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From: Director of Auxiliary, First District Southern Region  
To: Distribution

Subj: FIRST COAST GUARD DISTRICT SOUTHERN REGION PROCEDURES GUIDE

1. PURPOSE. The purpose of this publication is to provide instruction and policy guidance for the conduct of both the general and specific tasking of the Auxiliary missions within the First Coast Guard District's Southern Region. This publication has been designed to expand upon various procedures in referenced source manuals so as to meet the specific needs of the First District Southern Region. Also, this publication summarizes specific procedures for the Southern Region which are to be followed in conducting the majority of the business and operations of the United States Coast Guard Auxiliary.
2. ACTION. All United States Coast Guard Auxiliarists within the First Coast Guard District Southern Region shall ensure that the provisions of this publication are followed in the administration of the Auxiliary Program.
3. DIRECTIVES AFFECTED. All previous editions of the First Coast Guard District, Southern Region Procedure Guide are hereby canceled.
4. FORMS. The forms required by this publication are available from the Auxiliary National Supply Center and may be reproduced locally. This guide also lists all of the approved forms for our area. No one is authorized to create additional forms without the written approval of the Director of Auxiliary.

E. D. YOUNG  
Commander, U. S. Coast Guard  
Director of Auxiliary

Dist: COMDT (CG-5421) CGDONE (p), All Districts (dpa), SEC NY, SEC LIS, AIRSTA  
CAPE COD, EXCOM, All DCDR, All DSO, All FC



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# CHAPTER 1 – MEMBERSHIP

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) CG-5421 Revised Policies for Auxiliarists in Approval Pending Status

## A. INITIAL ENROLLMENTS

### **FORMS REQUIRED:**

- Auxiliary Enrollment Application (ANSC 7001) (Submit single-sided page)
- Completed, graded New Member Exam
- FD-258 - Applicant Fingerprint Cards (2 Originals)
- Copy of Birth Certificate, Passport or Naturalization paperwork
- Digital Photograph on a red background provided on CD or e-mail. Member should wear either a light or dark blue collared shirt

### **ROUTING:**

- Flotilla Commander sends enrollment package to DIRAUX
- DIRAUX enters prospective member into AUXDATA as an Applicant
- PSI Forms package is mailed to SECCEN
- If member is approved by SECCEN; DIRAUX then transfers member to IQ or BQ Status

1. Detailed requirements for enrolling in the Auxiliary are listed in reference (a). The candidate must meet these basic requirements:
  - a. Be a citizen of the United States
  - b. Be age 17 or older
  - c. Have no felony convictions
2. All new member packages must be COMPLETE before they are forwarded to DIRAUX. This means that if any of the required forms are missing, the package should be held by the Flotilla Commander until all required forms are completed and received.
3. Any special qualifications should be included on the application. If an applicant has completed a boating safety course as outlined in Ref. (a), Chap 8, proof of course completion is required in order to receive BQ status. A photocopy of the certificate or member exam should be included with the application.

## **B. RE-ENROLLMENTS**

### **FORMS REQUIRED:**

- Auxiliary Enrollment Application Form (ANSC 7001)
- FD-258 - Applicant Fingerprint Cards (2 Originals)
- Digital Photograph on a red background provided on CD or email
- Copy of birth certificate, passport, naturalization certification

### **ROUTING:**

- Former member to Flotilla Commander
- Flotilla Commander to DIRAUX

1. In accordance with Ref A, any former member may apply for re-enrollment into the Auxiliary unless they were administratively dis-enrolled for cause. The decision for re-enrollment is subject to DIRAUX approval.
2. The 'New Member' exam is not required for previous Auxiliary members.

## **C. DIS-ENROLLMENTS**

### **FORMS REQUIRED:**

- Change of Membership Status Form (ANSC 7035)
- Identification Card

### **ROUTING:**

- Member to Flotilla Commander (if at member's request)
- Flotilla Commander to DIRAUX

1. MEMBER'S REQUEST. A member may request dis-enrollment from the Auxiliary. The Change in Membership Status form (ANSC 7035) is completed and the membership ID card is attached. The form must be signed by the Flotilla Commander.
2. DEATH. In the event of the death of a member, the Flotilla Commander will notify the Chain of Leadership and Management immediately. The Flotilla Commander is also required to notify DIRAUX directly in writing, via email or by submitting the Change of Membership Status form (ANSC 7035). See Chapter 1F for more information regarding death of a member.

3. NON-PAYMENT OF DUES. If upon proper notification to a member of not meeting their financial obligation, the Flotilla Commander may recommend dis-enrollment by submitting the Change of Membership Status form (ANSC 7035). Documentation of notification of non-payment of dues must be enclosed. A copy of the notice that was sent to member's last known place of residence is proof of notification, as is an electronic return receipt e-mail notification of non payment of dues.
4. ADMINISTRATIVE DIS-ENROLLMENT FOR CAUSE. Dis-enrollment for cause is a very serious action towards an individual and requires strict adherence to the procedures set forth in reference (a), chapter 3, sections H.7 and H.8. No member of the Auxiliary may dis-enroll another member for cause. An Elected Officer should contact the Division Commander for guidance on recommending any administrative action requiring dis-enrollment before any action is taken. The DSO-LP should be consulted to provide guidance.

#### **D. MEMBERSHIP STATUS**

##### ***Initially Qualified – IQ***

Upon receipt of a favorable determination from SECCEN, a member is transferred from AP to IQ. IQ status designates a member who has met the initial requirements for membership, but has yet to complete the boating safety course requirements.

##### ***Basically Qualified – BQ***

Upon receipt of a favorable determination from SECCEN, a member is transferred from AP to BQ if the boating safety course requirements have previously been met.

**Note 1) It is the responsibility of the member to forward, via the FC, a copy of the boating course completion certificate to DIRAUX. A state boating safety certificate does not meet the boating safety course requirements as specified in ref (a) Chapter 8.**

**Note 2) When a member successfully challenges a PE exam, the FC needs to write a memo to the Director indicating when the exam was administered, and by whom. The answer sheet shall be attached to the memo with the FC's signature, along with that of the member taking the exam affixed to it. The memo shall also specifically request that the member's status be changed from IQ to BQ.**

##### ***AUXOP – AX***

1. Upon successful completion of all 6 specialty courses the FC should contact DIRAUX to verify member has achieved AUXOP status and request updated member ID card reflection AUXOP status. DIRAUX will certify AUXOP and issue a new ID card, and arrange for appropriate presentation.

## ***Retired Membership***

### **FORMS REQUIRED:**

- Change of Membership Status Form (ANSC 7035)
- Identification Card

### **ROUTING:**

- Member to Flotilla Commander
- Flotilla Commander to DIRAUX

1. A member with 15 years or more of service in the Auxiliary may elect to apply for Retired Status. The Change of Membership Status form (ANSC 7035) is completed and forwarded via the Flotilla Commander to the DIRAUX. A member who elects Retired Status cannot vote, hold office, utilize government exchanges, receive CG orders, be assigned to duty or participate in Auxiliary programs other than social functions.
2. Under rare, extraordinary, and special circumstances, the Director may waive this requirement. The request must be approved via the Chain of Leadership and Management to the Director. The determination for eligibility for retirement will rest solely with the Director.

## **E. TRANSFERS**

### ***Within First Southern Region***

### **FORMS REQUIRED:**

- Member Transfer Request Form (ANSC 7056)
- Change of Member Information Form (ANSC 7028), if applicable

***\*\*DO NOT COLLECT ID CARD, IT IS NO LONGER REQUIRED FOR TRANSFERS\*\****

### **ROUTING:**

- Member to current Flotilla Commander, to DIRAUX

1. A member may request transfer to any Flotilla within the First Southern Region using the Member Transfer Request form (ANSC 7056).
2. Member submits the Member Transfer Request form (ANSC 7056) to the current Flotilla Commander and the Change of Member Information Form (ANSC 7028) if applicable.
3. The current FC must endorse the form, either recommending or not recommending the transfer. Unpaid financial obligations, ongoing administrative actions and unaccounted

property are the only valid reasons for a negative recommendation. Current FC then forwards the form to DIRAUX.

4. The transfer is effective when approved by DIRAUX. DIRAUX notifies the new Flotilla Commander.

### ***Outside First Southern Region***

**FORMS REQUIRED:**

- Member Transfer Request (ANSC 7056)
- Change of Member Information Report (ANSC 7028)

**\*\*DO NOT COLLECT ID CARD, IT IS NO LONGER REQUIRED FOR TRANSFERS\*\***

**ROUTING:**

- Member to Current Flotilla Commander to DIRAUX

1. Members desiring to transfer to a Flotilla outside First Southern Region must submit the Member Transfer Request form (ANSC 7056) and the Change of Member Information form (ANSC 7028) through their Flotilla Commander. Unpaid financial obligations, ongoing administrative actions and unaccounted property are the only valid reasons for a negative recommendation.

### **F. DEATH OF A MEMBER**

1. NOTIFICATION PROCEDURES. The notification of the passing of a member is to the Flotilla Commander and FSO-PS/SO-PS officer. The Flotilla Commander will, in turn, directly notify the Director's office and copy the Chain of Leadership.
2. ADMINISTRATION. Following the passing of a member certain administrative tasks must be accomplished.
  - a. Member should be deleted from AUXDATA. This is accomplished by notifying the Director's Office in writing.
  - b. The Flotilla Commander should ensure collection of ID card and any government property after a respectful interval (recommend 30 days). Return ID card and any gear issued by the Director's office back to DIRAUX.
  - c. If a member recently completed any qualifications / or courses, DIRAUX will hold certificates that would normally have been sent for presentation to the member. The FC should contact the Director's Office if the family would like to receive these certificates.
3. Refer to the Auxiliary Manual, Chapter 12 for information regarding funeral services

## CHAPTER 2 – FACILITIES

References: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
(b) Auxiliary Vessel Examiners Manual, COMDTINST M16796.2 (series)

### A. VESSEL FACILITIES

#### **FORMS REQUIRED:**

- Vessel Facility Inspection and Offer of Use form (ANSC 7003)
- Non-Owner Authorization – D1SR Form (when owner is not Coxswain qualified)
- Corporate Resolution – required if facility is corporate owned
- Letter of Assent and Authorization – required if one or more owners are non-members
- Copy of Registration or Documentation for Vessel

#### **ROUTING:**

- Member to FC to DIRAUX
- DIRAUX issues copies of accepted ANSC 7003 as follows: Appropriate order issuing authority, and member
- Original ANSC 7003 is filed in member record

1. Only currently certified Vessel Examiners shall complete all inspections.
2. Annual facility inspections, once accepted by DIRAUX, are valid for twelve months from the date of inspection. Facilities may be inspected at any time of the year.
3. A vessel becomes a facility when accepted by DIRAUX. Vessels not accepted are not eligible for patrol orders. DIRAUX will make the AUXDATA entry after vessel is accepted. This will be reflected in the Patrol Order Management System (POMS) within 24 hours after AUXDATA entry.
4. Vessels used for commercial towing, salvage, or marine police work will not be accepted as a facility.
5. DIRAUX shall be notified when any facility is sold, or otherwise disposed of any Operational Facility decals shall also be removed.
6. All facility owners must be at a minimum Basically Qualified (BQ).
7. Total value listed on the offer for use should reflect current value of the facility and not replacement value. **DIRUAX may request proof of current value shown as insured value or survey value.**

## **B. RADIO FACILITIES**

References: (a) CG Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
(b) D1SR CM Manual – 11-04

### **FORMS REQUIRED:**

- Radio Facility Inspection And Offer For Use form (ANSC-7004)
- Communications Inspection Cover Sheet – D1SR Form 1SR-6 (11-04) 2 copies

### **ROUTING:**

- Member to SO-CM
- SO-CM (assigns call sign, retains one copy of D1SR-6) to ADSO-CM-ADM
- ADSO-CM-ADM to DIRAUX
- DIRAUX issues copies of accepted ANSC-7004 as follows: ADSO-CM-ADM, appropriate order issuing authority and member
- Original ANSC-7004 is filed in member record

1. The member offering the radio facility for use must be AUXCOM (prior to 1 August 2008), or TCO-PQS qualified.
2. The ADSO-CM-ADM will review for completeness, add facility ID and forward the forms to DIRAUX for acceptance and AUXDATA entry.
3. Inspection of radio facilities shall be performed by a CM staff officer who has completed the AUXCOM OSC (completed prior to 1 August 2008) or TCO PQS. Radio facility inspections are valid for 3 years from date of inspection.
4. All facility owners must be at a minimum Basically Qualified (BQ).
5. Any Radio Facility decal must be removed if vehicle is sold or disposed of.

## **C. AIRCRAFT FACILITIES**

References: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

### **FORMS REQUIRED:**

- Aircraft Facility Inspection and Offer For Use Form ANSC-7005
- Non-Owner Authorization – D1SR Form (when owner is not a certified pilot)
- Corporate Resolution – required for facilities that are corporate owned
- Letter of Assent and Authorization – required if one or more owners are non-members
- Copy of FAA Registration for Aircraft.
- Complete model number of engine must shown on ANSC-7005

### **ROUTING:**

- Form completed by member and a District Flight Examiner
- District Flight Examiner to DSO-AV
- DSO-AV to DQO Team Member (see appendix E) to DIRAUX
- DIRAUX issues copies of accepted ANSC-7005 as follows: DSO-AV, ADSO-AVQ, ASCC and member
- Original ANSC-7005 is filed in the member record

1. A currently certified Facility Inspector must complete all inspections. Facility inspectors shall ensure all aircraft facilities are in compliance w/ COMDT message dated 042014Z Oct 06, Auxiliary Aviation updates regarding TBO limits. During annual facility inspections, inspectors will verify that all air facilities comply with manufacturer TBO limits, both calendar and hours of operation, and for all power plant and critical systems.
2. Facility Inspectors will be recommended by the DSO-AV, by 15 January each calendar year and designated in writing by the Director annually.
3. Annual facility inspections, once accepted by DIRAUX, are valid for twelve months from the last date of inspection. Facilities may be inspected at any time of the year.
4. An aircraft becomes a facility when accepted by DIRAUX. Aircraft not accepted are not eligible for patrol orders. DIRAUX will make the AUXDATA entry after an aircraft is accepted. This will be reflected in the Patrol Order Management System (POMS) within 24 hours after entry in AUXDATA.
5. DIRAUX shall be notified of any aircraft facility that is sold or otherwise disposed of. Any Operational Facility decals shall also be removed.
6. All facility owners must be at a minimum Basically Qualified (BQ).
7. Total value listed on the offer for use should reflect current value of the facility and not replacement value. **DIRUAX may request proof of current value shown as insured value or survey value.**

## **D. PERSONAL WATERCRAFT (PWC)**

References: (a) CG Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
(b) D1SR Auxiliary PWC Operations Manual

### **FORMS REQUIRED:**

- PWC Facility Inspection and Offer-for-Use Form (ANSC 7008)
- Non-Owner Authorization – D1SR Form – (when owner is not PWO certified)
- Copy of State Registration

### **ROUTING:**

- Member to FC to DIRAUX
- DIRAUX issues copies of accepted ANSC 7008 as follows: appropriate order issuing authority and member
- Original ANSC 7008 is filed in member's file

1. A currently certified Vessel Examiner must complete all inspections.
2. Annual Personal Watercraft inspections, once accepted by DIRAUX, are valid for twelve months from the date of the last inspection. A PWC can be inspected at any time of the year.
3. A Personal Watercraft becomes a facility when accepted by DIRAUX. A PWC not accepted is not eligible for patrol orders. DIRAUX will make the AUXDATA entry after the PWC is accepted. This will be reflected in the Patrol Order Management System (POMS) within 24 hours after AUXDATA entry.
4. All facility owners must be at a minimum Basically Qualified (BQ).
5. Total value listed on the offer for use should reflect current value of the facility and not replacement value. DIRUAX may request proof of current value shown as insured value or survey value.

