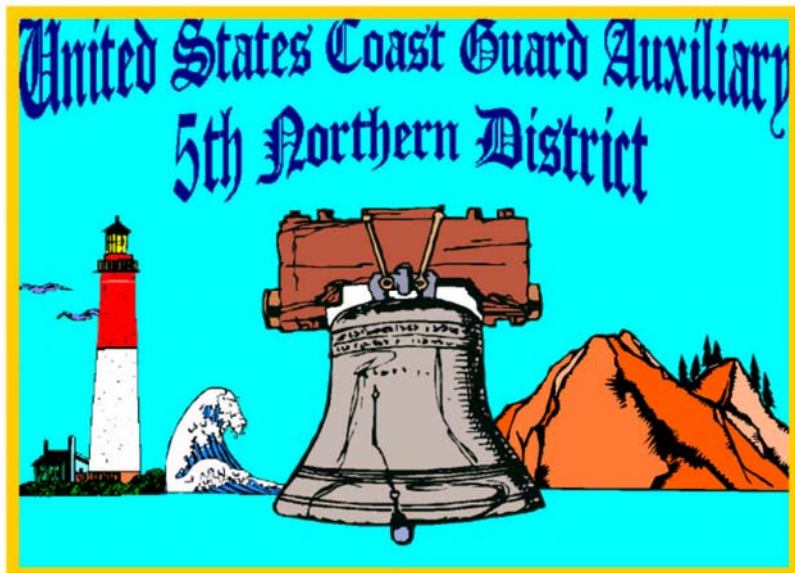


U.S. Department of
Homeland Security

United States
Coast Guard



FIFTH DISTRICT NORTHERN REGION



AUXILIARY POLICY MANUAL

U.S. Department of
Homeland Security

United States
Coast Guard



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D5NRINST M16790.1C
2 Mar 2007

FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR) INSTRUCTION M16790.1C

Subj: D5-NR POLICY MANUAL

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

1. **PURPOSE.** This manual outlines policies and procedures necessary for effective administration of the Coast Guard Auxiliary in D5-NR. Its provisions apply to all members of Team Coast Guard who are involved with the administration of the Coast Guard Auxiliary in D5-NR, including Auxiliarists, military and civilian personnel.
2. **ACTION.** All personnel as described above shall become thoroughly familiar with this manual and shall comply with its provisions.
3. **DIRECTIVES AFFECTED.** The previous edition of the D5-NR Policy Manual (D5NRINST M16790.1B of 9 Dec 2005) is canceled.
4. **DISCUSSION.** This manual has been revised due to recent changes* in Coast Guard and Coast Guard Auxiliary organization, policies, and programs. It should be reviewed in its entirety by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (a) thru (c).
* See Notes on next page.
5. **CHANGES.** Recommendations for changes to this manual in order to maintain alignment with references (a) thru (c) and other pertinent Coast Guard policies are encouraged and should be forwarded to the Director of Auxiliary via the chain of leadership and management.

S. D. ROGERSON
Commander, U. S. Coast Guard
Director of Auxiliary, D5-NR

Note 1: The following is a summary of key changes made from the previous edition of this manual (in addition to numerous minor edits throughout); see the Table of Contents and/or referenced Sections for details:

- Chapter 1: Revised Sections C and F.
- Chapter 2: Revised Sections A, C and G; and added Section N.
- Chapter 3: Updated Table 3-1.
- Chapter 4: Revised to reflect new BCQP, added Section I, and updated Table 4-1.
- Chapter 6: Added Section F (Vehicle Facilities).
- Chapter 11: Revised Section B: added D-CR and OTO to District Aviation Board.
- Chapter 12: Revised Section A: designated EXCOM as the D5-NR Awards Board.
- Chapter 16: Under Development: will be revised to reflect new BCQP.
- Chapter 17: Revised Sections B.9 (Invitations) and B.11 (Uniform) for Changes of Watch.
- Chapter 18: Added new Chapter (District Conferences).
- Appendix C: Updated D5-NR forms (e.g., additions, deletions, edits).

Note 2: Additional organizational, policy, and/or program changes are possible at the headquarters, district, and local levels of the Coast Guard and/or Coast Guard Auxiliary. This manual captures our current mode of operation and provides appropriate guidance for the immediate future. Changes to this manual (and/or subsequent editions) will be published as deemed necessary.

Distribution:

COMDT (G-3PCX); D5

(dp, dr, dpa-s);

Air Station Atlantic City; TRACEN Cape May;
Sector Delaware Bay (3); SFO Atlantic City; SFO Eastern Shore;
LANT Strike Team; LORAN Support Unit;
MSD Lewes; National Vessel Document Center;
OSC Martinsburg; Uniform Distribution Center;
ANT Cape May and ANT Philadelphia;
CGC DEPENDABLE, CGC VIGOROUS and CGC WILLIAM TATE;
CGC FINBACK, CGC IBIS and CGC MAKO;
CGC CAPSTAN and CGC CLEAT;
RUITOFF's Atlantic City, Harrisburg, and Philadelphia;
STA Atlantic City, STA Barnegat Light, and STA Cape May;
STA Indian River, STA Manasquan Inlet, and STA Philadelphia;
D5-NR EXCOM, PDCO's, District Chiefs, and District Staff Officers;
D5-NR Committee Chairs, SPO's, SARDET Coordinators, and AUXULO's;
D5-NR QE's (including PWC and AV), FE's, DCP's (3), and FC's (3);
D5-NR BLA's (DE, NJ, and PA)

RECORD OF CHANGES

<u>Change Number</u>	<u>Date</u>	<u>Date Entered</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

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ACRONYMS

- A -

AA	=	Administrative Assistant
ABC	=	America's Boating Course
AC	=	Aircraft Commander
ACOE	=	Army Corps of Engineers
AD	=	DCO's Aide
ADM	=	Admiral (an O-10 (4-stars) in the Coast Guard; the Commandant)
ADSO	=	Assistant District Staff Officer
AM	=	Air Crewman
AMLOC	=	Auxiliary Mid-Level Officer's Course
AN	=	Aids to Navigation
ANSC	=	Auxiliary National Supply Center
AO	=	Air Observer
AOR	=	Area of Responsibility
AP	=	Approval Pending
APC	=	Administrative Procedures Course
AQEC	=	Area QE Coordinator
ATC	=	Air Traffic Control
ATON	=	Aid to Navigation
AUX	=	Auxiliary
AUXCOM	=	Operational Specialty Course – Communications
AUXDATA	=	Auxiliary Data System
AUXLAM	=	Auxiliary Leadership and Management Course
AUXLO	=	Auxiliary Liaison (a CG active duty member)
AUXMIN	=	Operational Specialty Course – Administration
AUXNAV	=	Operational Specialty Course – Navigation
AUXOP	=	Operational Auxiliarist
AUXPAL	=	Auxiliary Personnel Allowance List
AUXPAT	=	Operational Specialty Course – Patrols
AUXSAR	=	Operational Specialty Course – Search and Rescue
AUXSEA	=	Operational Specialty Course – Seamanship
AUXULO	=	Auxiliary Unit Liaison (a CG Auxiliarist)
AUXWEA	=	Auxiliary Specialty Course – Weather
AV	=	Aviation
AVA	=	Aviation Administration
AVM	=	Aviation Materials
AVO	=	Aviation Operations
AVT	=	Aviation Training

- B -

BCQP	=	Boat Crew Qualification Program
BQ	=	Basically Qualified
BLA	=	Boating Law Administrator
BSC	=	Boating Safety Course

BS&S = Boating Skills and Seamanship
 BZ = Bravo Zulu (well done!)

- C -

C = Conference Coordinator
 CAC = Common Access Card
 CAP = Civil Air Patrol
 CAPT = Captain (an O-6 in the Coast Guard)
 CCC = Command Center Controller
 CDR = Commander (an O-5 in the Coast Guard)
 CFVE = Commercial Fishing Vessel Examiner
 CGA = Coast Guard Academy
 CGAUX = Coast Guard Auxiliary
 CI = Communications Inspector
 CI = Container Inspector
 CM = Communications
 CO = Commanding Officer
 COMO = Commodore
 COMPLAN = Communications Plan
 COW = Change of Watch
 COXN = Coxswain
 CP = Co-Pilot
 CQEC = Chief QE Coordinator
 CRM = Crew Resource Management
 CS = Communications Services
 CSO = Communications Standing Order
 CU = Chart Updating
 CWO = Chief Warrant Officer

- D -

D5 = Fifth Coast Guard District
 D5-NR = Fifth District – Northern Auxiliary Region (5NR, also)
 D-CL = District Chief of Logistics
 D-CP = District Chief of Prevention (USCG Auxiliary)
 D-CR = District Chief of Response (USCG Auxiliary)
 D-FSO = District Flight Safety Officer
 D-PL = District Planner
 DAB = District Aviation Board
 DCO = District Commodore
 DCP = Division Captain
 DIRAUX = Director of Auxiliary
 DNREC = Delaware Division of Natural Resources and Environmental Control
 DO = Direct Operational (PSI)
 dp = District Chief of Prevention (USCG)
 dpa-n = District Director of Auxiliary (North)
 dpa-s = District Director of Auxiliary (South)

dr = District Chief of Response (USCG)
 DSO = District Staff Officer

- E -

EMPLID = Employee Identification Number
 ENS = Ensign (an O-1 in the Coast Guard)
 ERC = Emergency Response Coordinator
 ERP = Emergency Response Plan
 EXCOM = Executive Committee

- F -

FAA = Federal Aviation Administration
 FC = Flotilla Commander
 FCC = Federal Communications Commission
 FE = Flight Examiner
 FEB = Flight Examination Board
 FIN = Facility Identification Number
 FM = Frequency Modulation
 FP = First Pilot
 FSO = Flotilla Staff Officer

- G -

G-3PCX = Chief Director of Auxiliary
 GPS = Global Positioning System

- H -

HARPAT = Harbor Patrol

- I -

ICS = Incident Command System
 IP = Instructor Pilot
 IQ = Initially Qualified
 IS = Information Services
 IT = Instructor

- J - K - L -

LCDR = Lieutenant Commander (an O-4 in the Coast Guard)
 LLO = Legislative Liaison Officer
 LP = Legal Programs
 LT = Lieutenant (an O-3 in the Coast Guard)
 LTJG = Lieutenant Junior Grade (an O-2 in the Coast Guard)

- M -

MARSEC = Maritime Security Condition (Code 1, 2 or 3)
 MDA = Maritime Domain Awareness
 MEDICO = Medical Communications Case

MEP	=	Marine Environmental Protection
MHLS	=	Maritime Homeland Security
MLB	=	Motor Life Boat
MLC	=	Maintenance and Logistics Command
MLE	=	Maritime Law Enforcement
MS	=	Marine Safety
MSD	=	Marine Safety Detachment
MSST	=	Maritime Safety and Security Team
MT	=	Member Training

- N -

NACO	=	National Commodore
NARCO	=	National Area Rear Commodore
NASBLA	=	National Association of Boating Law Administrators
NAVCO	=	National Vice Commodore
NE	=	ATON Technician
NIMS	=	National Incident Management System
NSBW	=	National Safe Boating Week
NOGI	=	Notes of General Interest

- O -

OBS	=	Operation Boat Smart
OI	=	Observer Instructor
OINC	=	Officer-in-Charge
OIA	=	Order Issuing Authority
OP	=	Operations
OPCEN	=	Operations Center
OPCON	=	Operational Control
OPR	=	Operation Patriot Readiness
ORF	=	Operational Radio Facility
ORM	=	Operational Risk Management
OS	=	Operational Support (PSI)
OSC	=	Operational Specialty Course
OTO	=	Operations Training Officer

- P -

PA	=	Public Affairs
PAV	=	Private Aids Verifier
PAF&BC	=	Pennsylvania Fish and Boat Commission
PATON	=	Private Aid to Navigation
PE	=	Public Education
P-EPIRB	=	Personal Emergency Position Indicating Radio Beacon
PFD	=	Personal Flotation Device
PIC	=	Pilot in Command
POB	=	People On Board
POC	=	Point of Contact

POMS = Patrol Order Management System
 PQS = Personal Qualification Standard
 PSI = Personnel Security Investigation
 PV = Program Visitor
 PWC = Personal Water Craft
 PWO = Personal Water Craft Operator

- Q -

QE = Qualification Examiner

- R -

RADM = Rear Admiral (an O-7 (1-star) or O-8 (2-stars) in the Coast Guard)
 RBS = Recreational Boating Safety
 RCO = Rear Commodore
 RDF = Radio Direction Finder
 REWK = Re-Work (member's program status when currency has lapsed in current year, normally due to not having taken a required workshop)
 REYR = Re-Year (member's program status when currency has lapsed from previous year, normally due to not having performed annual currency maintenance tasks or hours)
 RHIB = Rigid Hull Inflatable Boat
 RMS = Resource Management System

- S -

SAR = Search and Rescue
 SARDET = Search and Rescue Detachment
 SF = Sailing Fundamentals (course)
 SFO = Sector Field Office
 SK = Storekeeper
 SLO = State Liaison Officer
 SO = Division Staff Officer
 SOP = Standard Operating Procedure
 SPO = Special Project Officer
 SR = Secretary
 STTR = Short Term Training Request

- T -

TCOW = Telecommunicator-of-the-Watch
 TCT = Team Coordination Training
 TWIC = Telecommunicator-in-Charge

- U -

UPV = Uninspected Passenger Vessel
 USPS = U.S. Power Squadron
 UTB = Utility Boat

- V -

VADM	=	Vice Admiral (an O-9 (3-stars) in the Coast Guard)
VCO	=	Vice Commodore
VCP	=	Division Vice Captain
VE	=	Vessel Examiner
VFC	=	Flotilla Vice Commander
VHF	=	Very High Frequency
VIP	=	Very Important Person

- W - X - Y - Z -

YN	=	Yeoman
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CHAPTER 1

ORGANIZATION

- A. General. The Auxiliary Manual identifies those components of the Coast Guard that have a part in the administration of the Auxiliary and the responsibilities of each. It describes the organization of the Auxiliary in general terms and it defines the concepts of chain of leadership and management, chain of communications, and parallel staffing as they apply to the functioning of the Auxiliary as an organization. The Auxiliary Manual provides further definition of Auxiliary administrative levels and the purpose and responsibilities of elected and staff officers.
- B. Regional Organization.
1. District Chiefs and DSO's.
 - a. District Chief of Response (D-CR). The Chief of Response is a direct counterpart to the Sector Chief of Response. The D-CR shall be responsible for the oversight of the DSO-AV, DSO-CM, DSO-MS and DSO-OP (as well as the SARDET Coordinators). All of the assigned DSO's will report to the D-CR who will in turn keep the VCO apprised of the effectiveness of each program. The D-CR does not replace any DSO, but merely coordinates efforts to maximize the effectiveness of all programs relating to Response. DSO's are responsible for communications both up and down the chain of leadership and management with all of their National, Division and Flotilla counterparts. The D-CR will develop and implement with EXCOM's approval, program changes and enhancements necessary to revitalize the efforts of D5-NR members as well as to increase support for the Coast Guard. The D-CR will provide reports to the DCO through the VCO as directed, and will include the state of readiness and effectiveness of D5-NR capabilities to provide the response support required by the various CG commands throughout the District. While it is intended that communications from the DSO's will go through D-CR to the DCO/VCO, direct communications may be necessary from time to time. In these instances, the D-CR will be informed as soon as reasonably possible.
 - b. District Chief of Prevention (D-CP). The Chief of Prevention is a direct counterpart to the Sector Chief of Prevention. The D-CP shall be responsible for the oversight of the DSO-AN, DSO-MT, DSO-PA, DSO-PE, DSO-PV and DSO-VE. All of the above DSO's will report to the D-CP who will in turn keep the VCO apprised of the effectiveness of each program. The D-CP does not replace any DSO, but merely coordinates efforts to maximize the effectiveness of all programs relating to Prevention. DSO's are responsible for communications both up and down the chain of leadership and management with all of their National, Division and Flotilla counterparts. The D-CP will develop and implement program changes and enhancements necessary to revitalize the RBS and MDA efforts of D5-NR members as well as to increase support for the Coast Guard. The D-CP will provide reports to the DCO through the VCO as directed, and will include the state of readiness and

- effectiveness of D5-NR capabilities to provide the prevention support required by the various CG commands throughout the district. While it is intended that communications from the DSO's will go through D-CP to the DCO/VCO, direct communications may be necessary from time to time. In these instances, the D-CP will be informed as soon as reasonably possible.
- c. District Chief of Logistics (D-CL). The Chief of Logistics is a direct counterpart to the Sector Chief of Logistics. The D-CL shall be responsible for the oversight of the DSO-CS, DSO-IS, DSO-MA, DSO-PB, and DSO-PS. All of the assigned DSO's will report to the D-CL who will in turn keep the VCO apprised of the effectiveness of each program. The D-CL does not replace any DSO, but merely coordinates efforts to maximize the effectiveness of all programs relating to Logistics. DSO's are responsible for communications both up and down the chain of leadership and management with all of their National, Division and Flotilla counterparts. The D-CL will develop and implement with EXCOM's approval, program changes and enhancements necessary to revitalize the efforts of D5-NR members as well as to increase support for the Coast Guard. The D-CL will provide reports to the DCO through the VCO as directed, and will include the state of readiness and effectiveness of D5-NR capabilities to provide logistical support to the Flotilla, Division and District leadership and D5-NR members. While it is intended that communications from the DSO's will go through the D-CL to the DCO/VCO, direct communications may be necessary from time to time. In these instances, the D-CL will be informed as soon as reasonably possible.
 - d. District Planner (D-PL). The District Planner shall operate under and report directly to the DCO. The D-PL is responsible for setting short and long range plans as developed by EXCOM. The D-PL shall be responsible for maintaining the District Emergency Response Plan (see Chapter 15) and shall maintain copies of each Flotilla and Division ERP and approve them as submitted (or resubmitted).
 - e. D-FSQ. The District Flight Safety Officer shall operate under and report directly to the DCO on matters related to Flight Safety (working closely with the DSO-AV), and will perform the functions outlined in Chapter 11 of this manual.
 - f. DSO-C. The DSO-C shall report to the DCO and VCO respectively and will perform the function of coordinating the district conferences and any other major functions deemed necessary by the DCO.
 - g. DSO-FN. The DSO-FN shall exercise day to day control of the District financial obligations. The DSO-FN will report directly to the DCO and will perform the functions outlined in the Auxiliary Manual and District Standing Rules.
 - h. DSO-LP. The DSO-LP shall report directly to the DCO and will perform the functions outlined in the Auxiliary Manual and District Standing Rules.

2. RCO's and DCP's. The D5-NR Auxiliary organization is divided into three Areas: Eastern, Central and Western. An RCO is responsible for the administration of the Auxiliary and Auxiliary activities within each of these Areas (including oversight of DCP's and AUXULOs). The three Areas are described as follows:

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

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

c. Western Area – Divisions 5, 9, 11, 14, 15

3. The administrative levels of organization and duties of elected and appointed Auxiliary officers within D5-NR are more fully described in the Auxiliary Manual.
4. Appendix A describes the geographic boundaries of each Division in D5-NR.

C. Chain of Leadership and Management.

1. The Auxiliary Manual delineates paths, responsibilities and expectations of the chain of leadership and management within Auxiliary District organizations. Two key concepts merit additional discussion, however:
 - a. Endorsements. When requests, ideas, letters or other correspondence are forwarded thru the chain of leadership and management (e.g., member to FC to DCP to RCO to DCO), each link in the chain shall endorse the issue at hand with their thoughts or recommendation, vice simply forwarding it along without comment. In general, issues that are positively endorsed along the chain have a far greater chance of approval than those that are not. Auxiliary leaders at all levels have an obligation to carefully consider all such situations; and to weigh in with an honest opinion, whether in the member's favor or not. Note: Replies back down the chain shall inform all links along the way as well (e.g., an answer from DIRAUX or the DCO to a member shall inform the applicable RCO, DCP and FC).
 - b. Failures. While violations of the chain of leadership and management will not be tolerated; deviations may be necessary on very rare occasions. In the unusual event that a link in the chain of leadership and management breaks (e.g., no action or response by an FC or DCP), it may be permissible for the impacted person to go over or around the broken link to the next higher level (e.g., an FC may be forced to bypass the DCP and go to the RCO for action), provided that the broken link is kept informed as this step is taken and (this is very important) that a reasonable period of time and notification has occurred. All of this said, being told "no" to a request is not a viable reason to circumvent the chain of leadership and management; and sometimes, the answer will be "no." Note: Taking Fifth Northern issues outside of Fifth Northern without going thru the DCO and/or Director (via the rest of the chain of leadership and management) is neither permissible nor professional, and will not be tolerated. Examples of such behavior includes letters directly to national Auxiliary leadership (e.g., NACO), the Chief Director of Auxiliary, members of Congress, etc. Use the chain of leadership and management as intended; it works!

2. There are a few circumstances within Auxiliary District organizations that lend themselves to additional clarification. Within D5-NR, those circumstances shall be dealt with as follows:
 - a. RCO. Under circumstances that are characterized by the temporary physical absence of an RCO but which fall short of requiring a new or interim election for their wholesale replacement (e.g., RCO out of the region for vacation), the senior DCP (i.e., the DCP within the RCO's Area who has the most time in Auxiliary service) shall assume overall responsibility for reporting on, monitoring and processing the overall administration of the Area until the RCO has returned. Normally, this shall be arranged and communicated in advance by the RCO. In unusual circumstances where it may be necessary for the senior DCP to assume the responsibilities of RCO "on the spot" (e.g., RCO incapacitated and/or not reachable by phone or e-mail), the DCO and Senior DCP will communicate with each other and with the other DCP's and DIRAUX so that everyone is "on the same page."
 - b. DSO-FN. The DSO-FN is one of only two DSO's that do not have a specified ADSO. Under circumstances that are characterized by the temporary physical absence of the DSO-FN but which fall short of requiring appointment of a new replacement (e.g., DSO-FN out of the region for vacation), the VCO shall assume overall responsibility for reporting on, monitoring and processing the overall financial administration of the region until the DSO-FN has returned.
 - c. DSO-SR. The DSO-SR is the other DSO that does not have a specified ADSO. Under circumstances that are characterized by the temporary physical absence of the DSO-SR but which fall short of requiring appointment of a new replacement (e.g., DSO-SR out of the region for vacation), the D-AA shall assume overall responsibility for performance of DSO-SR duties and functions until the DSO-SR has returned.
- D. DIRAUX Customer Service Standards. DIRAUX has established Customer Service Standards for all Member Processes. These standards set basic timeframes for the processing of administrative tasks and are published here to align expectations:
 1. When most routine paperwork is received, the standard for processing it is 2 weeks (this applies for advancements, qualifications, facility certifications, training requests, transfers, travel claims, and testing). This standard is necessary to allow proper focus on key processes and tasks through the year. For incomplete or incorrect submissions, the clock does not start (e.g., if something has to be sent back for correction or for more information).
 2. Orders will be processed from 2-4 weeks prior to the event for which they are needed.
 3. Travel claims, which are due within 3 days of completion of travel, will be processed on receipt.

4. ID cards are lower in priority than the items mentioned above. See Chapter 2 and recent NOGI for detailed guidance on ID cards (in particular, what needs to be submitted, how it should be submitted, and when it should be submitted).
5. Awards may take up to 3 months to process, depending on the level of award and quality of initial submission. This includes Service Awards, especially those that are sent to D5 for the District Commander to sign.
6. Disenrollments and retirements may take up to 2 months to process completely. Note: End of the year disenrollments and retirements will be processed for dues purposes by 31 December so that flotillas are not billed for those members in the following year.
7. Enrollments take approximately 1 week to process and enter a new member into the AUXDATA program in Approval Pending (AP) status. The complete process may take up to 6 months due to the PSI process. Without a doubt, the key to expediting this is to submit accurate and complete paperwork on initial submission. Proper use of the latest Fifth Northern Enrollment Checklist (available on the D5-NR web site) is essential.

E. DIRAUX Efficiency. DIRAUX efficiency is adversely impacted by:

1. Incomplete or improper submission of forms, paperwork, etc., both initially and in subsequent attempts (including incomplete or insufficient AUXDATA entries). All efforts to submit accurate, complete, reliable, and timely data will go a long way toward improving DIRAUX efficiency.
2. Failure to properly follow the chain of leadership and management, especially with respect to problem resolution (e.g., multiple inquiries via multiple channels, including issues that can and should be resolved by local Auxiliary leadership without ever reaching DIRAUX).

F. Contacting DIRAUX for Problem Resolution.

1. DIRAUX personnel will do their best to avoid errors and delays in the processing of all administrative issues, forms, processes, data entry, certificates, certifications, qualifications, service awards, etc. With over 2,200 members and dozens of processes, it is possible that errors or delays will occur on occasion. The DIRAUX staff is committed to resolving these problems as quickly as possible using the Chain of Leadership and Management. Using the correct point of contact (POC) within the DIRAUX Office will greatly facilitate the ability to quickly resolve issues and prevent duplication and interruption of efforts. Cognizant POCs will be updated in Notes of General Interest (NOGI) and on the D5-NR web site as necessary.
2. When necessary, contact with DIRAUX shall be accomplished as follows (please see note on page 1-7):

- a. Individual Auxiliary Members shall not contact DIRAUX directly. Instead, members shall report problems to their Flotilla Commander and their Flotilla Commander alone (i.e., not their FC and/or DCP and/or RCO and/or VCO and/or DCO). E-mails and phone calls from members to DIRAUX and/or Auxiliary leaders above the Flotilla Commander will be referred to the Flotilla Commander for action. Questions and issues should be addressed at the lowest level possible; and many can be resolved by local Auxiliary leaders (and need not ever reach the DIRAUX Office).
 - b. FC's shall report problems that are believed to require DIRAUX action using one of the following prioritized methods:
 - (1) Thru their Division Captain, who may offer advice to the FC (i.e., resolve the matter without involving DIRAUX personnel, if possible) and/or contact the appropriate DIRAUX POC by e-mail, if deemed necessary. The Division Captain should normally be the point person for all interactions with DIRAUX staff for problem resolution. This is necessary to reduce the "span of control" under DIRAUX to a manageable level (e.g., 16 key points of contact instead of 90-plus).
 - (2) Direct e-mail to the appropriate DIRAUX POC with a copy to their Division Captain. This should only be utilized when directed by the DCP or for urgent issues when the DCP is unavailable.
 - (3) U.S. Mail with a copy to their Division Captain.
 - (4) By phone to the appropriate DIRAUX POC for genuinely urgent or unusually sensitive issues, as determined by the Division Captain, who should normally be the one to call. On rare cases and only with the approval of the Division Captain, Flotilla Commanders may call DIRAUX directly.
 - c. The District Commodore, Vice Commodore, Rear Commodores, Division Captains, District Chiefs and District Staff Officers are authorized to contact DIRAUX as necessary and may do so by phone or e-mail as they deem most appropriate for a given situation. In general, e-mail is the preferred mode of contact for routine matters, as it offers unique tracking advantages and maximizes accurate communication of important information.
3. All correspondence shall include the member's full name as listed in AUXDATA, the member's number (EMPLID), the member's Division/Flotilla number, and a complete and detailed description of the problem. Correspondence should be sent directly to the cognizant POC (and not copy other members in DIRAUX). The responsible DIRAUX staff member will address reported problems as soon as reasonably possible, acknowledging that a new issue may not be more important or urgent than other issues or processes already being worked.
 4. Unless the DIRAUX staff member is out of the office for an extended period, the Auxiliary leader submitting a discrepancy report should receive an e-mail

acknowledgement within 3 working days. While DCP's should allow time for DIRAUX staff to work a reported problem, they should follow up with a phone call to the POC if this acknowledgement is not received in a reasonable amount of time (i.e., not wait weeks or longer before following up). Cooperation, communication, professionalism and teamwork by all involved is expected; and is paramount to our collective success.

5. In the event that a DCP is not satisfied with the conduct or service of DIRAUX personnel (e.g., no response or resolution after multiple e-mail and/or phone call contact), the Assistant Director should be contacted for intervention and resolution. DCP's shall copy their RCO on any such issues. While this should rarely be necessary, it is a viable option for senior Auxiliary leadership and may be utilized if deemed necessary.
6. In the event that a DCP and RCO are not satisfied with the conduct or service of the Assistant Director (e.g., no response or resolution after multiple e-mail and/or phone call contact), the RCO should contact the Director for intervention and resolution. RCO's shall copy the DCO on any such issues. While this should never be necessary, it is a viable option for senior Auxiliary leadership and may be utilized if deemed necessary.

Note: This section described the elected chain of leadership and management (e.g., member to FC to DCP to RCO to DCO). Other sections of this manual notwithstanding (e.g., IS Problem Resolution in Chapter 3), on such occasions as problem resolution may be necessary within the appointed chain of leadership and management (e.g., FSO to SO to DSO to District Chief to VCO), the DSO shall play the role of the DCP in the above section (i.e., have primary responsibility for contact with DIRAUX until a situation is resolved (e.g., DSO-AV for aviation-specific issues or problems); the applicable District Chief shall play the role of the RCO; and the VCO shall be the ultimate point of contact in lieu of the DCO. Again, cooperation, communication, professionalism and teamwork by all involved is expected; and is paramount to our collective success.

CHAPTER 2

MEMBERSHIP AND GENERAL ADMINISTRATION

A. Enrollment and Disenrollment Procedures.1. Enrollment Requirements.

- a. Introduction. To become a member of the United States Coast Guard Auxiliary, an applicant must meet general eligibility requirements for membership outlined in the Auxiliary Manual. Applicants must complete the Auxiliary member enrollment program with the FC or the FSO-PS and pass a short, open book general test about the basic structure of the Auxiliary. FC's must be particularly vigilant in ensuring the prospective new member understands the implications of failing to properly disclose conviction of a felony in the appropriate section of the Enrollment Application form. Failing to do so could result in immediate disenrollment upon subsequent discovery of such. Any applicant must ultimately be approved by DIRAUX.
- b. Enrollment Documents. A complete enrollment package must be submitted for every new member. An incomplete package will be returned to the Flotilla for completion before it will be processed by the DIRAUX office. It is incumbent upon the FC to ensure that all enrollment documentation is complete to prevent unnecessary delays. In order for a new member to be enrolled, counted and credited in the current year, their complete enrollment package must be received by the DIRAUX office no later than December 21. The enrollment package consists of the following documents (see Fifth Northern Enrollment Checklist on the D5-NR web site for additional guidance):
 - (1) Enrollment Application (ANSC-7001).
 - (2) Member ID Card Information (ADMIN-11).
 - (3) Photo on a 3 ½ Floppy Disk or CD.
 - (4) Operation Patriot Readiness Form.
 - (5) A check for the amount of current District and National dues (except for new members enrolling between October 1 and December 21). Individual checks must be submitted for each prospective member. Incomplete enrollment packages received during the "open" enrollment time frame will be subject to dues if discrepancies are not corrected by December 21.
 - (6) Two (2) Fingerprint Cards (FD-258).
 - (7) Copy of birth certificate, U.S. passport, or naturalization papers (or other authorized document) that verifies U.S. citizenship.

