AUXFSs) will be able to work in the galley, and cook for the crew. AUXFSs will provide a service to a local Coast Guard unit in a way that not many Auxiliarists can – with a hot meal. The AUXFSs will be trained in safety and sanitation as well as in basic food preparation. They will also have a health screening and a Hepatitis A shot prior to beginning the program.

Culinary Specialists (CS) 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.

For many Coast Guard units, the CSs 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.

AUXFSs serve as examples of our core values. As such they will demonstrate proper uniform wear, military customs and courtesy, and demonstrate the pride and unity that the uniform represents. The operational dress uniform (ODU) or CS uniform of white chef's jacket (short or ¾ sleeve) with black chef pants will be the required uniform for AUXFSs working at a Coast Guard Unit. For VIP events, a white chef's coat (long sleeve & preferably, knot buttons), black pants and black shoes will be required.

As AUXFSs, we strive for the same ideals as our Active Duty counterparts. AUXFSs 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 AUXFSs will contribute to and support the Active Duty Coast Guard by providing support to Culinary Specialists (CS).

This standard operating procedure (SOP) describes in detail the expectations and goals of the AUXFS Program. This SOP, the *USCG Food Service Manual* and the *AUXFS Training and Qualifications Guide*, constitute our standard references as we work to honor all of Team Coast Guard by our presence and action.

TABLE OF CONTENTS:

- 1. History**
- 2. Goals**
- 3. Qualifications/Annual Requirements**
- 4. AUXFS Structure and Leadership**
- 5. Assignments**
- 6. Training**
- 7. Policy**
- 8. Certification Revocation**
- 9. Travel Authorization Orders**
- 10. Uniform**
- 11. Reports**
- 12. Reporting Time for AUXDATA**
- 13. ADDENDUMS**
 - a. AUXMAN changes relating to AUXFS**
 - b. AUXFS Ribbon**
 - c. AUXFS National Website**

1. History

Since September 11, 2001, the need for additional programs to support the United States Coast Guard became apparent. The Auxiliary Food Service (AUXFS) Program fills that need and helps backfill at USCG Units and aboard USCG cutters when needed. It also supports Coast Guard and Auxiliary VIP events.

The AUXCHEF Program started in District 1SR and was further developed and refined in District 5SR. In 2009, the AUXCHEF Program was established as a National Auxiliary Program. The AUXCHEF Program was renamed the AUXFS (Auxiliary Food Service) Program in June 2013.

2. Goals

The Goals of the AUXFS Program are:

- Give Auxiliarists another means to contribute to and support the Active Duty;
- Provide simple Food Service Training to Auxiliarists;
- Relieve CSs at small boat stations and cutters thus providing personal time off as well as additional training opportunities;
- Provide assistance at Coast Guard and Auxiliary VIP events;
- Provide training and support to AUXFSs;
- Improve the moral of Coast Guard personnel;
- Support emergency responses;
- Demonstrate to the active duty component the importance and diversity of the Auxiliary;
- Add to the activities in which Auxiliarist participate, adding interest to their career.

3. Qualifications/Annual Requirements

Cooking experience, while helpful, is not a requirement but the desire to help and support the active duty Coast Guard is. AUXFSs are required to complete an 18-22 hour basic training course taught by a certified AUXFS Instructor. AUXFSs will be required to complete a series of PQSs over the first year after this initial training.

Members who commit to this program must understand that it does require a personal time commitment on their part, which could range from one day to a few weeks. AUXFSs are required to have a 4-hour/8-hour Team Coordination Training (TCT) training bi-annually (length depends on local Coast Guard requirements) and a TCT 1-hour Refresher in between. The 4/8-hour TCT Training requirement date is based upon the previous TCT class date and NOT on calendar year.

An Annual Sanitation class (based on a calendar year) is also required. The sanitation class is offered in various formats. It is available on-line at the USCG Auxiliary Online Classroom (AUXCLASSROOM) Website with a subsequent test on the National Test Center (NTC). Any AUXFS Instructor or Coast Guard Culinary Service Officer (CSO)

can present the Sanitation Workshop. A written exam (available from BC-HFs or DSO-FSs) is also required upon completion of the workshop when it is presented in person. After achieving a passing score on the exam, a letter of completion (available on AUXFS Website) will be given to the AUXFS by the instructor and the instructor will email the DSO-FS confirming the AUXFSs' successful completion of the workshop and exam. The AUXFS should maintain a record of annual completion. The Basic AUXFS class fulfills the AUXFS student's first year's Annual Sanitation class requirement.