## **CHAPTER 3 – QUALIFICATIONS**

### **DISTRICT QUALIFICATIONS TEAM** – See Appendix (E).

Send correspondence to the appropriate team member listed.

#### **A. VESSEL EXAMINER QUALIFICATION**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) Auxiliary Vessel Examiner Manual, COMDTINST M16796.2 (series)  
(c) Vessel Safety Check Manual, COMDTINST M16796.8

##### **FORMS REQUIRED:**

- NTC notice of passing grade achieved for online VE exam, or a copy of the graded VE answer sheet

##### **ROUTING:**

- Member to FC to DQO Team Member (see appendix E) to DIRAUX

#### 1. INITIAL QUALIFICATION

- Member passes open book online exam or paper exam with a score of 90% or better
- Perform five VSCs on recreational vessels under the supervision of a certified VE
- The Trainee activity must be entered into AUXDATA.
- FC notifies the DQO Team member that the member has completed all requirements and requests certification as a VE
- Member must be in BQ status prior to certification as a VE or if in AP status successfully completes a Boating Safety course per CH 8 of AUXMAN.

#### 2. ANNUAL CURRENCY MAINTENANCE

- Vessel Examiners must complete at least five VSCs, and/or facility inspections each calendar year to retain certification
- Attend an annual VE/RBSPV workshop, when required by National, prior to the deadline date.

### 3. RECERTIFICATION

- Failure to perform the annual currency requirements will result in lapsed certification status (REYR)
- Member performs two VSCs as a Trainee under the supervision of a certified VE
- The Trainee VSCs must be recorded in AUXDATA
- The VE/RBSPV workshop, if required, must be recorded in AUXDATA
- FC must submit request to the DQO Team member for recertification of the member  
*Recertification is not automatic*
- Once recertified, the VE is required to perform the annual currency maintenance VSCs prior to the end of the calendar year

**Note: Failure to perform the annual currency procedures for five (5) consecutive years will result in loss of qualification. The member will then be required to meet the initial qualification criteria in order to regain qualification.**

## **B. INSTRUCTOR QUALIFICATION**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) Auxiliary Instructor Development Course

### **FORMS REQUIRED:**

- Appendix B of the Instructor Development Course PQS (page 6)
- NTC notice of passing grade achieved for online IDC exam, or a copy of the graded IDC answer sheet.

### **ROUTING:**

- FC to DQO Team Member (see appendix E) to DIRAUX

### 1. INITIAL QUALIFICATION

- Member passes open book online exam or paper exam with a score of 90% or better
- Teaches a minimum of two classes under the supervision of a certified IT
- The Trainee activity must be entered into AUXDATA
- FC notifies the DQO Team member that the member has completed all requirements and requests certification as an IT
- Member must be in BQ status prior to certification as an IT; or if AP, members who qualify as Instructors may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AUXOP status or an active duty supervisor while doing so.
- The Director may waive the requirements for IT if the member meets certain criteria as specified in Chap 8 of Ref (a),

### 2. ANNUAL CURRENCY MAINTENANCE

- Instructors must perform at least 2 hours as Lead, or 4 hours as aide, each calendar year to retain IT certification
- Must attend an annual IT workshop, when required by National, prior to the deadline date

### 3. RECERTIFICATION

- Failure to perform a workshop requirement will result in lapsed certification status (REWK)
- Failure to perform the annual currency requirements will result in lapsed certification status (REYR)
- Member performs two hours as a Trainee under the supervision of a certified IT
- The Trainee IT hours must be recorded in AUXDATA
- The IT workshop, if required, must be recorded in AUXDATA
- FC must submit request to the DQO Team member for recertification of the member  
*Recertification is not automatic*
- Once recertified, the IT is then required to perform the minimum hours required for currency maintenance prior to end of the calendar year

**Note: Failure to perform the annual currency procedures for five (5) consecutive years will result in loss of qualification. The member will then be required to meet the initial qualification criteria in order to regain qualification.**

## **C. RECREATIONAL BOATING SAFETY PROGRAM VISITOR QUALIFICATION**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) Auxiliary Recreation Boating Safety Program Visitor (RBSPV) Manual.  
COMDTINST M16796.3 (series)

### **FORMS REQUIRED:**

- NTC notice of passing grade achieved for online RBSPV exam, or a copy of the graded RBSPV answer sheet

### **ROUTING:**

- FC to DQO Team Member (see appendix E) to DIRAUX

### 1. INITIAL QUALIFICATION

- Member passes open book online exam or paper exam with a score of 90% or better
- Member performs two practice visits under the supervision of a certified RBSPV
- The Trainee activity must be entered into AUXDATA
- FC notifies the DQO Team member that the member has completed all requirements and requests certification as a RBSPV
- Member must be in BQ status prior to certification as a RBSPV or if AP may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist, in IQ, BQ, or AUXOP status or an active duty supervisor while doing so

### 2. ANNUAL CURRENCY MAINTENANCE

- RBS Program Visitors must complete at least four RBS visits each calendar year to retain certification
- Attend an annual VE/PV workshop, when required by National, prior to the deadline date

### 3. RECERTIFICATION

- Failure to perform a workshop requirement will result in lapsed certification status (REWK)
- Failure to perform the annual currency requirements will result in lapsed certification status (REYR)
- Member performs two RBS visits as a Trainee under the supervision of a certified RBSPV
- The Trainee visits must be recorded in AUXDATA
- The VE/RBSPV workshop, if required, must be recorded in AUXDATA
- FC must submit request to the DQO Team member for recertification of the member  
*Recertification is not automatic*
- **Once recertified**, the RBSPV is required to perform the annual currency maintenance visits prior to the end of the calendar year

**Note: Failure to perform the annual currency procedures for five (5) consecutive years will result in loss of qualification. The member will then be required to meet the initial qualification criteria in order to regain qualification.**

## **D. BOAT CREW QUALIFICATION PROGRAM**

- References:** (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)  
(b) Auxiliary Boat Crew Qualification Guide, Volume I: Crewmember, COMDTINST M16794.52 (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, COMDTINST M16114.5 (series)  
(f) Auxiliary Operation Policy Manual, COMDINT M16798.3 (series)

### **FORMS REQUIRED:**

#### **Initial Qualification:**

- QE Request Form
- Crew / Coxswain / PWO Checklist – Initial Qualification

#### **Third Year Certification:**

- QE Request Form

#### **ROUTING:**

- Member to FSO/SO-MT to AQEC

### 1. **General:**

- a. Before serving as part of a minimum boat crew required on board an Operational Facility, an Auxiliarist must be Crew qualified. Certification must be current.
- b. In order to receive Official Patrol Orders, either Coxswain or Personal Water Craft Operator, the member must be certified.
- c. Initial Boat Crew, Coxswain and Personal Water Craft Operator qualifications must be signed off by a QE. After initial qualification, every third year these qualifications are renewed by a QE with an underway check ride.
- d. Third year currency maintenance check ride paperwork must be forwarded to the DQO Team member within 30 days of completion of activity.
- e. Meeting currency maintenance requirements, including third year check rides, is the sole responsibility of the qualified member.
- f. The CREW / COXSWAIN / PWO CHECKLIST – INITIAL QUALIFICATION can be found on the Director's website. <http://diraux.cgaux1sr.org/>. DIRAUX Instructions> Boat Forces> New checklist for Crew/Coxswain/PWO.

2. Requesting a QE: Initial Qualifications require significant documentation verification prior to a QE being assigned. When a candidate is ready for a QE shore side oral/underway check ride their completed package will be submitted via the MT Officer for an administrative review by the AQEC. Upon successful completion of the administrative review the AQEC will schedule the check ride.

3. **Required Documentation:**

**All items required by the CREW / COXSWAIN / PWO CHECKLIST – INITIAL QUALIFICATION (Enclosure 1 of this Chapter)**

- a. **Crewmember:** Auxiliary Boat Crew Qualification Guide, Volume I

A minimum of 3 underway missions totaling 16 hours of underway time with a mentor must be met before requesting a check ride. This is a D1SR specific requirement approved by HQ.

- b. **Coxswain:** Auxiliary Boat Crew Qualification Guide, Volume II

Member has to show documentation of 28 hours as a certified crewmember under orders verifiable in AUXDATA training status report.

- c. **Personal Watercraft Operator:** Auxiliary Boat Crew Qualification Guide, Volume III

4. **Navigation Rules:**

- a) NAVRULES 70 series exams can be taken online with an authorized proctor, or a paper exam administered by a QE.
- b) The CG Institute NAVRULES Correspondence Course, CG Deck Watch Officer NAVRULES course and the CG Deck Watch Officer Exam are the only other exams acceptable as completion of task COX-04-01-AUX. They must be completed within the preceding 24 months.

5. **Currency Maintenance Requirements:**

- a. Member must meet the annual requirement of 12 underway hours. The sum of the hours can be as Crew or Coxswain.
- b. Must attend a 1 hr TCT refresher workshop annually.
- c. Must maintain TCT and Navigation Rule currency every five years.
- d. Successful completion of a Currency Maintenance Check Ride every third year conducted by a D1SR Qualification Examiner, as per Enclosures (1), (2) or (3), of reference (a). NOTE: Check rides performed outside of D1SR with QEs from other districts/region are not acceptable.

# CREW / COXSWAIN / PWO CHECKLIST - INITIAL QUALIFICATION

## SECTION A - Required with Request for QE

### Required Items

- AUXDATA ENTRY REQUIRED- verified by **Individual Member Training Record Report**
- TCT (8 HR) completed within 48 months (Crew / Coxswain / PWO)
  - TCT Refresher (1 HR) completed in current calendar yea (Crew / Coxswain / PWO)
  - ICS 100 (Crew / Coxswain / PWO)
  - ICS 700 (Crew / Coxswain / PWO)
  - ICS 200 (Coxswain / PWO)
  - ICS 800 (Coxswain / PWO)
  - ICS 210 or ICS 300 (Coxswain)
  - Navigation Rules Series 70 Exam (Coxswain / PWO)
  - Navigation Rules Series 95 exam within 2 years if Series 70 is more than 2 years old (Coxswain / PWO)
  - 28 hours (minimum) underway, under orders within 24 months (Coxswain)  
AUXDATA Individual Training Status report is required
  - 16 hours (minimum) underway, under orders within 24 months - At least three separate missions on three separate dates as shown on the 1SR-7 Form (Crew)
  - Operations Policy Exam (Coxswain / PWO)
  - BQ/AX Status verified in AUXDATA by IS Officer

## SECTION B - Verified by Flotilla (Mentor, FSO-MT, and/or FC)

### Only Qualification guides dated Jan 2007 will be accepted

- Candidate's Name and EMPID on All Pages

### Appendix B Review

- Appendix B – Qualification Guide / Mentor Training Record
  - Crew – Pages B1-B5
  - Coxswain – Pages B1-B6
  - PWO – Pages B1-B4
- MENTOR TRACKING FORM-Mentor(s)/QE names printed, signed, initialed, and dated
- All Tasks have been signed and dated by Mentor(s)/QE
- All Tasks performed within 24 months

### Chapter 2 Review

- All Tasks have been signed and dated by Mentor(s)/QE
- All Tasks performed within 24 months

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## SECTION C - QE Processing

- Appendix B - Verify & complete
- Chapter 2 - Verify & review task completion dates (within 24 months) and mentor signatures
- Qualification Guide Chapter 2 - Dockside Oral task pages (Crew / Coxswain / PWO)
- Qualification Guide Chapter 2 - Check-ride task pages (Crew / Coxswain / PWO)
- Appendix C (ref: M16794.51A) - Completed Transmittal Form
- Check Ride Survey (Crew/ Coxswain/ PWO) - must be completed for **all** check-rides
- Completed Candidate Package Forwarded to AQEC.** Retain copies of forms before mailing to AQEC

NOTE: Currency Maintenance requires only a signed Appendix F and CM task sheets, which are returned to the candidate at the completion of the check-ride

Rev 2/22/09  
Previous editions are obsolete

# QE REQUEST FORM

May be sent via e-mail, USPS or fax

From: FC/FSO-MT or SO-MT: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

To: \_\_\_\_\_ AQEC \_\_\_\_\_

Candidate's Name \_\_\_\_\_ Emplid \_\_\_\_\_ Flotilla \_\_\_\_\_

Use separate form for each member

I am requesting a QE for the following purpose:

**INITIAL CERTIFICATION**

- Crew Checkride
- Coxswain Checkride
- PWO Checkride
- Nav Rules 70 Exam

**CURRENCY MAINTENANCE**

- Three-year Crew
- Three-year Coxswain
- Three-year PWO

Request date: (Not sooner than 14 days) Date \_\_\_\_\_ Time \_\_\_\_\_

Alternate date: (Not sooner than 21 days) Date \_\_\_\_\_ Time \_\_\_\_\_

Location: \_\_\_\_\_

Facility 1: \_\_\_\_\_ Facility 2: \_\_\_\_\_  
Facility Name & Facility Registration/Documentation #

**The candidate has been trained to the standards set forth in the appropriate publication(s) and is ready to perform the required tasks before a QE**

- Initial QUALIFICA {
- I have inspected the candidate's Boat Crew Qualification Guide (Vol. 1, 2 or 3 as appropriate) and paperwork
  - The *Record of Completed Tasks* -Appendix B is complete; a mentor has initialed/dated each appropriate task
  - The candidate is BQ/AX status as verified in AUXDATA
  - **All items shown on the Crew/Coxswain/PWO Checklist, Section A are attached**
    - The AUXDATA Individual Member Training Record Report is attached**
    - The AUXDATA Individual Training Status Report (Coxswain only) is attached**
    - The 1SR 7 Form (Crew Only) is attached**
    - The Operations Policy Exam (Coxswain /PWO) is attached**