- c. Auxiliary Enrollee/Approval Pending Status.
- (1) At this point, the enrollee shall be recognized as a Coast Guard Auxiliarist for purposes of liability coverage and protection in the course of their Auxiliary training and program participation. Their status as reflected by AUXDATA shall remain Approval Pending until the receipt of a favorable PSI determination.
 - (2) See most recent guidance from the Chief Director's office and/or as published in NOGI for guidelines on what AP members may and may not do until receipt of a favorable PSI determination.
- d. DIRAUX Action. Upon receipt of the prospective member enrollment package, the DIRAUX office will:
- (1) Verify the completeness of the prospective member package. Incomplete packages will be returned to the Flotilla Commander for correction.
 - (2) Process the enrollment package, enter the member into Approval Pending (AP) status in AUXDATA and mail the security package to the CG Security Center (SECCEN).
 - (3) On receipt of a favorable determination by SECCEN, DIRAUX shall identify the new member's status (i.e., Basically Qualified (BQ = has successfully completed a boating safety course) or Initially Qualified (IQ = has not yet successfully completed a boating safety course)) and incorporate such into the member's "Welcome Aboard" letter with a copy to the FC, DCP, DSO-FN and DSO-PS) with a USCG Auxiliary window decal and ID card.
 - (4) Issue and send the FC the Membership Certificate and New Member Handbook.
 - (5) Open and maintain an Auxiliary member service record.
 - (6) In the event of an unfavorable determination by SECCEN, the member will be notified by mail from SECCEN (via DIRAUX). The letter will identify the reason(s) for the decision along with instructions for response or challenge. If no response or challenge is made or if SECCEN's final determination is still unfavorable, DIRAUX will notify the individual and his/her FC that he/she is not being admitted into the Auxiliary and the member will be dropped as an AP member.
- e. Reenrollment of Former Members. Former members must also complete an enrollment package. All paperwork and dues check (if required) must be forwarded to the DIRAUX office via the normal routing procedure for new enrollments. This includes a complete security package. Former Auxiliarists may be considered for reenrollment if they were separated from the Auxiliary for reasons other than conviction of a felony or an administrative determination with the exception that if

- the member has not been notified of disenrollment by the FC in accordance with established policies, then the DIRAUX office may reenroll the member at its convenience or within 90 days after notification of the member's desire to reenroll. To reenroll, a written request must be submitted to DIRAUX. The request should include the former member Employee Identification Number (EMPLID), if known. If not known, then a new EMPLID will be issued. If the former member has been out of the Auxiliary for more than two years and had attained AUXOP status or passed any specialty courses, then copies of appropriate supporting documents should be included in the request. The DIRAUX office will follow the same general procedures outlined above. Reenrolled members must regain any program currency in accordance with normal Auxiliary program requirements.
- f. Return of Retired Members. Retired members must follow the same process outlined above for new applicants and former members. Retired members must regain any program currency in accordance with normal Auxiliary program requirements.
2. Disenrollments. The authority for disenrolling a member rests with the Commandant who has delegated this authority to DIRAUX. Disenrollment requests must be postmarked to the DSO-PS by November 30 of each year in order to prevent the member's disenrollment from being postponed into the following year (which would make the Flotilla responsible for the member's dues for another year). While inactivity is not an authorized reason for disenrollment, every effort should be made to encourage members to remain active in Auxiliary programs. Once a disenrollment package has been forwarded from the Flotilla level, the only individuals who can request the DIRAUX office to stop processing it to completion are the FC and DSO-PS. In such cases, a preliminary phone request to DIRAUX must be followed by an e-mail or fax within 24 hours; otherwise the disenrollment will continue to be processed. The following describes disenrollment procedures:
- a. Member's Request. Effort should be made to ensure that a member's request for resignation is a last resort action.
- (1) Member Action. The member should complete a Change of Membership Status form (ANSC 7035) and attach his/her identification card to the form.
 - (2) FC. Every member joined for a reason. FC's should determine through personal contact why that reason no longer exists and if there might be some other interest that would keep the individual as a productive member. If the FC cannot obtain a response from the member, then they must indicate the attempts they made to establish contact and include this information in any package that is forwarded. If unable to obtain and forward this information, the FC must endorse the ANSC-7035 and forward it with the member's identification card to the DSO-PS.
 - (3) DSO-PS. The DSO-PS shall verify completeness of the disenrollment request/package and attempt to contact the member to confirm their desire to leave the Auxiliary, and then forward the request/package to DIRAUX for action.

- (4) DIRAUX. The DIRAUX office will acknowledge the completion of the disenrollment process by letter to the member that will include an open invitation to return to full membership status should the individual wish to do so at a later date.
- b. Non-Payment of Financial Obligations.
- (1) Every reasonable effort must be made to collect financial obligations incurred by a member in the course of their normal Auxiliary membership. While timely payment of financial obligations is expected of every member, non-payment of dues shall not be used as a convenient method for disenrollment.
 - (2) After appropriate attempts at notification, the Change of Membership Status form (ANSC-7035) should be used as a final effort to notify members that dues are payable. After proper notification and attempted personal contact by the FC, FSO-FN or someone designated by the FC to inform members not meeting their financial obligations that they are eligible for disenrollment, the FC will complete his/her sections of the Change of Membership Status form and forward it to the DIRAUX office via the DCP and DSO-PS. Copies of any correspondence used to notify the member shall be attached to the Change of Membership Status form (ANSC-7035). The DSO-PS will attempt to contact the member to verify that the disenrollment is necessary.
 - (3) While it is recognized that members who are disenrolled for non-payment of dues are often processed for disenrollment because they could not be contacted to verify their desire to disenroll, it is nonetheless important to regional personnel services management to ensure adequate attempts have been made to contact the member. Any Change of Membership Status form (ANSC-7035) that is forwarded by an FC for a member who is being disenrolled for non-payment of dues shall have a statement from the FC attesting to the attempts made to contact the member and/or copies of any associated paperwork that documents such attempts. Forms submitted without such statement and/or paperwork shall be returned to the Flotilla by the DSO-PS.
 - (4) With regard to other types of financial obligations, members are expected to pay them in a timely manner. Payments shall be made in accordance with the payment policy of the vendor. If a member fails to pay a financial obligation after three notifications of any type (e.g., phone calls, written notices, e-mails) in the course of three weeks, then the responsible officer (e.g., FC, FSO, SO) shall notify their respective chain of leadership and management and forward any associated copies of notifications. If the issue remains unresolved after intervention with the member by the RCO, then an assessment of likelihood that the financial obligation will be paid shall be forwarded to the DIRAUX office (via the DCO) with a recommendation on whether or not to proceed with disenrollment. DIRAUX will make a final determination concerning

disenrollment action. If disenrollment is the final determination, then the member shall be notified in writing by DIRAUX.

- c. Administrative Actions. Disenrollments stemming from administrative action are serious in nature. Strict adherence to procedures in the Auxiliary Manual is required. Prior to initiating any action, the nature of the events that could lead to this action must be discussed among the FC, DCP, RCO, VCO, DCO and DIRAUX.
 - d. General DSO-PS Processing. Due to the timelines associated with disenrollments, these changes in member status are likely to be submitted for processing in significant volume during relatively short time periods – making it difficult for one member to process everything in a timely manner. The DSO-PS is encouraged and expected to fully utilize his/her ADSO's to ensure members are aware of proper administrative processes, to answer any questions about such processes, and to screen and review associated paperwork as they deem necessary so as to minimize their direct personal involvement in every case while providing timely processing of the same.
3. Death of Member.
- a. Not Assigned On Orders.
 - (1) Immediate Action. The FC shall notify the following offices/personnel by e-mail (or by phone if someone does not have a working e-mail account and/or the FC does not have immediate access to e-mail) when a Flotilla member passes away: DIRAUX, DCO, RCO, DCP, DSO-PB, DSO-PS and DSO-SR (Joy and Sorrow). Deaths should be immediately reported along with a name and address for the member's next-of-kin (if known). FC's should follow initial notification with information pertaining to funeral or memorial services that may be open to friends of the deceased; and ensure this information is passed to the rest of the Flotilla. Note: The Auxiliary Manual and Appendix B contain procedures to conduct an Auxiliary Funeral Service along with further detail on proceedings and protocol required for a member's death.
 - (2) Subsequent Action. A Change of Membership Status form (ANSC-7035) shall be submitted to the DSO-PS thence the DIRAUX office as soon as possible. Elected officers at all levels shall take action to ensure that Auxiliary correspondence and mailings to the deceased member are terminated. Whenever possible, mailing labels for the deceased member shall be discarded and e-mail lists adjusted as needed. The DSO-PS will maintain a list of all Auxiliarist deaths to be used for the announcement of members "Crossing the Bar" at District Conferences.
 - b. Auxiliarists Under Orders. The FC will contact the Order Issuing Authority immediately to verify any prior reports. The Order Issuing Authority will notify the District Commander and DIRAUX, who will notify the DCO. Following these notifications, then the RCO, DCP, DSO-PB, DSO-PS and DSO-SR shall be notified.

4. Transfers. The Auxiliary Manual outlines required actions to transfer members between Flotillas and Districts. For transfers within D5-NR, use form ADMIN-1 (Transfers Within D5-NR) instead of ANSC-7056. FC's should send a copy of the respective form (ANSC-7056 or ADMIN-1) to DSO-PS.
5. Retirement. The Auxiliary Manual outlines eligibility and retirement proceedings for members of the Auxiliary with 15 or more years of service. As a general rule (with exceptions as determined by DIRAUX), D5-NR members who depart Auxiliary service with more than 15 years of Auxiliary membership shall be placed in retired status.

B. Membership Dues.

1. National and District Dues. All members are required to pay dues to National and District organizations, with the following two exceptions. Auxiliarists serving on active duty in the Armed Forces, outside D5-NR, are exempt from paying District dues. PDCO's are exempt from paying National and District dues.
 - a. The DSO-FN bills annual dues to Flotillas in January of each year. The bills are based on the personnel carried on AUXDATA records as of December 31 the previous year. Checks made payable to "U.S. Coast Guard Auxiliary – Fifth District (NR)" should be sent to the DSO-FN immediately upon receipt of the bill.
 - b. Dues not received by the DSO-FN by March 15 will be considered delinquent. District assessments that remain unpaid will be acted on by the District as specified in the D5-NR Standing Rules.
2. New Member Dues. National and District dues for new members are payable at the time of enrollment according to the following table:

<u>Enrolled</u>	<u>Amount of Dues</u>
October 1 – December 21	None
December 22 – September 30	Per National & District Requirements

3. Division and Flotilla Dues. Divisions and Flotillas may have dues apart from those discussed above. The applicable Finance Officer, in accordance with the unit's standing rules, bills dues. New members, regardless of enrollment date, may be required to pay these dues at the discretion of the unit. Collection procedures are also at the discretion of the unit.
- C. ID Cards. Homeland security concerns warrant special attention to the issuance of ID cards in any military service. Of particular concern is the need to eliminate the practice of issuing non-photo ID cards. The increasing prevalence of digital photo technology and ID card software has made it possible and prudent to issue photo ID cards only. Therefore, the following provisions apply:

1. New Member ID Cards.
 - a. A digital photo of a new member shall be included with the enrollment package that is forwarded to the DIRAUX office. The digital photo must be in JPEG format as a file on a 3.5-inch floppy disk or CD. It must be taken so as to show only the new member's complete head (face forward) and neck in front of a solid red background (i.e., the color of red comparable to that of the U.S. flag) that shows for all parts of the photo save for the new member's head and neck. Hats, scarves, sunglasses, chokers (or any large jewelry) may not be worn in the photo. Disks with digital photo must be accompanied by a completed Member ID Card Information (ADMIN-11) form, to include signatures by both the member and his/her FC.
 - b. The FC's signature on the ADMIN-11 shall be recognized as confirmation that the member's photo does, in fact, correspond to the new member. It is the responsibility of the FC to provide this verification.
 - c. New Member photos must be submitted individually as part of a complete enrollment package (e.g., not on a CD with photos of other members).
2. Replacement ID Cards. Auxiliary ID cards are normally valid for five years before they require replacement. Replacement of an Auxiliary ID card should not be requested unless it has expired or will soon expire (i.e., within two to three months). A replacement ID card may also be requested if a current ID card is stolen or lost. However, in such a circumstance, written notification of the theft or loss must be made to the DIRAUX office, via the respective FC, as part of the request and it must reflect the circumstances of theft/loss as best possible (e.g., approximate date/time of theft/loss, suspected location of theft/loss, whether or not theft/loss was part of a report to authorities). Requests for replacement ID cards that do not include this information will not be processed. Requests for replacement ID cards shall be submitted per the guidance given above for new members, to include a properly completed ADMIN-11 and disk with photo.
3. Retired ID Cards. Retired ID Cards are not issued by DIRAUX directly. Rather, DIRAUX provides a commercial vendor with the name and mailing address of newly retired Auxiliarists; and the vendor issues Retired ID Cards to members in due time. Note: Retiring Auxiliarists must first return their Auxiliary Identification Card to DIRAUX in order to be eligible for a Retired ID Card.
4. Additional Guidance. On-the-spot ID card processing will not be performed in the DIRAUX office. Each Division has digital cameras for photo sessions as needed. Division Captains and Flotilla Commanders shall work together to ensure that all members are notified when and where photographing will take place. FC's shall keep track of those members who are in need of a new ID card. Note that 3.5" floppy disks should be submitted with only one photo per disk to minimize the probability of computer malfunction. CDs may be submitted with multiple photos so long as each photo/file is properly labeled. All requests must include a properly completed and endorsed ADMIN-11 (signed by both the member making the request and the FC).

D. Uniforms.

1. Auxiliary Uniforms. The Auxiliary Manual prescribes policy regarding uniforms, proper wear, what uniform is required or appropriate at various activities, and other descriptions.
2. Regional Policy. The following uniforms are authorized for wear by Auxiliarists in D5-NR during the indicated periods. The appropriate uniform will normally be specified by the person in charge of a particular event:

<u>Uniforms</u>	<u>Authorized Period</u>
Dinner Dress Blue Jacket	Winter (Note 1)
Dinner Dress White Jacket	All Year
Dinner Dress Blue	All Year
Service Dress Blue (Alpha)	All Year (Note 2)
Service Dress Blue (Bravo)	All Year (Note 3)
Winter Dress Blue	Winter (Note 1)
Tropical Blue Long	All Year
Undress Blue	All Year
Working Blue	All Year (Note 4)
Operational Dress Uniform	All Year (Note 4)
Operations Polo Shirt	All Year (Note 4)
Auxiliary Jump Suit	All Year
Hot Weather Boat Crew Outfit	Summer (Note 4)

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

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

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

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

3. District Materials Center. Many uniform articles and associated Auxiliary items are stocked in the District Materials Center. Current listings of these items and prices may be obtained from the FSO-MA or D5-NR web site.
4. Clothing Lockers. Other uniform sources are Coast Guard and DOD exchanges. Most notably within D5-NR, the Lucky Bag clothing store offers discounted uniform items at Training Center Cape May and the Coast Guard Uniform Distribution Center (UDC) has daily operating hours for purchases in Woodbine, NJ (the UDC will fill uniform orders submitted by mail, phone, fax, on-line and over-the-counter).

E. Election and Appointment of Officers.

1. Election Guidelines. Elections are to be held in accordance with the Auxiliary Manual and applicable District, Division, or Flotilla Standing Rules. National elections shall be held first, followed by District elections, followed by Division elections, followed by Flotilla elections. DCP's are required to identify and appoint an interim FC and/or VFC

if Flotilla elections have not been held by December 15. Presiding Officers shall be assigned in accordance with guidelines set forth in paragraph E.4.

2. Screening Committee. The Screening Committee is responsible for ensuring that all nominees for elected office either meet all appropriate election eligibility criteria or have obtained the appropriate waiver of such. It shall notify the unit commander in a timely manner of any circumstances that may require DIRAUX waiver. It shall ensure that all members who are fully eligible to serve in an elected office have been surveyed about their desire to serve before they forward any request for waiver of eligibility criteria for a nominee. Further, it shall ensure the eligibility of each candidate through AUXDATA and shall include a hard-copy AUXDATA printout of such information to the unit commander as part of its final nomination package.
3. Election Eligibility Waiver Guidelines. Auxiliary leadership at all levels shall mentor prospective future leaders through the year so that eligible candidates will be available for the following year's elections, making waivers necessary only in isolated and unusual circumstances. The Auxiliary Manual allows waivers for certain eligibility criteria that can only be granted by DIRAUX. A written request for waiver must arrive at the DIRAUX office at least two weeks in advance of the election and must reflect attempts to ensure that all eligible members have been addressed insofar as their ability and desire to fill the election need. Requests shall indicate who, what, where, and when (e.g., Jan Smith, APC, Flotilla 2-76, Dec 31), with amplification as prudence dictates. Flotilla requests for waivers must be submitted via the DCP and appropriate RCO. Division requests for waiver must be submitted via the appropriate RCO and the DCO. Requests that are not properly routed will be returned to the sender without action. E-mail requests are encouraged provided they are electronically forwarded *through* the specified personnel (i.e., not sent "Action" to the DIRAUX office and "Info" to the respective officers). Those personnel in the routing chain must indicate their endorsement, positive or negative, before routing it further. Waiver request approval should not be assumed to be automatic, nor should it be taken for granted. RCO's and DCP's shall follow up for all waivers in their area of responsibility. Failure to comply with terms and conditions of the waiver shall be addressed by EXCOM and will normally result in direction of a new election.
4. Certification of Election. Presiding Officers will be assigned to District, Division and Flotilla elections as follows:
 - a. The National Commodore shall appoint a Presiding Officer to monitor and certify District elections.
 - b. The DCO shall appoint a Presiding Officer to monitor and certify RCO elections (if not held in conjunction with District elections) and Division elections.
 - c. The DCP shall appoint a Presiding Officer to monitor and certify Flotilla elections.

- d. In all cases, the Presiding Officer is responsible for certifying and reporting the results of the election to the DIRAUX office. This should be accomplished by completing a Certification of Elections (ADMIN-2) form and submitting it to the DIRAUX office on the next working day following the election (in the case of District elections, the incumbent DCO shall submit this form no later than December 1). The form must be filled in completely so as to reflect the Screening Committee Chairman's certification and that of the Presiding Officer, and that all candidates nominated for elected office met the eligibility requirements (this includes those nominated from the floor, in which case it is the primary responsibility of the member who makes such a nomination to provide the Nominating Committee and Presiding Officer with appropriate proof of eligibility for the nominee at the time of nomination). It should also reflect that if no eligible members had run for the office, then an appropriate written waiver had been requested and granted by DIRAUX prior to the election. The Presiding Officer is authorized to postpone the election if any of this prerequisite information is not made available by the time the election is ready to be held. Further, if it is subsequently discovered that certification and waiver procedures were not properly followed, then the election shall be immediately declared void by DIRAUX and a new election directed and supervised by EXCOM.
5. Administrative Responsibilities of Newly Elected Officers. The DCO, DCP's, and/or FC's-elect are responsible for completing and submitting the Annual Unit Officers Report (ANSC-7007) to the respective SO-IS by December 15. This submission date is necessary for data entry purposes and in order to facilitate timely composition, printing and distribution of the D5-NR Directory. Outgoing officers should give the forms to newly elected officers. Any unit not entered into AUXDATA by December 31 will not be printed in the D5-NR Directory.
 6. Changes to Staff Officer Assignments. Whenever a change occurs to any staff officer assignment, a Change of Officer Report form (ANSC-7006) must be completed and submitted to the respective SO-IS. Upon completion of data entry, the SO-IS shall forward the form to the DIRAUX office to report the changes. Note: This does not apply to interim election results or appointed FC/VFC offices; as these situations should be reported on the Certification of Elections (ADMIN-2) form.

F. Standing Rules and Unit Reporting.

1. Standing Rules. Standing Rules are required for all Divisions and Flotillas in D5-NR. Once completed, Flotilla and Division Standing Rules are routed through the District Parliamentarian, District Commodore and then to DIRAUX for final approval. The DIRAUX office will send a copy of the approved Standing Rules to the unit, the organizational level immediately above them, and file a copy in the unit's record at the DIRAUX office.
2. Meeting Minutes. While prescribed paper forms for reporting of Division and Flotilla meetings are acceptable for distribution, electronic versions of these reports are encouraged whenever possible. Such submissions may be transmitted as e-mail

attachments or as the main body of the e-mail and they shall contain all elements comparable to those captured on paper. District Board minutes shall be processed as prescribed in the District Standing Rules. Flotilla and Division meeting minutes shall be submitted and distributed as follows:

- a. Flotilla Minutes. Minutes of each Flotilla meeting shall be drafted by the FSO-SR and shall be forwarded through the FC for approval (distribution from the FC's e-mail address may be recognized as their electronic signature for this purpose). If the FC is unable to make timely distribution due to an absence or illness, then the VFC may forward the minutes. Flotilla minutes (written or electronic submissions) shall be submitted to the DCP and respective RCO by the 15th day of the month following that of the meeting. If either DCP or RCO determine that any aspect of any report is inappropriate, questionable or warrants higher-level awareness, they shall immediately forward a copy to the DCO and DIRAUX with the issue. Flotillas are responsible for maintaining a paper copy of their minutes indefinitely. Failure of a Flotilla to submit its meeting minutes consistently and in a timely manner may result in administrative action against the FC and/or the Flotilla as a whole.
- b. Division Minutes. Minutes of each Division meeting shall be drafted by the SO-SR and shall be forwarded through the DCP for approval (distribution from the DCP's e-mail address may be recognized as their electronic signature for this purpose). If the DCP is unable to make timely distribution due to an absence or illness, then the VCP may forward the minutes. Division minutes (written or electronic submissions) shall be distributed to the respective RCO and FC's. The Division may establish its own standard distribution date in order to best coincide with submissions of meeting minutes from its Flotillas, but such date shall not be any later than the last day of the month following the month in which the meeting was held. If the RCO determines that any aspect of any report is inappropriate, questionable or warrants higher-level awareness, they shall immediately forward a copy to the DCO and DIRAUX with the issue. Divisions are responsible for maintaining a paper copy of their minutes indefinitely. Failure of a Division to submit its meeting minutes consistently and in a timely manner may result in administrative action against the DCP and/or the Division as a whole.

G. Property.

1. Annual Inventory of Coast Guard Property. All Coast Guard property on loan to Auxiliary units and/or individual members must be inventoried annually. Accurate property records are vital to determine future program direction and budget for repair and/or replacement of essential equipment. Inventories are conducted in accordance with the following procedures:
 - a. On or about November 1, DIRAUX will provide each DCP and Auxiliary Property Custodian with a copy of the Division's current property list. If the DCP and/or Property Custodian has changed or will soon change as a result of the election process, the outgoing DCP and/or Property Custodian shall pass the property list to

the new DCP and/or new Property Custodian immediately following the election. The property list shall indicate the Property Custodian (Division, Flotilla, or individual member) and identify each item of property by name, model number, quantity and serial number.

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

<u>Custodian</u>	<u>Contact</u>
Individual members	FC
FC's	DCP
DCP's	RCO

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

- (1) Neatly print the information at the top of the form.
- (2) Physically inspect all items on the inventory list for which the custodian is responsible. Copy applicable information from the inventory list to Section 1 of the ADMIN-7. Then line out items on the list that the custodian does not hold. Add items not on the list that the custodian does hold (complete the first three columns of Section 1 for each item added). All changes must be fully explained on the back of the form.
- (3) Complete the Condition Code column for each item held.
- (4) Complete Sections 2 and/or 3 (as applicable).
- (5) Both officers must sign the bottom of the form.

- 2. Upon completion of the above (including required signatures), custodians shall submit the ADMIN-7 to DIRAUX by 1 February.
- 3. Any Division or Flotilla requesting new equipment must return the items that are being replaced prior to being issued new equipment. Additional equipment will not be issued until a current inventory is on file with the DIRAUX office.
- 4. Until appropriate National and Coast Guard Headquarters resolution of issues regarding transfers to and acceptance of major property or equipment items (e.g., trailers, buildings, boats) by Auxiliary units, such property or equipment shall only be allowed to be acquired through ownership transfer of the property or equipment to the Auxiliary Association Inc. or an approved District corporation (note – it must be remembered that provision for the custodial Auxiliary unit to hold significant insurance coverage on the

property is a likely requirement whenever property is brokered through Auxiliary Association Inc.). Another workable course of action, circumstances and Coast Guard unit ability permitting; is for property or equipment to remain on the Coast Guard unit's property inventory but issued, under orders, to an Auxiliary unit for use as needed. If any uncertainty exists about the nature of the property or equipment or the elements of this provision, then the DSO-LP should be consulted.

5. Determinations as to whether or not certain Coast Guard property should be listed on an Auxiliary unit's ADMIN-7 shall be made by the DIRAUX office. At a minimum, the following types of Coast Guard property that are transferred to an Auxiliary unit shall be listed on an ADMIN-7: computers, projectors, printers, TV's, VCR's, DVD players, motors, generators, pumps, boats, trailers, radio equipment, and P-EPIRB's. Note: PFD's, float coats and mustang suits shall not be listed on an ADMIN-7 unless directed.
6. Backlog Process. The District Vice Commodore shall maintain a prioritized list of backlog requests should funding become available. The VCO and DIRAUX will liaison with each other as necessary to accommodate procurement of new property and supplies when funding allows. Auxiliary leaders at all levels shall ensure the VCO is aware of pending needs, to include a detailed description of the desired equipment and the impact that having it would have on the Auxiliary, Coast Guard and/or boating public.

H. Donations and Gifts.

1. The Auxiliary Manual provides specific guidance on the constitution and processing of donations and gifts to Auxiliary units. It also addresses concerns about solicitations and prohibited sources. All such guidance shall be adhered to in the determination of how any donations or gifts shall be received, processed for approval, and administered.
2. Some members may be fortunate to be employed by companies that have recognition and award programs for employee volunteer efforts. In some cases, these programs provide cash donations to the employee's volunteer organization. As long as the program is offered to all employees without any bias, then employees who are Auxiliarists may apply to those programs, if application is necessary, in order to be recognized and to have their respective Auxiliary unit (i.e., Flotilla, Division, SARDET) receive the associated award. Any such application should be submitted to the DSO-LP for regional legal review before actual submission to the employer in order to make a preliminary determination that there is no potential conflict of interest or reason to deny acceptance of the donation/gift.
3. As indicated in the preceding section concerning property, it must be remembered that provision for the custodial Auxiliary unit to hold significant insurance coverage on property that is donated to an Auxiliary unit is a likely requirement whenever such a property donation is brokered through Auxiliary Association Inc.
4. In all cases of donations, Auxiliary units must realize that properly processing such offers for approval takes at least four to six weeks if all necessary information is provided at the

outset. Expectations of both donor and recipient about complete processing of the donation must be managed accordingly.

I. Travel Claims.

1. Timely processing and reconciliation of travel claims are critical to accurate budgetary management of funds for the order issuing authority. Auxiliarists who travel under orders issued by DIRAUX for processing (e.g., travel to National events, conferences, etc.) must submit their travel claims to the DIRAUX office within three working days of completion of travel. Failure to do so will result in delayed reimbursement. Significantly late travel claim submissions may result in complete loss of reimbursement, particularly if submitted close to the end of the fiscal year (September 30). Responsibility for timely submission and best chance for timely reimbursement rests with the member.
2. Following travel claim processing by DIRAUX, the Coast Guard Personnel Service Center (PSC) and Coast Guard Finance Center (FINCEN) are the best points of contact for members to assess the status of their claim (e.g., when payment was or will be made). Members with travel claim or payment questions shall not call DIRAUX, but instead, should contact PSC or FINCEN as follows:
 - a. PSC Travel Branch: Call 866-772-8724 with travel claims questions; or see <http://www.uscg.mil/hq/psc/tvl.asp>.
 - b. FINCEN: Call 800-564-5504 to obtain the status of recent payments; or see <https://www.fincen.uscg.mil/secure/TravelPay/TPQuery.htm>.

J. Youth Training Programs.

1. Auxiliarists and Auxiliary units are not authorized to sponsor any youth group (e.g., Jaycee Jr., Yacht clubs, Youth Regatta Programs, Sea Explorers, Boy/Girl Scouts, Junior ROTC, Naval Sea Cadets) unless specifically approved by Commandant. In other words, an Auxiliary unit should not sponsor organizations like a local bakery may sponsor a Little League baseball team. However, this does not preclude an Auxiliary unit from interacting on a professional basis with units of these organizations. If, for example, a Flotilla is approached and requested to periodically take members of a local Sea Scout Ship on patrol with them as part of a training partnering effort, or if the Flotilla conducts a similar outreach effort with a local Sea Scout Ship, then the Flotilla may do so. In such cases, the Flotilla must ensure that the appropriate Order Issuing Authority is advised of the individuals who will be on each facility for order issuing purposes.
2. While patrolling with or teaching young members of an organization like Sea Scouts or Boy Scouts is allowable, Auxiliary units must do so with prudence. It is important to safeguard against possible accusations or liability concerns particularly when dealing with youth. Auxiliary units must ensure that at least one of the organization's adult leaders is present and in sight of their youth at all times during which the Auxiliary unit may be interacting with them. If verbal discipline or physical restraint in a disciplinary

manner is warranted for any reason to be applied to a youth, then it must come from their leaders and not from Auxiliarists.

K. Sexual Harassment.

1. Auxiliary policy clearly reflects that sexual harassment of any kind is simply not tolerated. It is a form of discrimination and is disrespectful at best.
2. Any and all cases of sexual harassment warrant investigation and appropriate administrative action. Such action shall be based upon the circumstances of each case – there is no default disciplinary action. Additionally, such action shall be taken at the lowest appropriate levels of regional Auxiliary organization, and shall be referred up to appropriate levels of the chain of leadership whenever uncertainty exists by an individual who should take action or when circumstances of the case warrant. At a minimum, the appropriate DCP shall be notified. The DCP shall notify the D5-NR Civil Rights Officer (CRO) if they determine that such further notification is warranted or they require CRO assistance. Appropriate administrative actions, ranging from training and mentoring of the offender for minor breaches to disenrollment for flagrant and egregious violations, shall be taken upon proper and due assessment.
3. While it is the responsibility of the regional Auxiliary leadership to enforce Coast Guard sexual harassment policy, it is ultimately up to each individual Auxiliarist to be aware of Coast Guard expectations in terms of sexual harassment. Accordingly, all Auxiliarists shall practice proper behavior that embraces the Coast Guard's Core Values of Honor, Respect, and Devotion to Duty.

L. Unit Finances.

1. Financial recording, reporting and auditing are straightforward processes. Specific information about Flotilla finances can be found in the Administrative Procedures Guide – Flotilla Administration, COMDTPUB P16791 (series). It identifies and addresses items like budgets, character of income and expenses. It also provides fundamental guidance for all unit financial matters. This section provides additional information stemming from regional experience and lessons learned.
2. Unit Fund Management and Federal Tax Exemption Number.
 - a. The Record of Receipts and Disbursements form (FIN-1) may be effectively utilized by the FSO-FN to not only account for Flotilla funds but to also present as the unit financial report at unit meetings. This is a cumulative form that, if all appropriate columns are routinely totaled, will provide end-of-year information needed for the Financial Report of an Auxiliary Unit (ANSC-7025). The latter form should be prepared by the FSO-FN as soon as the bank statement for December 31 has been received and reconciled. That report should then be immediately forwarded to the FC for presentation to the unit audit committee for their review and approval.

