



**US COAST GUARD AUXILIARY**  
**DISTRICT 1, SOUTHERN REGION**  
**AUXFS DEPLOYMENT POLICY**

JUNE 2017

1. All D1SR AUXFS personnel must be issued either reimbursable or non-reimbursable orders before supporting any Coast Guard Sector, Station, or CG Cutter event.
  - A. All requests for support of active duty must be accompanied by either written reimbursable or non-reimbursable Orders. Orders for active duty support must be issued by active duty; CO's, OIC's, AuxLo's, AuxUC's or CSC's.
  - B. The respective ADSO will be provided an electronic copy of these Orders
  - C. Orders must be issued prior to the event, and under no circumstances will Orders be issued after the event has completed.
  - D. Blanket orders covering a period of time may be issued for a specific facility.
  - E. Before leaving home to provide the requested support, the AUXFS must notify their ADSO, via email, of the assignment to duty, thereby beginning the coverage of Orders.
  - F. The ADSO shall maintain an electronic file of these notifications along with a copy of the Orders.
  - G. Under the general direction and supervision of the unit Culinary Specialist and the unit Executive Officer/Executive Petty Officer (XO/XPO), and with

guidance from the senior AUXFS, qualified AUXFSs may plan meals and shopping lists, but are strictly restricted from any direct purchasing with any form or type of unit funds and may not seek reimbursement for food or equipment costs associated with support of Active Duty.

2. All AUXFS personnel supporting Auxiliary events must have an Auxiliary Assignment to Duty prior to supporting the event. The Auxiliary Assignment to Duty will be issued by the DSO-FS and the Bridge shall be copied on all such assignments.
  - A. Multiple AUXFS's may be listed on a singular Assignment to Duty when supporting a large scale event or training.
  - B. Neither the DIRAUX nor the District shall fund travel for AUXFS's on non-reimbursable orders.
  - C. All reimbursement requests for food or equipment costs must be approved by the DCO or delegate prior to purchase.
3. The National AUXFS Deployment Guide will be followed for all Cutter assignments.
4. Once approved, the National AUXFS SOP , in addition to this policy, shall be adhered to.
5. The AUXFS Training and Qualifications Guide (2013 Rev. March 2017) shall be adhered to.

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Director of Auxiliary, D1SR

Commodore Agostino Formato  
District 1, Southern Region