A Health Screening is required for all AUXFS students prior to attending an AUXFS Class. The hepatitis A shot (prior to attending AUXFS Class) followed by a 6-month/1-year booster is also required. The USCG may provide the series of shots at CG Clinics at no charge. Arrangements may be made through the ADSO-FS. The shot may also be administered by a private health care physician or local County Health Departments at student's personal expense. Health Screening and hepatitis A shot must be recorded by health care personnel on page 2 of the AUXFS PQS form as part of the certification process. Follow-up shot information should be forwarded to the ADSO-FS for recording in member's AUXFS training record.

A minimum of **12 hours** of AUXFS duty in service to the Coast Guard (not Auxiliary) per calendar year is required. These hours are Coast Guard Operational Support hours and are submitted on 7030H forms as 07D and appropriately recorded in AUXDATA. "AUXFS DUTY" and location/details must be included in the remarks section to insure proper entry in AUXDATA. Failure to complete minimum hours will result in the revocation of AUXFS certification and removal of certification in AUXDATA upon notification to DIRAUX by the DSO-FS. Under no circumstances shall any AUXFS be actively engaged in AUXFS activities if annual requirements are not satisfied. Certification may be reinstated after the member attends a Basic AUXFS Class, receives remedial training by an AUXFS or Active Duty CS and completes annual requirements. A written confirmation of compliance will be submitted to the DSO-FS including all appropriate back-up confirming participation. The DSO-FS will then review and, if warranted, submit the member's AUXFS certification to DRAUX for AUXDATA entry.

4. AUXFS Structure & Leadership

The organizational structure of the AUXFS Program is critical to the successful implementation of the program. The AUXFS Program functions as a National Division within the Human Resources Directorate under Coast Guard Support. It is comprised of a National Division Chief/FS (DVC-HF) and five FS Branch Chiefs: Branch Chief Atlantic (BC-HFE), Branch Chief Atlantic West (BC-HFW), Branch Chief Pacific (BC-HFP), Branch Chief Administration (BC-HFA) and Branch Chief Publications (BC-HFM). The District Staff Officer, DSO-FS is appointed by the District Commodore in consultation with the appropriate FS Branch Chief of the National Human Resources Directorate. ADSO-FSs are appointed by the DCO for appropriate locations/purposes (Sectors, etc.). The DSO-FS speaks for all the AUXFSs in the district, handles correspondence, monitors assignments and organizes training. The DSO-FS must demonstrate the leadership and project management skills needed to administer the

program at the District level. The ADSO-FS is the primary liaison to the unit Commanding Officer/Commander and/or the unit Culinary Specialist lead.

Division Commanders should appoint an SO-FS for their division. The SO-FS is responsible for promoting the program to the membership and reports to the ADSO-FS or DSO-FS as appropriate. The SO-FS should be active in the AUXFS program. The Division Commander may consult with the ADSO-FS/DSO-FS to determine an appropriate candidate for the SO-FS position.

All AUXFSs are responsible to the DSO-FS or designated ADSO-FS for their district. The DSO-FS works with the ADSO-FS, the District Chief of Staff and the Director of Auxiliary in the administration of the AUXFS Program.

Members in the AUXFS program will be trained by AUXFS certified instructors who will use the approved *AUXFS Training and Qualifications Guide (2013 Rev. 2018)*. Members will only perform tasks they are trained for and within their personal physical capacity. The AUXFSs will be supervised by the unit's CS Officer and/or a Senior AUXFS to determine his/her ability to perform independent AUXFS duty. Some AUXFSs may not be able to work independently, but there is a job for everyone.

5. Assignments

A Coast Guard shore unit will inform the ADSO-FS of the need for AUXFS assistance. The USCG unit will determine how much or how little they may use AUXFS members. Some units have specific needs; others will ask AUXFSs to work full schedules. The unit will give the details of the duty to the ADSO-FS who will ask for volunteers (via email if time permits or via telephone) from the cadre of local AUXFSs. If the response is insufficient to meet CG needs, then the ADSO-FS will advise the DSO-FS who will then send out a request beyond the immediate area of the requesting CG unit. The unit's Commanding Officer, or Officer in Charge (OIC)s, or authorized CSO in consultation with the DSO-FS or authorized designee will make the duty assignments for qualified AUXFSs.