- b. Check Request Forms (see FIN-2A for Flotilla & Division funds and FIN-2B for District funds) provide an easy mechanism for requesting unit funds and documenting appropriate approval of disbursements.
- c. Any concerns regarding unit finances should be addressed to the next higher level in the chain of leadership and management. Concerns about Flotilla finances should be referred to the SO-FN. If resolution cannot be attained at that level, then they shall be referred to the DSO-FN.
- d. Per the Auxiliary Manual, the proper Federal taxpayer identification number issued by the IRS for all units of the Auxiliary is 52-1500576. If ever in doubt about its applicability or use, the DSO-LP and/or DSO-FN should be consulted.

3. Audit Procedures.

- a. A unit Audit Committee should be annually appointed by the unit commander. It should be specifically charged to audit specific unit records. Care and good judgment should be applied by all members of the Audit Committee. A typical audit is not intended to check and verify every transaction. A sampling of transactions should be tested to assure compliance with internal control factors established by the unit (e.g., check request approvals, required signatures). To be truly effective and to properly complete its assigned duties, the Audit Committee must employ an organized approach to apply standard auditing procedures.
- b. An audit of unit funds should be completed as quickly as possible after December 31 of each year so as to be finalized in sufficient time to submit the required unit financial statement to the Senior Elected Officer of the unit who, in turn, must submit the approved report through the chain of leadership and management in accordance with the Auxiliary Manual.
- c. The Audit Committee Guide (FIN-3) provides an organized approach and a checklist to be completed by the audit committee for the proper conduct of their audit.

M. Use of Coast Guard Real Property.

1. Ethics regulations and other laws prohibit use of Coast Guard properties for personal use or private gain. Care must be taken to ensure that even the image of impropriety is not created with respect to utilization of property by anyone. While Auxiliary units may hold social events or have established hours for business, visits or public contact on Coast Guard properties, members may not monopolize such properties for personal use.
2. In general, boats that belong to Auxiliarists, even if they are accepted surface facilities, should not remain tied up at Coast Guard moorings for extended periods of time if it is evident that they will not be used under orders and that such mooring largely provides convenience for the owner. Similarly, parking personal vehicles at Coast Guard facilities for extended periods of time during which the owner is not under orders is not

appropriate. Case-by-case assessment of propriety should be broached with the member's Auxiliary unit leader whenever doubt exists. If there is an identifiable Coast Guard unit command associated with the property, then that unit command should also be approached in advance about proposed use of the property.

N. Personnel Security Investigations.

1. Enrollments. New members are vetted by the Coast Guard Security Center and must receive a favorable Operational Support (OS) finding before enrollments will be fully processed. See section 2.A of this manual and the D5-NR Enrollment Checklist (available on the D5-NR web site) for additional guidance.
2. Upgrades to DO. Members who require a favorable Direct Operational (DO) finding in accordance with the Auxiliary Manual (e.g., members of EXCOM, members in the aviation program, Fingerprint Technicians, and select members working in CG command centers) shall follow the procedures outlined on the D5-NR Upgrades to DO Checklist, available on the D5-NR web site.
3. Frequently Asked Questions and Answers. A Fifth Northern PSI Frequently Asked Questions and Answers resource is maintained on the D5-NR web site and should be consulted as necessary.

CHAPTER 3

AUXILIARY DATA SYSTEM (AUXDATA)

A. Auxiliary Member Duties.

1. Background. AUXDATA is an interactive real time electronic data processing system. It is designed to store all qualifications and activities of each Auxiliary member in a computer database. This information is available to authorized users on-screen and in hard copy as management reports that select and summarize various pieces of information. It is essential that all member information in AUXDATA is accurate; and absolutely critical that all member activity (e.g., hours of service, VSCs) are logged accurately and in a timely manner. This data is used for awards determinations (individual and team/unit) and budgetary decisions, just to name two primary uses (see Chapter 14, Section A for additional discussion.)
2. FSO-IS. The FSO-IS exercises staff responsibility over all matters pertaining to the collection and forwarding of the Flotilla's AUXDATA information. Primary duties include:
 - a. Keep Flotilla members informed of all information system developments.
 - b. Coordinate with the FSO-MT to ensure that Flotilla members are trained in proper procedures for completing AUXDATA input forms.
 - c. Maintain close liaison with the SO-IS to ensure proper credit is received for member and Flotilla activities.
 - d. Coordinate and cooperate with all FSO's so they are kept advised of the progress in each of their areas of responsibility.
 - e. Maintain records as required to carry out FSO-IS responsibilities.
 - f. Cooperate with the VFC in every way to ensure that the Flotilla's activities are accurately recorded.
3. Individual Actions. Timely submission and forwarding of information through the IS chain is critical to member satisfaction, fair and reasonable workload management, and accurate capture of Auxiliary effort. The following actions are prescribed for respective levels of the IS chain:
 - a. Member.
 - (1) Members are responsible for using and properly completing correct AUXDATA input forms upon completion of their authorized activity. The member shall verify that the completed AUXDATA form is legible and send it to the FSO-IS.

Instructions for filling out forms can be found with the forms themselves on the National Auxiliary website. Again, it is essential that member information in AUXDATA is accurate; and absolutely critical that all activity is properly and accurately reported in a timely manner.

- (2) It is incumbent upon the member to ensure that their AUXDATA information is submitted to the FSO-IS in a timely manner – within the first few days of a change or completion of an activity. This applies to all AUXDATA entries, and especially Member Activity Logs (ANSC-7029s) and Mission Activity Reports (ANSC-7030s).
- (3) Participate in training and accept feedback from the FSO-IS. The member shall take corrective action as necessary.

b. FSO-IS.

- (1) Reviews forms received from members to verify they are correctly filled out and legible. Forms that are unclear or contain errors that cannot be corrected by the FSO-IS are returned to the member. Logs all forms received, recording data as needed for up-to-date Flotilla performance records.
- (2) Ensures that members are aware of the need for timely submission of any activity data, particularly in regard to ensuring that all activity data must reach the SO-IS, via the FSO-IS, as quickly as possible following completion of the activity.
- (3) Similarly, it is incumbent upon the FSO-IS to ensure that any properly submitted information that they receive is submitted to the SO-IS in a timely fashion; within the first few days of receipt.
- (4) Provides FC with AUXINFO Unit Member Activity Report on a monthly basis in order to ensure its availability to Flotilla members for validation at monthly meetings. If unable to generate this report, then the FSO-IS should work directly with the SO-IS to obtain and provide it on a monthly basis.
- (5) Checks any forms that are returned from the SO-IS against the log of forms received to ensure all items were processed by the SO-IS. Corrects any remaining errors. Resubmits any corrected forms in the next regular mailing to the SO-IS. If the FSO-IS cannot determine what correction should be made, they shall contact the member to get the information necessary to make the correction.
- (6) Updates Flotilla records as necessary and provides feedback to members as necessary to improve future submissions and processes.
- (7) Conducts additional IS/AUXDATA training for the Flotilla.

c. SO-IS.

- (1) Re-checks all forms received from the FSO-IS or other staff officers (e.g., SO-AN submission of ATON report for entry into AUXDATA). Forms that are unclear or contain errors that cannot be corrected by the SO-IS are returned to the FSO-IS. Enters data from all forms received into the AUXDATA computer system. Returns forms to the appropriate FSO-IS after data is entered.
- (2) Timely entry of member activity information in AUXDATA is critical to the timely capture of regional efforts and to meeting the growing needs for accurate assessments of regional capabilities and readiness. Therefore, if the SO-IS does not receive activity data paperwork from a member, via the FSO-IS, within 60 days of the activity date, then the SO-IS is under no obligation to immediately enter that information in AUXDATA but should strive to do so as their workload and schedule permit. This provision may not be modified. Its intent is clearly to promote and ensure expeditious management of the massive amounts of data that IS officers must process while providing the same level of expectation for all regional members. Moreover, the SO-IS shall be duly regarded as the primary gateway to AUXDATA entry and shall not be expected to immediately accommodate late submissions of AUXDATA information. Conversely, an SO-IS shall not unduly delay AUXDATA entry for information submitted after the 60-day deadline if their workload and schedule permit. If a member ends up in REYR status or fails to qualify for an award normally based on AUXDATA information due to the untimely submission of activity data paperwork, then that shall become a matter they will have to work to correct in the future in conjunction with the needs and capabilities of their IS chain.
- (3) Provides DCP and FC's with the Unit Summary Report for the Division and Flotillas, respectively, on a monthly basis in order to ensure availability for their validation. If unable to generate this report, then the SO-IS should work directly with the DSO-IS to obtain and provide it on a monthly basis.
- (4) Provides DCP with AUXINFO Unit Member Activity Report on a monthly basis in order to ensure its availability for validation and awareness of Division leadership. If unable to generate this report, then the SO-IS should work directly with the DSO-IS to obtain and provide it on a monthly basis.

B. AUXDATA Correction and Update Procedures.

1. Member Requirements. Members are responsible for providing current and accurate information for the AUXDATA database concerning their name, mailing address, e-mail address, phone numbers and emergency contact information. Whenever a change occurs in any of these items, the member must complete a Change of Member Information Report (ANSC-7028) and submit it to the SO-IS via their FSO-IS. In the event of a name change (e.g., marriage), the SO-IS will forward the form to DIRAUX for retention in the member's service record.

2. Elected Officer Requirements. The senior elected officer at each level (DCO/RCO/DCP/FC) is expected to keep information in the AUXDATA database concerning elected officer and staff officer assignments correct and up-to-date. Whenever a change occurs in elected or appointed officers, the senior elected officer must promptly complete a Change of Officer Report (ANSC-7006) and submit it to the DIRAUX office via the SO-IS.
 3. IS Problem Resolution. IS officers are responsible for researching AUXDATA problems reported by members. If a member finds an error in their AUXDATA records, the following steps shall be taken:
 - a. Member Action. The member must report the problem to their FSO-IS. When reporting an AUXDATA error, the member should explain what is wrong as well as state the correction required. To speed up the correction process, any applicable supporting information (e.g., copies of qualification certificates, letters) should be provided to the FSO-IS.
 - b. FSO-IS Action. The FSO-IS must research the details of the problem. If the FSO-IS validates that an error probably exists, then the problem shall be reported to the SO-IS along with all supporting information. If there is any disagreement in this matter between the FSO-IS and the member, then it shall be referred to the SO-IS.
 - c. SO-IS Action. If the SO-IS validates that an error has occurred, then the SO-IS shall make the appropriate AUXDATA entries to correct the problem. If the problem is related to an AUXDATA entry field that the SO-IS cannot access, then they should report the problem to the DSO-IS along with any supporting documentation. If the problem involves a member listed in REYR or REWK status, then the SO-IS should request assistance, via e-mail, from the DIRAUX office.
 - d. DSO-IS Action. The DSO-IS will conduct additional research in order to resolve the problem. If it cannot be resolved by the DSO-IS, the problem shall be reported to the DIRAUX office along with the applicable supporting information and, if appropriate, a recommendation to correct the problem.
 - e. DIRAUX Action. If DIRAUX determines that information in AUXDATA is incorrect, then the member's record shall be corrected. The member and IS chain shall be notified of such determinations and associated actions.
- C. Routing Procedures. Forms shall be routed as indicated in Table 3-1 (see next two pages).

Table 3-1: Summary of Forms (Revised 02/07)(see <http://forms.cgaux.org> for most recent forms)

FORM #	CG #	TITLE	ROUTE TO:
7001		Enrollment Application	DIRAUX
7003		Vessel Facility Insp. & Offer for Use	DIRAUX
7004	2736A	Radio Facility Insp. & Offer for Use	DSO-CM
7005		Aircraft Facility Insp. & Offer for Use	DSO-AV
7006		Change of Officer Report	SO-IS
7007		Annual Unit Officers Report	SO-IS
7008		PWC Facility Insp. & Offer for Use	DIRAUX
7012		Vessel Safety Check	FSO-IS
7015		Pilot / Air Crew Qualification	DSO-AV
7017	3615	Record of Unit Meeting	DCP/RCO
7023		Notice of Intent to Teach	DSO-PE
7025		Financial Report of Auxiliary Unit	DIRAUX
7026	4887	OSC Examination Request	DIRAUX
7028		Change of Member Information	FSO-IS
7029		Member Activity Log	FSO-IS
7030		Mission Activity Report	FSO-IS
7034	4612 AUX	Auxiliary SAR Incident Report	OPCEN
7035		Change of Membership Status	DSO-PS
7036		Prospective Member Interview	DIRAUX
7038		Vessel Examination Activity Report	FSO-IS
7039		Workshop Mission/Attendance Report	SO-IS
7046		Visitation Report	FSO-IS

FORM #	CG #	TITLE	ROUTE TO:
7054	5474	Aids to Navigation Report	DSO-AN
7056		Member Transfer Request (see Note)	DIRAUX
7059	5223	Short Term Resident Training Req.	DIRAUX
7065		Vehicle Offer for Use Form	DIRAUX
NA		OPR Member Audit Form	ERP
ADMIN-1		Transfers Within D5-NR (see Note)	New FC
ADMIN-2		Certification of Elections	DIRAUX
ADMIN-3		Facility Status Change	DIRAUX
ADMIN-4		PE Attendance Roster	FSO-PE
ADMIN-5		DIRAUX Transmittal Form	DIRAUX
ADMIN-6		Division Transmittal Form	SO-IS
ADMIN-7		CG Property Inventory	DIRAUX
ADMIN-8		Flotilla Visitation Report	RCO
ADMIN-9		Division Captain Report	DCO via RCO
ADMIN-10		Boat Show Checklist	FSO-PA
ADMIN-11		Member ID Card Information	FC
ADMIN-12		Request for COASTIE	SPO-COASTIE
DD-1351-2		Travel Voucher or Subvoucher	DIRAUX
OPS-4		Request for Flight Orders	DSO-AV
OPS-5		Special Purpose Facility Offer for Use	DIRAUX
TRAIN-1		CG Funding for Training Request	RCO

Note: Use ANSC-7056 for inter-District transfers (i.e., from D5-NR to another District).
 Use 5NR ADMIN-1 for intra-District transfers (i.e., within D5-NR).
 Send a copy of the respective form (ANSC-7056 or ADMIN-1) to DSO-PS.

CHAPTER 4

MEMBER TRAINING AND QUALIFICATIONS

A. Member Responsibility.

1. The most important premise for all members across all Auxiliary programs is that primary responsibility for ensuring their efforts to qualify and maintain certification are properly documented and captured in the AUXDATA system rests first and foremost with *the member*.
2. Given the broadening real-time availability and access to member training and qualification information through AUXDATA and AUXINFO, coupled with the ability of SO-IS's to modify and correct member information even after the end of the calendar year, the DIRAUX office will inform members by mail of test results and qualification completion only. Notifications of currency maintenance completion (including status within the boat crew qualification program currency maintenance timeline) should NOT be expected from the DIRAUX office.
3. Cases in which a member shows up on a REYR list shall be addressed and rectified through communication between the member, the FC and FSO, and the SO-IS. Once proper task completions and information have been placed in AUXDATA by the SO-IS, the DIRAUX office will re-set the member's qualification status upon notification from the SO-IS. Given the broadening real-time availability and access to member training and qualification information through AUXDATA and AUXINFO, coupled with the ability of SO-IS's to modify and correct member information even after the end of the calendar year, there is NO reason why these kinds of circumstances cannot be identified and resolved, including corrective intervention by the DIRAUX office, by March 31 of the year in which the member is listed in REYR status. Any requests that are submitted after March 31 for corrective intervention by the DIRAUX office will be processed as DIRAUX office workload allows.

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

1. Misunderstandings frequently arise when qualification, re-certification or currency maintenance paperwork arrives at the DIRAUX office *before* the required data has been entered in AUXDATA. This usually results in rejection of the paperwork because the DIRAUX office's check of AUXDATA indicates that program requirements have not been completed. Just because mission forms may have been sent to an SO-IS before the qualification, re-certification or currency maintenance paperwork was sent to the DIRAUX office, there is no guarantee that necessary data entry has occurred.
2. DCP's, FC's and SO-IS's must work together to ensure that required paperwork and AUXDATA processing occurs properly, in a timely fashion, and that members know their responsibility to gain awareness of positive confirmation of required data entry

(e.g., hours, VSC's) in AUXDATA *before* their qualification, re-certification or currency maintenance paperwork is submitted to the DIRAUX office.

3. Positive confirmation can be obtained via forms returned from the SO-IS marked "Entered," up-to-date AUXDATA reports, simple direct communication with the SO-IS, or any other way that may prove workable for all involved including periodic self-check of the member's activity profile in AUXINFO.
4. Because paperwork may be missing or delayed in process, it should not be expected that the SO-IS will initiate any confirmation. Further, direct queries to the DIRAUX office about such status will be referred back to the requestor if the requestor has not firmly validated data entry with the SO-IS either personally or through their respective chain of communication. All of this applies to member qualification, re-certification or currency maintenance in any program.
5. See Chapter 1 for detailed information on Contacting DIRAUX for Problem Resolution.

C. General Boating Safety Course Requirement Across Programs. Due to the maritime nature of Auxiliary service, it is inherently important for all qualified program participants to have a degree of familiarity and background with the basics of recreational boating. Accordingly, as part of regional program qualification requirements, all IT's, VE's, PV's, PAV's, boat crew members, coxswains, air crew members, air observers, pilots, CFVE's and telecommunications operators shall be required to successfully complete the basic core course content of the Auxiliary's BS&S, ABC or USPS courses or challenge and pass the BS&S, ABC or SF closed book exam as part of their qualification.

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

1. Initial Qualification.

- a. The SO-MT holds qualification exams for the IT, VE and PV programs (as well as the APC exam). The SO-MT is responsible for ensuring the most current editions of such exams are utilized in the field. These exams may be requested by an elected officer, an immediate past elected officer or an MT staff officer. However, any of these officers who ultimately proctor and administer an exam must also be qualified in that particular program.
- b. Upon completion of an exam, a trainee shall return the exam and answer sheet to the proctor. The proctor shall return the exam to the SO-MT and retain the answer sheet until notified by the trainee that they have completed and submitted all other required program qualification tasks.

- c. Members who undergo initial qualification in any program must complete the appropriate required program tasks as a trainee (i.e., be identified on any associated forms as “Trainee”). They must perform these tasks under the supervision of a member who is certified in that program (i.e., be identified on any associated forms as “Lead”).
- d. In order to complete all other required program qualification tasks, the trainees shall obtain the appropriate task completion form (i.e., ANSC-7038 for VE, ANSC-7030 for IT, ANSC-7046 for PV) from either the National Auxiliary web site or the FSO-MT; and present it to their instructor(s)/mentor(s) each time the trainee conducts VSC’s, training instructor sessions or visits, respectively (see note). The trainee may have as many instructors/mentors as necessary and convenient in order to complete the required program qualification tasks. The instructor/mentor who approves the final required task shall verify with the trainee that any associated task completion forms have already been forwarded to the FSO-IS. They shall then forward the final task completion form to the FSO-IS in a timely fashion so as to ensure that subsequent forwarding to the SO-IS for AUXDATA entry is as expeditious as possible.
Note: Forms are available at <http://forms.cgaux.org/forms.html>.
- (1) VE School Rosters. If VE’s are conducted at a school, the school coordinator must submit to the DIRAUX office a trainee roster that lists all trainee names, EMPLID’s, and Division/Flotilla information.
- (2) VE Platforms for Training. At times during the training, qualification and re-certification of VE’s, there may be limited availability of vessel platforms to conduct and complete training in a timely or convenient fashion (e.g., a VE training session held by one instructor for five trainees would ideally require 25 different vessels (five per trainee)). To facilitate training under such circumstances, use of the same vessel multiple times, with distinctly different equipage configurations, is authorized. VE instructors shall ensure the spirit of this allowance is maintained in the course of re-configuration and shall make all attempt to maximize use of different vessel platforms whenever they are available.
- e. When required program qualification tasks are complete, the trainee shall notify their exam proctor that all tasks have been completed and forwarded to the FSO-IS. The exam proctor shall then forward the trainee’s exam to the FC and advise the FC that the trainee has completed both the exam and all required program tasks.
- f. If the trainee takes and passes the on-line version of the exam, then they must notify the FC of such. In this case, since the trainee did not deal with an exam proctor, it shall be the trainee’s responsibility to also advise the FC when all other program qualification tasks have been completed and forwarded to the FSO-IS.
- g. For written exams, once the FC has received the trainee’s exam and accompanying notification of required program task completion, it is the responsibility of the FC to

validate with the SO-IS that appropriate AUXDATA entries have been made to reflect the trainee's completion of required program tasks. Once the FC has made such validation with the SO-IS, and if the FC believes that the trainee is fully ready and able to perform program missions, then the FC shall forward the trainee's exam along with the following signed written endorsement to the DIRAUX office:

- (1) **Auxiliarist _____ has completed the enclosed program exam.**
- (2) **I have validated with the SO-IS that all appropriate AUXDATA entries have been made to reflect required program task completion.**
- (3) **I recommend (or do not recommend) Auxiliarist _____ for program qualification.** (Include a brief explanation if not recommended).

Note: The text of this endorsement may be hand-written and signed on the back of the exam sheet. When dealing with written exams, e-mail endorsements that are sent to the DIRAUX office will not be accepted. Such endorsements shall be returned to the FC.

- h. For on-line exams, once the FC has been notified by the trainee that they have completed the on-line exam and all other required program qualification tasks, it is the responsibility of the FC to validate with the SO-IS that appropriate AUXDATA entries have been made to reflect the trainee's completion of required program qualification tasks. Once the FC has made such validation with the SO-IS, and if the FC believes that the trainee is fully ready and able to perform program missions, then the FC shall forward the trainee's on-line exam via e-mail (the site can be accessed at <http://www.auxetrain.org/qual.html>) to the DIRAUX office, ensure that all appropriate blocks for their endorsement are filled out, and also add the following endorsement to that e-mail in its "Comments" section:

- (1) **I have validated with the SO-IS that all appropriate AUXDATA entries have been made to reflect required program task completion.**
- (2) **I recommend (or do not recommend) Auxiliarist _____ for program qualification.** (Include a brief explanation if not recommended).

- i. If the trainee has on-line capability but the FC does not have such capability, then the trainee may mail a printed copy of the on-line exam result to the FC. The FC shall then include a signed written endorsement using the same text as in the paragraph immediately above. The text of this endorsement may be hand-written and signed on the back of the copy of the on-line exam result.
- j. If the DIRAUX office determines that the trainee's exam or the accompanying signed written notification from the FC is either missing or incomplete, then the trainee's package shall be returned to the FC for re-submission. Similarly, if the DIRAUX

office determines that all appropriate AUXDATA entries have not been made, then the trainee's package shall be returned to the FC for re-submission.

- k. For written exams, the DIRAUX office shall grade the trainee's exam and ensure the trainee has met all qualification criteria. If the trainee did not pass the exam, then the DIRAUX office shall notify the FC of such and the trainee will have to take the exam again.
- l. When the DIRAUX office confirms that all qualification criteria have been met, then it shall send a qualification letter to the trainee and make the appropriate initial qualification entry in the AUXDATA system. A copy of the qualification letter along with a qualification certificate and appropriate ribbon/medal insignia shall be sent to the FC. The FC shall award the certificate and ribbon/medal insignia at an appropriate and timely opportunity.
- m. If the trainee is an FC then the DCP shall serve in the capacities as described above for the FC.

2. Re-Certification.

- a. Members who need to re-certify in their program because they were unable to maintain their program currency must complete the appropriate required program tasks as a trainee (i.e., be identified on any associated forms as "Trainee"). They must perform these tasks under supervision of a member who is certified in that program (i.e., be identified on any associated forms as "Lead").

b. VE Re-Certification.

- (1) Once the member has completed the two VSC's needed for re-certification, the lead VE shall forward the Vessel Examination Activity Report (ANSC-7038) to the FSO-IS and, ultimately, the SO-IS for AUXDATA entry. The following signed written endorsement shall be included in the form's Remarks section:

Auxiliarist _____ has completed the two VSC's necessary for re-certification.

- (2) Upon receipt and AUXDATA entry, the SO-IS shall notify the DIRAUX office via e-mail that the member has completed the necessary action to re-certify.
- (3) Upon receipt of notification from the SO-IS, the DIRAUX office shall restore the member's program certification and notify the SO-IS via e-mail, and the SO-IS will notify the FC and member.

c. IT Re-Certification.

- (1) Once the member has completed the required re-certification activity (i.e., two hours of instructing, four hours of instructor assistance, or a combination of one hour of instructing and two hours of instructor assistance), the lead IT shall forward the Mission Activity Report (ANSC-7030) to the FSO-IS and, ultimately, the SO-IS for AUXDATA entry. The following signed written endorsement shall be included in the form's Remarks section:

Auxiliarist _____ has completed the two hours of instructing (or four hours of instructing assistance) necessary for re-certification.

- (2) Upon receipt and AUXDATA entry, the SO-IS shall notify the DIRAUX office via e-mail that the member has completed the necessary action to re-certify.
- (3) Upon receipt of notification from the SO-IS, the DIRAUX office shall restore the member's program certification and notify the SO-IS via e-mail, and the SO-IS will notify the FC and member.

d. PV Re-Certification.

- (1) Once the member has completed the one supervised visit, the lead PV shall forward the Visitation Report (ANSC-7046) to the FSO-IS and, ultimately, the SO-IS for AUXDATA entry. The following signed written endorsement shall be included in the form's Remarks section:

Auxiliarist _____ has completed the supervised marine dealer visit necessary for re-certification.

- (2) Upon receipt and AUXDATA entry, the SO-IS shall notify the DIRAUX office via e-mail that the member has completed the necessary action to re-certify.
- (3) Upon receipt of notification from the SO-IS, the DIRAUX office shall restore the member's program certification and notify the SO-IS via e-mail, and the SO-IS will notify the FC and member.

3. Re-Qualification. Members who desire to regain a program qualification after the fifth year of inactivity shall complete the initial qualification requirements as described above.

E. Boat Crew Qualification Program (BCQP).

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

shall be strictly adhered to during qualification, currency maintenance and re-qualification at the QE, coxswain, crew member and PWO levels.

2. Initial Qualification as Coxswain/Crew Member/PWO. To qualify, the member must complete all tasks required at the appropriate level on the coxswain, crew member or PWO Record of Completed Task Form (Appendix A of the respective Qualification Guide) within a 24-month period.
 - a. A crew member trainee may elect to complete coxswain tasks while undergoing crew member qualification training. Such tasks will be valid as long as they are performed within the 24-month training period for coxswain. Additionally, a certified crew member must have 28 hours underway at the crew member level before they are eligible for designation as coxswain.
 - b. A PWO trainee does not have to complete the crew member qualification in order to qualify as a PWO.
 - c. As the trainee progresses through the coxswain, crew member or PWO syllabus, the mentor(s) providing the training will sign and date corresponding task blocks on the Record of Completed Task Form. A qualified coxswain, crew member or PWO, respectively, is authorized to sign off the trainee's tasks at the level to which they are qualified. However, it is strongly encouraged that the FC appoints a mentor who is approved to serve in such capacity to consistently and completely train and guide the trainee.
 - d. After all the applicable tasks on the coxswain, crew member or PWO Record of Completed Task Form have been completed and signed off, the Flotilla will coordinate a QE (including PWC-QE's for PWO's) for an evaluation. After the trainee successfully completes all tasks required by the QE, the QE will complete the Auxiliary Boat Crew Program qualification letter found in Appendix C of reference (c). The QE shall then forward a copy of the program letter and copy of the Record of Task forms to the DIRAUX office. The trainee should keep the original copies of all submitted forms for his or her personal records.
 - e. DIRAUX Office Action.
 - (1) Crew Member Designation. Prepare and send a qualification certificate, ribbon, and miniature medal to the FC who will award the certificate and medal at an appropriate and timely opportunity. Make appropriate entries in AUXDATA.
 - (2) Coxswain Designation. Prepare and send a designation letter to the new coxswain. Send a copy of the letter to the FC. Make appropriate entries in AUXDATA. If within two months of a regional conference, newly designated coxswains will be invited to receive their certificate and pin at the conference. If the member is unable to attend the conference, then the certificate and pin shall be

forwarded for presentation via the respective RCO (generally, such presentation shall be made by an officer holding the office of DCP or above).

- (3) PWO Designation. Prepare and send a designation certificate to the new PWO. Send a copy of the letter to the FC. Make appropriate entries in AUXDATA. If within two months of a regional conference, newly designated PWO's will be invited to receive their certificate at the conference. If the member is unable to attend the conference, then the certificate shall be forwarded for presentation via the respective RCO (generally, such presentation shall be made by an officer holding the office of DCP or above).

3. Qualification/Currency Maintenance/Re-Qualification.

- a. General. The Auxiliary Boat Crew Training Manual and associated Qualification Guides outline in detail the requirements for qualification, currency maintenance, and re-qualification as a crew member, coxswain, and PWO.
- b. Third-Year Requirements. Satisfactory completion of task requirements for the third-year after initial certification at the member's current designation, and every third-year thereafter must be performed for a QE. The QE conducting the third-year certification will ensure that all coxswain, crew member or PWO task requirements on the Underway Currency Maintenance/ Recertification check ride forms are completed. The QE will then sign the Third Year Currency Maintenance form and forward it via the SO-IS to the DIRAUX office within three working days to ensure the member gets credit.
- c. Fifth-Year Requirements. Coxswains and PWO's must score 90% on the Auxiliary open book navigation rules examination.

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

4. Navigation Rules (NavRules) Exams.

- a. AQEC's shall maintain custody of NavRules exams in sufficient quantities so as to comfortably serve the needs of their respective Areas.
- b. Only QE's (including PWC-QE's) may request NavRules exams from AQEC's for the purpose of test administration. Requests shall be made in writing (e.g., e-mail or memo) and be requested at least 15 days in advance so as to facilitate AQEC exam management.
- c. Upon completion of NavRules exam administration, the QE shall forward the exam back to the AQEC and the answer sheet to the DIRAUX office for grading.

- d. Members who take the on-line open book version of the NavRules exam do not require a proctor for administration.
- e. Members who take the on-line closed book version of the NavRules exam must have an approved proctor to help administer the exam. All D5-NR QE's are designated as proctors for this exam. As a general rule, the member shall first request such proctoring service from the QE who is geographically closest to the member. If a QE from another area is desired for proctoring service, then the member must make arrangements through their respective AQEC.
- f. All applicable specialty course exam administration provisions apply to NavRules exam administration whether dealing with the answer sheet version or the on-line version.

F. Fingerprint Technician. Successful completion of all required elements and demonstrations will earn Fingerprint Technician (FP) designation.

- 1. Course. After thorough review of the Fingerprint Study Guide, the member must take and successfully pass the FP test on-line (paper tests are not available). A copy of the passing notification must be sent directly to DIRAUX with a signed Non-Disclosure Statement (available on the G-3PCX website and also on the D5-NR website).
- 2. Qualification Criteria. FP Practical demonstration must be completed. This demonstration is given by DIRAUX (or his/her designee) and must be scheduled to accommodate both parties.
- 3. Designation Procedure. The member must notify their DCP via their FC upon completion of the above elements which will start the designation process. The DCP will send a designation request to DIRAUX via the respective RCO for endorsement. DIRAUX will determine qualification and process the member for FP service. If approved, DIRAUX will notify the member and issue them a fingerprint kit.
- 4. Duties. FP technicians are responsible to adhere to all regulations contained in the Non-Disclosure Statement and practice the utmost discretion while performing their duties.