- 3<sup>RD</sup> Year CM {
- Member must have completed and bring forms to Currency Maintenance Evaluation
  - Appendix F - Third Year Currency Maintenance (COMDTINST M16794.51A) Signed by FSO/SO-IS
  - Enclosure 1,2 or 3, as appropriate (COMDTINST M16794.51A)

\_\_\_\_\_  
Signed: FC/FSO-MT or SO-MT Date

Date Replied: \_\_\_\_\_ QE Assigned: \_\_\_\_\_

QE Assigned: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **E. AVIATION QUALIFICATIONS**

References: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
(b) Auxiliary Aviation Training Text, COMDTINST M16798.5A  
(c) D1SR Aviation Board Meeting dated 15Mar09

### **FORMS REQUIRED:**

- Pilot/Air Crew Qualification Form, ANSC 7015

### **ROUTING:**

- Member to Flight Examiner
- Flight Examiner to ADSO-AVQ to DQO Team Member (see appendix E) to DIRAUX

1. GENERAL Auxiliarists may qualify as Pilots, Aircrew or Observers, based on requirements contained in the above references and relevant Auxiliary aviation manuals. Checking and qualifying aviators is the responsibility of the District Flight Examiners, reporting through the District Aviation Board (DSO-AV) to the DQO and the Director of Auxiliary. Flight Examiners, appointed by the Director in writing on an annual basis, train and qualify aviation personnel in the program.
  - a. All new members to the aviation program regardless of previous experience, civil or military, must progress through the program, starting as an observer trainee and qualifying at each level before becoming eligible to qualify for the next higher qualification. There will be NO automatic jumps in status without completing the prerequisites for each qualification toward Aircraft Commander. Observer candidates must have a minimum of 12 missions. Co-Pilot candidates must have a minimum of one year of experience and fifteen missions as qualified Air Observer before consideration of advancement. First Pilot candidates must have 15 missions as Co-Pilot before consideration of advancement. Aircraft Commander Candidates must have a minimum of 15 missions as First Pilot before consideration of advancement.
  - b. Upon completing all tests and check rides for status of Aircraft Commander, each candidate must then sit before a board selected by the DSO-AV to demonstrate his/her qualifications for designation as Aircraft Commander (when available the board should have an active duty Coast Guard aviator on the board). The intent of the board is to allow the candidate to demonstrate familiarity with policy, sound judgement, and to answer any questions the candidate may have.
  - c. New members will be teamed with a mentor to review and complete observer/pilot requirements per M16798.5B. The maximum number of years as a trainee for each qualification level will be two years. After two years, the candidate will be removed from the program. Waivers to this policy will be considered on a case-by-case basis by DIRAUX.

- d. Route Certification is required for all routes in this region. Annual currency is required to maintain route currency status. A minimum of 1 flight per route per year is required.
  - e. An aero medical safety evaluation and signoff of any rated Pilot, Observer, or Trainee by a FAA certified Aviation Medical Examiner (AME) is required for return to flight status after any medical incident. Such evaluation will be forwarded to ADSO-AV Flight Surgeon (AME) for review.
  - f. Auxiliary members who are current rated pilots are required to report any prior aviation accidents and incidents (i.e., those reported to the FAA) for review prior to being placed on flight status for missions. Additionally, it will be the responsibility of the pilot to advise the DFSO of any reportable accidents or incidents (whether these occurred while under orders or not under orders).
  - g. Refer to the DISR aviation website and Air Station Cape Cod policy for further operational flight parameters as these policies are frequently updated. Completion of the GAR model is required prior to any flight, see additional wind factor guidance on the DISR website.
2. AIRCREW REQUIREMENTS All pilots, aircrew and observers must meet the applicable requirements of Ref (a) for initial certification and annual currency maintenance. Auxiliarists must have a Direct Operational status in order to participate in flight missions. Upon successful completion of an Operational Support PSI and the appropriate tasks as determined by the DSO-AV members may submit a Direct Operational application. Upon review Diraux may authorize for participation in flight missions while the Direct Operational PSI is processed by SECCEN. Security Center is the final authority and will oversee the investigation and final determination on all personnel security investigations.
- FC must submit request to the DQO Team member for recertification of the member.  
*Recertification is not automatic*
3. INITIAL QUALIFICATION No certified flight examiner will give an initial flight test to a member of his/her own flotilla.

## **F. QUALIFICATION EXAMINER PROGRAM (QE)**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51A (series)  
(c) Auxiliary Qualification Examiners (QE) Program Manual, D1SRINST 16790.2

### **FORMS REQUIRED:**

- Qualification Examiner Application Form
- Qualification Examiner In Training Check Off Sheet

### **ROUTING:**

- Member to the Area QEC to District Chief QEC to DCO to Boat Crew Advisory Board to DIRAUX.

1. **GENERAL** The Qualification Examiner's (QE) primary task is to ensure all boat crewmembers are initially qualified, and through the re-certification process, remain proficient in their skills. To enforce the standards, boat crew QEs must be expert coxswains; and personal watercraft QEs must be expert PWC operators with impeccable integrity. The Boat Crew Advisory Board (BCAB) looks for perspective QEs to be active in operations in recent years; a recent experience base is integral to enforcing current Auxiliary policy. QEs are expected to have impeccable integrity. As the Director's direct representative in policy enforcement the BCAB must be certain that perspective QEs will make the right decision when faced with challenging situations. The right attitude is also required; perspective QE's must be willing to enforce policy even when it is not a popular decision. Finally a perspective QE must be understanding and approachable; they must be approachable enough to make people comfortable so that they will give their best efforts during check rides and be understanding of personal circumstances while still enforcing policy. Much is expected of a QE and not everyone who has the desire to become a QE has the skill to succeed as a QE.
2. **BOAT CREW (BC) QE:** To become a boat crew (BC) qualification examiner, the candidate must meet the following requirements:
  - Must be a currently certified Auxiliary coxswain for at least one year.
  - Must be a currently certified Auxiliary instructor for at least one year.
  - Must have completed the 8 hour Team Coordination Training (TCT) workshop in the last 2 years.
  - Completion of specialty courses with a goal toward obtaining AUXOP is strongly encouraged.

3. PERSONAL WATERCRAFT OPERATOR (PWO) QE: To become a personal watercraft operator (PWO) qualification examiner, the candidate must meet the following requirements:
  - Must be a certified PWO for at least one year
  - Must meet all other requirements for becoming a QE
  
4. AREA QE COORDINATOR: The Area QEC is appointed by the Chief QEC for a two year term to act as their direct representative for an assigned geographical region. Appointment/reappointment is subject to approval by DIRAUX.
  
5. CHIEF QE COORDINATOR: The Chief QEC is appointed per Ref B by DIRAUX.
  
6. QE OF DISTINCTION: QEs serving 20 years or more are eligible to be honored as a QE of distinction by DIRAUX.

## CHAPTER 4 – TRAINING AND EDUCATION

### A. SPECIALTY COURSES

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

#### **FORMS REQUIRED:**

- Auxiliary OSC Exam Request/Transmittal Form (ANSC 7026)

*Or*

- For online testing, member should contact the proctor for his Flotilla.

#### **ROUTING:**

- AUXOP designated Proctor, FSO-MT or FC to DIRAUX

1. GENERAL There are six advanced level training courses. They are Seamanship, Navigation, Communications, Aux Search Coordination & Execution, Patrols, and Weather.
  - a. There are no formal enrollment procedures for members interested in participating in these training courses. Most Flotillas offer these specialty courses through an experienced instructor (IT). Interested members should contact their Flotilla Commander or FSO-MT to find out where the specific training is being offered within their Flotilla and/or division.
  - b. Instructor Guides and Student Workbooks pertaining to each particular course are available from ANSC through the FSO-MA or the FC.
2. PROCTORS The Director's office controls and distributes the written specialty course examinations. A Commissioned Officer, Petty Officer, CG civilian employee, or any Auxiliarist designated as an AUXOP, and approved as a proctor by the Director, may order and administer specialty course examinations. The preferred method of test administration is online.

3. PAPER EXAMS A request for a specialty course examination must be submitted to the Director's Officer by the DSO-MT, FSO-MT, DCDR, FC or designated Proctor. Requests may be mailed, faxed or emailed.
  - a. Upon receipt of the Auxiliary OSC Exam Request/Transmittal Form CG-4887 (ANSC 7026), examination booklets, and answer sheets are mailed to the proctor for administration.
  - b. Once the examination has taken place the entire package will be returned to DIRAUX for grading. A score of 75% or greater (80% or greater for AUXSCE) is needed to pass any specialty exam.
  - c. Personnel that are qualified and desire to instruct AUX SC&E must successfully complete The AUX SC&E train the trainer program.
  - d. Passing grades are entered into AUXDATA. An 'Examination Results' letter is sent to the member, along with an appropriate certificate. Only the exam results letter is sent when member does not successfully pass the course.
  
4. ONLINE EXAMS Members may also take the specialty course examination online @ <http://ntc.cgaux.org>. Administration of online exams shall be IAW the NTC users guide located on the NTC homepage. Members are encouraged to print a copy of the results of the online examination and completion certificate for their personal records.

## **B. COAST GUARD INSTITUTE CORRESPONDENCE COURSES**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

**FORMS REQUIRED:**

- Form CGI-210-2

**ROUTING:**

- Member to FSO-MT/FC to DIRAUX

## **C. AUXILIARY NATIONAL “C” SCHOOLS**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

**FORMS REQUIRED:**

- Short-Term Training Request, Form CG-5223/ANSC 7059

**ROUTING:**

- Member to FC to DIRAUX (OTO)

1. National Schools are offered through CG Training Facilities and at various locations nationwide. Members serving in the various mission categories may elect to expand their specialty knowledge by attending a Class “C” school. Members shall submit a Short-term Training Request, CG-5223/ANSC 7059, through their FC. The FC will insure the form is completed correctly, provide endorsement, and then forward request on to DIRAUX (OTO).
2. Student quotas are limited. Auxiliarists are ineligible to attend if previously enrolled in the same course within the past thirty-six months.
3. Members who are issued orders and do not attend the course may not be allowed to attend another “C” school for a period of up to 36 months. Penalties for course cancellation for unforeseen circumstances will be evaluated by DIRAUX on a case by case basis.

## **D. QUALIFYING WORKSHOPS**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

### **FORMS REQUIRED:**

- Workshop Mission and Attendance Report – Form ANSC 7039

### **ROUTING:**

- Workshop Leader submits the ANSC 7039 to the FSO/SO-IS for entry into AUXDATA

1. **GENERAL** Nationally promulgated directives periodically require members to attend approved workshops in order to retain certification in certain program areas.
2. **TIME FRAME FOR WORKSHOPS** Workshops that are prescribed by National are to be held as directed, usually annually. Those members who do not attend the required workshop(s) face a lapse (REWK) in their specific certification(s). Once suspended, members will not be able to receive orders or receive credit for operational missions, vessel/facility examinations, instructor missions, or RBS visits.
3. **WORKSHOP LEADERS** The SO-OP, SO-MT, SO-PE, and SO-VE should present the required workshop(s) at the Division level. FSO-OP, FSO-MT, FSO-VE, and FSO-PE may present the workshop(s) at the Flotilla level. Although not required, workshop leaders *should* be IT qualified.
4. **WORKSHOP REPORTING** The instructor, upon completion, will submit a listing of all members who were in attendance, on Form ANSC 7039, to the FSO/SO-IS for entry into AUXDATA. If reports are not entered into AUXDATA by the date set by the Chief Director, the member's certifications will lapse. When a member completes a makeup workshop and the entry is made in AUXDATA the FC must notify the DQO and request the member be recertified. **Recertification is not automatic.**

## **E. TEAM COORDINATION TRAINING (TCT)**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

(b) Team Coordination Training, COMDTINST 1541.1 (series)

1. Team Coordination Training (TCT) is required for all personnel in the Boat Crew Program. Those members who are seeking Boat Crew qualifications are required to attend TCT prior to performing the shore-side oral and u/w check-ride with a QE.
2. Any Auxiliary member may attend TCT Training. TCT is *required* every **5 years for all** members in the boat crew program and every **2 years for QE's**. A **1 hour annual refresher is required for all** members in the Boat Crew program. On the year the member takes the 8 hour TCT training, the 1 hour refresher is not required.
3. FC's or DCDR's should submit or email request to the OTO to schedule a TCT session.

## CHAPTER 5 – FORMS AND REPORTS

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

### A. ANNUAL REPORTS

#### **FORMS REQUIRED:**

- Annual Unit Officer Report Form, ANSC 7007
- Change of Officer Report Form, ANSC 7006
- Certification of Election, Form 1SR-1
- Unit Financial/Inventory Form, ANSC 7025

#### **ROUTING:**

- Annual Unit Officer Report: FC or DCDR to SO-IS
- Change of Officer Report: FC or DCDR to SO-IS
- Certification of Election: FC or DCDR to DCAPT to DIRAUX
- Unit Financial/Inventory Report: FC or DCDR to DCAPT to DIRAUX

1. ANNUAL UNIT OFFICER REPORT Form is submitted before the start of the year to record newly elected and appointed officers. Due date is December 20.
2. CHANGE OF OFFICER REPORT Used when changing officers during the year.
3. CERTIFICATION OF ELECTION Form is submitted by the certifying officer to report the results of an election to the Director. Due date is December 20.
4. UNIT FINANCIAL REPORT Form is filed annually to report the unit inventory and financial status. Due to DIRAUX office by 1 March. Units that fail to submit reports will be audited.
5. Forms can be found at <http://forms.cgaux.org/forms.html>

## **B. RBS VISITOR/VESSEL EXAMINER REPORTS**

### **FORMS REQUIRED:**

- Activity Report - RBS Visitation, ANSC 7046
- Manufacturer ID Code System/Mailing Label System, CG-5093
- Activity Report - Vessel Examination, ANSC-7038

### **ROUTING:**

- RBS Visitation Activity Report, ANSC 7046 - Member to FSO/SO-IS
- Manufacturer ID Code System/Mailing Label System, CG-5093 - Member to DSO-PV
- Vessel Examiner Report, ANSC-7038 – Member to FSO/SO-IS

1. MARINE DEALER VISITATION Form is used to report mission time and number of visits to marine dealers by certified RBS Visitors, or a member in training for RBSV. Only 1 trainee per visit may be shown on the form.
2. ID CODE/MAILING LABEL SYSTEM Used by the Coast Guard for mailings to Marine Dealers.
3. VESSEL EXAMINATION ACTIVITY REPORT Form is used to report vessel safety checks and facility inspections, along with mission hours. Only 1 trainee per visit may be shown on the form.