For deployment requests aboard a CG cutter either at sea or in port, the Commanding Officer (CO) will have ultimate responsibility for authorizing AUXFSs for the assignment with the recommendation of the DSO-FS or designee. It is recommended that an AUXFS have a minimum of 40 CG operational hours as an AUXFS to be considered for cutter deployment. Cutter duty eligibility while in port is dependent on CG needs, specific circumstances and AUXFS's abilities as determined by the ADSO-FS or DSO-FS. The Branch Chief – Administration (BC-HFA) will receive all CG requests for duty aboard a CG cutter (the request may be forwarded to the BC-HFA by the ADSO-FS or DSO-FS). The BC-HFA will log and track cutter requests and assignments. Upon notification from a CG cutter, an email request is sent by the BC-HFA to the DSO-FS in the district where the CG cutter is located with all available details. The DSO-FS will send out the request with appropriate information (which may be limited initially). If there is no local response, then the request will be emailed by the DSO-FS to other

adjacent areas. Annual qualifications, experience, ability to perform and other criteria as appropriate may be used in assigning an AUXFS to a deployment. A list of AUXFSs who are willing to deploy will be maintained by the BC-HFA based upon written notification from the AUXFS. The AUXFS DEPLOYMENT GUIDE 3-16 Revised Jan. 2017 should be used for guidance and is provided by the DSO-FS or ADSO-FS to AUXFSs who may deploy. Appropriate travel orders will be issued to the assigned AUXFSs by the requesting CG Cutter CO. (For further information refer to the *Coast Guard Auxiliary Manual, Chapter 3 Assignment to Duty, Section J.3 and J.4.*)

For Coast Guard and Auxiliary VIP events, the host (or representative) of the event will request that the ADSO-FS arrange for the assistance of AUXFSs. These assignments to AUXFS duty cannot be made without authorization from the ADSO-FS or authorized designee.

AUXFSs must have a written record of their duty assignment in order to be covered in case of accident, etc. Emails are considered written records. No AUXFS is to appear at a Coast Guard unit for galley duty without prior authorization through the appropriate ADSO-FS or DSO-FS. AUXFS assignments are not to be made by the AUXFS directly with any CG unit. In the case of traveling AUXFSs, the appropriate ADSO-FS or DSO-FS must be contacted by the AUXFS regarding his/her availability to serve in an area including dates, times, etc. The AUXFS's record will be reviewed by the ADSO-FS or DSO-FS who will then make the appropriate contact at the subject CG unit. Upon approval by the CG CO/OIC/CSO the ADSO-FS/DSO-FS will confirm or deny the assignment with the AUXFS in writing. A traveling AUXFS should provide certification paperwork including hepatitis A verification to the CG unit where he/she will be serving.

6. Training

The ADSO-FS in consultation with the DSO-FS will determine the breadth and scope of training needed to fill the needs in the ADSO-FS's area of responsibility. To the extent possible, AUXFS training will be offered at suitable locations as determined by the ADSO-FS. Both basic and advanced training will be offered.

Prior to participating in the Basic AUXFS Class, all students must have completed the Auxiliary Mandated Training, the Health Screening and initial hepatitis-A shot and attended a 4/8 hour TCT class (within 2 years of class). A member in AP status may attend the Basic class but cannot be entered in AUXDATA as AUXFS until the member has achieved BQ status. The AP/IQ member may continue AUXFS support during this time.