G. Administration of Specialty Courses, Correspondence Courses and "C" School Training.

- 1. Specialty Courses.
 - a. Available Courses. Successful completion of all specialty courses and required demonstrations will earn the member the AUXOP designation.
 - b. Course Materials. Required course materials are stocked at ANSC and can be ordered by the FSO-MA. Members desiring to enroll in a specialty course should contact their FSO-MT.

- c. Course Procedures. Specialty courses can be taught as formal District, Division or Flotilla sponsored courses or individuals may study the courses on their own. Individuals studying courses on their own should have a member who has completed the course review their work to ensure proper understanding of the material prior to testing.
- d. Exam Administration.
- (1) Only the DCP, FC, DSO-MT, SO-MT and FSO-MT may order specialty course exams from the DIRAUX office. If all of these officers are unavailable to request exams, then the request may be submitted by the VCP or VFC (such request shall be annotated to indicate the unavailability of DCP, FC, DSO-MT, SO-MT, and FSO-MT).
 - (2) Specialty course exams may be requested from the DIRAUX office in one of two ways, as described below. In either case, the DIRAUX office will mail the requested exams to the designated proctor 7-10 days prior to the scheduled exam date.
 - (a) Exams may be requested using the OSC Examination Request (ANSC-7026/CG-4887). Forms must be received by the DIRAUX office at least 15 days prior to the scheduled exam date. If received with less than 15 days notice, the requesting officer will be notified of such and advised that short notice may not assure their receipt of the exam in time (DIRAUX will not express mail exams nor accommodate short-notice exam requests except in unique and exceptional circumstances).
Note: On-line testing should be the primary means of administering exams.
 - (b) Exams may be requested via e-mail to the DIRAUX office. E-mail requests will only be accepted if sent by an officer who is authorized to request such exams (the authorized officer may forward the e-mail if it is generated by someone else). The ANSC-7026/CG-4887 form can be filled out on-line from the National Auxiliary web site and then saved as .pdf file. The e-mail must have that file as an attachment to it (scanned forms will not be accepted). The e-mail must be received in the DIRAUX office at least 15 days prior to the scheduled exam date. If received with less than 15 days notice, the requesting officer will be notified of such and advised that short notice may not assure their receipt of the exam in time.
 - (3) Only two different subject specialty course exams (e.g., AUXSAR and AUXPAT) will be issued to the same proctor at the same time. Until one of the subject exams is received back in the DIRAUX office, another may not be requested for the same proctor.
 - (4) As controlled items, specialty course exams are retained in the DIRAUX office in limited supplies. Since they are frequently in demand region-wide, they

cannot be held in the field for extended periods. If an exam cannot be administered on the scheduled date, it must be immediately returned to the DIRAUX office. The primary commitment to taking an exam rests upon the member scheduled to take it. If they commit to take an exam on a certain date, then it is their responsibility to honor that commitment and they must understand that if there is a change to their availability then there will likely be a change to the availability of the exam. Holding of exams for the convenience of the member slated to take the exam may result in suspension of exam support for the member's Division.

- (5) The Auxiliary Manual describes proctor criteria for specialty course exams (unless otherwise specified by DIRAUX, any qualified AUXOP shall be recognized as a specialty course exam proctor within D5-NR). Anyone who does not meet proctor criteria will not be authorized to proctor a specialty course exam (special circumstances, in which access to or presence of authorized specialty course exam proctors is limited to the point of negatively impacting local member training, should be addressed and remedied by working through the MT network). The proctor shall administer the exam and ensure that any practical requirements in the course have been signed off. Upon completion of exam administration, the proctor shall mail the test back to the DIRAUX office for grading. It is the responsibility of the proctor to ensure that all exam booklets are received in an unmarked condition and returned in exactly the same condition. The proctor shall ensure members are aware of all exam administration instructions, making special note to point out that members shall not make any marks in exam booklets. If marking of exam booklets is detected in any way upon their return, then the exams will be negated, the proctor shall be informed of such and will be directed to advise the examinee of test negation.
- (6) Exam booklets shall not be duplicated by anyone outside the DIRAUX office, not be administered in any way or by anyone other than those indicated to the DIRAUX office as part of the exam request, nor should their contents be advertised beyond normal test administration. Further, they must be properly administered as requested and then returned in a timely fashion. Failure to meet any of the above requirements or obstruct the proper management of these exams will normally dictate some degree of investigation into the matter as well as suspension of Divisional exam and testing support provided from the DIRAUX office.
- (7) On-line administration and proctoring of specialty course exams shall be conducted in accordance with policies established by the National Testing Center and the following specific D5-NR provisions:
 - (a) All D5-NR AUXOP's are authorized to proctor any on-line specialty course exam. Members who have successfully completed the specialty course for which exam administration is sought but who are not AUXOP's are not authorized to serve as on-line proctors.

- (b) The DIRAUX office shall provide the National Testing Center with an updated D5-NR AUXOP proctor list quarterly (with a copy to Division Captains); authorizing these AUXOP's to proctor on-line specialty course exams. It is important to note, however, that after the proctor list has been updated, it remains incumbent upon each individual AUXOP to register themselves with the National Testing Center. To initially register, and prior to being able to proctor any on-line specialty course, an AUXOP must complete the proctor request page of the National Testing Center web site (www.auxetrain.org). Once submitted, the National Testing Center will provide the AUXOP with a password that shall remain valid for one year. Proctors must similarly register with the National testing center each successive year if they desire to remain eligible to serve in this manner.
- (c) A proctor shall administer no more than 20 on-line specialty course exams at the same time.
- (d) A proctor and a member who is taking an on-line specialty course exam must be physically in the same room throughout the duration of the exam including initial log-in and final log-out.
- (e) If more than one member is taking an on-line specialty course exam at the same time with the same proctor, then all such members must be physically located within the same room as the proctor throughout the duration of the exam.
- (f) A member who desires to take an on-line specialty course exam is responsible for contacting an AUXOP to coordinate the requisite service. The FC, VFC and FSO-MT may assist the member to coordinate the proctoring service. In the course of coordinating a convenient date, time and place for exam administration, the member must also obtain the proctor's name and e-mail address. A member must register with the National Testing Center to take the on-line specialty course exam by using the student request page at the National Testing Center web site (www.auxetrain.org). The member will have to provide the proctor's information as part of the request. The member shall then receive an e-mail confirmation of authorization to take the exam along with a password that will be effective only for that test administration. Likewise, the proctor shall receive an e-mail confirmation of authorization to administer the exam.
- (g) As a general rule, a member shall first request on-line specialty course exam proctoring service from the AUXOP who is geographically closest to the member. If an AUXOP from another Division is desired for proctoring service, then the member must make arrangements through their respective SO-MT.

- (h) When the member and AUXOP proctor meet as previously coordinated, they shall access the on-line specialty course exam by logging into the proctored exam gateway at the National Testing Center web site (www.auxetrain.org).
- e. Designation. Upon receipt, the DIRAUX office will grade exams and make appropriate AUXDATA entries. A letter indicating the test results will be sent to the member and his/her FC. If the member passes, a completion certificate and ribbon (after completion of first course only) will also be sent to the FC for subsequent presentation to the member. After completion of all specialty courses, an AUXOP designation certificate will be prepared by the DIRAUX office for signature by the District Commander. If within two months of a district conference, new AUXOP's will be invited to receive their certificate and AUXOP device at the conference. If the AUXOP is unable to attend the conference, then the certificate and device shall be forwarded for presentation via the respective RCO (generally, such presentation shall be made by an officer holding the office of DCP or above).
- 2. Coast Guard Institute Correspondence Courses and Auxiliary National "C" Schools. Members who desire to take a Coast Guard correspondence course or attend a "C" school should contact the FSO-MT for any assistance required. All C-school applications must be made using the Short Term Resident Training Request (ANSC-7059), submitted through the member's FC. Forms may be mailed or submitted as an e-mail attachment. They shall be submitted to the OTO at the DIRAUX office for review, approval and endorsement. In general, although ANSC-7059's may be submitted at any time of year and up to a year in advance of a class convening date, such requests should be submitted at least 10 weeks in advance of the class convening date to allow adequate time for review and process of associated travel orders.

H. Seminar Attendance.

- 1. General. Members holding any program designation (e.g., IT, VE, PV, coxswain, pilot) may be required to attend a program seminar in any given year. When a seminar is required and attendees come from more than one Division, the lead instructor conducting training will record attendance on a Workshop Mission and Attendance Report (ANSC-7039) for all instructors and attendees and forward it to their SO-IS within three working days to ensure timely credit for all in AUXDATA. Division-by-Division attendee rosters shall not be used because they often result in duplicate workshop entries.
- 2. Failure to Attend Required Seminar.
 - a. Unless otherwise specified, D5-NR's annual deadline date for attendance of required seminars without any consequence shall be June 30 of the currency year. If a member fails to complete the required seminar by the deadline date for seminar attendance, they will not be able to report any activity related to that qualification in AUXDATA.

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

I. Removal from Program (Member Requests).

1. Members who become inactive in any program or qualification (e.g., BCQP, IT, PV, VE) and have no intention of becoming active again should submit a written request to DIRAUX by mail (via their FC for endorsement) asking to be removed from the program or qualification.
2. This need not be a complicated procedure. A simple: "Please remove me from the Boat Crew Qualification Program" (or other Auxiliary program) with a signature will suffice.
3. There are two important advantages to doing this:
 - a. Inactive members will no longer show up in REYR or REWK for years after becoming inactive.
 - b. Coast Guard and Coast Guard Auxiliary leaders will have a more accurate assessment of how many qualified members are available in a given program, enabling a better strategic focus on recruiting and training both regionally and at the District level.
4. Members who request to be removed in this manner shall retain any earned ribbons or pins.

Table 4-1: Summary of Qualification Requirements (Revised 02/07)

Qualification	BCQP	IT	PV	VE
Initial Qualification	See Auxiliary Boat Crew Training Manual (ABCTM)	Complete IT Course; Teach 2 Hours (Supervised) FC endorsement	Pass Exam and Complete 2 Supervised Visits FC endorsement	Pass Exam and Complete 5 Supervised VSCs FC endorsement
Annual Requirements	See ABCTM	Teach 2 Hours or Teach 1 Hour, Assist 2 hrs or Assist 4 Hours	4 Program Visits	5 Vessel Safety Checks
Re-Certification (after 1 year)	See ABCTM	Teach 2 Hours or Assist 4 Hours Supervised PLUS above AFTER REYR Status has been re-set	1 Supervised Visit PLUS above AFTER REYR Status has been re-set	2 Supervised VSCs PLUS above AFTER REYR Status has been re-set
Re-Certification (after 2 years)	See ABCTM	Same as above	Same as above	Same as above
Re-Certification (after 3 years)	See ABCTM	Same as above	Same as above	Same as above
Re-Certification (after 4 years)	See ABCTM	Same as above	Same as above	Same as above
After 5 Years	Loss of Qual	Loss of Qual	Loss of Qual	Loss of Qual

Notes:

1. Workshops must be attended annually as required by the Director of Auxiliary.
2. Deadline for Workshop Attendance (when required) is 30 June; with a 15 July deadline for Data Entry.
3. Positions for all initial activity must be captured in AUXDATA as "Trainee."
4. REYR/REWK Status – Positions for all re-certification activity must be captured in AUXDATA as "Trainee."

CHAPTER 5

STANDARDS OF CONDUCT

- A. Core Values. These are more than just rules of behavior. They are deeply rooted in the heritage that has made the Coast Guard and Coast Guard Auxiliary great. They demonstrate who we are and guide our performance, conduct, and decisions every minute of every day. Because Auxiliarists represent the Coast Guard to the public, we must all embrace these values in all of our professional activities.
1. Honor. Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our personal actions. We are loyal and accountable to the public trust.
 2. Respect. We value diversity and treat each other with fairness, dignity, and compassion. We encourage individual opportunity and growth. We encourage creativity through empowerment. We work as a team.
 3. Devotion to Duty. We are professionals who seek responsibility, accept accountability, and are committed to the successful achievement of our collective goals. We exist to serve. We serve with pride.
- B. Professionalism. All Auxiliarists are expected to conduct themselves in a manner that honors the uniform and the service. Unprofessional, unethical, or other inappropriate conduct should not be tolerated and if serious enough, should be disciplined. In general, if someone is in doubt as to whether or not a particular action, behavior, or comment is appropriate, odds are that it is not. Members who observe such behavior shall try to politely and respectfully counsel the offending Auxiliarist on the spot (regardless of office or position) for minor violations and/or report the offense to the appropriate elected leader (e.g., FC for a member or FSO, DCP for an FC or SO, RCO for a DCP) for more serious violations or if an initial attempt to counsel the individual is not successful. While this might be uncomfortable, silence implies condonation (“All that is required for evil to prevail is for good men to do nothing”) and may result in similar or more egregious behavior in the future. Chapter 3 of the Auxiliary Manual (Sections F-J in particular) provides additional guidance.
- C. Elected and Appointed Officers. Elected and Appointed Officers are expected to take their prologue and pledge to heart. These are more than just words; they are a standard of leadership and a promise to serve consistently, diligently and faithfully.
1. Prologue. “You have offered your talents and services in the interest of a better Coast Guard Auxiliary. The pledge you are about to take admits you to an office of greater responsibilities and high honor. Along with this honor, you must be prepared to accept certain obligations as well as the administrative and supervisory responsibilities of your office. Your task is to develop the Auxiliary programs to the maximum efficiency that conditions permit. You are expected to promote closer liaison between the Auxiliary and local Coast Guard units, constantly reminding Auxiliarists that their actions reflect not

only on the Auxiliary but also on the Coast Guard. As a leader, you are charged with maintaining high standards in all Auxiliary programs and activities, never compromising honesty and integrity.”

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

D. Operations.

1. Auxiliarists who conduct surface and air operations are expected to put “safety first” and to apply Team Coordination Training and Crew Resource Management at all times. One component of this expectation is that members maintain the ability, mobility and endurance to safely and properly execute their duties in accordance with Section 3.A.6 of the Auxiliary Manual, which goes on to state, “Each Auxiliarist is charged with an ongoing responsibility to use good judgment and common sense when evaluating their continuing ability to carry out their assignments.”
2. On occasion, concerns may arise regarding the ability of members to continue to serve in the surface and air programs. Simply stated, these members may no longer be physically capable of safely participating. They may pose a danger to others as well as themselves if relied upon to complete their duties, particularly in an emergency.
3. Action.
 - a. During the conduct of annual (or any other frequency) requirements in particular, all involved parties will be attentive to any physical problems members may have in completing the required tasks. All members, at all times, but most particularly those in elected leadership positions should be attentive to the performance of their members in the surface and air programs, especially as it applies to their ability to perform all required tasks.
 - b. If a concern about a member’s ability, mobility or endurance develops, the concern should be documented and submitted to the appropriate RCO via the elected chain of leadership and management (e.g., e-mail to FC, then to DCP, then to RCO), who will bring the matter to the attention of the rest of EXCOM for review and potential action. It is incumbent upon all elected officers to forward this information in a timely fashion with any additional input they feel qualified to contribute.
 - c. EXCOM will review the information provided and make a recommendation to DIRAUX, who will consider all pertinent information (including contact with the member in question and/or appropriate District Chief or DSO, as needed) and take one of the following potential actions (though this list is not all-inclusive):

- (1) Dismiss the case without action.
- (2) Task an appropriate party (e.g., OTO, D-CR, DSO-AV, DSO-OP, or their designee) to conduct a “check ride” with the member to evaluate their ability, mobility and endurance in accordance with Section 3.A.6 of the Auxiliary Manual. If it is determined that the member no longer has the ability, mobility or endurance to safely execute their duties, they shall be deemed inactive (but would retain any earned ribbons or pins).
- (3) Notify the member that sufficient evidence exists to warrant immediate removal from the program based on their inability, immobility, or lack of endurance and that they shall be deemed inactive (but would retain any earned ribbons or pins).

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

E. Vessel Examinations. This section applies to Commercial Fishing Vessel Examiners, Program Visitors and Vessel Examiners.

1. Auxiliarists who conduct these important services are expected to meet all requirements of their respective programs and to remain proficient in both their mental and physical aptitude. On occasion, concerns may arise regarding the ability of members to continue to serve in these programs. Simply stated, these members may no longer be capable of safely participating or properly meeting all requirements of the respective program.
2. Action.
 - a. All involved parties will be attentive to any physical problems members may have in executing their duties. All members, at all times, but most particularly those in elected leadership positions should be attentive to the performance of their members in these programs, especially as it applies to their ability to perform all required tasks.
 - b. If a concern about a member’s ability develops, the concern should be documented and submitted to the appropriate RCO via the elected chain of leadership and management (e.g., e-mail to FC, then to DCP, then to RCO), who will bring the matter to the attention of the rest of EXCOM for review and potential action. It is incumbent upon all elected officers to forward this information in a timely fashion with any additional input they feel qualified to contribute.
 - c. EXCOM will review the information provided and make a recommendation to DIRAUX, who will consider all pertinent information (including contact with the member in question and/or appropriate District Chief or DSO, as needed) and take one of the following potential actions (though this list is not all-inclusive):

- (1) Dismiss the case without action.

- (2) Task an appropriate party (e.g., OTO, D-CP, DSO-MS, DSO-PV, DSO-VE, or their designee) to conduct a “check exam/visit” with the member to evaluate their ability to safely and properly execute the mission in question. If it is determined that the member no longer has the ability, they shall be deemed inactive (but would retain any earned ribbons or pins).
- (3) Notify the member that sufficient evidence exists to warrant immediate removal from the program based on their inability and that they shall be deemed inactive (but would retain any earned ribbons or pins).

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

F. Public Affairs and Public Education.

1. Auxiliaries who conduct these important services are expected to meet all requirements of their respective programs and to remain proficient in both their mental and physical aptitude. On occasion, concerns may arise regarding the ability of members to continue to serve in these programs. Simply stated, these members may no longer be capable of safely participating or properly meeting all requirements of the respective program.
2. Action.
 - a. All involved parties will be attentive to any physical problems members may have in executing their duties. All members, at all times, but most particularly those in elected leadership positions should be attentive to the performance of their members in these programs, especially as it applies to their ability to perform all required tasks.
 - b. If a concern about a member’s ability develops, the concern should be documented and submitted to the appropriate RCO via the elected chain of leadership and management (e.g., e-mail to FC, then to DCP, then to RCO), who will bring the matter to the attention of the rest of EXCOM for review and potential action. It is incumbent upon all elected officers to forward this information in a timely fashion with any additional input they feel qualified to contribute.
 - c. EXCOM will review the information provided and make a recommendation to DIRAUX, who will consider all pertinent information (including contact with the member in question and/or appropriate District Chief or DSO, as needed) and take one of the following potential actions (though this list is not all-inclusive):
 - (1) Dismiss the case without action.
 - (2) Task an appropriate party (e.g., OTO, D-CP, DSO-PA, DSO-PE, or their designee) to conduct a “check event” with the member to evaluate their ability to safely and properly execute the mission in question. If it is determined that the

member no longer has the ability, they shall be deemed inactive (but would retain any earned ribbons or pins).

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

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

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

CHAPTER 6

FACILITIES

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

Note: Radio facilities must be re-inspected every three years.

B. Vessel Facilities.

1. The member offering the vessel facility for use is responsible for contacting a certified VE and completing sections I, II, III and VIII of the Vessel Facility Inspection and Offer for Use (ANSC-7003). After inspecting the facility, the VE shall complete sections IV, VI, and VII (if applicable) and verify the information in sections I through III and VIII. Only original signatures are acceptable on any paperwork associated with vessel facility offers for use – this includes forms required for vessel facilities that are corporately owned as well as offered for use by Auxiliarists other than the facility owner. Fax and electronic signatures have not yet been authorized for acceptance as of the issuance of this manual, but may be so at a later date. Separate regional review of allowance to accept such signatures will be conducted at that time. Facilities not offered for use may be submitted to the DCO for approval who will then forward the form to DIRAUX.
2. When the DIRAUX office determines that the quality of Facility Inspection and Offer for Use forms is insufficient (e.g., high information error rates, incomplete submissions), it may direct routing of such forms from the VE through the appropriate ADSO-VE for additional quality control check of subsequent forms. The ADSO-VE shall ensure forms are filled out completely and properly. If there are any discrepancies, then the ADSO-VE shall reconcile them with the VE before forwarding the approved form to the DIRAUX office.
3. If the facility is accepted, the DIRAUX office will enter the facility into AUXDATA, approve the inspection, and send a copy to the DCP, FC and the vessel owner with their facility sticker, if needed. The original will be filed in the member's record. To be accepted, the vessel must meet all requirements in sections VI, VII and VIII (if applicable) on the ANSC-7003 form, with the following exceptions:
 - d. section VI, item 31 (optional).
 - e. section VII, item 13 (as applicable to patrol operating area).

- f. section VII, item 14 (as applicable to patrol operating area).
- g. section VII, item 24 (optional).

- 4. A vessel accepted as an operational facility will be required to carry the mandatory equipment in section VII of the ANSC-7003 form when operating under Coast Guard orders (reimbursable or non-reimbursable). All facilities should carry this equipment at all times. Mandatory requirements in sections VI and VII of the ANSC-7003 form will be complied with by all facilities whenever they are underway.
- 5. Annual acceptance of a vessel operational facility does not warrant a new facility decal. A facility decal will only be issued if it is for a new vessel facility or if the current facility decal is so worn out that it warrants replacement. Written requests for replacement should be sent directly to the DIRAUX office (e-mail requests are authorized).

C. PWC Facilities.

- 1. The general provisions of the above paragraph are also applicable for submission, processing and acceptance for use of PWC facilities in D5-NR.
- 2. The PWC Facility Inspection and Offer for Use (ANSC-7008) shall be used to submit PWC offers for use.
- 3. An additional requirement is as follows and must be noted on the form (in Section II):
Wet Suit.

D. Radio Facilities.

- 1. Auxiliarists holding CM staff positions (at any level) are the only authorized inspectors of radio facilities.
- 2. The member offering the radio facility for use shall be responsible for contacting an authorized inspector and completing sections I, II (part 1, 2, 3, 4, 5, 6, 8, and 9) of the Radio Facility Inspection and Offer for Use (ANSC-7004/CG-2736A).
- 3. Latitude and longitude are a required element for both Fixed Land and Mobile Radio facilities. The data for Mobile Radio facilities must be for where the mobile radio is based when not in use.
- 4. After inspecting the facility, the inspector shall complete section II (part 7) of the ANSC-7004/CG-2736A form and the inspector identification and signature blocks. The inspector shall ensure the facility owner completes and signs section III, then forward the form to the DIRAUX office via the DSO-CM. If the radio station is accepted, then the DIRAUX office shall enter the facility into AUXDATA, approve the certificate and send a copy to the DSO-CM, DCP, FC and the station owner with their facility sticker. The original shall be filed in the member's record.

E. Air Facilities.

1. Air Facility Inspection. Pilot members of the FE Board are authorized to inspect air facilities and are listed in the D5-NR Directory. The member offering the aircraft for use must be a qualified Auxiliary pilot or in a syllabus leading to designation as an Auxiliary pilot. The member offering the aircraft for use is responsible for contacting an FE and completing sections I, III, V, and VI of the Auxiliary Aircraft Facility Inspection and Offer for Use (ANSC-7005). The member must also provide copies of the aircraft registration, airworthiness certificate, annual inspection logbook entry, pilot license, current FAA medical, biennial flight review, SAR procedures flight check, and last two pages of their flight log book as attachments to the ANSC-7005 form.
2. The FE shall ensure the aircraft and pilot meet all established requirements. The FE shall complete sections II and IV and verify the information in sections I, III, V, and VI. Any Coast Guard issued equipment installed or used in the plane will be noted in the Other Special Equipment block in section V. The FE shall then forward the ANSC-7005 form to the DSO-AV.
3. The DSO-AV shall review the ANSC-7005 form, retain the attachments and a copy of the form for the member's flight record, and forward the original to the DIRAUX office.
4. If the facility is accepted, the DIRAUX office shall enter the facility into AUXDATA, approve the certificate and send a copy to the DSO-AV, DCP, FC and the aircraft owner with their facility sticker. The original shall be filed in the member's record. To be accepted, the aircraft must meet all equipage requirements, section IV on the ANSC-7005 form, and have the following District mandated equipment installed:
An altitude encoding (Mode C) 4096 code transponder, ATC compatible transceiver, and at least one acceptable NAVAID. The inspector shall indicate compliance by entering "Mode C 4096 Transponder, ATC communications capable, and acceptable NAVAID installed" on the "Other Special Equip" line of section V of the ANSC-7005 form.

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

Note: This should only be necessary for members who regularly tow government property (e.g., Coastie). Also, members must be on orders when towing government property.

- G. Digital Photos. A digital photo of Operational Aircraft, PWC and Vessel facilities must be submitted by e-mail or 3½" floppy to the respective POMS Administrator as a JPEG (.JPG) file labeled with the facility registration number. Upon submission, the member must be identified by name, EMPLID and unit.

CHAPTER 7

ATON, PATON AND CHART UPDATING PROGRAM

- A. Private Aids Verifier (PAV) Program. On federal navigable waters, PATON Verification is an important mission of the Coast Guard Auxiliary. In order to participate in the aid verification program a member must be a qualified Private Aid Verifier (PAV). This qualification is not required for participation in reporting discrepancies for any Federal or Private ATON nor is it required for participation in the chart updating program
1. Initial Qualification. To qualify as a PAV, a member must be a coxswain or have passed the AUXACN A & B courses and complete the tasks specified in ATON-1 (Private Aid Verifier Personal Qualification Standard). Additional PAVs will be qualified as needed. Interested candidates must submit a written request to qualify as a PAV to the DSO-AN through their chain of leadership and management.
 2. Maintaining PAV Certification. To maintain PAV certification, members must annually complete one Private Aid Verification, Bridge Inspection, Chart Update or Discrepancy Report or any other assignment issued by the DSO-AN or his or her representative. All PAVs must also attend any required ATON/PATON workshops to maintain their qualification.
 3. Regaining PAV Certification. A previously qualified member who fails to meet annual PAV currency maintenance requirements may regain certification by conducting one Private Aid Verification under the instruction of a qualified PAV and completing any required ATON/PATON workshops.
 4. PATON Patrols.
 - a. Once a PATON patrol has been confirmed, the DSO-AN or ADSO-AN shall assign to each PAV the PATON's to be verified and the SO-OP shall issue patrol orders. If there is no picture of the PATON in the working folder or new photos are required, the DSO-AN or ADSO-AN shall request that the PAV obtain them during the mission. PAV's shall also report any unauthorized PATON's.
 - b. The DSO-AN shall make arrangements to provide any of the following items that are needed for PATON verifications:
 - (1) Large-scale chart of the patrol area (or copy of chart covering the area where the PATON's are located).
 - (2) Light list or pages from light list for the assigned area.
 - (3) Film or discs.
 - (4) Private Aid Information Document (PID) and the Private Aid Verification Form for all PATONs to be verified on that patrol.

5. After-Action Requirements. PATON photographs, discs, items provided by the DSO-AN, and the following forms shall be returned to the DSO-AN or ADSO-AN:
 - a. Patrols on U.S. Navigable Waters:
 - (1) One ATON Report form (ANSC-7054/CG-5474 AUX) for each PATON verified.
 - (2) One ATON Report form (ANSC-7054/CG-5474 AUX) for each Post Storm Survey to summarize all PATONs found to be watching properly.
 - b. Patrols on PA State Waters: One Pennsylvania ATON Report (ATON-2) for each PATON verified. One copy of each form must also be sent to the PA Fish and Boat Commission.
 - c. Record of Patrol Activity for each PAV shall be maintained by the appropriate ADSO-AN.
 6. Application for PATON. Form CG-2554 is used to establish a PATON. A member should issue this form to a prospective PATON owner, provide any assistance required to complete the form, and forward the completed form to the DSO-AN. The DSO-AN shall check the form for accuracy and forward it to D5 (oan).
- B. Chart Updating Program. Any member may participate in the Chart Updating Program, which consists of reporting landmarks and/or topography that are new and those that have been removed or changed, and permits charts to be updated by NOAA's National Ocean Service (NOS). Such changes should be reported on an NOS Cooperative Chart Updating Program Form (NOAA 77-5) as soon as possible. All four copies of the NOAA 77-5 should be forwarded to the FSO-AN. The FSO-AN shall retain one copy and forward the rest to the Area ADSO-AN who in turn will send the report to the NOS. Chart Updating may be done from land or while on patrol. If a patrol is performed, the coxswain in charge of the vessel shall request orders from his or her SO-OP and return them to the same when the mission is completed. An ATON Patrol shall be a minimum of four hours in duration. The Chart Updating Program also includes the following reporting, which is done on NOAA 77-5:
1. Small Craft Facility Updating. This consists of reporting new, updated or no longer existing marina information so that information may be corrected on the chart jacket.
 2. Coast Pilot Corrections. This consists of providing data and information to permit updating of Coast Pilots.
- C. Discrepancy Reporting. Any member may report ATON discrepancies. This consists of reporting any problem (discrepancy) with an aid that prevents it from serving its intended function. Discrepancy Reporting also includes bridge fender condition and bridge lighting. Discrepancy Reports are made to the nearest CG Unit on an ANSC-7054/CG-5474 AUX. If the discrepancy is of a critical nature, it shall be immediately reported to the nearest CG Station by radio or phone and followed up with an ANSC-7054/CG-5474 AUX. Post Storm

Survey patrols to summarize all Federal ATON's found to be watching properly shall be reported on an ANSC-7054/CG-5474 AUX.

- D. NE Program. Any member may participate in the maintenance, troubleshooting and repair of Federal ATON by working with an Aids to Navigation Team (ANT) or buoy tender. To qualify in this program, the Auxiliarist must attend a Minor Aids to Navigation School and complete sufficient on-the-job training. Upon completion, the member will receive the Coast Guard "NE" designation with authorization to service Federal ATONs.
- E. Mission Hour Reporting. All members engaged in any ATON or PATON activity shall report their hours on a Mission Activity Report (ANSC-7030). This form shall be completed and forwarded to their FSO-IS. Failure to submit this form will result in the member not being credited for their hours or activities.

CHAPTER 8

PATROLS

- A. General. All Auxiliarists involved in surface and air operations must be thoroughly familiar with and abide by established policies. The following is additional guidance for the orderly planning and execution of Auxiliary surface and air operations within D5-NR.
- B. Patrol Code of Ethics and Conduct. The following guidelines are applicable for, and shall be embraced by, all Auxiliarists who conduct patrols of any type in D5-NR:
1. I shall always operate my facility in as efficient and economical a manner as possible and as mission requirements dictate.
 2. I shall always consider my equipment, ability, environmental conditions and presence of other traffic in determining my patrol speed and maneuvers at any given time.
 3. I shall operate my facility in accordance with all applicable federal, state and local laws and regulations.
 4. I shall operate my facility in accordance with all principles of good driving, good seamanship and good airmanship, as applicable.
 5. I shall not perform missions beyond the scope of those that I am authorized and capable to perform.
 6. I shall not perform missions if my physical abilities do not allow me to fulfill all the demands and expectations of my program qualification.
 7. I shall not interfere with nor harass others.
 8. I shall respect the right of others to use the same roads, waterways and air space, as applicable.
 9. I shall practice the Coast Guard's Core Values of Honor, Respect and Devotion to Duty in the course of all interactions with my fellow crew members and those whom I serve.
 10. I shall always operate my facility and conduct myself so as to bring utmost pride and respect upon the Coast Guard and Coast Guard Auxiliary from all other agencies, services and the general public.
- C. Crew Requirements. When operating under official patrol orders issued by competent Coast Guard authority, the following minimum crew requirements must be adhered to. Only Auxiliary personnel and Coast Guard personnel qualified at or above the indicated level may count towards fulfillment of these requirements. Crew requirements for dead-head vessel transits (i.e., transits needed only to move a facility from one position to another for the

purpose of subsequent staging) shall be determined on a case-by-case basis with the appropriate order issuing authority.