## **C. PUBLIC EDUCATION COURSE SCHEDULE REPORTS**

### **FORMS REQUIRED:**

- Notice of Intent to Teach, 1SR Form

### **ROUTING:**

- FSO-PE to ADSO-PE

1. INTENT TO TEACH Form is used to register a course on the 1SR website. Form is also sent to BOAT/US.
2. REPORTING Instructor must complete a mission report (Form 7030) for each PE class session conducted. Upon completion of the course the instructor must submit a 7030 form for end of course data entry. Form is routed to FSO/SO-IS. Records should be maintained at the Flotilla level for a minimum 36 months.

## **D. MEMBER REPORTS**

### **FORMS REQUIRED:**

- Mission Activity Report, ANSC-7030
- Member Activity Log, ANSC-7029
- Change of Member Information, ANSC-7028

### **ROUTING:**

- Mission Activity Report, ANSC-7030 – Member to FSO/SO-IS
- Member Activity Log, ANSC-7029 – Member to FSO/SO-IS
- Change of Member Information, ANSC-7028 – Member to FSO/SO-IS

1. MISSION ACTIVITY REPORT Form is submitted by mission leader to report hours performed by all participants on mission activities.
2. MEMBER ACTIVITY LOG Used by the member to report preparatory, travel, and any other mission time not reportable on ANSC-7030.
3. CHANGE OF MEMBER INFORMATION Used by the member to report any change in member information - address, phone number etc.

## **E. MONTHLY MEETING AND FINANCIAL REPORTS**

### **FORMS REQUIRED:**

- Monthly Meeting Report

### **ROUTING:**

- FC to DCDR

1. All Flotillas will file a monthly meeting report to the DCDR. The monthly report will contain financial reporting, including starting balances, income, expenditures, (summaries) and ending balances.
2. All Division Commanders will file a copy of the Monthly Division Report with the DCAPT for his/her review.
3. A copy of the year end (December) bank statements SHALL be attached to the annual Flotilla and Division Finance Reports, submitted no later than 1 March of each year.

## **CHAPTER 6 – ADMINISTRATION**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 1

### **A. ELECTIONS**

1. **GENERAL** Eligibility for positions is outlined in appendix (g) (D1SR Procedures Guide) and supersedes eligibility criteria in reference (a). Nomination procedures for the positions are outlined in the USCG Auxiliary D1-SR Standing Rules. Guidelines on elections can be found in reference (a).

### **B. STANDING RULES**

1. **GENERAL** Standing Rules are rules related to the details of administration of a District, Division, and a Flotilla. They can be adopted and changed as necessary by the membership. Standing Rules shall in no manner conflict with Coast Guard directives or policies, National Board Standing Rules, or provisions in the Auxiliary Manual, COMDINSTM 16790.0 (series). Sources of the latest version of the Standing Rules for a unit can be found on the National Auxiliary website, the District website or by contacting the DSO-L/P for a copy. Three copies should be submitted by the unit for final approval.
2. **SUBMISSION AND APPROVAL** The following steps should be employed in the event of the adoption of new or amended Standing Rules:

Step 1: Submit a pre-adoption DRAFT of your Rules to the DSO-L/P for review – the DSO-L/P will return your draft with comments.

Step 2: Make suggested corrections/changes and submit them for adoption by those of the unit eligible to vote in accordance with the Auxiliary Manual.

Step 3: Have the unit leader and secretary date and sign the Rules and submit them

- (i) in the case of a Flotilla for the approval of the Division Commander who in turn submits them to the DSO-L/P for approval and then sends them on to the District Commodore with one copy being filed with the Director's Office for addition to the Flotilla's records;
- (ii) in the case of a Division , for approval by the DSO-L/P, who in turn will send them on to the District Commodore for his approval and then on to the Director for approval and filing;
- (iii) in the case of the District, the DSO-L/P will have approved them, they are then signed by the District Commodore and Director of Auxiliary and submitted to the DC-L for review and approval and then to be submitted to the NACO for signature.

Step 4: The person providing the final signature should see to the filing of the Rules and return of a signed copy to the unit leader.

3. AMENDMENTS. An Auxiliary District, Division, or Flotilla may amend its Standing Rules according to the same procedure set forth above and in accordance with the provisions found in its existing Standing Rules. The same steps outlined in sub-paragraph 1 will apply.

Submission of amendments to existing Standing Rules to the DSO-L/P will cause a review of the entire Standing Rules to determine if other portions of these rules comply with the existing edition of the Auxiliary Manual, Coast Guard Directives and the National Board Standing Rules. The DSO-L/P will recommend to the submitting unit other required changes, or where new standardized Standing Rules have been promulgated by the National Board in accordance with the provisions of the Auxiliary Manual, that the unit's entire Standing Rules be brought into conformity with the current standardized version of Standing Rules for a particular unit.

## C. DUES

1. NATIONAL AND DISTRICT DUES All IQ, BQ, and AUXOP members are required to pay dues to the National and District organizations. Divisions and Flotillas may have dues apart from those discussed here. These dues are billed by the appropriate finance staff officer. As the date of this publication the dues are:

National Dues - \$12.00

District Dues - \$9.00

2. DUES PAYMENT SCHEDULE Annual District and National dues for a given calendar year are billed to Divisions by the DSO-FN within 20 days of receipt of dues billing from the Comptroller of the National Board. The amount of each bill shall be determined by the number of active members on division rosters (broken out by Flotilla) as of the previous 31 December determined by the rosters in the AUXDATA, multiplied by the amount of District dues, plus whatever amount is set by the National Board as national dues. Dues for members not dis-enrolled prior to 31 December shall be the liability of the Flotilla regardless of the reasons for failure of the Flotilla to collect dues from the members. Division dues are payable within 30 days after the District billing.
3. DUES COLLECTIONS Dues will be collected at the Flotilla level. The amount collected should satisfy the annual National, District, Division and Flotilla dues, if any. The amount of National and District dues will then be forwarded to the SO-FN for payment to the DSO-FN. The DCDR is responsible for meeting this obligation.

4. DELINQUENT DUES All National and District dues are payable upon receipt of the bill. Any Flotilla that has not paid its dues obligations in a timely manner will be considered delinquent and subject to possible disestablishment.
5. DUES DISCREPANCIES. Occasional disagreements occur between Flotilla Commanders and the DSO-FN concerning the amount of dues payable. If a disagreement occurs, the FC shall pay the amount billed by the DSO-FN and notify the DSO-FN of the suspected error (s). The DSO-FN will then investigate the reported discrepancies in order to determine their validity and initiate refunds if deemed necessary.

## **D. UNIFORMS**

Reference: (a) COMDTINST , Uniform Regulations

1. AUTHORIZED UNIFORMS  
Guard Auxiliary uniforms shall be worn in accordance with the AUXILIARY MANUAL, COMDTINST M16790 (series). The Service Dress Blue and Tropical Blue Uniforms are year round prescribed uniforms. The Winter Dress Blue Uniform is authorized for wear in D1 Southern Region from 1 November to 31 March. The Tropical Blue and Undress Blue Uniforms are authorized for use year round. The Operational Commander will specify the "Uniform of the Day" for CG Auxiliary members under orders patrolling the unit's Area of Responsibility. Hot Weather Uniform must be authorized by the Operational Commander. Uniforms to be worn at events such as Change of Watch and Award Dinners will be prescribed by the event organizing authority.
2. UNIFORM INFORMATION Information on the types, ribbons, insignia etc., and proper wearing of, and accessories pertaining to, can be found in ref (a), Chap 10. Additional guidance can also be found in the Coast Guard Uniform Manual and COMDTINST M1020.6 (series). Working Blue uniform is authorized until no longer serviceable. Serviceable means that the uniform must comply with uniform standards in terms of fitting appropriately, maintaining a neat appearance (not torn, worn or faded).
3. PROCUREMENT Many uniform items are obtainable through the District Store. Members may also order uniforms by mail or telephone from the Uniform Distribution Center in Woodbine, NJ at 1-800-874-6841. Order forms are available from ANSC through the FSO-MA. Uniforms may also be purchased thru commercial sources which can be found in the Uniform Procurement Guide, ANSC 7053.

## **E. MAIL**

1. GENERAL Any Auxiliary member may request Government Stamps (special design) from their Material Staff Officer, or FC for authorized use. They may also request various size envelopes, labels, and letterhead stationery.
2. AUTHORIZED OFFICIAL MAIL
  - a. Coast Guard and Auxiliary forms or applications
  - b. Notices of Meetings
  - c. AUXDATA reports
  - d. Correspondence to DIRAUX or other Auxiliary officers
  - e. Auxiliary text books
  - f. Auxiliary unit publications
  - g. Request for lodging and conference registration for official meetings
3. UNOFFICIAL MAIL NOT AUTHORIZED FOR GOVERNMENT STAMPS.
  - a. Mail to other government officials or agencies, other than the CG, unless approved by DIRAUX
  - b. Orders for, and shipment of, Auxiliary uniforms or insignia from any source
  - c. Personal information between members, greeting cards, and invitations to social functions
  - d. Auxiliary unit publications containing advertising
  - e. Electioneering or campaign materials
  - f. Personal use
4. MARKING OF ENVELOPES In the return address section of the envelope, or on a label, print your official title (e.g. FC, DCDR etc.), address, and below that the words "OFFICIAL BUSINESS". **Do not put your name in the return address area.**

## **F. ADVERTISING**

1. The Auxiliary is prohibited from endorsing any product or service. However, an Auxiliary unit may carry or solicit advertising under the following conditions:
  - a. Prior approval from the Director is obtained
  - b. The publication is not mailed using Government Stamps
  - c. If an advertisement or notification on behalf of an Auxiliary unit is fully or partially paid for by persons or concerns other than the Auxiliary unit, prior approval must be received from DIRAUX.

## **G. FUND RAISING & DONATIONS**

1. For policy and guidance on fundraising and donations refer to Reference (a), Chapter 5 and Appendix E.
2. Boat Donations. The following guidance should be followed when preparing a request to accept a vessel donation. The package should be prepared in triplicate and should include:
  - a. A written offer of the vessel to the unit signed by the vessel owner.
  - b. Survey to insure integrity of the vessel including valuation.
  - c. Business plan outlining at a minimum: how the vessel will be maintained, registered, insured, how POMS reimbursement will work, where the vessel will be moored/stored and associated costs. The idea is to ensure that Flotilla members have a full realization of the costs and time constraints of owning a Flotilla vessel.
  - d. Copy of minutes from meeting confirming flotilla member support of vessel donation and it's financial burden confirming "c" above.
  - e. Name, address, driver's license and qualifications of vessel operators.
  - f. Point of contact for vessel acceptance and for maintaining the vessel.
  - g. Title and registration of vessel/trailer.
  - h. Proof of insurance and/or quotation.
  - i. Picture of vessel.
  - j. Request for acceptance will be forwarded up the chain with a signature from each leader up to and including the Director utilizing a coversheet. The Director will forward the request to the Director of Development for the Coast Guard Auxiliary Association for final disposition.

## **H. ALCOHOL**

1. Policy can be found in the Auxiliary Operations Policy Manual COMDTINST 16798.3 (series). Auxiliarists must conduct themselves in a manner worthy of the Auxiliary uniform and membership. At no time should there be any use of alcoholic beverages on an Auxiliary facility while under orders. This applies to any guests or passengers while on board the facility, as it relates to operations activity. The patrol ensign and sign boards shall be removed prior to consumption of alcoholic beverages on any facility.
2. Whether off duty or on patrol, Auxiliarists stand ready to serve the public and should set a positive example for all regarding boating and alcohol. Remember even when the patrol signs are properly stowed the public is looking to you as the role model.
3. Consumption of alcohol is not permitted under any circumstances at Auxiliary meetings in which minutes are taken.

## **I. CANVASSING**

1. While in uniform, Auxiliarists are specifically prohibited from canvassing for an elected candidate, a candidate running for office, or entering into any form of electioneering.
2. The wearing of an Auxiliary uniform to any political rally or function is prohibited.

## **J. AUXILIARY CHAIN OF LEADERSHIP AND MANAGEMENT**

1. At all times, the Auxiliary Chain of Leadership and Management will be observed when sending written correspondence, endorsements and verbal correspondence. Sending e-mail or faxing documents does not negate using proper communication procedures. Members are expected to send communications only to their unit leader. **Do not send to, copy or blind copy any members outside the Chain of Leadership. Doing so causes uncertainty as to who is the action addressee and undermines the structure of the organization.**
2. **Individual members are not authorized to call the Director's staff.** Division Commanders and Flotilla Commanders shall not direct their members to call the Director's Office. Only EXCOM, Division Commanders and Flotilla Commanders may call the Director or office staff unless a member is specifically directed to do so.

## **K. PERSONNEL RECORDS**

1. Auxiliary records held by the Coast Guard, including the AUXDATA database, come under the “Privacy Act” and “Freedom of Information Act”. The Privacy Act of 1974 prohibits disclosure of personal information about an individual from Coast Guard records. A roster of names, addresses, and telephone numbers of Auxiliary members shall not be made available to any outside person or organization, or used for any non-Auxiliary purpose. All such rosters or any publication containing any of the above listed restricted data must contain a Privacy Act of 1974 statement.
2. Auxiliary unit records are public records, except those records that contain personal member information.

## **L. PUBLICATIONS, ARTICLES AND NEWSLETTERS**

1. **ALL publications and articles must be approved by the DIRAUX prior to distribution. Per reference (a) the Director has delegated approval of publications to any of the following members: the Commodore, Chief of Staff, District Captains, DSO-PA and DSO-PB.** Items should be of an “official nature” or relate to Auxiliary affairs. Avoid personal articles that refer to family activities, member’s vacation plans, etc. Copies of each issue must be provided to DIRAUX and to the DSO-PB. General guidelines for unit publications are as follows:
  - a. Defamation of an individual will not be made or insinuated in any manner
  - b. Copyright violations are prohibited
  - c. Contradiction or criticism of official policy or regulations must not be made
  - d. Publications and Newsletters containing commercial advertising may not be mailed using government stamps

## **M. “OVER THE BOW”**

The First District Southern Region’s publication is titled “Over The Bow”. It provides information on Auxiliary programs along with stories of interesting activities occurring in the 1SR region. Publication is normally quarterly.

For submission of articles for publication or information, contact the District Staff Officer for Publications (DSO-PB).

## **N. PERSONAL CONDUCT**

1. As a member of Team Coast Guard you are expected to uphold the CG core values of Honor, Respect and Devotion to duty at all times. Care must be taken when communicating via any means: written, verbal, electronic or social media, to ensure that when you represent yourself as an Auxiliarist you abide by the Coast Guard Core Values.