To be an AUXFS Instructor an experienced AUXFS Instructor will select candidates based on recommendations from other AUXFS, etc. The candidate will be assigned chapters of the *AUXFS Training and Qualification Guide (2013 Rev. February 2018)* to the AUXFS Student Instructor (who must already be a qualified Auxiliary Instructor (IT) as per the *Coast Guard Auxiliary Manual, Chapter 8, Section B.2 Auxiliary Instructor and an experienced AUXFS*). The student instructor will participate in an entire AUXFS Basic Class by instructing during the classroom portion as well as supervising and

interacting with the AUXFS students during the hands-on phase of the class. The AUXFS Instructor will observe the student instructor to determine if he/she should be authorized as an AUXFS Instructor. (Criteria as outlined in the *Coast Guard Auxiliary Manual, Chapter 8 Section B.2*, may be used as a guideline in determining eligibility.) An appropriate certificate/letter will be provided by the supervising AUXFS Instructor to the AUXFS student instructor once he/she is approved as an AUXFS Instructor. Currently, this certification is not recorded in AUXDATA. Therefore, it is incumbent upon the AUXFS Instructor to provide proof of his/her certification when training within the AUXFS program.

The approved *AUXFS Training and Qualifications Guide (2013 Rev. February 2018)* is the authorized training manual for the AUXFS Program. The 18-22 hour training must be provided by a certified AUXFS Instructor (per above). AUXFSs will need to complete a series of PQSs during the first year after the Basic AUXFS class. No PQS requirements will be signed off during the Basic AUXFS class. All PQSs are to be signed off at a Coast Guard location – not during an Auxiliary event. The PQSs may be signed off by an Active Duty CS or experienced AUXFS. Students will be required to attend TCT (4/8-hour) Training bi-annually, 1-hour TCT Refresher Workshop on off years and Annual Sanitation training (except the first year as this is included in the basic AUXFS class). Upon completion of the PQS, the AUXFS trainee must submit the completed PQS and proof of attendance at a 4/8-hour TCT (within 2 years - AUXDATA training record is suggested) to their DSO-FS. Email submissions are encouraged to expedite processing. Health Screening must be included on the PQS submission (signed on page 2 of PQS by Health Service (HS) personnel or private physician). Final certification as an AUXFS will be reviewed by the DSO-FS and upon approval submitted to DIRAUX for review and AUXDATA entry.

NOTE: The 4/8 Hour TCT bi-annual requirement is predicated on the date of the TCT class and not the date of PQS submission.

7. Policy

All AUXFSs must conform to all established Auxiliary policies as outlined in the *Coast Guard Auxiliary Manual*.

8. Certification Revocation

A member who is not performing according to AUXFS standards as established by the AUXFS Program may be subject to revocation of AUXFS certification.

Process leading to revocation:

- 1) Notification to SO-FS/ADSO-FS by an AUXFS, Active Duty CS or other Auxiliary or Coast Guard personnel of a situation that may involve:
 - a) Unsafe food handling practices by an AUXFS
 - b) Inappropriate actions or behavior by an AUXFS

- c) Circumstances indicating an AUXFS is not able to perform AUXFS duties
- d) Any actions bringing discredit to the Coast Guard or Coast Guard Auxiliary

This should be done by email in order to establish a record of the complaint.

- 2) The complaint with specific circumstances must then be submitted to the DSO-FS who will investigate the complaint to determine the facts of the situation. The DSO-FS may delegate this to the ADSO-FS. Consultation with appropriate Active Duty is necessary.
- 3) The AUXFS in question will be advised of the complaint and may be counseled. Remedial training and supervised galley duty may be provided if warranted. The Active Duty CS must also observe the AUXFS in question.
- 4) If Active Duty CS determines that the AUXFS in question is not suitable to serve as an AUXFS then a notification in writing (email is acceptable) must be sent by the Active Duty CS to the ADSO-FS which will be forwarded to the DSO-FS.
- 5) The DSO-FS will advise the subject AUXFS in writing of the determination to revoke his/her AUXFS certification.
- 6) The DSO-FS will notify DIRAUX via the Help Desk to remove the AUXFS certification from the member's record.

9. Travel Authorization and Orders

For AUXFSs assisting at a CG unit on a regular schedule (e.g. every Wednesday) the CG unit will provide written orders (non-reimbursable/no cost) for the AUXFS assigned to duty (see: *Coast Guard Auxiliary Manual, Chapter 9, Section A.3 Non-reimbursable Orders*) so the AUXFS may be included in the duty meal rate. Occasional assignments do not require orders since a written/email confirmation of assignment is sufficient under normal circumstances. All expenses are borne by the AUXFS in normal circumstances.