Vessels

25' & Under

Greater than 25' to 40'

Greater Than 40'

Minimum Crew

Coxswain + 1 Crew

Coxswain + 2 Crew

Coxswain + 3 Crew

Aircraft

Operational

Non-operational/Logistics

Minimum Crew

As required by AIRSTA Atlantic City

As required by AIRSTA Atlantic City

D. Surface Patrols.

1. Annual Patrol Needs, Forecasting and Scheduling. Regional surface patrol needs, including those for PWC facilities, shall be determined on an annual basis through close communication and coordination between Auxiliary operational coordinators (e.g., SO-OP's and SARDET Coordinators) and their active duty counterparts (i.e., normally the surface operations staff of regional order issuing authorities). Such coordination shall normally occur in the late winter/early spring season and account for anticipated available Auxiliary boat crew program resources, normal surface patrol areas, training needs, cooperative State requests, and any anticipated special surge events that warrant Auxiliary surface patrol presence. Respective order issuing authorities shall finalize the scheduling of forecast patrol needs for the remainder of the year and make all appropriate Auxiliary units aware of such.
2. Operational Commander.
 - a. Operational commanders are the order issuing authorities for patrols conducted in their respective areas of responsibility. Principle operational commanders in D5-NR are Sector Delaware Bay, SFO Atlantic City and SFO Eastern Shore. Prior to May 1 of each year, operational commanders will distribute patrol orders to the SO-OP of each Auxiliary Division that patrols in their areas, based upon the aforementioned forecast and schedule of annual patrol needs.
 - b. Requests for additional patrol orders for special events (e.g., regattas, festivals) must be included as part of normal annual coordination and planning efforts with operational commanders.
3. Unit Exercising Operational Control. The unit exercising operational control is usually a Station or SARDET subordinate to the operational commander. Vessel facilities on patrol will coordinate their activities and maintain a prescribed radio guard with the unit exercising operational control of the patrol area. This shall include direct contact by the coxswain with the unit immediately prior to patrol departure for pre-brief purposes as well as direct contact immediately after patrol completion for post-brief purposes.

4. SO-OP.

- a. The SO-OP shall maintain a list of current vessel facilities and qualified crew/coxswains in their Division and any other facilities or crew not from their Division but requesting to patrol in their area. Such information is available from AUXDATA and AUXINFO. A current file of Patrol Request Forms (OPS-1) should also be maintained by the SO-OP to provide a record of members available for patrols throughout the season.
- b. The SO-OP is responsible for scheduling patrols in their area to meet requirements identified in coordination with operational commanders. The operational commander of the patrol area must approve any additional patrols beyond those initially identified. Patrol orders must be equitably distributed among qualified coxswains to ensure equitable opportunities to train and maintain currency. The SO-OP must ensure all boat crew members and coxswains are qualified and that established minimum crew requirements are met.
- c. The SO-OP will complete the Coast Guard Auxiliary Patrol Order (CG-5132) issued by the order issuing authority and deliver it to the scheduled coxswain prior to the patrol. Additional patrol orders should be requested from the operational commander as needed. Due to system constraints imposed by POMS on the issuance and processing of patrol orders, SO-OP's may not allow any other member to coordinate assignment and distribution of patrol orders in their stead. Temporary SO-OP replacements must be approved by the order issuing authority and appropriate POMS access arranged for them.
- d. The SO-OP will process completed patrol orders and mail them to the operational commander within five working days of receipt from the coxswain in charge of the completed patrol.

5. Coxswain.

- a. Coxswains must submit a Patrol Request Form (OPS-1) to their SO-OP, or the SO-OP of the area in which they desire to patrol if it is not in their Division. Patrol requests should be submitted prior to the patrol season and as changes occur so the SO-OP has ample time to monitor and manage patrol crews, as necessary.
- b. Coxswains are responsible for completing their section of the Coast Guard Auxiliary Patrol Order (CG-5132) and returning it to the SO-OP within five working days of the patrol so as to ensure prompt reimbursements.
- c. Vessel patrol orders are issued so that facilities can support specific Coast Guard missions and needs of operational commanders. Reimbursable orders for facility transits to different parts of the region for no specific purpose other than to relocate the facility for the convenience of the member should not be expected to be issued. Moreover, facility transits to destinations outside the region should be broached with

the appropriate order issuing authority for the destination area. Only if there is an associated pre-determined mission for which relocation is necessary or an expressed intent by the facility owner to conduct a significant number of missions once relocated, shall there be any expectation for the issuance of orders in such circumstances. Similarly, lengthy facility transits for the purpose of use in training evolutions when the presence of more local facilities is high should not be expected.

- d. Coxswains shall complete a risk analysis matrix prior to each patrol and shall ensure that the unit exercising operational control is aware of their determinations as part of their pre-brief immediately prior to getting underway.

6. PWC Patrol Provisions.

a. PWO.

- (1) A member does not have to be a qualified boat crew member or coxswain in order to qualify as a PWO or to receive and execute PWC patrol orders. However, a PWO must be fully qualified in accordance with pertinent directives in order to conduct PWC patrols.
- (2) PWO's shall complete a risk analysis matrix prior to each patrol and shall ensure that the unit exercising operational control is aware of their determinations as part of their pre-brief immediately prior to getting underway.

b. Patrol Operations and Communications.

- (1) PWC facilities are not restricted to river, bay and lake operations. Offshore patrol operations are authorized subject to any constraints imposed by the order issuing authority. As part of any patrol pre-brief, PWO's shall ensure that the unit exercising operational control is aware of and approves intended patrol areas.
- (2) PWC facilities shall not conduct independent patrol operations. Whenever a PWC conducts a patrol, it must do so in company with either another PWC facility operating under orders or a vessel facility operating under patrol orders.
- (3) If operating with another PWC facility, then each PWC facility shall conduct its communications checks and operations normal reports with the other PWC in accordance with the provisions of Chapter 10. As part of the pre-patrol brief, it shall be agreed upon as to which specific PWC shall provide required operations normal reports to the unit exercising operational control. Such reports shall be made on behalf of both PWC's.
- (4) If operating with a vessel facility, the PWC shall conduct its communications checks and operations normal reports with the vessel facility in accordance with the provisions of Chapter 10. The vessel facility shall provide required operations normal reports to the unit exercising operational control on behalf of the PWC.

E. Air Patrols.1. Operational Commander.

- a. Air Station Atlantic City is the operational commander and the only order issuing authority for all D5-NR Auxiliary aviation operations. Any person or unit, Auxiliary or active duty, must request Auxiliary aviation support from Air Station Atlantic City.
- b. Auxiliary aviation mission tasking shall be coordinated between Air Station Atlantic City and the DSO-AV. Air Station Atlantic City will periodically issue sets of patrol orders to the DSO-AV to cover aviation support tasking.

2. Unit Exercising Operational Control.

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

3. DSO-AV.

- a. The DSO-AV shall maintain a list of current air facilities and qualified air crew members in D5-NR and shall, in coordination with ADSO-AV's, ensure appropriate distribution of patrol tasking among air crews and pilots.
- b. The DSO-AV shall be responsible for scheduling air patrols in D5-NR to meet Air Station Atlantic City mission tasking and fulfill authorized training requirements. The DSO-AV must ensure all members of the patrol are qualified and that minimum crew requirements are met.
- c. The DSO-AV shall complete the Auxiliary Patrol Order (CG-5132) issued by Air Station Atlantic City and provide it to the scheduled pilot prior to the patrol. Additional patrol orders should be requested from Air Station Atlantic City as needed. The DSO-AV may not allow any other member to coordinate assignment and distribution of patrol orders in their stead. Temporary replacements must be approved by the operational commander.
- d. The DSO-AV shall process completed patrol orders and mail them to the operational commander within five working days of receipt from the patrol pilot.

4. Pilots.

- a. In all cases involving any sort of aviation mission tasking, including dead-head transit flights for pre-positioning purposes, Auxiliary pilots shall complete a risk analysis matrix prior to each sortie and shall ensure that the unit exercising operational control is aware of and approves of their determinations as part of their pre-brief immediately prior to take-off.
- b. Qualified pilots shall submit Request for Flight Orders (OPS-4) forms to the DSO-AV by December 31 for the following patrol year and as changes occur so that the DSO-AV has ample time to coordinate patrol crews.
- c. The authorized pilot listed on the Auxiliary Patrol Order (CG-5132) shall complete their section of the form and returning it to the DSO-AV within five working days of the patrol, along with the following items:
 - (1) A copy of the patrol communications log.
 - (2) Auxiliary SAR Incident Report (ANSC-7034/CG-4612 AUX), if applicable.
- d. The pilot shall send the Mission Activity Report (ANSC-7030) for the patrol to their SO-IS.
- e. The authorized pilot will receive payment for the entire air crew and must ensure appropriate distribution of reimbursement is made.

F. Vehicular Patrols.

1. Occasionally, operational commanders may seek Auxiliary assistance in the form of Auxiliary vehicles to conduct missions like shore-side harbor patrols, DF communications missions, or marine incident response and assessment. In such cases, reimbursement may be provided for use of Auxiliary vehicles. Reimbursement policies may vary from year-to-year depending upon operational needs and availability of funds. Patrol order policy regarding use of Auxiliary vehicles, therefore, should be reviewed and established at the beginning of each fiscal year (October 1) between operational commanders and their respective AUXULO's. AUXULO's should then disseminate procedures and expectations to program managers as necessary.
2. The vehicle operator should normally be both the vehicle owner and person to whom orders for the patrol are issued. In the case of patrols involving mobile communications facilities, a current and approved Offer for Use for that facility must be on file with the DIRAUX office in order for orders to be issued.
3. Vehicle operators shall ensure that the unit exercising operational control is aware of their patrol intentions and capabilities as part of their pre-brief immediately prior to proceeding with the mission.

CHAPTER 9

SEARCH AND RESCUE DETACHMENT (SARDET)

- A. General. A SARDET consists of a coordinator, supervisor, boat crew and land-based radio with operator. SARDET's are located in remote areas where Coast Guard presence is needed on a temporary basis due to increased seasonal boating traffic. Coast Guard SARDET's are operated by the Coast Guard with Auxiliary support. Auxiliary SARDET's are independently operated and maintained by Auxiliary personnel. Standby vessels at Auxiliary SARDET's shall be Auxiliary owned vessels, Coast Guard owned but Auxiliary operated vessels or operational vessel facilities offered for use by members. Boat crew training shall be available at all SARDET's throughout the boating season and should be arranged through the SARDET Coordinator.
- B. SARDET Coordinator. The SARDET Coordinator shall be recommended for assignment by the DCO and approved by DIRAUX. The Coordinator for a Coast Guard SARDET serves as liaison to the Coast Guard unit exercising operational control and will organize Auxiliary support in response to their requests. SARDET Coordinators are responsible for operations conducted by their respective units as well as maintenance of its buildings, grounds, dock, and vessel (if applicable). SARDET Coordinators fall under the D-CR in the Auxiliary chain of leadership and management and work directly with the appropriate operational commander for operational matters. Requests for assistance should be made to the SARDET Coordinator or responsible SO-OP where the SARDET is located. SARDET Coordinators are identified in the D5-NR Telephone Directory and in the D5-NR Calendar of Events.
- C. SARDET Personnel Qualification Requirements. Any member may volunteer to assist at one or more SARDET's of their choice. Members should contact the Coordinator of the desired SARDET to advise them of their intent to serve and to schedule training. Prior to standing duty, the member must complete the requirements on the SARDET Qualification Record (OPS-6) for each SARDET at which they desire to serve. The SARDET Coordinator or a supervisor of the SARDET at which the member desires to serve is authorized to sign off the required tasks on the SARDET Qualification Record. The SARDET Coordinator shall designate supervisors and watch standers upon their successful completion of training requirements. The SARDET Coordinator shall maintain a file of the associated completed qualification records and forward copies to the DIRAUX office.
- D. SARDET Operations.
1. Every Auxiliary SARDET must have an Auxiliary vessel/facility offered for use and a qualified crew assigned continuously during its hours of operation. The vessel should remain in a standby status until dispatched by the SARDET supervisor. SARDET Coordinators and SO-OP's, with the concurrence of order issuing authorities, may issue additional patrol orders to ensure that a vessel is available and fatigue standards are not exceeded. Minimum patrol duration should normally be four hours.

2. Every Auxiliary SARDET must have on watch an Auxiliarist qualified as supervisor or higher in the program and a communications watch stander assigned continuously throughout the hours of operation prescribed by the SARDET's operating schedule.

E. SARDET Patrol Orders and Duty Requests.

1. Qualified SARDET personnel shall submit a Surface Patrol Request (OPS-1) to the SARDET Coordinator prior to the SARDET season and as intentions change. The SARDET Coordinator shall maintain a file of these requests.
2. The SARDET Coordinator shall schedule personnel to meet SARDET patrol requirements. The appropriate operational commander must approve all patrols. Coxswains requesting patrols shall contact the SARDET Coordinator and if orders are approved, the SARDET Coordinator will request that the SO-OP generate orders.
3. The coxswain of the standby vessel will deliver the completed patrol orders to the SARDET Coordinator within five working days of completion of the patrol. The SARDET Coordinator shall review and forward them within five working days to the SO-OP who originally issued them.

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

CHAPTER 10

COMMUNICATIONS

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

A. Organization.

1. General. D5-NR telecommunications program managers, in cooperation with the DIRAUX office, shall develop and promote Auxiliary communications for maximum effectiveness. Regional Auxiliary communications shall be performed in strict accordance with established Coast Guard and Coast Guard Auxiliary policy and procedures.
2. Operational Organization. Auxiliary communications are not bound into a rigidly structured operational system. Operational Radio Facilities (ORF's) must operate in close cooperation with their own and neighboring Coast Guard operational commanders. Fixed-land, land-mobile and vessels operate on an equal status with each other and with operational commanders. Coast Guard channel usage, however, must be closely coordinated with each operational commander. Inland stations operate more independently. Direct landline communications with Coast Guard Sector/SFO OPCEN's or Stations are both prudent and required in cases of actual SAR. Administrative matters within the Auxiliary should be routed through the Auxiliary communications chain. Communications Officers at Flotilla and Division levels are valuable sources of technical and operational procedure assistance, and as such, are an excellent choice for communications training instructors.

B. Communications Inspections.

1. Communications Inspector (CI). Members assigned duties as FSO-CM, SO-CM or DSO-CM may serve as Communications Inspectors provided they have completed the Communications Specialty Course (AUXCOM). CI's are authorized to inspect fixed-land, land-mobile and radio direction-finding (RDF) stations. They may also initially inspect communications equipment aboard radio-equipped vessel and aircraft facilities. A CI must certify that both the communications equipment and its installation meet the requirements for designation as set forth in reference (a).
2. Radio Facility Inspections. Inspectors shall use the Coast Guard Radio Facility Inspection and Offer for Use form (ANSC-7004/CG-2736A) for initial and tri-annual inspections of all radio facilities and in accordance with the following:

- a. Fixed-land, land-mobile and VHF-DF radio facilities require renewal inspection every three years, or more frequently if specified by DIRAUX on a case-by-case basis.
- b. Renewal inspection reports should usually be conducted between October 1 and December 31 of the expiring year to remain operational for the coming term. Initial inspections may be conducted at any time.
- c. All inspection reports are to be sent to the DSO-CM for review. DSO-CM will forward them to the DIRAUX office for approval.
- d. DIRAUX shall assign a Facility Identification Number (FIN) and Call Sign to each fixed-land and land-mobile radio equipped unit. FIN's are for accounting purposes for facilities within AUXDATA and are not to be used as call signs.
- e. A radio facility owner shall notify the FC and DIRAUX office when a facility is no longer offered for use.

C. Responsibilities.

1. DIRAUX.

- a. Upon receipt of a properly submitted ANSC-7004, grant authority to operate as a government station, issue operational decals as appropriate, and maintain files of executed ANSC-7004 forms.
- b. Coordinate and maintain a list of regional FIN's and Call Signs. Advise DSO-CM of changes.
- c. Screen all correspondence and forms relating to communications and coordinate the communications program with DSO-CM.
- d. Designate, in writing, all qualified Auxiliary communications watch standers except those serving at Coast Guard units (who shall be designated by such units).

2. DSO-CM.

- a. Maintain close liaison with the DIRAUX office and the regional operational commanders' communications branches.
- b. Attend, or send an appropriate representative to, pre-summer Auxiliary operations forums held by operational commanders.
- c. Coordinate communications drills and other activities with DSO-OP.
- d. Schedule and supervise drills/nets and coordinate scheduling of drills conducted on Coast Guard frequencies with the appropriate operational commanders.

- e. Promulgate appropriate information regarding communications to the Auxiliary membership.
 - f. Develop training materials and workshops as required.
 - g. Review, endorse and forward all qualification packages to the DIRAUX office for communications watch standers except those serving at Coast Guard units. Ensure awareness within the communications community of such routing procedures.
 - h. Serve as the regional Auxiliary Communications Network Manager for authorized frequencies in the 140 MHz section of the radio spectrum.
 - i. Periodically review and maintain regional Auxiliary Communications Standing Orders (CSO's). Work with Auxiliary SARDET Coordinators and associated Coast Guard operational commanders to identify and incorporate modifications to CSO's where appropriate or necessary to align them with operational commanders' requirements.
3. ADSO-CM.
- a. Assist the DSO-CM in complying with the above requirements, including radio facility inspections and offer-for-use review.
 - b. Report in writing to the DSO-CM as directed regarding all communications related activities within their respective areas.
 - c. Assist the DSO-CM with any additional duties or projects the DSO-CM assigns.
4. SO-CM.
- a. Assist the District communications staff as required.
 - b. Maintain a current list of stations and CI's within the Division.
 - c. Schedule and supervise communications drills within the Division.
 - d. Ensure tri-annual inspections are properly and expeditiously conducted within the Division.
 - e. Plan, organize and implement, in cooperation with DSO-CM and SO-MT, Divisional communications training.
5. FSO-CM.
- a. Assist the SO-CM as required.
 - b. Maintain a Flotilla OPR list.

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

D. Call Signs. Radio call signs shall be issued and utilized in accordance with established Coast Guard communications policies. The call sign shall be issued when the ANSC-7004/CG-2736A form is approved by DIRAUX. A facility decal shall be issued at that time and shall be properly displayed upon receipt. The call sign shall remain the same as long as the facility remains operational and the inspection is current. If the radio facility is not re-inspected by the deadline date, the call sign will terminate automatically and may be reassigned. Receipt of a call sign shall not be viewed as authorization to operate the radio facility on government frequencies without proper authorization. Use shall be restricted to authorized personnel only and in accordance with established Coast Guard communications policies.

E. Frequencies.

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

<u>Operational Commander</u>	<u>Vessel/Aircraft</u>	<u>Land Radio Facilities</u>
SFO Atlantic City	06, 16, 21A, 22A 23A, 82A 83A	16, 21A, 22A, 23A, 82A 83A
Sector Delaware Bay	06, 16, 21A, 22A,	16, 21A, 22A, 23A, 81A
Director of Auxiliary	23A, 81A, 82A, 83A	82A, 83A

- 2. Frequency Usage.
 - a. Use of any Coast Guard frequency by the Auxiliary is to be strictly on a not-to-interfere basis with regular Coast Guard units and operations. Unofficial "chatter" will not be tolerated on any frequency. Only formal maritime radio procedures, as outlined in references (c) and (d), will be used on all frequencies. Any communications using Auxiliary call signs must be for the purpose of carrying out official Coast Guard or Coast Guard Auxiliary business.
 - b. VHF-FM Channel 16 (156.800 MHz) may be used to contact civilian vessels only when there is no readily available Coast Guard unit or when specifically directed to do so by a Coast Guard unit.
 - c. VHF-FM Channel 06 (156.300 MHz) and Channel 22A (157.100 MHz) may be used to conduct SAR related communications with civilian vessels.
 - d. Training exercises, drills or nets will be conducted on frequencies designated by the operational commander authorizing the activity.

F. Operational and Emergency Communications and Drills/Nets.

1. General. A monthly District radio drill will be conducted in accordance with reference (a) for all fixed-land and land-mobile Radio Station Facilities. These drills will be conducted at 2000 hours local time on the fourth Monday of each month. Eastern, Central and Western Area facilities will use VHF Channel 82A for this purpose. Division and Flotilla radio nets shall be encouraged.
2. Notification. The DSO-CM shall be responsible for coordinating the monthly District drill/net. The appropriate operational commander must approve all drills in advance of the scheduled drill/net. Requests for approval to conduct a drill/net on Coast Guard frequencies will be made in writing to the DSO-CM who will coordinate the request with the appropriate operational commander. E-mail requests are authorized. Each request will show the date, time, general location, requested frequency, call sign of the Net Control, landline telephone number and name of the Net Control. At the completion of the drill/net, a written report will be sent to the DSO-CM containing the units that participated, problem areas identified, and suggestions for improvement.
3. Procedure.
 - a. Initiate the drill/net on time as requested. Do not extend the drill/net past the time allotted by the approving authority.
 - b. During the drill, a facility may simulate a distress situation and transmit a simulated distress message in proper format. The word "MAYDAY" shall **NOT** be used in any drill message or traffic. Instead, the unit simulating the distress will precede **and** end the message with the phrase "**This is a drill.**" At no time will a drill be allowed to interfere with actual or pending Coast Guard SAR traffic. The operational commander has the authority to terminate a drill if operationally necessary. A drill will be terminated if requested by the operational commander.
4. Communications. Operational communications of the Auxiliary generally fall into two categories:
 - a. Communications with Coast Guard Units. Direct communications with Coast Guard units during Search and Rescue (SAR), safety and regatta patrols, or emergencies will be conducted initially on VHF-FM channel 16 (156.800 MHz) and working on VHF-FM channel 22A (157.100 MHz) or the appropriate CG unit working frequency.
 - b. Communications with Auxiliary Units. Communications between Auxiliary units in support of authorized Auxiliary activities will normally be conducted on the appropriate CG unit VHF-FM working frequency assigned by the operational commander.
 - c. Operational Control. Auxiliary radio facilities shall operate in accordance with guidelines established by the operational commander for their area.

5. Radio Direction Finding Policy. Most Coast Guard vessels and shore units, and some Coast Guard Auxiliary facilities, are equipped with radio direction finding or homing equipment. This equipment may be used as a tool to help locate vessels that request assistance. It may also be used to assist in locating the sources of hoax transmissions and “stuck carriers.” The equipment is not intended for, **nor shall it be used for**, conning vessels into port. From time to time, requests for DF bearing information are received from the boating public. If these requests were honored, the Coast Guard could be held liable should mishaps occur. The responsibility for the safe navigation of a vessel rests with the operator of the vessel and not the Coast Guard. Bearing information or fixes obtained by CG Auxiliarists **will not be provided** to the boating public. The information may only be used internally by the Coast Guard Auxiliary and Coast Guard. Any Auxiliarist who has obtained DF information should pass it to the nearest cognizant Coast Guard unit as soon as possible in order that it may be considered in the planning of a response to an incident. For this purpose, Auxiliarists should not use communication channels that are common to the public. Coast Guard working channels may be used, but landline is preferred if at all possible.
6. Position Reports. In addition to reporting the start and termination of a patrol via radio or landline, vessel and aircraft facilities on patrol must report “Ops Normal” to the Coast Guard unit exercising operational control of the mission at intervals of 30 minutes (unless otherwise directed to report more frequently). When operating on sole-state waters, these reports will be made to Auxiliary fixed-land or land-mobile radio stations which shall ensure their ability to communicate quickly to the operational commander. If neither of these options is feasible, patrol facilities are encouraged to maintain contact with any available local law enforcement or rescue agency. Aircraft will maintain communications with an ATC facility.
7. Emergency Activation of Auxiliary Radio Stations. Auxiliary radio stations may be activated in emergencies or when otherwise required for performance of particular operations. Notification will be by message or telephone from the operational commander or the DIRAUX office. In cases of a bona fide emergency or disaster, Auxiliary radio stations may communicate with any Coast Guard station to report the emergency or to handle communications directly relating to the emergency. Operation on any Coast Guard frequency during emergency situations is authorized.

G. Communications Watch Standing Qualifications.

1. Coast Guard Units. Completion of reference (b), as modified by the particular Coast Guard unit for which qualification is performed, is mandatory for Auxiliarists who stand communications watches at Coast Guard units. After program completion, a copy of the qualification letter issued by the command will be forwarded to the DIRAUX office (with a copy sent to DSO-CM) for filing in the trainee’s service record.
2. Auxiliary Radio Stations and Auxiliary SARDET’s. Standardized procedures and qualification task requirements for Auxiliarists who routinely communicate with the Coast Guard and maritime public via established radio frequencies and networks are defined in reference (c). Task requirements may be signed off by any of the following

who have successfully completed the AUXCOM course and are not members of a trainee's Flotilla: CM Staff Officers, AUXSARDET Coordinators/Supervisors and QE's. After program completion, the completed SARDET Qualification Record (OPS-6) must be forwarded to the DIRAUX office, via DSO-CM for review and endorsement, for formal designation and filing in the trainee's service record. If a member stands watches at more than one unit, they must complete any particular additional task requirements that may be unique to each unit at which they stand watch.

3. Unit Communications Review Board.

- a. Each SARDET and Auxiliary unit with communications capabilities shall maintain its own Unit Communications Review Board. The Review Board shall be composed, as a minimum, of the SARDET Coordinator/unit leader, DSO-CM or a designated representative, and the SARDET's/unit's senior watch stander. If desired by the Review Board, the regional Operations Training Officer will be detailed to it for performance of its duties. For purposes of the conduct of their business, travel expenses (e.g., mileage and tolls) of Review Board members shall be reimbursed by the DIRAUX office as funding allows (upon receipt of a standard Coast Guard local travel claim).
- b. The Unit Communications Review Board has two primary purposes: to ensure the proper and complete training of new Auxiliary communications watch standers and the periodic assessment of communications watch standers to ensure high quality, well-trained and proficient Auxiliary communicators are consistently on watch to support operational commanders and the boating public.
 - (1) All Review Board members shall sign the SARDET Qualification Record (OPS-6) upon their collective review, assessment and determination that a trainee is ready for qualification as a communications watch stander.
 - (2) All Review Board members shall participate when the review of a qualified communications watch stander or policy aspect is called. The SARDET Coordinator and DSO-CM are authorized to recommend to DIRAUX the convening of a Review Board for such purposes. If approved, DIRAUX will issue a Review Board convening letter and will notify the communications watch stander of such, if necessary. Any communications watch stander will be afforded the opportunity to sit before the Review Board and address the reasons for its convening. Review Board determinations and recommendations shall be reviewed with the communications watch stander and forwarded to the DIRAUX office for final disposition.
 - (3) The DSO-CM and SARDET Coordinators shall meet at least annually to review their respective communications programs and these guidelines for the purposes of making needed adjustments and improvements. Such meetings should coincide with District Board meetings and conferences when possible.

- H. Portable Handheld Radios. These units, in themselves, are not acceptable as the basis for establishing fixed-land, land-mobile or vessel facilities. They are supplemental to the primary radio equipment. When utilized to supplement authorized operational facility communications equipment, they will use the call sign of the respective facility, followed by the word “Portable.”
- I. Tactical.
1. From time to time it may be necessary to establish a temporary communications system to meet the needs of an emergency situation or special event. The system established may include authorized radio equipped operational facilities, fixed-land, land-mobile and such additional radio equipment that may be needed to augment the specific operation. The latter category of equipment shall be termed “Tactical Radio.” Tactical radio equipment may be used in a variety of scenarios to include operational events, parades, and conferences. The call signs to be used for this application of the Auxiliary Communications System will be established during the planning phase of the event(s) and be included in any written COMPLAN.
 2. Permanent tactical call signs have been assigned to the District Communications Team as follows:

DSO-CM	“AUXCOM ONE”
ADSO-CM East	“AUXCOM EAST”
ADSO-CM Central	“AUXCOM CENTRAL”
ADSO-CM West	“AUXCOM WEST”
- J. District 140 MHz Auxiliary Radio Network. D5-NR has been authorized frequencies in the 140 MHz section of the radio spectrum. These frequencies are for the express purpose of establishing radio communications networks used to supplement the needs and purposes of regular Coast Guard communications systems as they pertain to Auxiliary authorized use.
1. The 140 MHz radio network is an FM communications system with relay capability, operating on government frequencies assigned by CG Headquarters for regional Auxiliary use.
 2. It is a training, logistics and administrative network supporting the internal operations of the Auxiliary. It does not replace marine VHF as the region’s primary command, control, and SAR medium for patrol or related operations. However, it supplements and, may on occasion, be dedicated to this purpose when circumstances dictate.
 3. The system may be utilized by land, mobile, portable, vessel, and aircraft stations at the Flotilla, Division and District levels for authorized purposes with controls established by the District. RDF units, both land and mobile, are encouraged to use the 140 MHz net for coordination of RDF searches.
 4. Radio procedures on the net must conform to established Coast Guard standards for radiotelephone communications with the goal of developing proficiency that is

transferable to marine VHF and other operational networks. Use of the net in the normal conduct of Auxiliary business is encouraged in order to develop operator confidence and skill levels and to provide a communications activity for the retention and recruitment of a pool of experienced operators.

5. Frequencies and Modes of Operation.

- a. The primary frequency is 143.280 MHz. This is available for a “local simplex” communications mode between radios (i.e., transmitting and receiving on the same frequency). This is the preferred mode when stations are within radio range of each other.
- b. The second mode is the “relay mode” via a repeater station. In the “relay mode,” the operator’s radio transmits to the repeater station on a separate “input” channel of 148.825 MHz. The signal is then re-transmitted by the repeater on 143.280 MHz “output,” the primary frequency on high power, thus extending the range of the users beyond line-of-sight operation.
- c. Since the primary frequency is also used as the “output” frequency for the repeater relay stations, radio receivers tuned to the primary will be able to monitor both “local” communications in their immediate vicinity and also the “relay” transmissions from the repeater station. Because the repeater stations are more powerful, discretion in using the “relay mode” is required. Good operating practices are encouraged to enable successful sharing of the frequency.

6. Current System.

- a. The system uses three channels as follows:

Channel 1	LOCAL MODE	Radio Transmit 143.280/Receive 143.280 MHz
Channel 2	RELAY MODE	Radio Transmit 148.825/Receive 143.280 MHz
	(Central Area)	

- b. To operate a repeater in the “relay mode,” the transmitting radio must be on the “input frequency” of the repeater and be fitted with a sub-audible tone that “unlocks” the repeater. When multiple repeaters with overlapping coverage are installed in the system they will operate with different input tones and the operator will have a choice of in-range repeaters by switching to the appropriate tone.
- c. Two relay stations with overlapping coverage are used. The primary repeater relay station is located in Delaware County, Pennsylvania. Its coverage area is an approximately 30 mile radius of the current location. The receive area of the relay station is much larger. It can be heard on Long Island, NY; Ocean City, NJ; Perryville, MD; Morgantown, PA; Reading, PA and Allentown, PA. A relay station exists at U.S. Coast Guard Station Manasquan, New Jersey. This relay station transmits a radius of 25 miles.