## CHAPTER 7 – AUXDATA

### **FORMS REQUIRED:**

- A complete list of current forms can be found on the National Auxiliary web page at: <http://forms.cgaux.org/forms.html>

### **1SR FORMS:**

- A complete listing of current forms can be found on the 1SR Auxiliary web page at: <http://diraux.cgaux1sr.org/forms/index.html> and <http://www.d1south.org/pages/forms.php>

*Reminder – no new forms are to be created w/o DIRAUX approval*

### **FORMS ROUTING:**

- Individual member to FSO-IS. FSO-IS to SO-IS if applicable

## **A. GENERAL**

1. Certification Currency relies on accurate and timely recording of mission reports in AUXDATA. It is the responsibility of the mission leader to report hours performed by all participants on mission activities. **If this is not accomplished a member risks a lapse in certification during the end of year process run in AUXDATA.**
2. All problems should be addressed to the FSO/SO-IS. Request for access to AUXDATA must go via the “IS” chain of communication to the DSO-IS.
3. The member is ultimately responsible for the maintenance of their qualification currency. All members are strongly urged to use AUXINFO reports (there is no password required to use AUXINFO) to ensure their mission activity has been recorded.
4. Mission reports must be submitted no later than 31 Dec of the year the activity was performed.

## CHAPTER 8 – PUBLIC EDUCATION

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 5

### A. GENERAL POLICY AND PROCEDURES

1. Instructors may teach courses authorized by the Auxiliary National Board or State sanctioned courses. No departure from established lesson plans is permitted. Only authorized PE materials may be used.
2. Only qualified Instructors (IT) may teach Auxiliary public education courses. Guests with special expertise are welcome to teach their specialty as long as a qualified IT is present. Auxiliarists who wish to become instructors must meet the requirements put forth in ref (a) Chapter 8 and Chapter 3B of this guide.
3. A self-insurer letter may be obtained from the Director's office when required by the owner/manager of a building where classes are being held that requires insurance coverage. This letter explains federal liability coverage under the Federal Torts Claims Act.
4. Instructors are covered for liability and injury as put forth in the Auxiliary Manual, COMDTINST M16790.1 (series).
5. Auditing of a course may be permitted at no cost. However, no books are to be given free of charge and no end of course exam will be administered. A Certificate of Completion is **not** to be presented to the auditor at the end of the course.
6. When custodial fees are charged to the Auxiliary unit, the Auxiliary may charge the students that fee. Collections must be kept separate from fees collected for course materials. No cost facilities, i.e. government buildings, should be utilized if possible.
7. In addition to custodial and text fees, the Auxiliary unit may price course competitively with the local market.
8. The DSO-PE should be advised in advance of the course scheduled by submission of the Notice of Intent to Teach, form ANSC 7023, by the FSO-PE. The course can be listed by BOAT US. In doing so, the course title and schedule of classes will be placed on the BOAT US hotline (1-800-336-2628).

9. Members acting as Lead Instructor or Instructor aides must submit their activity report ANSC 7030, showing all participants on the mission to their FSO-IS/SO-IS for entry into AUXDATA.
10. Upon completion of a course, the EOC details are completed on the ANSC 7030 form by the FSO-PE and forwarded to the FSO/SO-IS for entry into AUXDATA.
11. Any PE course final exam answer sheets should be kept in Flotilla files for three years.
12. As per Ref (a) at no time shall a PE course, or any portion thereof, be performed on board a vessel without prior approval of the Director.

## **CHAPTER 9 – AWARDS PROCEDURES AND POLICIES**

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) Medals and Awards Manual, COMDTINST M1650.25 (series)

### **A. GENERAL**

1. Recognizing Auxiliarists is essential to the success and vitality of the Auxiliary Program. In many respects, the recognition they receive through the awards process can be considered to be their “paychecks”. The services and actions of Auxiliarists should receive appropriate recognition and awards to the maximum extent possible.
2. Auxiliary ribbons, medals, awards, and award certificates may be obtained from the Director of Auxiliary, or from the Auxiliary National Supply Center.
3. The procedures contained herein for any Auxiliary award shall be used in conjunction with CGDONEINST 1650.2. (series).

### **B. ELIGIBILITY AND CRITERIA**

1. Auxiliarists are eligible to earn a variety of Auxiliary awards, as described in Chapter 11 of reference (a).
2. A listing of awards for which Auxiliarists are eligible is contained in ref (a). Chapter 11, sections A, B, & C.

## **C. PROCEDURES**

### **1. RECOMMENDATIONS BY ACTIVE DUTY COAST GUARD PERSONNEL.**

Coast Guard Commanding Officers and Officers in Charge may recommend Auxiliary members for awards listed in ref (a). Sector Commanders and DIRAUX are the awarding authorities for several of the awards.

- a. Recommendations will be prepared and submitted on the Coast Guard Award Recommendation form, CG-1650, along with required supporting documentation through the chain of command to the awarding authority.
- b. Copies of awards approved by Commanding Officers must be sent to the First District Director of Auxiliary (dpa-SR) for inclusion in the member record.

#### **c. Sector Commander and Air Station Commander Awards**

1) Formal awards for Division Commanders are usually given by Commanding Officers at Division Changes of Watch. Formal awards for DCAPT's are given at the spring awards conference by the Sector Commander.

2) Informal awards. Through the years at the spring conference Commanding Officers have chosen unique awards to recognize outstanding service of their Auxiliarists. Examples of past awards include plaques, ball caps, Coast Guard paddles, eagle trophies and inscribed books. Each has brought special meaning to the Auxiliarist receiving the award. The number and type of awards given is promulgated by the Sector Commander and Air Station Commanding Officer. In general Sector Commanders have awarded a Flotilla of the Year award, one per Division and an Auxiliarist of the Year award, one per Division, and recognized other distinguished service on a case by case basis. Air Station CO's have awarded the James Rao Awards (see 10.D.7) and given unique awards marking operational accomplishments and significant events. Flight hour patches have been issued in some instances.

## 2. RECOMMENDATIONS BY AUXILIARISTS

Any Auxiliarist may recommend another Auxiliary member for one of the awards listed in ref (a). Auxiliary members may not recommend active duty members for Auxiliary awards. However, an active duty member assigned to a working group or a team consisting of Auxiliary and active duty members may be included on the roster of those being recommended for a Coast Guard Meritorious Team Award initiated by an Auxiliarist.

- a. Recommendations will be prepared and submitted on the Coast Guard Award Recommendation form, CG-1650, along with required supporting documentation through the Chain of Leadership and Management to the EXCOM.
- b. It is imperative that award recommendations are not discussed with personnel who are not in the review process, including the individual(s) being recommended for the award. Award recommendations are to be treated as privileged information.
- c. The EXCOM shall review the recommendation upon receipt for completeness and take any action necessary to obtain documentation that is needed to complete the recommendation. Particular attention should be given to the citation to accompany the award. In some cases it may be appropriate for EXCOM to edit the citation or direct a resubmission of the citation. When the recommendation is complete, it will be forwarded to the District Commodore and EXCOM will note their recommendation on the Auxiliary Award Recommendation Cover Sheet (CGD1AUX-AWARD).
- d. The District Commodore will include his/her recommendation(s) and forward to the Director of Auxiliary for final processing.
- e. If an award submission receives a negative determination from the EXCOM, the District Commodore will notify the submitting Auxiliarist of the reasons for not adopting the recommendation.

## **D. DOCUMENTATION**

1. The documentation to support an award recommendation is outlined in Chapter 11 of reference (a).

## **E. INFORMAL AND ON THE SPOT AWARDS**

1. Use of informal and on the spot awards is **highly encouraged**. Information on informal recognition is outlined in Ref (a). Unit leaders are encouraged to develop programs at the local level.

# **CHAPTER 10 – D1SR AWARDS PROGRAM**

## **A. GENERAL**

1. The District Board shall approve the name, purpose, nature, and applicable conditions of all awards offered to members of the Coast Guard Auxiliary, First Coast Guard District (SR). The awards, which are open to all members, Flotillas, and divisions, shall be considered as District Board Awards. All expenses in connection with these awards shall be born by the District Board Treasury, unless offered by other individuals or organizations.
  - a. Individual or Organizational Awards The District Board will give due consideration to any award offered to the Coast Guard Auxiliary, First Coast Guard District (SR), by any individual or an organization and any such awards determined to be appropriate as a District Award will be accepted and officially established by the District Board.
  - b. Final Authority Where doubt exists regarding deadlines or time limits, the date recorded when received in the District Director's Office, will be the final authority.
2. All points are calculated from information in AUXDATA or AUXINFO unless otherwise noted. Awards are calculated and compiled by the District Awards Committee (unless otherwise noted). The committee is appointed by the District Commodore.

## **B. POINTS FOR AWARDS**

1. ADMINISTRATIVE
  - a. Each Coast Guard Administrative Support Mission 6
  - b. Each five (5) hours of Administrative Support Mission 4
  - c. Each CG Recruit/Aim Support Mission 6
  - d. Each five (5) hours of CG Recruit/AIM Support Mission 4
2. VESSEL EXAMINATIONS
  - a. Each 25 Vessel Examinations given 15
  - b. Each member attaining 100 Examinations 15
  - c. Each Vessel Examiner on roster 10
  - d. Each Commercial Fishing Examiner on roster 15
  - e. Each Marine Dealer Visitor on the roster 5
  - f. Each 25 Program Visits given 15
  - g. Each Communications Facility 5
  - h. Each 10 Commercial Fishing exams given 15
  - i. Each Surface or Air Operational Facility 10

3.	<u>PUBLIC EDUCATION</u>	
a.	Each Youth Course given	5
b.	Each Other PE Course	5
c.	Each State Boating Course	20
d.	Each GPS course given	20
e.	Each America's Boating or About Boating Safely Course	30
f.	Each thirteen-lesson Sail, BS&S, or ACN Course given	50
4.	<u>OPERATIONS</u>	
a.	Each Safety and/or Regatta Patrol (including AIROPS)	15
b.	Each five (5) hours of Safety or Regatta Patrols	10
c.	Each CG Operational Support or Logistics Mission	10
d.	Each five (5) hours of CG Ops Support or Logistics Patrols	10
e.	Each Chart Update Patrol	10
f.	Each five (5) hours of Chart Update Patrols	10
g.	Each Environmental Mission Patrol	1
h.	Each five (5) hours of Environmental Mission Patrols	10
i.	Each Marine Safety Mission Patrol	15
j.	Each Marine Safety Mission	1
k.	Each five (5) hours of Marine Safety Missions	5
l.	Each Assist	10
m.	Each member Boat Crew, Air Observer, Air Crew	15
n.	Each member Coxswain, Co-Pilot, or First Pilot, PWO, or Air Craft Commander	20
o.	Each member attaining 100 cumulative hours on Patrol and or Operational Support Missions (Crew, Coxswain, Air Observers, PWO)	15
5.	<u>MEMBER TRAINING</u>	
a.	Each new BQ Member	6
b.	Each member becoming AUXOP	40
c.	Each new VE or PV qualification or re-qualification	8
d.	Each new IT qualification or re-qualification	8
e.	Each Operational or Coxswain qualification or re-qualification (New BCQP, and New AIROPS)	8
f.	Each new Commercial Fishing Vessel Examiner (CFVE)	15
g.	Each new Operational Specialty Certified	10
h.	Number of MT Sessions plus hours	3
i.	Each member attaining 30 Lead Instructor (PE & MT) Hours	15
6.	<u>GROWTH AND RETENTION</u>	
a.	Net Increase of members (New minus Dis-enroll & Deaths)	10
b.	Total number of new members or transfers	10
c.	Each AUXOP	20

7. PUBLIC AFFAIRS
  - a. Each Public Appearance or Public Lecture given 5
  - b. Each news story submitted 2
  - c. Each radio/TV spot aired days 2
  - d. Each Web Maintenance Mission 2
  - e. All other PA Missions (each) 2
  
8. DCO ROLAND BALDINE AWARD Special Award - points not used in per capita calculations.
  - a. Each new BQ 5
  - b. Each new AUXOP 10
  - c. Each new VE (qualification or re-qualification) 5
  - d. Each new IT (qualification or re-qualification) 5
  - e. Each new AIROPS (observer or pilot) 5
  - f. Each new Specialty Course Passed 5
  - g. Each new Crew Member 5

**Per Capita Formula** Total all points accumulated (excluding points for DCO Roland Baldine Award); divide that total by the total number of members. This will constitute the per capita number of points scored.

### **C. AWARDS**

1. Director's Cup The Director's Cup (a perpetual trophy held in the Director's Office and a suitable memento presented to the member) is awarded in recognition of exemplary leadership contributions by individual Auxiliarists to the Auxiliary and the community. It is given based upon the recommendation of the District Commodore and at the discretion of the Director. It may not be awarded annually, but will be awarded when the Director deems it appropriate. It may be awarded to as many as three members in one year. It is presented at the December Leadership and Training Conference or the Awards Conference.
  
2. Flotilla Meritorious Achievement Medal The Flotilla Meritorious Achievement Award recognizes the top Flotilla in the First District Southern Region. The winning Flotilla is subjectively judged by the DCO and Director to have made the most significant to the Auxiliary program that year.

## **D. DISTRICT AWARDS**

### **1. SPECIAL AWARDS**

- a. Kitty Shannon Trophy Suitable memento retained by the Flotilla that performs the greatest number of VE's beginning at the start of **Safe Boating Week, Mega Weeks**. A suitable memento to the Flotilla in each area doing the most VE's other than the winner of the Kitty Shannon Trophy. (Points computed by the awards committee chairman)

*Note:* This trophy will be awarded at the Banquet at the District Conference.

- b. District Commander's Efficiency Award Suitable memento awarded by the incumbent District Commander to the Auxiliary Division that has the best record of accomplishment during the calendar year. Award will be based on the point count system for awards adjusted by a Per Capita Formula.
- c. DCO Roland Baldine Award Suitable memento awarded to the Division with the best record of accomplishment in Membership Training based on the point count system for this award.

### **2. PUBLIC EDUCATION AWARDS** All Awards will be based on a point count system found in this chapter.

- a. Division Suitable memento to the Divisions with the highest number of PE Class points during the year. First, second, and third place awards.
- b. Flotilla Suitable memento to the Flotillas with the highest number of PE Class points during the year. First, second, and third place awards.
- c. Division Youth Award Suitable memento to the Divisions having the highest number of youth enrolled in the PE classes. First, second, and third place awards.
- d. Flotilla Youth Award Suitable memento to the Flotillas having the highest number of youth enrolled in the PE classes. First, second, and third place awards.
- e. Most Instructor Hours Division (Instructor Hours based on PE Class Hours from Division District Management Report). Suitable memento to the Divisions with the highest number of instructor hours for the year. First, second, and third place awards.
- f. Most Instructor Hours Flotilla (Instructor Hours based on PE Class Hours from Flotilla District Management Report). Suitable memento to the Flotillas with the highest number of instructor hours for the year. First, second, and third place awards.