If travel orders are to be issued for a special assignment this will be noted at the time of assignment. Berthing at a CG unit may be provided if available. Some duty may require commercial lodging and non-government messing. If so, those costs will be included in the orders for the special assignment. The AUXFS will submit a TDY Request Form (CG-PPC-2070) to the subject unit which will then issue Civilian Temporary Duty Travel Order (CG-4251). The ADSO-FS will work with the unit to get the travel orders issued.

DIRAUX may fund AUXFS travel for events such as a CG unit's Change of Command, CG and Auxiliary social events, and other special events. If DIRAUX is funding the travel, a TDY Request form must be submitted to the DIRAUX Office prior to the duty. These orders may cover gas expenses, as well as lodging and per diem if the duty requires overnight stays. The DSO-FS must approve the request prior to submission to DIRAUX. Upon approval, DIRAUX will then issue the appropriate travel orders.

Per Diem and mileage rates for Coast Guard issued orders can be found at www.gsa.gov.

After completion of the assignment, a CG 1351-2 (Travel Voucher) must be completed and submitted to order issuing unit along with hotel and gas receipts, and signed orders received prior to the travel. *Both the form and the orders must be signed by the AUXFS.* The form is on the CG Auxiliary National Website at: <http://forms.cgaux.org/forms1.php>

Allow 4 weeks for processing of claims. Status of a claim may be checked on-line at the Coast Guard Finance Center: https://www.fincen.uscg.mil/secure/TP_menu.htm. If further guidance is required, the AUXFS may contact DIRAUX.

NOTE: Reimbursement rates may vary depending on whether the orders were issued by the Coast Guard or Coast Guard Auxiliary.

10. Uniform

The operational dress uniform (ODU) with boots (reinforced toes) or the CS uniform of a white chef's jacket (see embroidery specifications at end of SOP) with black chef pants will be the required uniform for AUXFSs working at a Coast Guard Unit.*

For VIP events, a white chef coat (appropriately embroidered, long sleeves, knot buttons preferred), black pants, black socks and black shoes will be required. When prepping for a VIP event, the uniform may be khaki pants and blue polo shirt with the Auxiliary or HR (Human Resources) logo, black socks and black shoes or attire as specified by the CSO. (Refer to AUXMAN M16790.1G H.6.h).

Only member collar devices will be worn on the ODU uniform. No device is worn on the white chef coat.

Auxiliary ball caps will be worn at all times while in the galley. AUXFS/AUXCHEF ball caps may be worn by qualified AUXFSs in lieu of Auxiliary ball cap. Disposable white paper hats may be worn if authorized by the Active Duty CS.

(*See: AUXMAN COMDTNST M16790.1G for complete details regarding appropriate AUXFS uniforms. Note: AUXMAN updates as of 10/2013 regarding the AUXFS program are included in ADDENDA Section of this SOP; A Coast Guard CO/OIC/CSO may designate the uniform of the day).

11. Reports

The ADSO-FS will send a report to the DSO-FS according to schedule and format provided by DSO-FS. The report may include information regarding special events or assignments, regularly scheduled AUXFS activity, achievements and concerns. For events, information should include: Date, time, location and description of the event, the individual requesting the AUXFS service, the names of the participating AUXFSs and their hours of service, VIPs attending, number of persons, number and type of meals

served and comments on the results/outcome of the activity. The reports will be consolidated by the DSO-FS who will forward a report to the appropriate Branch Chief for consolidation and forwarding to the DVC-HF. This report will be reviewed and augmented by the DVC-HF and sent to the National Department of Human Resources whereby Auxiliary leadership and the Coast Guard will be informed about AUXFS activity.

12. Reporting Time for AUXDATA

All activities at Coast Guard units/functions should be reported on a 7030H Form (Mission Activity Report). Use the 07D – CG Operational Support: Other Missions and appropriate OPCON should be indicated. Only time actually spent on AUXFS tasks is to be included (maximum of 19 hours except for deployments or special events including overnight stays at a Coast Guard unit which may be 24 hours). In the Remarks Section of the 7030H, indicate “AUXFS Duty” and CG unit name so that the FSO-IS can properly record the hours in AUXDATA. Travel and preparation times should be reported on a 7029H form (Member Activity Log). AUXFS activity involving Auxiliary functions (e.g. meetings, Change of Watches, flotilla and division functions) should be included on a 7029H form only. Use a separate 7029H for AUXFS activity from other activity. Submission of 7030H forms should be made ASAP after completion to the AUXFS’s FSO-IS and copies (via snail mail or email) MUST be provided to the ADSO-FS (in lieu of copies, an email with details of mission including hours and location may be sent to the ADSO-FS).