7. Net Management.

- a. Development of the net and management of its use shall be performed by the 140 MHz Net Manager. This Auxiliarist shall be recommended by the DSO-CM and be approved by the VCO and DIRAUX. The DSO-CM or an ADSO-CM may perform this function.
- b. The Net Manager may appoint technicians and coordinators as necessary to assist in maintaining the equipment and net controls.
- c. The Net Manager shall have the responsibility and authority to recommend to the DSO-CM and DIRAUX, the cancellation of net privileges for stations not conforming to operating standards. Sufficient warning shall be given to the offending stations in these cases to allow modification of their operating practices.

8. Authorized Users.

- a. The “local mode” may be used by any member who has passed the AUXCOM Specialty Course, is properly equipped with 140 MHz equipment, has demonstrated the understanding of net procedures, and has a valid call sign.
- b. The “relay mode” is restricted to members who meet the above criteria and are accepted and registered with the Net Manager as repeater users.
- c. The Net Manager may temporarily waive these user requirements during the operation of a tactical radio net established in support of an Auxiliary special event or mission.

9. Call Signs for the 140 MHz Net.

- a. Call signs will be issued by the DIRAUX office or a designated representative. Operators who request a call sign for the 140 MHz Net must submit a Radio Facility Inspection and Offer for Use form (ANSC-7004/CG-2736A), have the station inspected as if it were a VHF-FM operational radio facility, and be AUXCOM Specialty Course qualified. The operator will receive a distinctive call sign for 140 MHz Net use.
- b. An operator with no established facility or temporary call sign, or when operating independently of a facility, may utilize a special network identifier obtained from the Net Manager. The network identifier will be in the form “CG AUX ROMEO TANGO ONE,” where there is a serial number obtained from the Net Manager. The short call will be “ROMEO TANGO ONE.” **This identifier is valid for the 140 MHz net only and may not be used as a call sign on any other net including Marine VHF.**

10. Authorized Traffic.

- a. Auxiliary Business: Informal or formal information exchange concerning Auxiliary events, procedures, activities, programs in general, and communications activities in particular.
- b. Communications Training: Organized drills by previous arrangement, informal training by encouraging use of the system for authorized purposes.
- c. RDF Coordination: For use in coordinating and improving RDF activities and accuracy.
- d. Logistics and Movements: Coordination and direction of land mobile, vessel, aircraft and personnel movements.
- e. SAR Support: Supplement marine VHF coverage for search and rescue.
- f. Technical: Traffic relating to development and testing of the radio system.
- g. Special Events: Prearranged use of the system for support of Coast Guard or Auxiliary special activities.

11. Prohibited Traffic.

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

12. States of the Net.

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

13. Traffic Precedence. Stations operating on the net shall yield airtime in the following numerical order of precedence:

- a. Any station declaring “Distress or Emergency Traffic.”
- b. Any station declaring “Priority Traffic.”
- c. Search and rescue support.
- d. Special event.
- e. Scheduled drill or net.
- f. All other traffic.

14. Equipment.

- a. The Coast Guard, D5-NR and/or an individual Auxiliarist may offer and supply net equipment. Normal maintenance and adjustments will be made by Auxiliarists who are appointed by the Net Manager. Such Auxiliarists shall possess the requisite technical skills, such as an Amateur Radio License, Technician class or higher, a FCC General Radiotelephone License or higher, or other technical certification of equal merit.
- b. Each Auxiliarist who participates in the 140 MHz Net System must provide their own equipment and maintain their own equipment. Such equipment shall be compatible with the net technical requirements. The Net Manager will forward this information upon request.
- c. Net users, if separated from the Auxiliary or transferred to another District, shall immediately cease operations on D5-NR repeaters.

FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATIONS STANDING ORDER (CSO) – 1

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

1. The TWIC, under direction and supervision provided by an Auxiliary SARDET Coordinator or operational commander's Communications Officer, is responsible for the unit's telecommunications operations, to include:
 - a. Provide guidance and supervision to unit communications watch standers.
 - b. Ensure cleanliness and preventive maintenance of all unit telecommunications equipment.
 - c. Ensure all equipment and supplies are cared for properly and that appropriate measures are taken for their preservation and economic use.
 - d. Prepare, submit and maintain all required telecommunications reports and records including:
 - (1) Maintain prescribed message files and properly dispose of obsolete files.
 - (2) Conduct a periodic inspection of all equipment and report any defects or deficiencies that may impair operational efficiency to the SARDET Coordinator.
 - (3) Ascertain that transmitting/receiving equipment has been calibrated and tested as required.
 - (4) Assist and support DIRAUX, operational commander's Communications Officer, and SARDET Coordinator in training communications personnel.

FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATIONS STANDING ORDER (CSO) – 2

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

1. The TCOW, under direction and supervision provide by the TWIC, is responsible for the unit's telecommunications operations during their watch, to include:
 - a. Familiarity with all appropriate Auxiliary and operational commander's communications policies.
 - b. Alertness at all times while on watch.
 - c. Maintain a continuous (PRIMARY) distress guard for the Auxiliary SARDET's area of responsibility (AOR) on the VHF-FM calling and distress frequency (156.8 MHz / Channel 16).
 - d. Maintain a professional on-air presence for the public by adhering to proper communications procedures and disciplines, constantly remembering that they are speaking for, and with the authority of, the operational commander.
 - e. Maintain telecommunications discipline throughout the AOR. Monitor, assist, and correct all SARDET personnel, as needed, to insure that they adhere to proper and correct telecommunications procedures at all times.
 - f. Maintain proper security and accountability of all material listed on the SARDET's Communications Watch Stander checklist.
 - g. Have a thorough understanding of distress procedures and be able to readily employ same.
 - h. Have a complete understanding of all communications equipment, net control stations, purposes, frequencies and guard assignments.
 - i. Know proper radio log procedures.
 - j. Keep the SARDET supervisor informed of all pertinent watch standing incidents and events.
2. The following duties are also applicable:

- a. If standing the first watch of a day or cycle, open the SARDET and report to the operational commander's CCC. Record the CCC's name in the radio log when the on-duty SARDET Supervisor advises you to do so.
- b. Obtain time tick and adjust all SARDET clocks as required.
- c. Provide rapid and reliable communications support within the SARDET's AOR.
- d. Maintain a neat, clean, professional appearance at all times while on watch.
- e. Keep communications spaces clean and neat as operations and time permit.
- f. Maintain radio checks, operational or position reports for units that are operating for which the SARDET accepts and maintains a radio or communications guard. This includes any Coast Guard or Auxiliary aircraft as well as surface units.
- g. Conduct equipment checks to ensure proper equipment operation. During periods of prolonged radio silence, initiate radio checks to ensure proper operation of radio equipment.
- h. Keep track of all operational facilities under orders for which radio or communications guard has been accepted. Conduct position and operations checks every 30 minutes.
- i. Ensure the operational commander's CCC is notified of all cases handled by operational facilities under orders in the SARDET's AOR, regardless of degree of case severity. The CCC should be immediately notified of such. They will, in turn, take necessary action to properly execute the case or, if needed, pass it to another unit. The CCC is responsible for notifying all other interested units.
- j. Never grant permission to any unit to take action without approval of the CCC.
- k. Ensure all SAR and MEDICO traffic is relayed as close to verbatim as possible and confirm any questionable information received.
- l. Never, under any circumstances, offer medical advise to anyone no matter how minor the injury.
- m. Remain at the TCOW station and perform all duties until properly relieved by a qualified watch stander or supervisor. If necessary to go off-air or leave the watch station, ensure net control and units being worked are aware of such absence and the projected time away from station.
- n. Complete the Watch Stander's Checklist, attach it to incident check sheets completed during the watch, and insert them in the radio log section of the radio log.

FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATIONS STANDING ORDER (CSO) – 3

RADIO LOG PROCEDURES

1. Radio logs serve as official documents to record events that may be the subject of investigation or legal action. The radio log is also regarded as an official record of signals transmitted and received by an Auxiliary SARDET.
2. SARDET's shall maintain a written radio log.
3. At a minimum, radio log entries shall be made for all distress, urgent or safety signals and related communications made or intercepted on any frequency for any incident or activity within the AOR. When a SAR sheet is immediately filled in, the information contained on the SAR sheet need not be logged, but reference to the sheet shall be made in the radio log.
4. Radio log entries will be kept on the log sheets that are supplied within the Radio Log Book provided at the SARDET. Entries shall be written neatly, legibly and accurately.
5. All radio logs shall be signed by the TCOW at the end of their watch. The log package will include all SAR sheets and incident check sheets for the radio day.
6. All radio logs for any given day shall be reviewed and signed by the SARDET Supervisor at the end of the day.
7. Radio log entry formats shall follow the sample radio log sheet examples provided.



**UNITED STATES COAST GUARD AUXILIARY
SEARCH AND RESCUE DETACHMENT**

(SARDET name)

RADIO LOG

DATE: _____ TCOW: _____

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

FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATIONS STANDING ORDER (CSO) – 4

COMMAND CENTER CONTROLLER (CCC) NOTIFICATIONS

1. The CCC should always be known by the TCOW when they assume the watch.
2. **Never** hesitate to call the CCC if in doubt or as required by applicable policy established by the operational commander.
3. The following lists normal circumstances for which immediate CCC notification should be made (but should not be regarded as an all-encompassing list):
 - a. SAR/medical/fire/flare sighting.
 - b. Equipment discrepancies that impair unit communications.
 - c. Power failure.
 - d. Missed communication schedule by any unit.
 - e. Information of a law enforcement or suspicious nature.
 - f. Bomb threat.
 - g. Report of ATON discrepancy.
 - h. Report of pollution.
 - i. Intentional radio interference.
 - j. Nuclear incident.
 - k. Any request for Coast Guard assistance.

FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATIONS STANDING ORDER (CSO) – 5**DISTRESS PROCEDURES AND SIGNALS**

1. The distress signal “MAYDAY” indicates that a vessel or aircraft is threatened by grave or imminent danger and is in need of immediate assistance. It has absolute priority over all other transmissions and operations. A distress call or broadcast need not be addressed to any particular unit. A general distress call or broadcast will be answered or monitored until it is determined to be out of the SARDET’s AOR. This determination will only be made when another Coast Guard unit assumes control of the distress case. Calls to another Coast Guard unit will be answered if the unit being called does not answer in a 15-30 second time frame.
2. Some distress calls or broadcasts are preceded by an Auto Alarm. This alarm is used to warn communications personnel of an impending distress broadcast. Upon receipt of an Auto Alarm, immediately notify the CCC and SARDET supervisor. This is also the time the TCOW should prepare to copy impending traffic (i.e., be fully ready to fill out a distress check-off sheet) and minimize any other distractions.
3. In most cases, an initial distress message will be broadcast on Channel 16 (156.8 MHz).
4. Distress traffic will ordinarily consist of the following information/elements:
 - a. The signal “MAYDAY.”
 - b. Caller’s name/call sign.
 - c. Caller’s position.
 - d. Nature of distress.
 - e. POB.
 - f. Type of assistance needed.
 - g. Any other information that might facilitate rescue or assistance.
5. In some cases, a distressed caller may only have time to give one brief transmission, so it is imperative that the TCOW give their undivided attention to the case regardless if the call is addressed to the SARDET or not. It is imperative that the TCOW attempt to ascertain the caller’s position, number of people on board (POB) and the nature of distress as quickly as possible if adequate communications are established. If time further allows, then completion of a SAR check-off sheet should immediately follow.
6. Upon receipt of a distress call, the following procedures shall be followed:
 - a. Wait for approximately 15-20 seconds to allow the operational commander’s OPCEN to answer.
 - b. If no answer is heard in this time, then answer the distressed caller unless it is obvious that the distress is out of the SARDET’s AOR. (This will allow another ship or station that may be closer to answer.)

- c. If no answer is heard, acknowledge the distress traffic, get as much information as possible, and alert the nearest appropriate unit. Immediately notify the CCC.
 - d. Once another unit has assumed control, monitor the case until it is determined that no other communications assistance is needed.
7. When a SARDET assumes control of distress communications, it becomes responsible for obtaining as much information about the distress as quickly as possible. This responsibility is not relinquished until properly relieved by another communications station.
 8. Permission must be obtained from the CCC prior to passing any information to the distressed caller of the SARDET's intentions or actions to assist them.
 9. Distress transmissions are normally made on Channel 16 (156.8 MHz). Depending on the nature of distress and if the situation warrants, attempt to shift the distressed caller to a working frequency (e.g., Channel 22, 157.1 MHz). No caller in distress should be shifted to the working frequency until the first seven questions of the distress check-off sheet are answered.
 10. When working a vessel or aircraft in distress, the decision to shift to a working frequency is a decision that should be made after agreement between both the TCOW **and** the caller in distress. Both parties must agree to shift to the working frequency, but the final decision is up to the caller in distress.
 11. When shifting frequencies, make sure the distress caller understands that if no communication are established on a given working frequency within two minutes, they should shift back to the primary frequency (Channel 16, 156.8 MHz). If you are unable to shift the case to a working frequency, then impose silence using the following procedures.
 - a. If you are the controlling station, then make the following broadcast:

“MAYDAY (1 time) - HELLO ALL STATIONS (3 times) - THIS IS UNITED STATES COAST GUARD SARDET _____ (2 times) - SEELONCE – MAYDAY – OUT.”
 - b. If you are monitoring a distress, then make the following broadcast:

“HELLO ALL STATIONS (3 times) - THIS IS UNITED STATES COAST GUARD AUXILIARY SARDET _____ (2 times) -DISTRESS – OUT.”
 - c. If prescribed procedures do not work, then make the following broadcast:

“HELLO ALL STATIONS (3 times) - THIS IS UNITED STATES COAST GUARD AUXILIARY SARDET _____ (2 times) - REQUEST

**A CLEAR FREQUENCY WORKING DISTRESS - I SAY AGAIN - REQUEST
A CLEAR FREQUENCY WORKING DISTRESS OUT.”**

12. In order for communications with the distress caller to be successful, the TCOW should:
 - a. Remain calm and professional. Speak with an even authoritative tone. Remember, if a Coast Guard communicator remains calm then so will the distress caller.
 - b. Speak clearly and be concise with questions to the distress caller.
 - c. Listen before transmitting – two units transmitting over each other wastes valuable time.
 - d. Remain alert, listen and give the distress caller their complete and undivided attention. The TCOW is in charge of the radio watch and all associated communications. If they cannot hear or concentrate because of personnel talking and background noise, then the SARDET should be cleared.
13. In addition to distress signals and alarms, the TCOW should monitor and copy all non-Coast Guard, urgent and safety signals in their AOR.
14. Urgent signal – “PAN PAN” (pronounced PAHN PAHN). This call is used to predicate an urgent message concerning safety at sea (e.g., fire, man overboard, grounding, sinking, medical cases, overdue vessels).
15. Safety signal – “SECURITÉ” (pronounced SAY-CURE-A-TAY). This call is used to predicate important navigational or meteorological warning messages (e.g., hazards to navigation, larger vessel movements, storm/hurricane/gale warnings, small craft advisories).
16. The following general rules shall also be followed:
 - a. When on watch, remain alert and maintain a close listening watch for weak distress signals or calls. Everyone hears loud distress calls – weak ones sometimes go unnoticed or unanswered.
 - b. Do not use the word “Mayday” as part of a reply to a distress caller. Use of the word “Mayday” is only reserved for the distress caller except when the controlling station is imposing silence using procedures described above.
 - c. Do not continue to call a distress unit if unable to establish communications after a few attempts. Monitor and allow another unit to attempt communications.
 - d. Do not get excited – remain cool and professional.
 - e. Do not leave an inexperienced operator or someone who is having problems on watch during a serious distress case. Get help or a relief – there is no room for fatigue or error during a distress when lives are at stake.

- f. Do not needlessly shift frequencies. If necessary to shift frequencies, advise the distress caller to shift back to the original frequency if communications are not established in a reasonable time, usually two minutes.
- g. Do not attempt to shift a distress caller to another frequency until their name, call sign, exact nature of distress, position, and number of people on board are known. This is required in the event communications are lost.
- h. Always treat every “Mayday” call as real. It is not a hoax until the CCC determines it as such. Copy all information so it can be used to locate (and possibly prosecute) the hoax source.
- i. Always remain alert – a distress caller may only broadcast their position once.

FIFTH DISTRICT – NORTHERN AUXILIARY REGION (D5-NR)

COMMUNICATION STANDING ORDER (CSO) – 6**SEVERE WEATHER AND HURRICANE PLANNING**

1. Severe weather and hurricane warnings will normally be issued by the Fifth District Commander. However, this does not preclude an operational commander from establishing such warnings when appropriate.
2. The following Hurricane conditions are defined as follows:
 - a. Condition Five Annual seasonal alert from 1 June through 30 November.
 - b. Condition Four Hurricane force winds are expected within 72 hours.
 - c. Condition Three Hurricane force winds are expected within 48 hours.
 - d. Condition Two Hurricane force winds are expected within 24 hours.
 - e. Condition One Hurricane force winds are expected within 12 hours; if the SARDET supervisor determines it is appropriate to evacuate, they shall be sure the matter is discussed with the CCC before doing so.
 - f. Post Condition Hurricane has passed and no further threat exists.
3. Hurricane Categories.

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

4. The TCOW will keep abreast of weather forecasts and ensure the SARDET supervisor has the most recent weather status and forecast at all times.
5. Current weather forecasts may be obtained from the Command Center Controller.

Note

See Chapter 15 for additional discussion.

CHAPTER 11

AVIATION PROGRAM

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

1. Search and rescue (including first light searches).
2. Maritime homeland security multi-mission patrols.
3. ATON location.
4. Marine safety support.
5. Area familiarization flights.
6. Logistic support.
7. Post-storm contingency flights.
8. VIP and personnel transport.

B. District Aviation Program Staff Functions and Responsibilities.

1. DIRAUX. The following functions and responsibilities apply:
 - a. Administer enrollment of members and facilities in the aviation program.
 - b. Review and approve the Pre-Mishap Plan prepared by the D-FSO.
 - c. Establish waiver guidelines for facilities and personnel.
 - d. Appoint IP's and FE's based on recommendations of DSO-AV and Air Station.
 - e. Set inspection deadlines and waiver polices for facilities.
 - f. Provide guidance and necessary assistance on damage claims.
 - g. Ensure program compliance with instructions/directives.
 - h. Provide administrative and policy guidance to Auxiliary program membership.
 - i. Oversee regional aviation training program.
2. District Aviation Board. The DAB will be comprised of the DSO-AV (Chairman), the Air Station Atlantic City Liaison Officer, the D-FSO, the ADSO-AVA, the ADSO-AVM, the ADSO-AVO, the ADSO-AVT, the Senior Member of the Flight Examination Board, D-CR, and the OTO. Its functions and responsibilities are:
 - a. Plan the regional aviation program, including recommended standards and practices to be followed.
 - b. Establish regional training program guidelines.
 - c. Review, modify as needed, and approve training programs proposed by the ADSO-AVT.
 - d. Establish and maintain qualifications, examinations and inspections for air crew and aircraft in Auxiliary flight activities to ensure safety and effectiveness.

- e. Oversee and regularly review all aspects of the Auxiliary aviation program.
 - f. Review and act on recommendations and audit reports from the DSO-AV and the D-FSO.
3. Flight Examination Board. The FEB will be comprised of four senior FE's and a selected Observer. Pilots must be designated as Auxiliary IP's for at least six months before becoming a member of the FEB. One FE will be appointed as Senior Member of the FEB. Its functions and responsibilities are:
- a. Ensure adherence to standard operating procedures.
 - b. Provide evaluation of the air crew training program through the ADSO-AVT.
 - c. Monitor initial, upgrade, re-qualification and refresher training.
 - d. Enhance professional knowledge of pilots and observers.
 - e. Monitor and review status changes among pilots and observers.
 - f. Evaluate new pilots, observers and facilities for initial appointments and acceptance.
 - g. Act as the first level in the review process for air crew appeals of mandated changes in status and send appropriate recommendations to the DSO-AV for action.
 - h. Recommend appointments and changes regarding FE's and IP's to the DSO-AV.
4. DSO-AV. The following functions and responsibilities apply:
- a. Serve as program manager for the D5-NR aviation program.
 - b. Provide administrative oversight of all program activities.
 - c. Remain qualified, as a minimum, at the level of First Pilot.
 - d. Coordinate flights and provide orders as issued by the order issuing authority.
 - e. Serve as Chairman of the DAB.
 - f. Recommend appointment and replacement of FE's and IP's to DIRAUX based on input from the FEB.
 - g. Oversee recruitment, appointment and acceptance of air crewmen, observers and facilities based on recommendations of the FEB.
 - h. Propose standards and qualifications.
 - i. Liaison with the D-CR and DSO-OP as necessary concerning regional operations.
 - j. Liaison with DSO-MT as necessary concerning regional training.
 - k. Review aviation mishap reports.
 - l. Liaison with National staff, D5-SR's DSO-AV, Coast Guard Air Station Atlantic City, CG Sectors/SFOs/Stations, and other regional and local public and private agencies.
 - m. Distribute aviation equipment for optimal use by regional Auxiliary facilities.
5. D-FSO. The District Flight Safety Officer shall operate under and report directly to the DCO on matters related to Flight Safety (working closely with the DSO-AV). The following functions and responsibilities apply:
- a. Responsible for flight safety for all aspects of the regional aviation program.

- b. Implement and monitor the regional aviation safety program.
 - c. Implement aviation safety training in conjunction with the ADSO-AVT.
 - d. Advise the DSO-AV on effectiveness of the program.
 - e. Advise the DSO-AV and DCO on all regional aviation safety matters.
 - f. Review results of the semi-annual audit conducted by the ADSO-AVO and provide appropriate input.
 - g. Prepare and implement a regional pre-mishap plan.
 - h. Serve as the Auxiliary Accident Investigation Representative on a District Mishap Board.
 - i. Serve as a member of the DAB.
6. Coast Guard Air Station Atlantic City Liaison Officer to the Auxiliary. The following functions and responsibilities apply:
- a. Serve as unit point of contact for aviation program matters to the DSO-AV.
 - b. Serve as an active member and mentor of the DAB.
 - c. Serve as a designated Auxiliary FE.
 - d. Remain qualified and current as a Coast Guard FE, IP or Aircraft Commander.
 - e. Provide advice on current program procedures, techniques and trends.
 - f. Assist with training standardization for the aviation program.
7. ADSO-AVA and ADSO-AVM. The following functions and responsibilities apply (appointed ADSOs shall determine how best to share these duties):
- a. Provide administrative support to the DSO-AV and the aviation program.
 - b. Manage air crew and facility records in accordance with DIRAUX office requirements.
 - c. Track air crew and aviation data.
 - d. Maintain an updated list of equipment needs.
 - e. Track and account for aviation program equipment and ensure its timely certification, proper accountability and testing.
 - f. Liaison with Coast Guard Air Station Atlantic City and other units to obtain required equipment.
 - g. Serve as members of the DAB.
8. ADSO-AVO. The following functions and responsibilities apply:
- a. Provide administrative support to the DSO-AV and the aviation program.
 - b. Plan and coordinate aviation operations.
 - c. Organize aviation assignments.
 - d. Maintain mission-ready resources.
 - e. Coordinate aviation resources to meet Coast Guard needs, as requested.
 - f. Liaison with the DSO-OP, the Air Station Atlantic City Auxiliary Liaison Officer and respective Sector/SFO Operations Officers.
 - g. Serve as a member of the DAB.

9. ADSO-AVT. The following functions and responsibilities apply:
- a. Provide administrative support to the DSO-AV and the aviation program.
 - b. Develop, implement and monitor training syllabi and regional training program.
 - c. Implement outreach programs that effectively train throughout the region.
 - d. Nominate IP's to the FEB to implement the training program.
 - e. Ensure that required check rides are conducted in accordance with re-certification requirements as defined by pertinent Commandant and District directives and other such requirements as may be established by the FEB and approved by the DAB.
 - f. Provide initial, upgrade, re-qualification and refresher training syllabi and programs in concert with the ADSO-AVO.
 - g. Serve as a member of the DAB.
10. FE. The following functions and responsibilities apply:
- a. Execute policies and guidelines to ensure the aviation program is held to the highest standards.
 - b. Fulfill all requirements of an IP.
 - c. Remain current and qualified as IP for six months prior to designation as a FE, or as recommended by the DSO-AV.
 - d. Complete a flight and ground syllabus prior to designation.
 - e. Complete a flight and ground check for the Senior Member of the FEB prior to designation.
 - f. Provide appropriate SAR procedures flight syllabus evaluations and sign offs.
 - g. Conduct initial and annual facility inspections.
 - h. Evaluate and recommend pilots and observers for initial qualifications and currency maintenance, and recommend further training where appropriate.
11. IP. The following functions and responsibilities apply:
- a. Instruct as coordinated by FE's or the DSO-AV.
 - b. Instruct in accordance with the IP syllabus.
 - c. Instruct in standardized initial and currency maintenance training as needed.
 - d. Instruct SAR procedures syllabus and specialized training.
 - e. Ensure regional aviation program standards are maintained.
 - f. Remain qualified and current as an Aircraft Commander for six months prior to appointment or as determined by the DSO-AV.
 - g. Remain IT qualified and current.
 - h. Complete a flight/ground check for a member of the FEB prior to designation.
 - i. Conduct area familiarization training flights.
 - j. Complete an approved flight and ground syllabus prior to designation.
 - k. Remain thoroughly familiar with aircraft systems, equipment, normal and emergency procedures, and aircraft performance under all conditions of flight for each aircraft in which instruction will be given.

12. OI. The following functions and responsibilities apply:

- a. Instruct as coordinated by FE's or the DSO-AV.
- b. Provide instruction in accordance with the OI syllabus.
- c. Provide standardized initial and currency maintenance training as needed.
- d. Provide SAR procedures observer instruction and other training.
- e. Ensure regional aviation program standards are maintained.
- f. Remain IT qualified and current.
- g. Complete a flight/ground check by a member of the FEB prior to designation.
- h. Complete an approved flight and ground syllabus prior to designation.
- i. Conduct observer communication training and participate in area familiarization training flights.
- j. Conduct training on aviation and marine charts that meet program standards.
- k. Train observers to recognize restricted, prohibited and controlled air space.

C. Qualifications and Re-Certification.

1. Pilot Entry Level Requirements – General.

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

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

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

2. There are three levels of pilot qualifications in the Auxiliary aviation program: Co-Pilot (CP), First Pilot (FP), and Aircraft Commander (AC).
 - a. CP. In order to initially qualify as a CP, and annually thereafter to remain current, an Auxiliarist must:
 - (1) Hold an FAA license and have a Third Class (or higher) medical certificate.
 - (2) Have accumulated 300 hours flight time as PIC.
 - (3) Have maintained currency according to FAR 61.57.
 - (4) Log a minimum of 24 hours PIC (patrol or personal flying) every 12 months.
 - (5) Complete water survival and emergency egress training.
 - (6) Complete a CRM seminar.
 - (7) Attend an Air Safety workshop coordinated for Auxiliary crewmembers by a Coast Guard Air Station or an approved Air Safety workshop conducted for Auxiliarists by another region's aviation program managers.
 - (8) Utilize an ANSC-7015 form to document initial qualification and subsequent annual currency maintenance to the DIRAUX office.
 - (9) Complete the General Boating Safety Course Requirement of Chapter 4.
 - b. FP. In order to initially qualify as an FP, and annually thereafter to remain current, an Auxiliarist must:
 - (1) Hold an FAA license and have a Third Class (or higher) medical certificate.
 - (2) Have accumulated 750 hours flight time as PIC.
 - (3) Maintain currency according to FAR 61.57.
 - (4) Complete a SAR Procedures Flight Check (ANSC-7048) and a biennial SAR flight check thereafter.
 - (5) Fly 3 missions totaling 6 hours under orders every 12 months.
 - (6) Complete regional area familiarization.
 - (7) Log a minimum of 24 hours PIC (patrol or personal flying) every 12 months.
 - (8) Complete annual water survival and emergency egress training.
 - (9) Complete a CRM seminar.
 - (10) Attend an Air Safety workshop coordinated for Auxiliary crewmembers by a Coast Guard Air Station or an approved Air Safety workshop conducted for Auxiliarists by another region's aviation program managers.
 - (11) Utilize an ANSC-7015 form to document initial qualification and subsequent annual currency maintenance to the DIRAUX office.
 - (12) Complete the General Boating Safety Course Requirement of Chapter 4.
 - c. AC. In order to initially qualify as an AC, and annually thereafter to remain current, an Auxiliarist must:
 - (1) Hold an FAA license with a current Instrument Rating and have a Third Class (or higher) medical certificate.
 - (2) Have accumulated 1,000 hours of flight time as PIC.
 - (3) Maintain currency according to FAR 61.57.

- (4) Complete a SAR Procedures Flight Check (ANSC-7048) and a biennial SAR flight check thereafter.
- (5) Log a minimum of 24 hours PIC (patrol or personal flying) every 12 months.
- (6) Act as PIC on a minimum of 6 missions and 12 hours under Coast Guard orders each year.
- (7) Complete annual water survival and emergency egress training.
- (8) Complete a CRM seminar.
- (9) Attend an Air Safety workshop coordinated for Auxiliary crewmembers by a Coast Guard Air Station or an approved Air Safety workshop conducted for Auxiliarists by another region's aviation program managers.
- (10) Utilize an ANSC-7015 form to document initial qualification and subsequent annual currency maintenance to the DIRAUX office.
- (11) Complete the General Boating Safety Course Requirement of Chapter 4.

d. Bi-Annual Re-Certification Check Ride.

- (1) In addition to annual currency maintenance requirements, all Auxiliary pilots are required to undergo a re-certification check ride every two years. The check ride will include a review of all requirements of the pilot's rating by an FE who will inform the DIRAUX office and the DSO-AV of the pilot's status upon completion.
- (2) For AC's and FP's, the SAR check ride may be included in this flight if time permits. The ANSC-7015 form will be used to document this event. A SAR Procedures Flight Check form (ANSC-7048) must be used for the SAR portion of the check ride. Included in the check ride the pilot must be able to demonstrate an instrument approach, a hold, and any item included as part of an FAA instrument competency check. The pilot must also demonstrate full use of the airplane's equipment including setting up a SAR point and pattern and then flying the designated SAR procedure.
- (3) Completed forms should be forwarded to the member's FSO-IS and thence to the SO-IS for proper AUXDATA entry. Copies should be concurrently sent to the ADSO-AVM for review and thence to the DSO-AV for awareness who will send it to the DIRAUX office for final processing.

e. Pilot Qualification and Currency Maintenance.

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

RCO for coordination of presentation.