- g. Most Instructor Hours Member (PE or MT Lead Instructor Hours Only). Suitable memento to the highest number of instructor hours for the year. First, second, and third place awards.
- h. Instructor Awards A certificate awarded to each instructor who has achieved a minimum of thirty (30) hours of instructing. Computed by DIRAUX office.

3. OPERATIONS AWARDS (# REPRESENT AUXDATA MISSION TYPES)

- a. Bogen Trophy Judged by EXCOM. Suitable memento shall be given to the persons making the most outstanding assists. First, second, and third place awards. The Bogen Trophy is retained by the Flotilla for 1 year whose member makes the most outstanding assist of the year.
- b. Mazotta Award Suitable memento shall be given to the persons with the highest number of assists. First, second, and third place awards.
- c. Most Coxswain Hours Suitable memento shall be given to the persons with the highest number of hours. First, second, and third place awards.
- d. Most Crew Hours Suitable memento shall be given to the persons with the highest number of hours. First, second, and third place awards.
- e. Patrol Hours Award A suitable memento awarded to each Auxiliarist who achieves 100 hours on patrol. Computed by DIRAUX office (AUXDATA missions #01A-2-3).
- f. Operational Support Missions Hours Award A suitable memento awarded to each Auxiliarist who achieves 100 hours in operational support missions. Computed by DIRAUX office (AUXDATA missions #7-20-21-2).
- g. Environmental Mission Hours Award A suitable memento awarded to each Auxiliarist who achieves 100 hours in environmental missions. Computed by DIRAUX office (AUXDATA missions #28-71-72).
- h. CG Administrative Support Missions
  - (1) *Division*. Suitable memento to the Divisions reporting the highest number of CG Administrative Support Missions. First, second, and third place awards. Computed by DIRAUX office (AUXDATA mission #8-41-42-43, 92).
  - (2) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of CG Administrative Support Missions. First, second, and third place awards. Computed by DIRAUX office (AUXDATA mission #8-41-42-43, 92).

i. Aids to Navigation & Bridge Missions

Note: ATON/PATON awards are determined by ATON discrepancy reports, PATON verifications and discrepancy reports in AUXDATA. Bridge Program awards are determined based by bridge discrepancy reports in AUXDATA. Awards are computed by the Awards Committee. All paperwork must be completed and submitted for the verification/discrepancy reports to be credited toward this award.

- (1) *Division*. Suitable memento to the Divisions reporting the highest number of ATON discrepancy reports combined with PATON verification and discrepancy reports filed. First, second, and third place awards.
- (2) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of ATON discrepancy reports combined with PATON verification and discrepancy reports. First, second, and third place awards.
- (3) *Individual*. Suitable memento to the Members reporting the highest number of ATON discrepancy reports combined with PATON verification and discrepancy reports. First, second, and third place awards.
- (4) *Division*. Suitable memento to the Divisions reporting the highest number of Bridge discrepancy reports. First, second, and third place awards.
- (5) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of Bridge discrepancy reports. First, second, and third place awards.
- (6) *Individual*. Suitable memento to the Members reporting the highest number of Bridge discrepancy reports. First, second, and third place awards.

4. VESSEL EXAMINATION AWARDS

a. Vessel Examination Award

- (1) *Division*. Suitable memento to the Division reporting the highest number of Vessel Examinations. First, second, and third place awards.
- (2) *Flotilla*. Burkhardt Trophy. Awarded to the Flotilla with the greatest number of Vessel Examinations for the year. First, second, and third place awards.

b. Vessel Examiner Award

Suitable memento awarded to each Vessel Examiner who has achieved 100 to 199 Vessel Examinations for the calendar year. Computed by DIRAUX office.

Suitable memento awarded to each Vessel Examiner who has achieved 200 or more Vessel Examinations for the calendar year. Computed by DIRAUX office.

c. Public Visitor Visits (RBSPV)

(1) *Division*. Suitable memento to the Division reporting the highest number of Program Visits. First, second, and third place awards.

(2) *Flotilla*. Suitable memento to the Flotilla reporting the highest number of Program Visits. First, second, and third place awards.

5. CHART UPDATING AWARDS (FROM DSO-AN DATA) Awards will be based on Chart Updating Reports and on the point system established and calculated by NOAA. Top award candidates will be submitted to the awards chairperson by the DSO-AN.

a. Division Suitable memento to the Division submitting the highest number of reported and approved chart updating reports. First, second, and third place awards.

b. Flotilla Suitable memento to the Flotilla submitting the highest number of reported and approved chart updating reports. First, second, and third place awards.

c. Individual Suitable memento to the member submitting the highest number of reported and approved chart updating reports. First, second, and third place awards.

6. PUBLICATIONS AWARDS (SUPPLIED BY DSO-PB & JUDGED BY EXCOM).

Awards Criteria – Best regularly published newsletter. Minimum number of issues in the calendar year for ‘regularly’ published:

- ❖ Quarterly – 4 issues
- ❖ Bi-Monthly – 6 issues
- ❖ Monthly – at least 10 issues
- ❖ Semi-Monthly/Bi-Weekly/Weekly – at least 15 issues

Publications meeting the minimum criteria will be judged by EXCOM based on quality and the accuracy of content, readability, usefulness, and appropriateness of information in each issue. All awards may not be given in any particular year. All publications will be judged on content.

a. Division Suitable memento to the Division that has regularly published the best Division Publications during the year. First, second, and third place awards.

b. Flotilla Suitable memento to the Flotilla that has regularly published the best Flotilla Publications during the year. First, second, and third place awards.

7. CAPTAIN JAMES J. RAO AWARD Determined by the DSO-AV.

- a. Most Pilot Hours Suitable memento to the member with the most hours. First, second, and third place awards.
- b. Most Air Observer Hours Suitable memento to the members with the most hours. First, second, and third place awards.

8. BEST OF THE WEB AWARD

This award will be given to the Division and Flotilla with the Best Web site. Judging will be done by a committee appointed by EXCOM with EXCOM as the final approver. Criteria for judging each site will follow the same standards and criteria as the National Best of the Web competition.

Any Flotilla or division wishing to have their site included in the judging must submit a request in writing (e-mail or US Mail) to the District Commodore. In that request they must certify that they believe that their site is in full compliance with the guidelines established by the CS department for Auxiliary Websites as defined in the website development in the CS Officers Guide at [http://www.cgaux.org/it/documents/CS-Guide\\_1.0.pdf](http://www.cgaux.org/it/documents/CS-Guide_1.0.pdf)

- a. Division Suitable memento to the Division with the best web site. First place and up to 2 honorable mentions.
- b. Flotilla Suitable memento to the Flotilla with the best web site. First place and up to 2 honorable mentions.

## **APPENDIX**

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# INDEX – PAPERWORK ROUTING QUICK REFERENCE (APPENDIX A)

## A. INTRODUCTION

1. This index is provided as a quick reference guide as you prepare and process any of the forms required in order to conduct and complete Auxiliary business. Although sometimes frustrating or seemingly cumbersome, forms are necessary in order to receive credit for work done and to establish and maintain qualifications. To that end, this index should help you through the process.
2. ROUTING A defined routing for each form has been designated in order to facilitate prompt and efficient processing. Please do not vary from this routing. Varying from the prescribed routing invites processing delays and problems.
3. FORM PREPARATION Elected and staff officers are responsible for ensuring accuracy of all forms routed through there chain. That does not mean that you can't or shouldn't help in preparation of the forms. Auxiliary Officers should help correct minor errors on the form without sending the whole package back and needlessly delaying the process and creating frustration for our members.
4. Forms and processes are the tools used to track the Auxiliary's accomplishments. This guide lists all of the approved forms for our area. No one, repeat NO ONE, is authorized to create additional forms without the written approval of the Director of Auxiliary.

<b>PROGRAM/ACTIVITY</b>	<b>USE</b>	<b>ROUTING</b>
<b><u>Aids To Navigation</u></b>		
NOAA-77-5	Used to report changes and updates to navigational charts	SO-NS to DSO-NS to National Ocean Survey (NOS) ADSO-NS to local ANT
CG-5474 ATON Report	Used to report aids to navigation discrepancies	ADSO-NS to local ANT
Bridge Discrepancies	Report thru Bridge Discrepancy Reporting System via D1SR website	Member direct to Database
<b><u>Aviation</u></b>		
ANSC-7005 Aircraft Inspection and Offer of Use	Used for initial offer and for annual inspection of air facilities	Facility Inspector to DSO-AV to DQO Team to DIRAUX
ANSC-7015 Pilot/Aircrew Qualification	Used for initial qualification and currency maintenance	Flight Examiner to ADSO-AVQ to DSO-AV to DQO Team to DIRAUX
ANSC-7042 Air Crew Medical Screening	Used for initial medical screening	Member to ADSO-AVQ
<b><u>Communications</u></b>		
ANSC - 7004 Radio Facility Inspection and Offer of Use	Used for initial offer and for re-inspection	FSO-CM to SO-CM to ADSO-CM (ADM) to DIRAUX
ISR-6 Communications Inspection Cover Sheet	Used when submitting a radio facility for use	Facility Inspector to SO-CM to ADSO-CM (ADM)
<b><u>Flotilla Management</u></b>		
ANSC-7006 Change of Officer Report ANSC-7007 Annual Unit Officer Report	Used when changing Officers during the year Submitted before the start of the year to record newly elected and appointed officers	FC or DCDR to SO-IS FC or DCDR to SO-IS <b><i>DUE 20 DECEMBER</i></b>

<b>PROGRAM/ACTIVITY</b>	<b>USE</b>	<b>ROUTING</b>
<b><u>Flotilla Management</u></b>		
<b><u>cont'd.</u></b>		
ANSC-7025 Unit Financial/Inventory Reports End of Year Bank Statement	Filed annually to report unit inventory and financial status	FC/DCDR to DCAPT to DIRAUX <i>due 15 February</i>
Annual Certification of Election	Used to certify all elections	FC/DCDR to DIRAUX
<b><u>RBS Visitor</u></b>		
ANSC-7046 RBS Visitation Report CG-5093 Mfg. ID Code and Mailing Label	Used to report time and visits to Marine Dealers Used by the CG for mailings to Marine Dealers	Member to FSO/SO-IS Member to DSO-PV
<b><u>Member Forms</u></b>		
ANSC-7030 Mission Activity Report	Submitted by members to report hours performed during mission activities	Member to FSO/SO-IS
ANSC-7029 Member Activity Log	Used by the member to report travel and non- mission related time	Member to FSO/SO-IS
<b><u>Surface Operations</u></b>		
ANSC-7003 Vessel Facility Inspection and Offer of Use	Submitted to offer vessel as Operational Facility initially and resubmitted annually	VE to FC to DIRAUX
ANSC-7008 PWC Facility Inspection and Offer for Use	Submitted to offer PWC as Operational Facility initially and resubmitted annually	VE to FC to DIRAUX

<b>PROGRAM/ACTIVITY</b>	<b>USE</b>	<b>ROUTING</b>
<b><u>Surface Operations cont'd.</u></b>		
Non-Owner Authorization (ISR)	Submitted annually with the ANSC 7003 to allow, other than the owner, to serve as Coxswains	Route w/ Facility Inspection and Offer of Use forms
CG-4612 SAR Incident Report	Submitted as follow-up paperwork to a SAR incident while underway on patrol	Coxswain to controlling Coast Guard Station, copy to FSO/SO-IS, copy DIRAUX
Crewmember Trainee Underway Mission Record (ISR-7)	Submitted to the QE by the candidate at the time of the dockside oral exam and check ride.	The form is routed with crew qualification paperwork to QE to AQEC to DQO
<b><u>Public Education</u></b>		
Appendix B of the Instructor Development Course PQS	Used to notify DIRAUX of a member's initial Instructor qualification	FC to DQO to DIRAUX
Intent to Teach (ISR)	Used to register a course on the ISR website. Also sent to BOAT/US	FSO-PE to ADSO-PE

<b>PROGRAM/ACTIVITY</b>	<b>USE</b>	<b>ROUTING</b>
<b><u>Personnel Services</u></b>		
<i>New Member Package</i>		
ANSC 7001 Enrollment Application	Submitted to enroll a new member in the Auxiliary	Member to FC to
Completed, graded exam answer sheet for the New Member Test	All forms must be submitted together	DIRAUX
Digital Photograph on a red background		
Copy of Boating Safety Course Certificate (if applicable)		
FD-258 Fingerprint Cards (2 originals)		
Copy of Birth Certificate or other proof of citizenship		

<b>PROGRAM/ACTIVITY</b>	<b>USE</b>	<b>ROUTING</b>
<b><u>Personnel Services cont'd.</u></b>		
Current Member ID Card Form and Digital Photo	Submitted by current members for issuance of a replacement ID card	Member or FC to DIRAUX  Application may be faxed, mailed, or emailed  Digital photo may be e-mailed or mailed using a cd
ANSC 7056 Member Transfer Request	Used to process transfer requests by member	Member to FC to DIRAUX  <i>Do not send in ID card for transfers, as no information will change on the card</i>
Change of Member Information	Used to report any change in member information	Member to FC to DIRAUX
ANSC 7035 Change of Membership Status	Used to request a change in membership status	Member to FC to DIRAUX <i>FC may use this form to request disenrollment of members due to failure to pay dues/member death</i>
ANSC 7028 Change of Member Information	Used to change member contact information	Member to FSO-IS
<b><u>Vessel Examination</u></b>		
ANSC 7038 Vessel Examination Activity Report	Used to report vessel examination checks, facility inspections, and hours on the mission	Member to FSO/SO-IS

## **DIVISION COMMANDER CHANGE OF ADMINISTRATION GUIDE (APPENDIX B)**

This guide contains recommendations for a smooth transition for newly elected Division Commanders. This guide suggests a schedule of activities that will help maximize the efficiency of the administrative transition period. The Change of Watch Ceremony is the symbolic representation of this change of administrative leadership at the Division level. The actual administrative transition requires more time, thought and planning. Most of these activities should be completed by the time the COW ceremony is held. The key to success in your office is to become familiar with Auxiliary policy. Review the Auxiliary Manual the Division Procedures Manual and the District Procedures Guide so that you will be a resource to your Division.

### **A. Responsibilities of the DCDR elect before taking office**

#### **1. Transfer of Records and Documents by 15 Dec.**

By 15 December, schedule a meeting with the outgoing DCDR to set a time to transfer pertinent Division records and documents, ENCLOSURE (1). Minutes and financial records should be reviewed. The outgoing DCDR should serve as a valuable asset to assist the incoming DCDR overcome some early difficulties; this resource should not be overlooked.

##### **a. District Requirements**

Pay particular attention to deadlines; this can dramatically affect member participation and recognition;

1. Qualifications - although the members are responsible for maintaining their own quals, members may unknowingly fall into REYR status. This may occur when required documentation is not inputted into AUXDATA or received by the DQO. Reaching out to members early in the year when the REYR list is first published may prevent a member's quals from lapsing. There is a small window of opportunity for members to submit corrections to the REYR list at the start of each year. After March 15th the list is final.
2. Required Reports - Pay attention to deadlines for required reports to avoid audits.
3. Awards - pay careful attention to opportunities and deadlines to recognize our members.