13. ADDENDA

ADDENDUM 1: AUXMAN COMDTNST M16790.1G Changes relating to AUXFS dated 10/2013

2.B.2. Auxiliary Chef (AUXCHEF) (page 2-5) – Re-title as follows... Auxiliary Food Service (AUXFS)

Auxiliary Food Service Specialist (AUXFS)

Pursuant to provisions of Chapter 2 of this Manual, Auxiliarists may support the Auxiliary Food Service (AUXFS) program upon successful completion of AUXFS training and qualification. The nature and scope of the AUXFS program is limited by the finite number of Coast Guard galleys and dining facilities that need AUXFS support at any given time. Thus Auxiliarists must understand that AUXFS training, qualification and support activity opportunities may not always be sufficient to accommodate the total Auxiliary interest in a specific geographic area. Auxiliarists should therefore explore the likelihood of these opportunities before pursuing AUXFS training and qualification.

AUXFS qualification shall be achieved by successful completion of the AUXFS Personal Qualification Standard (PQS) provided by the AUXFS Class Instructor.

Any Auxiliarist serving as an AUXFS shall have a Coast Guard Medical Officer complete the

Food Service Personnel Screening Form contained in the Civilian Employee and Occupational Health Program Manual, COMDTINST M12792.3 (series). AUXFS who are unable to travel to a Coast Guard clinic to receive a screening may be screened by their personal medical provider. The screening shall then be reviewed by the cognizant Independent Duty Health Services Technician (IDHS) and by the cognizant Designated Medical Officer Advisor (DMOA). Auxiliaries may obtain the hepatitis A vaccine series (initial and 6-12 month booster) from a Coast Guard clinic or may provide proof of vaccination for hepatitis A (completion of the series) to their cognizant IDHS. Proof of vaccination must include the following: vaccine provider information (including signature of vaccine administrator), dose, site, route, and manufacturer's lot number with expiration date.

Screening forms and proofs of vaccination shall be recorded and maintained in the same manner as described in Chapter 4 of the Coast Guard Medical Manual, COMDTINST M6000.1 (series). AUXFS medical folders shall be maintained by the cognizant Coast Guard clinic or IDHS that performs and/or reviews the screening form and vaccination. These files shall be protected in accordance with the Privacy Act and the Health Information Portability and Accountability Act (HIPAA). If an AUXFS has a normal screening and has completed the hepatitis A vaccination series, the IDHS or DMOA shall insert their title, name, rank, date, and signature on the AUXFS PQS form (page 2). AUXFS must submit their completed PQS form to the DSO-FS who forwards it to DIRAUX for retention in their service record.

10.H.6. Auxiliary Chef (AUXCHEF) Uniform (page 10-85) – Re-title and replace with the following text...

Auxiliary Food Service Specialist (AUXFS) Uniform

The Coast Guard unit command or special event coordinator may specify a uniform for food service personnel. Absent such guidance, Auxiliaries who have successfully completed the AUXFS training program may wear the AUXFS uniform when performing food service support or augmentation activities.

H.6.a. Coat/Shirt

The white Chef's coat, long or short sleeve, shall be worn as the principal top garment. The long sleeve white Chef's coat shall specifically be worn for serving. If authorized by the unit command, the white Chef's shirt, long or short sleeve, may also be worn. In either case, a white T-shirt shall be worn as an undergarment. The Chef's coat or shirt shall be white cotton or cotton/polyester blend with clear buttons, white buttons, or white knots. It shall be embroidered, in navy or black script, with the Auxiliary's last name on the right front side in the same general place as where a name tag is conventionally located. "U.S. Coast Guard Auxiliary" shall be similarly embroidered on the left front side in the same general place as where a qualification insignia is conventionally located (due to title length, the word "Auxiliary" should be embroidered ¼ inch below and centered under "U.S. Coast Guard"). Name tags and name tapes are not authorized.

H.6.b. Trousers

Operational Dress Uniform (ODU) trousers shall be used as the standard operational wear. Black chef pants are authorized for special events.