- (2) The annual pilot currency maintenance period begins on October 1 for the new calendar year and should be completed by February 1. Patrol orders will not be issued after January 1 unless the pilot has been certified as current for that year.
- (3) Pilot currency requirements will be certified by an FE and reported on the ANSC-7015 form. The FE will forward the form with attached current copies of the pilot's medical certificate, FAA pilot license, SAR Procedures Flight Check (ANSC-7048), biennial flight review, and last two pages of the pilot flight log book to the DSO-AV. The DSO-AV will maintain a copy of the ANSC-7015 with attachments and forward the original to the DIRAUX office.
- (4) Pilots, like all Auxiliarists in operational programs, are responsible for ensuring their currency maintenance is properly completed and remains up-to-date. In the event a pilot does not fly the prescribed hours or satisfy other Auxiliary flight currency maintenance requirements during a given year, then the pilot will be reverted to the next lowest flight-qualified status until being re-certified to the current original level.
- (5) Currency maintenance must be accomplished by completing a check flight with an authorized FE. If attempting to re-gain the previous level of pilot currency, the pilot will regain former Auxiliary flight status if a favorable examination flight takes place within 90 days of loss of status and is ultimately approved by DIRAUX. If more than 90 days pass before completion, then the pilot will have to re-qualify. Requests for waiver of currency maintenance time requirements may be submitted to the DIRAUX office via the DSO-AV for endorsement. All such waivers must be made in a timely fashion as soon as the member becomes aware of the likelihood that they will not meet normal time requirements and under no circumstance any later than the 90-day period after normal currency maintenance expiration.

3. Non-Pilot Qualification and Currency Maintenance.

a. AO.

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

qualified pilot of any level. Additionally, the member must complete all requirements identified on the ANSC-7015 form.

- (2) Upon completion by an FE, the ANSC-7015 form shall be forwarded to the DSO-AV for endorsement and forwarding to the DIRAUX office for approval. A letter of qualification will be issued to the member with copies to the member's FC, DSO-AV and ADSO-AVM. The member's certificate shall be forwarded to the FC for presentation.
- (3) As part of qualification, AO's must successfully complete the General Boating Safety Course Requirement of Chapter 4.

b. AM.

- (1) If a member qualifies as an AO and desires to move on to the level of AM, the DSO-AV is authorized to approve the member's request to so qualify. Such requests should be submitted to the DSO-AV using the Air Crew Application form (ANSC-7043).
- (2) Trainees must pass the Pilot's qualification exam with a score of 90% or better. The examination, which is an open book test, must be requested from the DIRAUX office by the DSO-AV or the ADSO-AVT, or it may be taken on-line through the Auxiliary National Training Center. If administered through the DIRAUX office, it must be proctored by an Auxiliarist who has previously passed the course or by a qualified pilot of any level. Additionally, the member must complete all requirements identified on the ANSC-7015 form.
- (3) Regarding the FAA Third Class medical certificate, once the DSO-AV receives a copy of the medical certificate, the member will be sent the Air Crewman training syllabus. That training must be provided by an AC or FP.
- (4) Upon completion by an FE, the ANSC-7015 form shall be forwarded to the DSO-AV for endorsement and forwarding to the DIRAUX office for approval. A letter of qualification will be issued to the member with copies to the member's FC, DSO-AV and ADSO-AVM. The member's certificate and insignia, as appropriate, shall be processed similarly to coxswain qualification, namely routed through the respective RCO for coordination of presentation.
- (5) As part of qualification, AM's must successfully complete the General Boating Safety Course Requirement of Chapter 4.
- (6) Auxiliarists must also demonstrate the ability to navigate from a current FAA sectional chart. The individual must also demonstrate competence in FAA radio communications.

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

E. Designations and General Administration.

1. DIRAUX will designate all pilots, AO's and AM's.
2. The ADSO-AVA shall maintain a flight record for each designated aviation program member. Members are responsible for providing required flight record documents during initial qualification and annually for currency maintenance requirements. The record must contain copies of the following items:
 - a. FAA Pilot's License.
 - b. FAA Medical Certificate (current within 24 months).
 - c. SAR Procedures Check Flight.
 - d. Biennial Flight Review (within 24 months).
 - e. Annual Auxiliary Flight Requirements Summary.
 - f. Last two pages of the pilot flight log book.
3. It shall be recognized on a regional basis that the unique operating, training and administrative characteristics and requirements of the Auxiliary aviation program necessitate general program administration that differs from conventional program administration under certain circumstances. For example, without either FSO-AV's or SO-AV's authorized as specific unit staff officer positions, regional Auxiliary aviation program participants shall principally report via their AV program network rather than through the OP program network. This shall not be construed as a means of isolating programs – quite the opposite. Strong interaction between surface (OP) and aviation (AV) programs is encouraged whenever opportunities allow and expected in terms of joint program training, operations and cross-programmatic reporting.

F. VIP and Personnel Transport Support Missions.

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

- aircraft and have it ready for departure when the VIP or personnel arrives.
3. Before boarding, ensure all passengers are acquainted with emergency equipment and egress procedures. When practicable, the ranking officer should be the last to enter the aircraft and the first to disembark.
 4. In-flight maneuvers should be made as smoothly as possible. Avoid steep banking turns and abrupt transitions in descent. What may be normal for an aviator may be uncomfortable for a passenger. Descents and approaches should be made gradually with touchdowns as light as possible accompanied by comfortable roll-outs.
 5. Arrival at the destination should be as close to the scheduled arrival time as possible, but not earlier. Which facility or FBO at the destination airport will be the disembarkation point should be known prior to departure and the pilot-in-command should be familiar with airfield diagrams well before arrival so as to taxi smoothly after landing. Whenever possible, the aircraft should be stopped with the door through which the VIP will disembark facing any reception personnel. No personnel shall disembark while any engines are still running.
 6. Pilots on any VIP or personnel transport flight shall be instrument rated and must file appropriate flight plans with the FAA.
 7. All such missions shall be performed in strict accordance with current Auxiliary flight policies as defined by pertinent instructions issued by Coast Guard Headquarters and the Fifth Coast Guard District.

CHAPTER 12

AWARDS

- A. Coast Guard Awards. The Auxiliary Manual outlines Auxiliary and Coast Guard awards that Auxiliarists are eligible to receive and identifies appropriate performance criteria and procedures for each award.
1. Any Auxiliarist may submit an award recommendation for an individual or team. An Awards Primer (i.e., “How To” reference) and templates for basic format and content for Auxiliary Awards is available on the Chief Director’s web site (see note). RCO’s shall maintain (and make available on request) a library of past awards presented within D5-NR for reference, also. Note: See http://www.cgaux.info/g_pcx/awards.awards.html.
 2. Award recommendations intended to recognize operational achievements or direct support to an active duty unit should normally be initiated by the local command and approved by their military chain of command as required (i.e., as awards for active duty members are processed). Direct liaison between Auxiliary leadership (e.g., DCP’s and/or RCO’s), AUXULO’s and active duty command leadership is heartily encouraged and expected.
 3. Award recommendations for approval by DIRAUX or the Fifth Coast Guard District Commander must be forwarded to the D5-NR Awards Board via the chain of leadership and management. The Board will review submissions and make recommendations to DIRAUX, who will take one of three actions: approve the award and process it to completion (for lower level awards); approve the award and forward it to D5 for final review and approval (for higher level awards); or disapprove the award as submitted and return it for additional work and/or with appropriate feedback.
 4. Recommendations must be submitted utilizing a Coast Guard Award Recommendation form (CG-1650). Award drafting is not a quick evolution and should not be expected to fall upon any single officer in the chain. Any person making a recommendation shall be expected to draft and submit a proposed citation and summary of action as part of their recommendation package (a summary of action is required for recommendations for the Auxiliary Commendation Medal and higher; and is optional for recommendations for the Auxiliary Achievement Medal and lower). Hard-copy submissions should be mailed up the chain for review and approval. An accompanying electronic version should be forwarded by e-mail to facilitate final composition of the citation. DCP’s and RCO’s are expected to develop proficiency in writing and reviewing awards during their terms.
 5. Award recommendations should be submitted at least 90 days prior to the desired presentation date.
 6. The D5-NR Awards Board shall be a function of EXCOM, who may identify assistants to help process and manage awards during periods of high volume and workload, if deemed necessary.

7. Members should ensure that a copy of any awards they receive is forwarded to the DIRAUX office for inclusion in their personnel record. This is important for all awards; and especially so for awards received from active duty Coast Guard commands (e.g., versus awards processed by the D5-NR Awards Board).
- B. District Awards. The D5-NR Auxiliary Awards Program recognizes accomplishments in all areas of performance for both individuals and Auxiliary units. These awards will be presented by DIRAUX, the DCO, the District Board, DCP's and FC's. To be considered for an award listed in this section, applicable criteria must be met and all activities must be reported to the DIRAUX office and/or reflected in the December 31 AUXDATA reports for the award year. The latest that a report shall be extracted for the purpose of these awards determinations shall be January 15.
1. Awards Presented by the District Commodore.
 - a. Special Appreciation Certificate. This special certificate will be presented by the DCO to any person or organization, which in the opinion of the DCO, has made a notable contribution to the activities or programs of the Auxiliary. DCP's and FC's are authorized to recommend such awards to the DCO via their respective chains.
 - b. Officer Service Award. This special certificate will be presented by the DCO to any DCP, DSO or SPO who, in the opinion of the DCO, has properly fulfilled the duties of their office.
 - c. Auxiliarist of the Year. This framed certificate will be presented by the DCO to an outstanding individual in each Division. Each DCP shall forward a written recommendation for this award to the DCO at least 60 days prior to the Division's Change of Watch. The recommendation should give details concerning the proposed recipient's contributions during the year. The proposed recipient shall not have served as an elected officer during the award year, but shall have, through their Auxiliary activities, made significant and effective contributions to the Auxiliary and the public.
 - d. Member Resources Certificate. This special certificate will be presented by the DCO to any Auxiliarist responsible for bringing three or more new members into the organization during any calendar year.
 2. Awards Presented by the District Board to Divisions. Points, when used in conjunction with the following awards, will be determined in accordance with the District Board Point System found in paragraph 7.
 - a. John R. Massman Awards. These awards were established as a memorial to LCDR John R. Massman, USCG, who served as Director of Auxiliary, Third CG District Southern Region until his sudden death on October 20, 1968. They are in recognition of his dedicated and energetic leadership.

- (1) The John R. Massman Award for Performance. This plaque will be presented to the Division that accumulates the greatest total points during the award year.
 - (2) The John R. Massman Award for Activity. This plaque will be presented to the qualified Division that accumulates the greatest number of points per member during the award year. The Division that wins the John R. Massman Award for Performance is not eligible.
3. Awards Presented by the District Board to Flotillas. Points, when used in conjunction with the following awards, will be determined in accordance with the District Board Point System found in paragraph 7.
- a. Past District Commodore's Trophy. This perpetual trophy will be presented to the Flotilla that accumulates the greatest total number of points in the District. The trophy will remain in the custody of the winning Flotilla until the next year, at which time it will be returned to the District Board in time for presentation to the new winning Flotilla.
 - b. Past District Commodore's Plaque. This keeper plaque will be presented to the Flotilla that won and had possession of the Past District Commodore's Trophy for the previous award year. It will be presented upon surrender of the trophy.
 - c. Vessel Safety Check Award. This plaque will be presented to the Flotilla that conducted the greatest number of Vessel Safety Checks (including facility inspections) during the award year.
 - d. Operations Award. This plaque will be presented to the Flotilla that accumulated the greatest total number of points in the field of operational activity, exclusive of operational support missions and ATON/CU, during the award year.
 - e. Aids to Navigation(ATON) and Chart Updating (CU)Award. This plaque will be presented to the Flotilla that accumulated the greatest number of points in the ATON and CU programs during the award year.
 - f. Operational Support Mission Program. This plaque will be presented to the Flotilla that accumulated the greatest number of points in the operational support missions during the award year.
 - g. Membership Award. This plaque will be presented to the Flotilla that gained the greatest increase in membership during the award year. Computation shall exclude transfers, permanent membership, and deceased members.
 - h. The William Ross McDonald Award for Public Education. The late William Ross McDonald served as District Training Officer (forerunner to the RCO office) from 1950 to 1952, as VCO in 1953, and as DCO in 1954. His dedication and effort to develop and expand the concept of the Public Education program led to this award

named in his honor. This plaque or trophy will be presented to the Flotilla that accumulated the greatest number of points in the field of Public Education in the competition for the Past District Commodore's Trophy.

- i. RBS Visitation Program Plaque. This plaque will be presented to the Flotilla that conducted the greatest number of RBS Program Visits during the award year.
4. Awards Presented by the District Board to Individuals.
- a. Division and Flotilla Publications Awards. This plaque will be presented to the editor of the best Division and Flotilla publication distributed on a monthly, bi-monthly or quarterly schedule.
 - (1) Flotillas and Divisions that submit publications for consideration shall provide a complete file of their publications for the year to the District Awards Committee Chairperson prior to December 15 of the award year. The Chairperson will forward the file of publications to the assigned sub-committee. The awards sub-committee will be selected by the awards committee and be approved by the DCO. In order to ensure competent technical assistance, it is not required that members of the sub-committee be members of the Auxiliary or of the Coast Guard. The method of printing, type of paper, and lack of photographs will not be considered in judgment of this competition. Judging will be based on the regularity of the publication and content.
 - (2) The winning Flotilla and Division publications, if they meet National awards criteria, will be submitted for consideration in National competition.
 - b. Training Aids Awards. This certificate will be presented in each of 19 categories to the member submitting the most outstanding training aid in a specific category, for display at the designated District Conference. A committee established by the Past Division Captains Association will judge all entries. Categories and criteria are explained in paragraph 8.
 - (1) A plaque will be presented to the member who submits the Training Aid judged to be "Best in Show."
 - (2) The committee may, depending on the number and quality of entries, provide one or two "Honorable Mention" plaques.
 - (3) A plaque for "Best Participation" will be presented to the Division with the most entries displayed.
 - c. Vessel Safety Check Award. This plaque will be presented to the Auxiliarist who performed the greatest number of Vessel Safety Checks and facility inspections during the calendar year.

- d. Commercial Fishing Industry Vessel Safety Exam Award. This plaque will be presented to the Auxiliarist who performed the greatest number of Commercial Fishing Industry Vessel Safety exams during the calendar year.
 - e. Operations Program Award. This plaque will be presented to the Auxiliarist who accumulated the greatest number of points in operational activity, exclusive of ATON/CU activities and Operational Support Missions. One point per hour will be earned while acting as crew, observer, coxswain or pilot.
 - f. John "Andy" Kratzer Award. This plaque will be presented to the Auxiliarist who accumulated the greatest number of points in authorized activity in the ATON/CU program. Points will be awarded as follows: one point per hour while acting as crew or coxswain on an authorized CU patrol, and one point awarded per credit unit awarded for reports.
 - g. Assist Award. This plaque will be presented to the Auxiliarist who performed the greatest number of assists.
 - h. Operational Support Mission Award. This plaque will be presented to the Auxiliarist who accumulated the greatest number of points in operational support missions. One point per hour will be awarded for participation in authorized activities.
 - i. Instructor Award. This plaque will be presented to the qualified instructor who accumulated the greatest number of points in the field of education. Public Education includes all authorized courses. Member Training includes all authorized subjects. One point per hour will be awarded per hour of instructor or instructor aide activity.
 - j. TOPSIDE Photo Award. This plaque will be presented to the Auxiliarist who, in the opinion of the DSO-PB, submitted the best photograph published in TOPSIDE during the award year. The winning photograph should cover a phase of Auxiliary activity. TOPSIDE staff members are not eligible for this award.
 - k. RBS Visitation Program Award. This plaque will be presented to the Auxiliarist who made the greatest number of RBS Program Visits during the calendar year.
 - l. The Amos Hope Award for the Most Outstanding Assist. The Amos Hope Award was established and provided by Division 6 as a memorial to Past Division Captain Amos Hope. The trophy or plaque will be presented to the Auxiliarist who performed the most outstanding assist during the award year as determined by the Awards Board.
5. Awards Provided by the District Board for Presentation by Division Captains.
- a. Vessel Safety Check Service Award. This award will be presented to Vessel Examiners (VE's). VE's will be ranked in descending order based on the total number of VSC's and facility inspections they performed during the award year. Plaques will

be presented to the top 10%. The member who wins the District Vessel Safety Check Award is not eligible for this award.

- b. Operations Service Award. This award will be presented to operationally qualified members who accumulated hours in the fields of operations, ATON/CU and/or operational support missions. Qualified members will be ranked in descending order based on their total hours performed during the award year. Plaques will be presented to the top 10%. Members who win the District Operations, ATON/CU, Assist or Operational Support Mission Awards are not eligible for this award.
- c. Educational Service Award. This award will be presented to instructors who accumulated instructor and instructor aide hours in the fields of Public Education and/or Member Training. IT's will be ranked in descending order based on the total number of hours accumulated during the award year. Plaques will be presented to the top 10%. The member who wins the District Instructor Award is not eligible for this award.
- d. RBS Visitation Program Service Award. This award will be presented to PV's. PV's will be ranked in descending order based on the total number of visits performed during the award year. Plaques will be presented to the top 10%. The member who wins the District RBS Visitation Program Award is not eligible for this award.

6. Award Presented by Divisions.

The Edmond Morton Award for Member Training. Edmond Morton served as an active member for more than 25 years. During that time, he championed MT at all levels of the Auxiliary. His dedication to the Auxiliary and to Member Training led to this award named in his honor. The plaque will be presented by Division 13 to the Auxiliarist who accumulated the most hours in Member Training during the year.

7. Point System.

- c. Membership. For net increase in membership. Calculation of net increase shall disregard transfers, permanent membership, and/or deceased members and shall award one point per member.
- d. Vessel Exams.
 - (1) For each qualified Vessel Examiner - one point.
 - (2) For each qualified Fishing Vessel Examiner - ten points.
 - (3) For each Vessel Safety Check given - one point.
 - (4) For each Facility Inspection given - one point.
 - (5) For each Fishing Vessel Exam given - ten points.

- e. Public Education.
 - (1) For each qualified IT - one point.
 - (2) For each PE class session given - one point.
 - (3) For each graduate of a four-lesson or longer public education course - one point.

- f. Member Training.
 - (1) For each new graduate of a specialty course or AUXLAM or AMLOC course - five points.
 - (2) For each new Training Aid submitted in accordance with paragraph 8 of this section - ten points.

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

- h. Public Affairs.
 - (1) For each safety film or civic lecture program shown to a non-member group, exclusive of public education courses - five points.
 - (2) For each Flotilla that submits a scrapbook of releases or a file of copies of their Flotilla publication, covering their activities in support of the Auxiliary program for the award year. The presentation must be submitted to the District Awards Committee Chairperson prior to December 15 of the awards year – ten points.
 - (3) For each Flotilla that submits a completed report of their NSBW program to the District Special Project Officer-NSBW prior to August 15. The report should list the participating Flotillas so they may receive credit for their activity - ten points.

- i. RBS Visitation Program.
 - (1) For each qualified PV - one point.
 - (2) For each RBS Program Visit performed - one point.

- 8. Training Aid Awards.
 - a. The established categories are:
 - (1) Boat Handling and Boat Construction.
 - (2) Safety and Legal Requirements.
 - (3) Vessel Safety Checks.
 - (4) Navigation Rules.
 - (5) Marine Engines and Nautical Equipment.
 - (6) Marlinspike Seamanship.

- (7) Aids to Navigation.
 - (8) Piloting.
 - (9) Sailing.
 - (10) Trailering.
 - (11) Weather.
 - (12) Radio Telephone and Communications.
 - (13) Patrols and Search & Rescue.
 - (14) Inland Waterways and Locks & Dams.
 - (15) Air Operations.
 - (16) Youth, Water 'N Kids, Boats 'N Kids.
 - (17) Electronic (e.g., video tapes, computers).
 - (18) Hypothermia Prevention, Life Saving Techniques, and Substance Abuse.
 - (19) Administration/General (i.e., training aids that cannot be judged in another category, such as magnetic boards, backlit screens, overlays).
- b. The transportation and custody of entries shall be the sole responsibility of individuals who submit them, or their designee. All entries are to be brought to the conference site. Displays will be set up and be ready for judging by the Awards Committee at the time and place designated by the Chairperson.
- c. The aid must be used for instruction in some phase of one of the following programs:
- (1) Administration.
 - (2) Communications.
 - (3) Vessel Safety Checks.
 - (4) First Aid.
 - (5) Instruction.
 - (6) Navigation.
 - (7) Patrols.
 - (8) Seamanship/Navigation Rules.
 - (9) Search and Rescue.
- d. Entries must include detailed plans/photographs and materials/cost list concerning construction of the aid.
- e. Brief typewritten operating instructions must accompany the training aid.
- f. As a general rule, an average instructor must be able to operate the aid.
- g. The training aid must be constructed of materials available to the average Flotilla. The average home craftsman must be able to construct the aid with tools typically found in a home workshop.
- h. The training aid must be portable, self-protected, or have a protective container for the purpose of transport.

- i. Commercially manufactured aids will not be judged.
- j. Entries that win first place may not be submitted more than once for consideration.
- k. Entries will be evaluated in the following areas on a scale of one to ten points:
 - (1) The degree to which it fulfills the standards set forth in the above criteria.
 - (2) Quality of craftsmanship in construction.
 - (3) The degree to which the training aid fulfills the intended educational purpose with simplicity and audience appeal as primary considerations.
 - (4) The degree to which the training aid is novel and its concept is original.
 - (5) The aid's appeal for general use by instructors at all levels for instruction.

CHAPTER 13

NEWSLETTERS, PUBLICATIONS, WEB SITES AND
OUTREACH (COASTIE AND BOAT SHOWS)A. Newsletters and Publications.

1. Approval Authority. The Auxiliary Manual allows DIRAUX to delegate authority to approve unit publications to PB's. Accordingly:
 - a. DIRAUX will review and approve TOPSIDE.
 - b. DSO-PB, or ADSO-PB's if requested by the DSO, may approve Division publications within their respective Areas.
 - c. SO-PB's may approve Flotilla publications within their own Divisions.
 - d. No editor may approve his or her own publication – it must be forwarded to the next highest PB Staff Officer or DIRAUX for approval.
2. General Guidance. The Auxiliary Manual provides guidance regarding commercial advertising in unit publications. An occasional story, recipe, cartoon, etc., does not prohibit approval so long as the bulk of content is official business. If there is any doubt about the propriety of content of any material considered for newsletter or publication inclusion, a PB staff officer shall consult with the appropriate PB staff officer at the next highest level. If resolution cannot be achieved then the matter shall again be forwarded up to the next higher level, ultimately to the DIRAUX office if necessary. Additionally, unit publications shall not contain:
 - a. Derogatory or degrading comments about any individual or unit.
 - b. Inaccurate information.
 - c. Cartoons, jokes, or any other information that is not in good taste.
 - d. Other than official business of the Coast Guard or Auxiliary.
 - e. Photos or other material that may promote incorrect or inappropriate impressions that Coast Guard personnel operate in seemingly reckless manner (e.g., a photo of a facility or boat jumping waves and operated by an Auxiliarist or Coast Guard coxswain).
3. DIRAUX Approval. Approval of a unit publication by DIRAUX is mandatory in the following situations:
 - a. As required above.

- b. Whenever the publication contains commercial advertising.
- c. Whenever an editor refuses to make changes recommended by the PB Staff Officer delegated authority to approve the publication.

B. Web Sites.

1. All web sites shall adhere to policies set forth in the Auxiliary Manual and the Auxiliary Internet Web Sites Policy. They must be reviewed and approved by the DSO-CS before being posted. The DSO-CS shall also periodically review all web sites for content and adherence to copyright requirements and other web site policy.
2. The following items are prohibited from web site posting:
 - a. Personal information (e.g., address, telephone number).
 - b. Directions to personal addresses.
 - c. Any reference to a commercial business that can be interpreted as providing support/advertising. Advertisements of any commercial or personal ventures are strictly prohibited from Auxiliary publications and websites.
3. Web Site Posting Criteria.
 - a. Publications shall be posted on the D5-NR web site only for Divisions or Flotillas that do not have their own web site.
 - b. Publications shall be sent to the DSO-CS by e-mail attachment.
 - c. Attachment file format shall be PDF or any other convertible format approved by the DSO-CS.
 - d. The DSO-CS shall ascertain that publications comply with these regulations and policies prior to posting.
 - e. Posted publications shall have a hyperlink to the appropriate page(s) and shall not appear in the main section of the web site.
 - f. Any posted photographs shall adhere to established Coast Guard publication guidelines in that they shall not contain objectionable subject matter, reflect inappropriately on Coast Guard operations, personnel and mission performance, nor condone negligent operations or improper uniform appearance.
4. Except as specifically requested by a member, unit publications shall be distributed to each member of the unit using traditional methods (e.g., mail or hand delivery). Posting of publications on the web site is considered a secondary distribution method and does

not relieve a unit of the responsibility of ensuring all of its members receive its publications.

C. Outreach (Coastie and Boat Shows).

1. Use of Coastie.

- a. Coastie is a robotic tool principally used to teach boating safety fundamentals to children. Regional members may function as operators and custodians of the region's Coast Guard-owned Coastie. Established guidelines must be adhered to in order to protect both the operators and those who interact with Coastie.
- b. Before performing any Coastie mission, operators must ensure that Coast Guard orders are in hand and that proper assignment to duty has been made. DIRAUX will serve as the regional Order Issuing Authority for Coastie missions. Orders shall normally be pocket in nature, for periods not to exceed three months. They may be either reimbursable or non-reimbursable, depending upon availability of Coast Guard funds to support costs.
- c. As Coast Guard-owned property, Coastie and its trailer will be tracked on the DIRAUX property list. Maintenance and repair costs shall be borne by D5-NR Auxiliary funds, except in the case of negligence in either aspect in which case the negligent member shall be responsible for such costs. SPO-Coastie will serve as regional property sub-custodian for Coastie. All transfers of Coastie, however short in duration, shall be properly documented using DD-1149 forms.
- d. Due to its sensitive computerized components, actual transportation and usage of Coastie must be carefully conducted. Extremely expensive transportation lessons have been learned the hard way by other regions that have Coasties. Coastie shall only be moved from location to location in its trailer. Use of personal vehicles (e.g., flatbed pick-up trucks, vans) to move Coastie is prohibited. Moreover, Coastie shall be inspected thoroughly to ensure complete and proper tie-down and securing before transportation of any sort. Any personal vehicle used to tow the Coastie trailer shall be operated by a properly licensed driver and be appropriately insured. Further, actual Coastie operation shall be restricted to hard, smooth surfaces such as tile floors, concrete and blacktop that is free of gravel. It may be operated on carpet so long as it is not deep shag carpet. Coastie shall not be operated on dirt, gravel or grass surfaces, nor is it intended to climb steep inclines or large uneven surfaces such as curbs, gutters or uncovered electrical lines.
- e. Before operating Coastie, the operator's qualification must be certified in writing by DIRAUX. Requests for certification must be submitted by the prospective operator thru SPO-Coastie for endorsement and approval upon completion of designated training.

- f. Any Coastie mission shall have at least two qualified members present to perform it. A single member may transport Coastie without being a qualified operator. However, any member who transports Coastie must be under orders and assigned to duty just as the operators. Qualified Coastie operators will be identified in the annual D5-NR Directory.
- g. SPO-Coastie shall oversee administration of regional Coastie training. Any training syllabus utilized for member qualification shall include familiarity with proper assembly, controls and operation, packing, transportation preventive maintenance and battery checks. Furthermore, training shall emphasize good judgment in usage (e.g., turning off the horn and lights when indoors so as not so startle people nearby) along with common sense, appropriate interaction and proper behavior with all ages of people. Qualified members are authorized to train other members in the use of Coastie. Operators shall exercise as much care in qualifying other operators as they would in qualifying members in any other Auxiliary program.
- h. SPO-Coastie shall coordinate availability of Coastie to regional units that seek it for public outreach events. Generally, Coastie requests shall be filled on a first come, first served basis. Units desiring Coastie should use the Request for Coastie Form (ADMIN-12) to submit their requests to SPO-Coastie for coordination (telephone requests will only be recognized as advance notifications – they must be followed up with submission of an ADMIN-12). To facilitate scheduling, transportation and program management, such requests must be submitted at least two weeks in advance of the desired usage date. In the event that any disputes or scheduling conflicts cannot be resolved, they shall be referred to the VCO for resolution. Unless otherwise coordinated with the SPO-Coastie, any unit that gains approval for Coastie usage shall be responsible for the safe pick-up and return of Coastie.
- i. Coastie shall be used, first and foremost, for public outreach events and occasions. It shall not be used for personal purposes or events for hire.
- j. SPO-Coastie shall report on the use of Coastie to the VCO at least once each quarter (e-mail reports are acceptable). This shall also be an element of semi-annual SPO-Coastie reports to the District Board.
- k. Claims and liability in the event of loss or damage to any Coast Guard-owned Coastie, personal injury to operators, and third party suits shall be handled in accordance with provisions of the Auxiliary Manual and the Coast Guard/MLC Atlantic Claims and Litigation Manuals.
- l. Entities other than the Coast Guard may own a Coastie. Members who operate Coasties not owned by the Coast Guard should ensure that liability and property insurance is in effect in such circumstances before use.

2. Boat Shows.

- a. Overview. The handful of annual regional boat shows provide major opportunities to reach literally thousands of boaters in a short time with vital information and messages about the Coast Guard and Auxiliary that may prompt them to become part of the service. As such, they must be capitalized upon with firm planning, professionalism and conviction to meet definite objectives, and they must be regarded as much more than simply opportunities to compile hours.
- b. Organization. The Division in which a boat show is sited will have the primary lead in coordinating Auxiliary presence and support. The DCP may assign one or more Flotillas to actually perform necessary tasks, provide personnel resources and fulfill logistical needs to maximize the benefits of a boat show opportunity. A boat show committee shall be appointed by the DCP if coordination responsibilities are retained directly at the Division level or if more than one Flotilla will be involved in the event. If only one Flotilla is assigned primary coordination responsibility, then it shall identify a boat show committee to the DCP.
- c. Boat Show Committee Responsibilities. The boat show committee, whether it be at the Division or Flotilla level, shall utilize a Boat Show Checklist (ADMIN-10) and ensure the following requirements are met in preparation for and during the event:
 - (1) Contact with the show managers well in advance – sometimes as far as a year in advance. The main purpose of advance contact is to communicate and coordinate booth location needs and desires. Space is frequently provided at no charge to the Auxiliary, so it may be a case of having to take what is offered. However, if a lobby location is offered, it may very well allow greater access to boat show attendees, thus raising the booth's profile (lobby space is usually not space that the boat show rents out, so no income would be lost on location of an Auxiliary booth there). All attempts should be made to avoid booth location in far reaches of the boat show premises. The show managers should also be approached for an adequate number of badges for booth participants as well as understanding as to how many Auxiliarists will participate and their respective schedules.
 - (2) Obtain and use of a stand-up display board as a centerpiece for the booth location during the entire duration of the event.
 - (3) All members who are scheduled to participate are briefed on all expectations and objectives at least one day in advance of their scheduled time.
 - (4) Every member who participates at the boat show for any duration shall wear a complete and proper uniform. Tropical blue long is authorized year-round. During winter months (November thru March), service dress blue or winter dress blue may also be worn. Work uniforms are prohibited, with the exception of authorized flight suits for aviation program personnel present for the express

purpose of promoting the Auxiliary aviation program. Any member presenting a poor uniform appearance or out of uniform will be immediately advised to depart.