##### **b. Forms**

Copies of all Auxiliary required forms can be obtained using the Auxiliary website <http://forms.cgaux.org/forms.html>

## **2. Annual Unit Officer Report (ANSC 7007) by 20 Dec.**

### **a. Choosing a Staff**

Choosing a staff will be among the most important decisions of the DCDR Elect. Potential Division Staff Officers should be well versed in the area of responsibility they are being considered for, but more importantly the prospective Staff Officer **MUST BE WILLING** to serve in the new administration. Expectations of the Staff Officer should be clearly explained before the appointment is made. Additional guidelines for staff appointments are found in the Auxiliary Manual (COMDTINST M16790.1 series). This stage of staff selection should be seen as an interview process; it should be more than just a question of whether or not the person wants to be a staff officer. The initial interview should be one of many communications that will be held during the term of office. Time spent at this level will be the foundation of a successful administration. A well-chosen staff oversees the Division activities as it pertains to the various Auxiliary programs.

### **b. Letter of Appointment**

Enclosure 1 of the Division Procedures Manual (COMDTPUB P16791.3) contains sample letters of appointment for staff officers. These letters indicate the term of office and the expectations of the duties of the office. Each staff officer should receive an appointment letter effective 1 January for the ensuing year.

### **c. VDCDR – Chief of Staff**

The newly elected Vice DCDR should act as the “Chief of Staff”. The VDCDR should become familiar with the position requirements. Inform the VDCDR of what is expected as Chief of Staff. While the DCDR and VDCDR should meet frequently with the Staff, both should avoid the temptation of micromanaging the staff officers. The elected officers should "guide" the staff officer when necessary, acting as mentor. The DCDR should also avoid "micromanaging" the VDCDR. An effective VDCDR makes the job of the DCDR easier and more efficient. An effective relationship with the VDCDR is essential for a well-run Division. Keep the VDCDR well informed starting with the staff selection process. Consider the input of the VDCDR during this process. The position of VDCDR can be thought of as “DCDR-in training”, especially if he/she should seek the position in the future. Always think of the VDCDR as a "team member".

### **d. Staff Meeting**

Before 1 January have a meeting with your Chief of Staff and all your staff officers to coordinate your administrative expectations. Reinforce the TEAM nature of your administration and instruct staff members to coordinate with each other where useful, but to always keep the Chief of Staff informed. For example, the SO-PE will request the SO-MT to organize IT-training; the SO-VE, SO-PV, and the SO-PA will coordinate the RBS mission.

### 3. Preparation

It is impossible to remember everything, regardless of its importance. Request stamps and envelopes for your mailings in preparation for the change of office. Obtain a three-ringed notebook and a series of dividers. This will be another foundation for the success of the new administration. Properly maintained, this notebook will help lead the DCDR operate efficiently and effectively. There should be at least four sections to this notebook:

**a. REPORTS** - This section will contain chronological files and should be further subdivided into five additional subsections:

1. Chief Director's & Director's ALAUX Messages
2. Minutes of Division Meetings
3. Financial Report
4. Correspondence
5. Flotilla Commander Reports
6. Staff Officer Reports

**b. AUXDATA** - This section contains the current Division AUXDATA records. Old AUXDATA records should be filed separately from the current AUXDATA records.

**c. ROSTER** - This section contains a list of the membership names, Auxiliary numbers, addresses, phone numbers and facility information. Keep this section updated with all current changes. This section should be further subdivided into a roster listing Surface and Aviation Operational Facilities and owners; Radio Facilities a VE roster; an IT roster, Boat Crew/Coxswain roster, and an Aviation roster.

**d. THINGS TO DO** - This section contains the list of all planned items of activity. Mark off completed items and obtain status reports on works in progress. A sub-division may also be used here to contain agenda items for Division meetings.

## B. Responsibilities of the DCDR upon Taking Office

### 1. Rules of Order

Before the first Division meeting review:

- 1) Rules of Order, Enclosure 4 in the Division Procedures Manual
- 2) Division Standing Rules: These serve as guidance as the proper way to conduct an orderly meeting. These rules also explain the role of the DCDR as a presiding officer, the proper presentation of motions, and a table of types of motions.

## **2. Auxiliary Missions**

Review Chapter 2, Auxiliary Missions, of the Auxiliary Manual (COMTDINST M16790.1 series).

## **3. Division Highlights**

Take written notes at the Division Board meetings on any item you deem necessary to warrant immediate action.

## **4. Auxiliary Manual**

Always bring the Auxiliary Manual (COMTDINST M16790.1 series) to each Division meeting. Be well versed in its content. It will provide answers to many questions.

## **5. Agenda**

Prepare an agenda for each Division meeting. The agenda should list the date, time and meeting location. List sections that include the order of Staff Officer reports, Comments of Guests, Old Business, New Business, member comments, Good and Welfare and next meeting information. All members of the Division Board should have copies of the agenda prior to the meeting. Also, consider distributing the agenda to the Division Board in attendance or include it with the meeting notice.

## **6. Staff Alignment Sessions**

In January, meet with each of your staff officers individually; the VCDR should attend the meeting. Carefully review the previous year's AUXDATA report before this meeting. Each staff position will have special concerns.

**Certificates of Appointment:** Formally introduce your staff officers to the membership at your first Division meeting. Distribute the "Certificate of Appointment" to each staff officer at this time.

## **7. Division Emergency Plan**

If the Division has an emergency response plan, review it for applicability and modification. If there is no plan in existence, develop one using the combined talents of the Division members.

## **CONCLUSION**

Consider the membership as an expansion of the TEAM you have appointed. The DCDR represents the Division and the PEOPLE in it. Respect the membership and they will trust you. Most of all, enjoy the experience. A reasonable amount of planning and preparation will make an exceptionally rewarding term of office.

ENCLOSURE (1)

**LIST OF DOCUMENTS AND RECORDS FOR  
DIVISION COMMANDER TURNOVER**

**A. DIVISION COMMANDER RECORDS**

1. Correspondence
2. Member Rosters
3. Division Officer Rosters
4. Division Calendar
5. Inventory of Division Property
6. Division AUXDATA Activity Reports
7. Division Financial Reports File
8. List of Member Qualifications
9. Division Member Awards File
10. List of Specialty Course Proctors
11. List of Qualification Examiners
12. List of Division Facilities

**B. DIVISION DOCUMENTS**

1. Division Standing Rules
2. Division Charter
3. Agreements regarding Division meeting place and other properties.
4. Division Scrapbook, if not retained by SO-PB or SO-SR
5. Division Emergency Plan
6. Division Master Plan

**C. DISTRICT DOCUMENTS**

1. District Procedures Guide
2. District Operations Policy Manual
3. District Directory
4. District Calendar

**D. COAST GUARD AUXILIARY DOCUMENTS**

1. Auxiliary Manual, COMDTINST M16790.1 (Series)
2. Auxiliary Flotilla Procedures Manual
3. Auxiliary Division Procedures Guide
4. Boat Crew Manual
5. In Division Training Topics

## **FLOTILLA COMMANDER CHANGE OF ADMINISTRATION** **GUIDE (APPENDIX C)**

This instruction contains guidance on achieving a smooth transition period for newly elected Flotilla Commanders. It is the intent of this instruction to suggest a schedule of activities that will help maximize the efficiency of these administrative transition periods. The Change of Watch ceremony is the symbolic representation of this change of administrative leadership at the Flotilla level. The actual administrative transition requires more time, thought and planning. Most of these activities will be completed by the actual time the COW ceremony is held. The key to success in your office is to become familiar with Auxiliary policy. Review the Auxiliary Manual the Flotilla Procedures Manual and the District Procedures Guide so that you will be a resource to your Flotilla.

### **A. Responsibilities of the FC elect before taking office**

#### **1. Transfer of Records and Documents by 15 Dec.**

By 15 December, schedule a meeting with the outgoing FC to set a time to transfer pertinent Flotilla records and documents, see ENCLOSURE (1), which will be necessary for a smooth transition. Review the minutes and financial records of the last two Flotilla meetings. Obtain a copy of the current AUXDATA records. The outgoing FC should serve as a valuable asset who can help the incoming FC overcome some early difficulties. This resource should not be overlooked. Request some stamps and envelopes for your mailings in preparation for the change of office.

**a. District Requirements:** Become familiar with all district specific requirements, such as paperwork deadlines and specific currency maintenance procedures.

**b. Forms** Copies of all Auxiliary required forms can be obtained on the Auxiliary website: <http://forms.cgaux.org/forms.html>

## **2. Annual Unit Officer Report (ANSC 7007) by 20 Dec.**

### **a. Choosing a Staff**

Choosing a staff will be among the most important decisions of the FC elect. Potential Flotilla Staff Officers should be well versed in the area of responsibility they are being considered for, but more importantly, the prospective FSO MUST be WILLING to serve in the new administration. Expectations of the FSO should be clearly explained before the appointment is made. Additional guidelines for staff appointments are found in The Auxiliary Manual (COMTDINST M16790.1 series). This stage of staff selection should be seen as an interview process; it should be more than just a question of whether or not the person wants to be a staff officer. The initial interview should be one of many communications that will be held during the term of office. Time spent at this level will be the foundation of a successful administration. A well-chosen staff oversees the Flotilla activities as it pertains to the various Auxiliary programs.

### **b. Letter of Appointment**

Enclosure (1) of the Flotilla Procedures Manual (COMDTINST M16791.5) contains sample letters of appointment for staff officers. These letters indicate the term of office and the expectations of the duties of the office. Each appointed Staff Officer should receive an appointment letter effective 1 January.

### **c. VFC – Chief of Staff**

The newly elected Vice Flotilla Commander should act as the “Chief of Staff”. Inform the VFC of what is expected as Chief of Staff and keep them abreast of your progress during the transition stage. While the FC and VFC should meet frequently with the staff, elected officers should guide the Staff Officers when necessary and avoid temptation to micromanage them.

The FC should also avoid "micromanaging" the VFC. An effective VFC makes the job of the FC easier and more efficient. An effective relationship with the VFC is essential to a well-run Flotilla. Keep the VFC well informed starting with the staff selection process. Consider the input of the VFC during this process. The position of VFC can be thought of as “FC-in training”, especially if he/she should seek the position in the future. Always think of the VFC as a "team member".

### **d. Staff Meeting**

Before 1 January have a meeting with your Chief of Staff and all appointed Staff Officers to coordinate your administrative expectations. Reinforce the TEAM nature of your administration and instruct staff members to coordinate with each other where useful, but to always keep the Chief of Staff informed.

### 3. Preparation

It is impossible to remember everything, regardless of its importance. Obtain a three-ringed notebook and a series of dividers. This will be another foundation for the success of the new administration. Properly maintained, this notebook will help the FC operate efficiently and effectively. There should be four sections to this notebook. These sections are:

- a. REPORTS** - This section will contain chronological files. The section should be further subdivided into five additional subsections:
  - 1. CHIDIRAUX/DIRAUX ALAUX Messages
  - 2. Minutes of Flotilla Meetings
  - 3. Financial Report
  - 4. Correspondence
  - 5. FSO Reports
- b. AUXDATA** - This section contains the current Flotilla AUXDATA records. Old AUXDATA records should be filed separately from the current AUXDATA record.
- c. ROSTER** - This section contains a list of the membership names, Auxiliary numbers, addresses, phone numbers and facility information. Keep this section updated with all current changes. This section should be further subdivided into a roster listing Surface and Aviation Operational Facilities and owners; Radio Facilities a VE roster; an IT roster, Boat Crew/Coxswain roster, and an Aviation roster.
- d. THINGS TO DO** - This section contains the list of all planned items of activity. Mark off completed items and obtain status reports on works in progress. A sub-division may also be used here to contain agenda items for Flotilla meetings.

## **B. Responsibilities of the FC upon Taking Office**

### **1. Rules of Order**

Before the first Flotilla meeting review Rules of Order Enclosure 4, in the Flotilla Procedures Manual (COMDTINST M16791.5). This provides an example of the proper way to conduct an orderly meeting. It explains the role of the FC as a presiding officer, the proper presentation of motions and provides a table of types of motions.

### **2. Auxiliary Missions**

Review Chapter 2, Auxiliary Missions, in the Auxiliary Manual (COMTDINST M16790.1).

### **3. Division Highlights**

You will not remember all items covered at the Division meeting. Take notes and don't rely solely on your memory to capture the meeting. Report on the Division meeting at the next Flotilla meeting. Avoid saying "nothing to report" - that only creates a "who cares" attitude among the membership.

### **4 Auxiliary Manual**

Always bring the Auxiliary Manual (COMTDINST M16790.1F) to each Flotilla meeting. It will provide answers to many questions.

### **5. Agenda**

Prepare an agenda for each Flotilla meeting listing section that include the date, time and meeting location, Staff Officer reports, Comments of Guests, Old Business, New Business, member comments, Good and Welfare and next meeting information. Minimally, the FC, VFC and IPFC should have copies of the agenda. Consider distributing the agenda to the members in attendance or include it with the meeting notice.

### **6. Staff Alignment Sessions**

In January, meet individually with each of your Staff Officers and the Vice Flotilla Commander. Carefully review the previous year's AUXDATA report before this meeting.

### **7. Certificates of Appointment**

Formally introduce your staff officers to the membership at your first Flotilla meeting. Distribute the "Certificate of Appointment" to each Staff Officer at this time.

## **CONCLUSION**

Consider the membership as an expansion of the TEAM you have appointed. The FC represents the Flotilla and the PEOPLE in it. They elect the FC. Respect the membership and they will trust you. Most of all enjoy the experience. A reasonable amount of planning and preparation will make an exceptionally rewarding term of office.

ENCLOSURE (1)

## **LIST OF DOCUMENTS AND RECORDS FOR FLOTILLA COMMANDER TURNOVER**

### **A. FLOTILLA COMMANDER RECORDS**

1. Correspondence
2. Member Rosters
3. Flotilla Officer Rosters
4. Flotilla Calendar
5. Inventory of Flotilla Property
6. Flotilla AUXDATA Activity Reports
7. Flotilla Financial Reports File
8. List of Member Qualifications
9. Flotilla Member Awards File
10. List of Specialty Course Proctors
11. List of Qualification Examiners
12. Boat Crew Manual
13. In Flotilla Training Topics
14. List of Flotilla Facilities

### **B. FLOTILLA DOCUMENTS**

1. Flotilla Standing Rules
2. Flotilla Charter
3. Agreements regarding Flotilla meeting place and other properties.
4. Flotilla Scrapbook, if not retained by FSO-PB or FSO-SR

### **C. DIVISION DOCUMENTS**

1. Division Standing Rules
2. Division Board and Staff Roster
3. Division Calendar

### **D. DISTRICT DOCUMENTS**

1. District Procedures Guide
2. District Operations Policy Manual
3. District Directory
4. District Calendar

### **E. COAST GUARD AUXILIARY DOCUMENTS**

1. Auxiliary Manual, COMDTINST M16790.1 Series
2. Auxiliary Flotilla Procedures Manual
3. Auxiliary Division Procedures Guide, COMDTPUB P16791.3

**UNITED STATES COAST GUARD AUXILIARY**  
**FIRST COAST GUARD DISTRICT (SR)**

**SUBJ: DELINEATION OF DIVISIONAL BOUNDARIES (APPENDIX D)**

The following pages provide a listing of all First District Southern Region Divisional boundaries, including recent changes between the SEC NY/SEC LIS boundary. Also shown are the correct names per their charter for each Division.