H.6.c. Apron

White bakers bib style aprons shall be used to minimize staining.

H.6.d. Socks

Socks shall be black, made of knitted or rib knit, undecorated material.

H.6.e. Shoes

Well-blackened 8-inch or 10-inch safety boots shall be worn for everyday operational use. Black tennis shoes or Chef's clogs may also be worn. Shoes prescribed for dress uniforms are authorized for special events.

H.6.f. Hat

The Auxiliary ball cap shall be worn (disposable Chef's hat also authorized). The Coast Guard unit ball cap may be worn, if authorized.

H.6.g. Insignia/Logos

Auxiliary office or member insignia shall be worn on the ball cap only. Unit logos, patches, or collar trim are not authorized.

H.6.h. Special Command Aide

For certain circumstances, the Coast Guard unit command may authorize attire to be worn consistent with provisions in the Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), for a Special Command Aide (e.g., khaki slacks, dark blue/navy polo style shirt).

Grooming

10.A.7. Assignment to Duty (page 10-4) - Replace with the following text...

An OIA may prescribe an Auxiliary uniform as a condition for assignment to duty. Auxiliarists shall conform to Coast Guard unit policies regarding such uniform wear whenever interacting with, acting on behalf of, or representing the unit. Any unresolved questions, disputes, or misunderstandings regarding such uniform wear should be referred to the Director.

When performing duty on a Coast Guard vessel, Auxiliarists shall wear uniforms consistent with those of the vessel's personnel. Auxiliarists, when working as crew on a Coast Guard vessel, shall wear only the member device on collars and corresponding hats for such uniforms. Auxiliarists may wear the insignia of their highest permanent office on such uniforms for ceremonial events held on that vessel.

10.C.3.i. Cosmetics/Fingernails (page 10-12) – Replace with the following text ...

Women's cosmetics shall be of conservative color and worn in good taste. Eccentricities in color and manner of wear shall not be worn while in uniform. Men and women shall keep their nails clean. Women may wear nail polish, but the color shall be conservative and neutral in color. French nails are authorized and if worn shall present a clean natural look in allowable colors with a white tip only. The white tip shall be no wider than ¼-inch. Decorative nail art is not authorized while in uniform.

10.C.3.k. Suspenders (page 10-12) – Replace with the following text...Suspenders (men only) may be worn under coats and jackets so as to prevent them from being exposed. They shall be plain white without design or ornamentation.

10.C.3.l. Additional Jewelry (page 10-12) – Replace with the following text...

The only additional jewelry authorized are rings, cuff links, shirt studs, tie clasps, and tie tacs. A maximum of one ring may be worn on each hand. Engagement/wedding ring or class/wedding ring sets count as one ring. Thumb rings are not authorized.

10.C.3.n. Hair/Facial Hair (page 10-13) – Add the following text at the end of the paragraph...

For both men and women, unnatural colored hair is not authorized nor shaved decorative patterns or sections on the scalp.

**10.C.3.s. Religious Jewelry (page 10-14) – Re-title and replace with the following text...
Religious Items**

Religious items may be worn only during religious services and must otherwise be concealed. Items like jewelry bearing religious inscriptions or otherwise indicating religious affiliation or belief may be worn, subject to the generally applicable uniform regulations for jewelry that is not of a religious nature.

ADDENDUM 2: AUXFS Ribbon

Upon satisfactory completion of initial AUXFS training class and PQSs, the member shall submit PQSs and Training Record (from AUXDATA) to the DSO-FS. Once verified, the DSO-FS will submit PQSs and Training Record to DIRAUX for entry into AUXDATA. At this time there is no ribbon/insignia for the AUXFS Program but when one is authorized, it will be issued by DIRAUX to the AUXFS.

ADDENDUM 3: AUXFS National Website

The AUXFS National Website shall contain but is not limited to the following:

- a) Current news about the AUXFS program and related items
- b) Policy changes/updates
- c) National training schedule
- d) National AUXFS Newsletter (**Galley & Grub**, all editions)
- e) Link to HR Directorate's AUXFS website containing AUXFS' training and currency information. This is password protected and access will be available to National HR Staff, DSO-FSs and other authorized members as needed. Members will only have access to their personal information.

---END OF POLICY---