## **SECTOR NEW YORK - NORTH**

### **DIVISION 5 - NEW YORK CITY**

New York and Bronx counties.

### **DIVISION 6 - WESTCHESTER**

The County of Westchester, except Port Chester, and Putnam County.

The Northern boundary on the Hudson River is the Bear Mountain Bridge.

### **DIVISION 10 - LOWER HUDSON**

In New York - those portions of Rockland and Orange Counties bounded by a line from Stony Point due west to the NJ State line, and the west side of the Hudson River, from Stony Point to the NJ State line.

The Northern boundary on the Hudson River is the Bear Mountain Bridge.

In New Jersey - all of the following Counties:

Bergen Passaic  
Hudson Sussex  
Essex Warren

### **DIVISION 15 - UPPER HUDSON**

The counties of Greene, Columbia, Schoharie, Albany, Rennsalar, Schenectady, Saratoga, Warren, Essex and Clinton in New York and all counties in Vermont and adjacent to the Hudson River and Lake Champlain including Rutland County.

### **DIVISION 20 - MID HUDSON**

Encompasses the counties of Orange and Ulster on the Hudson River's West Bank with Putnam and Dutchess counties on the Hudson River's East Bank.

The Southern border is a horizontal line drawn across the Hudson at the Bear Mountain Bridge. Latitude is 41 19' 12.7"N, Longitude is 073 59' 47.7"W.

The Northern border is a horizontal line drawn across the Hudson from the Esopus Lighthouse at the Esopus Creek and at the Hudson River Junction to the East Bank of the Hudson. The latitude is 41 52' 05.1", Longitude is 073 56' 28.0" W.

## **SECTOR NEW YORK – SOUTH**

### **DIVISION 2 – SANDY HOOK**

The Western boundary of Div 2 is I-95.

The Northern boundary is the Raritan River East to the Raritan Bay.

The Eastern boundary is the Atlantic Ocean.

The Southern boundary is Long Branch, N. J., West to West Long Branch, Tinton Falls, Montrose and Freehold, to the New Jersey Turnpike.

### **DIVISION 4 - RARITAN**

The Southern boundary is the Raritan River.

The Eastern boundary is the Arthur Kill.

The Northern boundary is the border of Union and Essex Counties and Somerset and Morris Counties.

Encompasses Warren, Hunterdon, and Somerset and Union counties. Also included are the areas of Princeton in Mercer County, Clarksville and Mount Rose to US-1 and the Middlesex County line. Portions of Middlesex county North and West of the New Jersey Turnpike.

### **DIVISION 11 – ROCKAWAY INLET**

Encompasses all of Kings County (Brooklyn) and the South Shore of Queens County below the Long Island Expressway. They patrol Jamaica Bay around JFK Airport for Station New York. They also patrol from Rockaway Inlet to Coney Island to the Verrazano Bridge for Station New York.

### **DIVISION 12 – NORTH SHORE LONG ISLAND**

Encompasses North Shore of Queens County North of the Long Island Expressway. It extends East of the Queens – Nassau line into Nassau County to the Bayville, NY Bridge, a straight line drawn from the shore of LIS to the LIE. They patrol the West end of Long Island Sound.

### **DIVISION 14 – STATEN ISLAND**

Encompasses all of Richmond County, New York (Staten Island). They patrol the Arthur Kill to New York Harbor for Station NY and Raritan Bay to the VZ Bridge for Station Sandy Hook.

## **SECTOR LONG ISLAND SOUND – NORTH**

### **DIVISION 7 – WESTERN CONNECTICUT**

The western boundary of Division 7 begins at the southwest corner of Manursing Island and includes the town of Port Chester to the Connecticut border, following the Connecticut state line North to the Massachusetts line.

The northern boundary is the Massachusetts state line.

The Southern boundary is Long Island Sound.

The eastern boundary is a straight line from the Long Island Sound to the Mass. Border line, starting just East of Bridgeport, CT.

### **DIVISION 24 – STATION NEW HAVEN AUXILIARY**

The western boundary starts at Long Island Sound just West of Bridgeport, extends straight North to the Massachusetts State line.

The northern boundary is the Massachusetts State line.

The eastern boundary is West of Westbrook, CT following the county line north to Durham Center, CT, then straight north to the Massachusetts state line.

The southern boundary is Long Island Sound.

The Town of Milford, CT. in New Haven County is in Div 24 as is the County of Fairfield, except the Towns of Sherman, New Fairfield, Brookfield, Danbury, Bethel and Newton, which are in DIV 7.

### **DIVISION 25 – NEW LONDON**

The western boundary is west of Westbrook, CT., following the county line north to Durham Center, CT, then straight north to the Massachusetts State line.

The Northern boundary is the Massachusetts State line.

The eastern boundary is the CT / Rhode Island state line.

The southern boundary is Long Island Sound.

## **SECTOR LONG ISLAND SOUND – SOUTH**

### **DIVISION 1 - CENTRAL LONG ISLAND**

Nassau/Suffolk County line on the west, to the William Floyd Pkwy on the East, The Long Island Expressway on the North to the Atlantic Ocean on the South.

### **DIVISION 13 – SOUTH SHORE LONG ISLAND**

Nassau County, New York, South of Long Island Expressway to the Atlantic Ocean.

### **DIVISION 18 – EASTERN LONG ISLAND**

The land area of Long Island that lays East of William Floyd Parkway and extending North and South to the Shorelines

### **DIVISION 22 – EATONS NECK**

The western boundary is a straight line drawn from the shoreline of Long Island Sound directly south to the Long Island Expressway, through the BAYVILLE BRIDGE, Nassau County.

The southern boundary is the Long Island Expressway, through Nassau and Suffolk Counties.

The eastern boundary is the WILLIAM FLOYD PARKWAY, Suffolk County, NY, North from the Long Island Expressway to the Shoreline of Long Island Sound.

The Northern Boundary is the Shoreline of Long Island Sound

## **DISTRICT QUALIFICATIONS TEAM (APPENDIX E)**

Send correspondence to the appropriate team member listed.

### **District Qualifications Officer (DQO)**

William R. Tooker, PVCO  
310 Starr Boulevard  
Calverton, NY 11933

### **Boat Crew:**

William R. Tooker

### **Aviation, Instructor, Recreation Boating Safety Program Visitor, Radio:**

Robert F. Brill  
85 Tyler Ave  
West Haven, Ct 06516  
<mailto:avitpvqual@comcast.net>

### **Aid Verifier, Vessel Examiner, ICS & Non Qual Courses:**

Karl Saboda  
3 Blue Spruce Lane  
Ballston Lake, NY 12019

### **IQ to BQ:**

Karen Wagner  
USCG Director of Auxiliary D1SR  
1 South St  
New York, NY 10004

**FIRST DISTRICT SOUTHERN REGION  
AUXILIARY**

**CERTIFICATION OF ELECTION (APPENDIX F)**

1SR-1 (Rev. 05/09)

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) District Standing Rules dtd 1 Sep 05

Date of Election \_\_\_\_\_  
Certifying Officer \_\_\_\_\_  
Title of Cert. Off \_\_\_\_\_

Election for Office of: \_\_\_\_\_  
( )DCDR and DVCDR of Division \_\_\_\_\_  
( )FC and VFC of Flotilla \_\_\_\_\_

**COMMITTEE NOMINEES:**

( )DCDR ( )FC \_\_\_\_\_  
( )DVCDR ( )VFC \_\_\_\_\_

**PETITIONS RECEIVED:**

( )DCDR ( )FC \_\_\_\_\_  
( )DVCDR ( )VFC \_\_\_\_\_  
( )DCDR ( )FC \_\_\_\_\_  
( )DVCDR ( )VFC \_\_\_\_\_

**NOMINATIONS FROM THE FLOOR:**

( )DCDR ( )FC \_\_\_\_\_  
( )DVCDR ( )VFC \_\_\_\_\_  
( )DCDR ( )FC \_\_\_\_\_  
( )DVCDR ( )VFC \_\_\_\_\_

**YES NO**

- ( ) ( ) A quorum of the membership was present. (Note: reference (a) defines a quorum as 1/3 of eligible voting members, unless specified in the Unit's standing rules.
- ( ) ( ) Petition called for prior to the elections?
- ( ) ( ) Nominations called from the floor called for? (No second is required)
- ( ) ( ) All candidates passed the Administrative Procedures course?
- ( ) ( ) All candidates currently designated in any one of the following categories: VE, IT, or OPS for that year?
- ( ) ( ) Were all provisions of the Unit's standing rules met?
- ( ) ( ) Candidates for DCDR, DVCDR past members of the Division Board?

**RESULTS OF ELECTIONS**

( )DCDR ( )FC \_\_\_\_\_ ( )DVCDR ( )VFC \_\_\_\_\_

"I hereby certify, as a duly elected officer of the Auxiliary that I have conducted the indicated election (s)."

\_\_\_\_\_  
Print Name Signature Date

## **ELECTION ELIGIBILITY (APPENDIX G)**

### **Vice Flotilla Commander (VFC)**

- Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA.
- Must be a member of the Auxiliary for one year prior to date of election (the time that an individual is in AP status awaiting a PSI determination counts for this purpose).
- Must, by the date of nomination, successfully complete the Administrative Procedures Course (APC), or applicable equivalent.
- Must, by the date of nomination, successfully complete IS 100 and IS 700 courses.
- Must, by the date of nomination, be a member of the Flotilla to which they seek elected office.
- Must, by the date of nomination, meet one of the following requirements:
  - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
  - Have served as a staff officer or elected officer at any organizational level for two years; or,
  - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

### **Flotilla Commander (FC)**

- Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA.
- Must be a member of the Auxiliary for one year prior to date of election (the time that an individual is in AP status awaiting a PSI determination counts for this purpose).
- Must, by the date of nomination, successfully complete the Administrative Procedures Course (APC), or applicable equivalent.
- Must, by the date of nomination, successfully complete IS 100 and IS 700 courses.
- Must, by the date of nomination, be a member of the Flotilla to which they seek elected office.
- Must, by the date of nomination, meet one of the following requirements:
  - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
  - Have served as a staff officer or elected officer at any organizational level for two years; or,
  - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

### **Vice Division Commander (VDCDR)**

- Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA.
- Must, by the date of assuming office, have completed a regular term of office as FC.
- Must, by the date of nomination, successfully complete IS 200 and IS 800 courses.
- Must, by the date of nomination, be a member of a Flotilla within the Division to which they seek elected office.
- Must, by the date of nomination, meet one of the following requirements:
  - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
  - Have served as a staff officer or elected officer at any organizational level for the previous year; or,
  - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

### **Division Commander (DCDR)**

- Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA.
- Must, by the date of assuming office, have completed a regular term of office as FC.
- Must, by the date of nomination, successfully complete IS 200 and IS 800 courses.
- Must, by the date of nomination, be a member of a Flotilla within the Division to which they seek elected office.
- Must, by the date of nomination, meet one of the following requirements:
  - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
  - Have served as a staff officer or elected officer at any organizational level for the previous year; or,
  - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

### **District Captain (DCAPT)**

- Must, by the date of assuming office, submit a complete DO PSI package to the Director.
- Must, by the date of assuming office, have completed a regular term of office as DCDR.
- Must, by the date of nomination, be a member of a Flotilla within the geographic sub-region or organizational area to which they seek elected office (e.g. – DCAPT-North, DCAPT-East, DCAPT-Sector Grand Bay).
- Must, by the date of nomination, meet one of the following requirements:
  - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.
  - Have served as a staff officer or elected officer at any organizational level for the previous year.

Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

### **District Chief of Staff (DCOS)**

- Must, by the date of assuming office, submit a complete DO PSI package to the Director.
- Must, by the date of assuming office, have completed a regular term of office as DCDR.
- Must, by the date of nomination, be a member of a Flotilla within the District to which they seek elected office.
- Must, by the date of nomination, meet one of the following requirements:
  - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
  - Have served as a staff officer or elected officer at any organizational level for the previous year; or,
  - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

### **District Commodore (DCO)**

- Must, by the date of assuming office, submit a complete DO PSI package to the Director.
- Must, by the date of assuming office, have completed a regular term of office as VCO or DCAPT.
- Must, by the date of nomination, be a member of a Flotilla within the District to which they seek elected office.
- Must, by the date of nomination, meet one of the following requirements:

- Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
- Have served as a staff officer or elected officer at any organizational level for the previous year; or,
- Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

### **Area Commodore (ARCO)**

- Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA.
- Must, by the date of assuming office, be serving as DCO in the second year of a regular term of office, or be a past DCO who has completed a regular term as DCO,
- Must, by the date of nomination, be a member of a Flotilla within the Area to which they seek elected office.
- Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.

### **National Vice Commodore (NAVCO)**

- Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA.
- Must, by the date of assuming office, be serving as ARCO or DCO in the second year of a regular term of office, or be a past DCO who has completed a regular term as DCO.
- Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.

### **National Commodore (NACO)**

- Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA.
- Must, by the date of assuming office, be serving in the second year of a regular term as NAVCO, ARCO, or DCO, or be a past DCO who has completed a regular term as NAVCO, ARCO, or DCO.
- Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.

# **UNITED STATES COAST GUARD AUXILIARY**

**MISSION:** The mission of the U.S. Coast Guard Auxiliary is to contribute to the safety and security of our citizens, ports, waterways and coastal regions, as directed by the United States Coast Guard. We will balance our missions in Recreational Boating Safety, Coast Guard Support with Maritime Homeland Security and other challenges that emerge as a result of our growing understanding of changes required in the post-9/11 era.



## **UNITED STATES COAST GUARD**

### **“THE GUARDIAN ETHOS”**

**I am America’s Maritime Guardian.**

**I serve the citizens of the United States.**

**I will protect them.**

**I will defend them.**

**I will save them.**

**I am their Shield.**

**For them I am Semper Paratus.**

**I live the Coast Guard Core Values.**

**I am a Guardian.**

**We are the United States Coast Guard.**