- (5) The display area is not a hang-out. Members who loiter and socialize with each other in its immediate area detract from the professionalism and approachability of the booth. Therefore, no more than four members shall be scheduled to manage the Auxiliary booth during any given time period. Each participant must arrive on time and either fulfill their obligated watch or arrange their own replacement (in appropriate uniform).
- (6) A TV and VCR or DVD player should be set up so as to constantly play boating safety videos of the highest quality obtainable.
- (7) Proper literature and handouts are available in sufficient quantities well ahead of the boat show. Information of safety equipment requirements, state boating regulations, and public education materials are most commonly desired items. Care should be taken to ensure that when dealing with materials provided by the state, that excessive stocks are not ordered from the state for this may result in state-imposed restrictions on future orders (e.g., the state of Pennsylvania does not endorse orders for state boating safety regulation handbooks for handout purposes at boat shows).
- (8) PE program questions are the most common questions fielded by an Auxiliary boat show booth. Perhaps the most valuable item to ensure is present at the boat show booth is a complete regional list of all PE courses (if within a two-hour drive of another region, then that region's PE course schedule should also be available). These lists can be readily obtained from the regional website (and by links to other regional websites). Booth participants should ensure they have writing pads so as to pass this information to those who request it as well as obtain their contact information for the referral and follow-up purposes of appropriate Flotillas. As many booth participants as possible should be IT qualified
- (9) VE program questions are the second most common questions fielded by an Auxiliary boat show booth. A copy of the D5-NR Directory so as to refer individuals who desire VSC assistance to the appropriate FSO-VE. Such referrals can also be made to the Auxiliary National web site's VE finder (www.cgaux.org then to "Visitor's Deck" then to "Boat Exams and Safety Checks"). As many booth participants as possible should also be VE qualified.
- (10) Either an SO-MT or FSO-MT should be present during peak hours in order to promote Auxiliary training opportunities. Photos of local Auxiliary activities, operations and events would help support the value of these training opportunities.

- d. Additional Resources. The boat show committee shall make all due attempts to schedule and obtain both Coastie and PFD Panda for as much time as possible during the boat show. These resources are proven to attract visitors and draw their attention to Auxiliary information. The SPO-Coastie shall make all attempts to satisfy boat show requests and shall recognize these events as a high regional priority. Likewise, use of the boating safety displays maintained by DSO-PB and ADSO-PB's should be maximized.

CHAPTER 14

FORMS

- A. General. Forms, by their very nature, are designed to capture and relay information needed to manage and administer programs and operations. It is incumbent upon every member to capture individual and collective efforts and submit them in a timely fashion so that credit can be accorded not only to the individual, their Flotilla and Division, but also to the region as a whole as well as the Coast Guard. Without these submissions, entire training and qualification programs as well as budgetary and resource support efforts for the region and the Coast Guard will be significantly hindered, delayed or, in worst cases, lost. Further, forms constitute official documentation of qualifications, performance and intentions that reflect the foundation and integrity of Coast Guard programs and services. They can also be subject to legal review and assessment. Accordingly, forms ultimately destined for the DIRAUX office shall be originals, not copies (unless specifically allowed for otherwise). In particular, forms that reflect facility offers for use, unit Coast Guard property, changes in personnel information or status, and program qualifications and currency maintenance must be original in order to be accepted and processed by the DIRAUX office (with exceptions as allowed for in other Chapters of this manual).
- B. Nationally Published Forms (CG/CGAUX/ANSC). The Auxiliary Member Forms Guide identifies authorized forms. All forms in the guide are available by ordering from ANSC and can either be ordered through normal channels or locally reproduced. These forms can be obtained from the Auxiliary web site (www.cgaux.org) in its Member section (see <http://forms.cgaux.org>).
- C. Regional Forms. Regional forms are available by ordering through the DSO-MA, by copying versions contained in Appendix C, or by downloading them from the regional web site (www.5nr.org) in its Download section (see <http://www.5nr.org/member/download.php>).

CHAPTER 15

EMERGENCY RESPONSE PLAN (ERP)

A. General.

1. Since the September 11, 2001 terrorist attacks upon the U.S., the nature of emergency response has significantly changed. Consideration must be made for responses to emergencies whose nature ranges from typical severe weather, natural disaster and oil spills to the use of weapons of mass destruction and resultant mass casualties. Under the general intent and guidance of Operation Patriot Readiness (OPR), specific responsibilities for response to these emergencies have been defined, with particular emphasis on the roles of AUXULO's – key regional conduits for Auxiliary support to active duty units. In all cases, close cooperation and coordination with the region's major operational commanders (e.g., Sector Delaware Bay) is necessary. These operational commanders shall also serve as primary order issuing authorities for emergency response purposes.
2. The Incident Command System (ICS) organization shall be employed by operational commanders in the event of significant emergencies. It should therefore be expected that the ICS will be extremely busy and that communications within the system should be minimized particularly with the operational commander and active duty units. Accordingly, it is important that key Auxiliary participants in the regional ERP are familiar with and properly trained in ICS organization, including as a minimum, completion of ICS 100 and 200 and NIMS 700 and 800 training (all available on-line).

B. Identification, Utilization and Expectations of Auxiliary Resources in Emergencies.

1. The OPR database shall be the primary point of capture of regional information pertinent to the identification of Auxiliary personnel and equipment resources, their readiness and availabilities to respond, and their intents and desires to develop additional skills and qualifications that will improve their abilities to assist operational commanders in the response to all emergencies.
2. The use of Auxiliary personnel and facilities to assist in the performance of certain Coast Guard missions is authorized by the Coast Guard Authorization Act of 1996. The decision to use D5-NR Auxiliary resources for emergency response rests with regional operational commanders (e.g., Sector Delaware Bay, SFO Atlantic City and SFO Eastern Shore). D5-NR Auxiliary resources shall be reserved for primary support of the Coast Guard in emergencies and will not be committed to any other organization or agency without prior approval from the operational commander. County or State agencies must submit their requests for Auxiliary support through the appropriate operational commander. We must be cognizant of this procedure in all areas.
3. Auxiliarists who participate in regional emergency response efforts shall be expected to be properly trained and qualified in the program disciplines that they apply. All surface,

air and radio facilities utilized in these efforts shall be expected to be maintained in full and proper states of readiness to meet Coast Guard requirements and support its missions. Neither unqualified personnel nor facilities that do not have current offers-for-use shall be used in emergency response efforts.

C. General Organization, Responsibility and Guidance.

1. DCO. The DCO shall be responsible for overall supervision of regional emergency response organization, planning and the support of Auxiliary units. Additionally, the DCO shall appoint AUXULO's in accordance with OPR criteria.
2. DIRAUX. DIRAUX shall be responsible for oversight of the regional ERP and shall further provide equipment support to regional emergency response efforts as budgetary resources allow. Additionally, DIRAUX shall ensure active duty units' awareness of AUXULO appointments and periodic OPR updates.
3. D-PL. The District Planner shall be appointed by the DCO and will serve as the Emergency Response Coordinator (ERC) for Fifth Northern. The ERC shall be responsible for development and maintenance of the regional ERP and OPR database. Additionally, the ERC shall liaison with RCO's to coordinate the efforts of D5-NR's AUXULO's as necessary. The ERC shall also ensure that the District Board is notified of the annual setting of the Fifth District's Hurricane Alert posture and its corresponding closure at the end of the hurricane season. Further, as the ERC becomes aware of regional hurricane changes, they shall ensure all appropriate Auxiliary units and program managers are aware of such changes. If the ERC ever anticipates being out of the region or temporarily unable to fulfill their ERP obligations, they shall arrange a temporary replacement with concurrence of the DCO and advise EXCOM, District Chiefs, and appropriate operational commanders of such temporary relief.
4. RCO's. RCO's shall be responsible for oversight of DCP's and AUXULO's within their region. They shall liaison with the ERC as necessary and report on AUXULO activities at D5-NR EXCOM and District Board meetings.
5. AUXULO. AUXULO's shall maintain close liaison with their respective active duty units so as to ensure active duty units' awareness of regional Auxiliary capabilities, program needs and availabilities to support Coast Guard missions. They shall closely monitor and stay abreast of updates to the OPR database that are pertinent to Auxiliary units within their respective areas. AUXULO's shall advise their RCO of their liaison activity, concerns and needs. As desired by their active duty unit, the AUXULO shall work with the AUXLO (if assigned) and other key members of the unit to develop, maintain, and fill an accurate Auxiliary Personnel Allowance List (AUXPAL), documenting and managing the need for Auxiliary augmentation at Coast Guard units. Updated AUXPAL's shall be submitted as necessary (e.g., initially and when any changes are made) to the VCO, ERC, RCO, and DIRAUX. See the note on page 15-5 for additional discussion on AUXLO, AUXULO, and AUXPAL.

6. DCP/FC. All DCP's and FC's shall closely monitor updates to the OPR database that are pertinent to Auxiliary units within their respective Divisions and Flotillas. They shall extract and review semi-annual updates of all accepted facilities (surface, air, and radio) within their respective units no later than March and September of each year. DCP's and FC's shall maintain calling tree organizations for all of their respective members and test such calling trees at least once each year for validity and improvement. Additionally, they shall remind members to submit prompt updates to the ERC if any of their OPR database information changes.
7. In most emergency scenarios, notifications and requests for response will begin from the operational commander. It should be expected that the operational commander will be the source of initial notifications and response coordination in the event of an emergency. It should further be expected that notification and request for Auxiliary emergency support from an operational commander will be initially made from an operations center to the Auxiliary operational point-of-contact with which they most commonly deal for provision and coordination of surface, aviation and radio facilities (e.g., DSO-OP, ADSO-OP, SO-OP, DSO-AV, DSO-CM, ADSO-CM). In all cases, particularly with respect to changes in regional hurricane conditions, clear and timely communications between the ERC, program managers and AUXULO's shall be made to keep each other abreast of current status and necessary actions to address it.
 - a. Requests for Emergency Surface Facility Support. Whenever notified by an operational commander with a request for emergency Auxiliary surface assistance, the Auxiliary operational point-of-contact shall make all due immediate arrangements for such support and ensure notification of the appropriate AUXULO's and the ERC. Any AUXULO notified under such circumstances shall ensure subsequent contact with their active duty unit to determine whether any additional Auxiliary support is desired. The ERC shall ensure the DCO, DIRAUX, D-CR and appropriate RCO's are notified of the request for support. Additionally, the ERC shall ensure any other appropriate AUXULO's are notified along with the DSO-OP, DSO-AV and DSO-CM, as appropriate.
 - b. Requests for Emergency Air Facility Support. Requests for emergency Auxiliary aviation assistance are most likely to come from Air Station Atlantic City as the principle order issuing authority for Auxiliary aviation in D5-NR. Whenever notified by Air Station Atlantic City with a request for emergency Auxiliary aviation assistance, the DSO-AV shall make all due immediate arrangements for such support and ensure notification of the appropriate AUXULO's and the ERC. Any AUXULO notified under such circumstances shall ensure subsequent contact with their active duty unit to determine whether any additional Auxiliary support is desired. The ERC shall ensure the DCO, DIRAUX, D-CR and appropriate RCO's are notified of the request for support. Additionally, the ERC shall ensure any other appropriate AUXULO's are notified along with the DSO-OP and DSO-CM, as appropriate.
 - c. Requests for Emergency Radio Facility Support. Whenever requested by an operational commander for emergency Auxiliary communications assistance, the

appropriate AUXULO's shall make all due immediate arrangements for such support and ensure notification of the DSO-CM and the ERC. Any AUXULO notified under such circumstances shall ensure subsequent contact with their active duty unit to determine whether any additional Auxiliary support is desired. The ERC shall ensure the DCO, DIRAUX, D-CR and appropriate RCO's are notified of the request for support. Additionally, the ERC shall ensure any other appropriate AUXULO's are notified along with the DSO-OP and DSO-AV, as appropriate.

D. Hurricane Emergencies. On June 1 each year, the Fifth District sets a Hurricane Alert posture as part of its recognition of and preparation for the summer hurricane season. The alert expires on November 30.

1. Hurricane Status and Conditions.

- a. Hurricane Watch. Hurricane conditions may prevail in 24-36 hours.
- b. Hurricane Warning. Winds of 74 miles per hour (64 knots) or higher are expected in a specified coastal area within 24 hours.
- c. Hurricane Advisory. Advisories are issued by the National Hurricane Center. They are numbered consecutively, issued every six hours at 0000, 0600, 1200, and 1800.
- d. Hurricane Bulletin. Bulletins are public releases from the Weather Service Hurricane Warning Office issued between advisories, when necessary.
- e. Hurricane Conditions.
 - (1) Condition 5 Hurricane Alert set from June 1 to November 30.
 - (2) Condition 4 Hurricane conditions expected within 72 hours.
 - (3) Condition 3 Hurricane conditions expected within 48 hours.
 - (4) Condition 2 Hurricane conditions expected within 24 hours.
 - (5) Condition 1 Hurricane conditions expected within 12 hours.
 - (6) Post Condition Hurricane has passed and is no longer considered a threat.

2. Hurricane Categories.

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

E. Anticipated Auxiliary Emergency Response Actions.

1. Conduct patrols and all other support as requested and directed by the operational commander.
2. Warn and/or evacuate personnel located in endangered areas as identified by the operational commander.
3. Advise local marina operators of the situation and provide specified directions.
4. Transport personnel, supplies and equipment as directed by the operational commander.
5. Assist in the coordination of waterways boat traffic.
6. Establish coordination presence at appropriate locations throughout the region. In the Eastern Area, the primary location for such shall be at SFO / Air Station Atlantic City. In the Central Area, the primary location for such shall be at SARDET Wilmington. In the Western Area, the primary location for such shall be at SARDET Long Level.

F. Consideration and Need for Special Purpose Facilities.

1. In many inland areas, there is no active duty Coast Guard presence. Similarly, in congested metropolitan areas that have been subjected to severe flooding, typical Coast Guard response capability is not well suited for the circumstances. It then falls on the Auxiliary to supply support for waterborne emergency response in the form of small, special purpose facilities that are best suited to respond and assist in emergent situations.
2. Subject to DIRAUX approval, utility surface craft smaller than 16 feet in length (e.g., prams, dinghies, inflatables, PWC's, skiffs, bass boats, canoes) may be accepted for use with particular consideration for emergency response. The appropriate method to make such an offer for use is via submission of the D5-NR Special Purpose Facility Offer for Use (OPS-5).
3. Special purpose facilities shall be tracked and annotated separately in the OPR database by the ERC.

NOTE:

The Auxiliary Liaison (AUXLO) is an active duty member assigned by the CG unit Commander who coordinates with the applicable Auxiliary elected leaders, staff officers, and members.

The Auxiliary Unit Liaison (AUXULO) is an experienced Auxiliarist assigned by the District Commodore in consultation with the Director of Auxiliary and the CG unit Commander. The AUXULO works with the CG command to provide immediate input and response to requirements for Auxiliary support and to facilitate Auxiliary service to the unit, including maintenance of the unit's Auxiliary Personnel Allowance List (AUXPAL), which summarizes the desired Auxiliary augmentation at the unit and which Auxiliarists are assigned to meet those requirements.

CHAPTER 16

QUALIFICATION EXAMINER (QE) PROGRAM

- Ref: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
(b) Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member,
COMDTINST 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)

**This chapter is under development and will be issued as part of Change 1 when ready.
In the meantime, the references above should be consulted for guidance.**

CHAPTER 17

CHANGE OF WATCH (COW) CUSTOMS AND PROTOCOL

- A. General. When planning a COW, Auxiliarists can find helpful information in several publications (e.g., *The Auxiliary Manual*, COMDTINST M16790.1 (series), *Auxiliary Program Guide to Courtesy and Protocol*, DOC #P001F, July 1999, U.S. Coast Guard Auxiliary, Department of Training, *Division Procedures Guide*, COMDTPUB P16791.3 (series) and the *Auxiliary Operations Policy Manual*, COMDTINST M16798.3 (series)). However, all four publications combined do not have the answers to many questions that arise regarding the proper conduct of a Division COW. This chapter provides that guidance.
- B. COW Elements.
1. The purpose of an Auxiliary COW is to install the newly elected officers and to recognize the accomplishments and service of the outgoing officers. The annual COW is often the only formal gathering of Division and Flotilla members during the year.
 2. The ceremony itself is patterned after the Coast Guard's formal, time honored Change-of-Command ceremony. When done successfully, the COW can have an energizing effect on the incoming officers, give the outgoing officers a sense of accomplishment and appreciation, and give everyone else a positive impression of your unit. However, when the COW is done without the proper planning, or when it lacks basic courtesy and protocol, people will leave with a negative impression of the unit, and especially its leadership, regardless of the things the unit did right during the previous year.
 3. Planning. All successful COW's are preceded by good planning. Since most suitable restaurants/catering halls are booked many months in advance, a COW Committee needs to be established as early in the year as possible.
 4. Scheduling Division COWs. Divisions shall strive to hold their COWs so as not to conflict with other Divisions and other high-level Auxiliary events (e.g., AOT/EOT and N-Train) in order for senior Coast Guard and Auxiliary members to attend as many events as possible. The date, time, and location of planned Division COWs shall be reported to the VCO as early as possible. By reporting planned events to the VCO early in the year, he/she may negotiate with Divisions as necessary to avoid conflicts.
 5. COW Committee. Some Divisions like to rotate the COW committee among the Flotillas, others keep the same committee members each year, and some select the committee members from volunteers each year. A combination of these methods is probably the best. Odds of success will be increased if the committee:
 - a. Has at least one member who was intimately involved in the previous COW;
 - b. Rotates to a new Flotilla each year and/or has several different Flotillas represented;
and
 - c. Consists of volunteers who are committed to the task.

6. Master of Ceremonies. The Master of Ceremonies should be selected by the COW Committee, based primarily on the person's comfort level with public speaking. It is also helpful if this person is knowledgeable with Coast Guard ranks and Auxiliary titles. It could be the committee chair, but often is not. It should not be the incoming or outgoing DCP or VCP.
7. Location. Some of the best efforts go to naught if you find out too late that a noisy wedding reception is going on in the room next to yours, the rooms separated only by a thin folding wall. The dignity of your event is surely spoiled if the Bunny Hop is going on during your pledge to the flag or invocation. Try to find a hall where yours is the only event going on at the time. Even if the facility has no policy regarding smoking, it should be prohibited in the room where your event is taking place.
8. Contract. The authorization to sign a COW contract is given only to the DCP and cannot be extended to committee members. Committee members can scout out locations, make preliminary negotiations and discuss prices. Once the facility has been selected, the contract must be approved by the DSO-LP before it can be signed by the DCP and given to the facility. There are no exceptions to this requirement.
9. Invitations. Usually, the Division Board decides upon the number of and identity of those who are to be invited as guests of the Division. This list is subject to change each year depending on the finances of the unit, but the number of guests usually doesn't vary much from year to year. If you are inviting someone as a guest of the Division, you should always include their spouse in the invitation. It is best for Flotillas to wait until the Division list of guests has been finalized, and then the Flotillas should be free to invite any guests of their choice. As soon as the date has been selected for the COW, the Division and District elected officers should be notified. This can be done informally; the purpose is to permit them to avoid making conflicting plans for that date. District officers in particular have very busy schedules during the typical COW season, and the more advance notice you can give them, the better the chance they will be able to attend your function. Once the details of the affair have been decided upon, the formal invitations should be mailed to your "honored guests." This invitation should be in the form of a letter signed by the unit leader or the Chair of the COW Committee (see sample invitation at the end of the chapter). Specific information regarding the event should be included within the letter, unless it is specified on the registration form itself. If you will be using a reservation form, do not include the prices in the form you'll be sending to those you do not expect to pay – guests of the unit.

Important:

- All Divisions are encouraged to invite the Commander of Sector Delaware Bay as the senior operational commander and order-issuing authority within D5-NR, who will strive to attend whenever possible or will ensure a representative attends in his or her stead, operations permitting.

- The Director of Auxiliary (or his/her designee for events that the Director is unable to attend; usually the OTO) will represent the Fifth District Commander (and members of his/her staff) at all Division Changes of Watch.
 - Unfortunately, the Director of Auxiliary and other senior Coast Guard leaders (e.g., CO of Sector Delaware Bay) will not ordinarily be able to attend Flotilla events.
10. Reservation Form. All prospective attendees should receive a registration form at least two months in advance of the event. The form should include all details of the event, including cost, time, location and uniform required – including the fact that “appropriate civilian attire” is also acceptable. There have been too many times when prospective attendees did not attend solely because they did not have the required uniform, and were not aware that civilian attire was acceptable. Always specify “Please respond by ***Date*** to: _____” and list the name and address of the person to receive the reservations. If your form has a “tear-off” that is to be filled out and returned, make sure that important information needed by the attendee, such as uniform, location, time, etc. is not on the part of the form they are asked to return to you.
11. Uniform. Service Dress Blue Bravo is the prescribed uniform for Changes of Watch in D5-NR. A standardized uniform is necessary for two primary reasons. First, members of EXCOM must sometimes attend more than one event on a given day; and should not have to change uniforms between them. Second, the Coast Guard wears SDB-Bravo as their dress uniform during the winter months; and SDB-Alpha is no longer a prescribed uniform for the active duty Coast Guard.
12. Timing.
- a. The optimal time to hold your COW depends on the date of your elections and the expected weather in your area. It is not necessary to wait until after January 1 to hold the event. In actuality, the committee will need some time after the conclusion of Division and Flotilla elections to compile the names of the incoming officers for inclusion in the printed program – if there is one.
 - b. You should allow approximately four hours for the event. Normally, the formal activities are preceded by a cocktail hour. Even if alcohol will not be served, this informal time is important to the success of the affair. This is the time that people who have not seen each other for some time have an opportunity to mingle. In addition, this is the time that visiting dignitaries can be introduced to the local members, and the only time they will have to mingle with others. It is important to have someone assigned to accompany VIP’s, to prevent them from being cornered by a well meaning member who might monopolize their time, leaving others with no opportunity to meet them.
 - c. At the conclusion of the cocktail hour, the Master of Ceremonies should welcome everyone to the COW, announce the Flag Salute, then the Invocation and then ask

everyone to take their seats. At this time, the honored guests should be introduced to the group.

- d. It is preferable to have the meal served at this time and wait until the meal has been concluded to resume the official portion of the COW. However, it is perfectly acceptable to continue with the ceremonies and then eat if the restaurant/hall cannot accommodate the affair any other way. Remember to announce the ceremony about 5-10 minutes in advance to give individuals time to visit the facilities or conclude other business before it starts.
 - e. The dinner will take about an hour, the COW ceremony another 1-1 ½ hours, leaving half an hour for people to say their goodbyes before the hall needs to be cleared. If there will be dancing after the conclusion of the ceremony, the time frame should be adjusted to accommodate this.
13. Hat and Awards Tables. A small table should be available as people enter the dining area where combination caps can be placed. It costs nothing, yet adds a nice touch to the COW. Another table should be placed near the podium to hold awards, gifts, etc.
 14. Greeters. Greeters should be stationed near the door to welcome attendees and to ensure everyone knows where they will be seated.
 15. Place Cards. Whenever seats are assigned, place cards are required. The greeters should advise attendees of their table number, and the place card should be easily readable for guests to find their seats. Place cards can be written or typed, but should be legible and utilize proper titles.
 16. Flags and Banners. Your unit will need to bring an Auxiliary Ensign and flag stand. Most catering halls have an American flag; however you should not rely on its acceptability. If you intend to utilize theirs, the committee must inspect it beforehand to make sure it is not smaller than the Auxiliary Ensign. The American flag should be placed behind and to the right of the podium or head table (i.e., on the left of the audience). All other flags, including the Auxiliary ensign, should be placed on the left of the podium, to the audience's right. If your unit has a banner, it can be hung at the entrance to the room, hung behind the podium, draped over the awards table, or draped over the hat table, wherever it would look best.
 17. Program. A printed program is not necessary, but does add a nice touch to the occasion. If you have a printed program, keep it small enough that it doesn't take up too much room on the dinner table. A folded 8.5x11 cardstock program is the most popular, but rolled up parchment type paper tied with a ribbon, or some other design can be used if desired.
 18. Seating. Table seating should always be assigned by the committee. It is optional whether you want to assign seats or just assign tables. For the "honors" table(s), this option should be discussed with the unit leaders beforehand, as the leaders may wish to

decide who will be seated with whom. Note that by seating invited dignitaries at different tables, the various members of the Division or Flotilla may have an increased opportunity to interact with your guests (vice putting all the guests at one table, for example). If a Flotilla invites someone as their non-paying guest, it is appropriate to seat that person with the Flotilla, regardless of their “rank.” All due attempts should be made to avoid seating a lady at the end of a table.

19. Head Table. Your seating arrangements will be much easier if you do not have a head table. In fact, most VIP’s prefer sitting at regular tables, where they can meet new people and are not “on display.” One or more regular tables can be set aside as “honors” tables, usually those situated closest to the center front of the room.
20. Coast Guard Personnel. DIRAUX (or the OTO in his/her absence), regardless of rank, should be recognized as the direct representative of the District Commander; and should be accorded a seating position and speaking order recognizing that precedence even though a higher ranking officer, such as a Sector or SFO Commander, may be present. Note: It is important to refer to all Coast Guard personnel by their proper rank and title.
21. Introductions. Because it may be difficult to rank the importance of your guests (i.e., does an Auxiliary VCO get introduced before a Commander who is a CG Sector Branch Chief?), you may wish to make the introductions by service (i.e., “From the United States Coast Guard,” “From the Fifth Northern Auxiliary District,” “and Some Very Good Friends of our Division” (e.g., neighboring DCP or VCP)). It is important that proper titles be used when introducing your honored guests. Coast Guard personnel should be introduced by their proper rank (i.e., “Senior Chief Quartermaster, Joseph T. Jones,” not “Chief Jones”), and Auxiliary Commodores (anyone eligible to wear one or more stars on their collar – with or without a Past Officer Device), should be referred to as “Commodore Smith.” Other members of the Auxiliary, including RCO’s and VCO’s should be addressed as Mr., Mrs., or Ms. as appropriate (i.e., “Mrs. Bonita Allen, Vice Commodore, Fifth Northern District”).
22. Music and Color Guards. Few Division COW’s include a band (or recorded military march type music) and a Color Guard, however they are certainly appropriate – if done well. If used, both should be thoroughly rehearsed in advance, so that the music can be heard at an acceptable level throughout the hall, and that the Color Guard knows the proper steps in their procedure. If there is a band, it will most likely incorporate the National Anthem into the ceremony. When in uniform and indoors (i.e., uncovered), it is appropriate to stand at attention during the anthem and the passing of colors with hands at the side. If covered, the hand salute should be rendered.
23. Flag Salute. When the pledge of allegiance is given, everyone, whether in uniform or not, should stand, face the flag and place their right hand over their heart. This assumes everyone is indoors and not wearing a hat at the time. If covered, the hand salute should be rendered.
24. Invocation. An invocation is optional. If it is given, it must be non-denominational.

25. Installation of Officers. Although there is no official order for this portion of the ceremony, a time-tested order follows:
- a. Begin by having one of the VIPs read the Prologue for all new officers; then
 - b. Another VIP calls up the incoming DCP and VCP and swears them in; then
 - c. Another VIP calls up the FC's and VFC's and swears them in; then
 - d. The new DCP swears in the incoming Division (and Flotilla) staff (if desired), assisted by the new VCP who hands out their Certificates of Appointment.
26. Speaking Order and Presentations of Awards. In order to keep speeches to a reasonable length of time, only the most senior officers of each unit should be asked to speak (i.e., DIRAUX/OTO, DCO, Sector/SFO Commander, Station Commander, DCP). Other officers such as the VCO, RCO, and Station Executive Officer can be utilized during the pledge to the flag, the invocation, awards and/or installation of officers, if desired. If you do not have Coast Guard facilities in your area, you may wish to ask the RCO and VCO to speak also. The number of speakers is not set in stone, but should be controlled for the sake of your audience. The speakers should be notified that they will be asked to speak, and be advised how much time has been allotted to them in the program. Speakers should be called up in order of rank or office, from lowest to highest. A suggested order follows:
- a. The Station Commander (or his/her representative) comes up to say a few words and present any unit awards; then
 - b. The Sector/SFO Commander (or his/her representative) comes up to say a few words and present any unit awards; then
 - c. The DCO comes up to say a few words and present any awards; and lastly,
 - d. DIRAUX (or his/her representative) says a few words and presents any Coxswain, AUXOP or Coast Guard awards as may be appropriate.
27. Remarks by Guests. In the interest of time, dignitaries can be asked to make their remarks upon the conclusion of their portion of the awards ceremony, when they are already at the podium. As an alternative, the remarks can be held until the conclusion of the awards, and the dignitaries are then called up again. Whichever method you decide upon, it is incumbent that your speakers be advised of the selected method before they are called up. In addition, there may be occasions when you want to give time to someone that was not involved in the official program to make brief remarks to those in attendance.
28. 50/50 Raffle. If 50/50 tickets will be sold at the event, they should be sold only during cocktails, dinner and breaks. Tickets should never be sold during the ceremonies or speeches. Keep the drawing short.
29. Closing Remarks. This is the opportunity for the outgoing DCP to thank the COW committee for their work and to say a short farewell. Certificates of Appreciation and/or small mementos can be given to the staff at this time; however, as tempting as it may be, the DCP should not try to thank every individual by name that helped the Division during

the term of office. A private note is a more appropriate way to express your appreciation to specific individuals. You may wish to close the remarks by thanking everyone for attending and wishing them a safe journey home.

- 30. Post Change of Watch Reports. At the next Division meeting, the COW Committee should make a report on the pros and cons of the event. Feedback should be solicited from the Division members and considered when planning the next year's event. A COW folder should be established and two copies should be maintained – one passed from DCP to DCP, the other from COW Chair to the next COW Chair. Included in the folder should be remarks from previous events, copies of invitations and programs, a list of previous honored guests, and this reference. The utilization of this folder will help ensure that your COW will be better each year.

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SAMPLE INVITATION TO NON-PAYING GUEST

**U.S. DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD AUXILIARY**

Address,

Phone # (and fax # & e-mail address, if available) of the person extending the invitation

DATE

COMO John Q. Public, DCO (D #)

Street

City & State

Dear Commodore,

The officers and members of Coast Guard Auxiliary Division 16 are pleased to extend an invitation to you and Mrs. Public to attend our annual Change of Watch luncheon on Sunday, 2 December 2007. We would be pleased if you could join us, as our guests.

The luncheon will be held at the Crystal Point Yacht Club, Route 70 and River Road, Point Pleasant, NJ. Details and uniform information are enclosed. For your convenience in responding, we have enclosed a pre-addressed envelope for your dinner reservations.

We sincerely hope you will be able to join us for this occasion.

Very truly yours,

Harriet Q. Jones

Harriet Q. Jones

Division Captain

Enclosure: Reservation Form/Reply Envelope

Cc: Chairman, Div 16 COW Committee

CHAPTER 18

DISTRICT CONFERENCES

H. General.

1. D5-NR conferences are normally held on a semi-annual basis at different locations based on best prices obtained during contract negotiations. Divisions are invited to provide assistance with setting up and helping with conferences. Ideally, these meetings shall be rotated between areas and held on weekends during the months of March and September. Due to national conference priorities, District meetings are scheduled to accommodate national events.
2. District conferences are organized to provide for periodic business meetings of the District Board and the Past Captains' Association; to offer training presentations and mission directive training for Division and Flotilla members, and to promote fellowship. Conferences are usually held on a weekend from Friday afternoon through Sunday morning. These events offer the opportunity for District Elected Officers and District Staff Officers to meet with Division and Flotilla counterparts on a periodic basis for the exchange of information and ideas, as well as discussion and resolution of problems.
3. Arranging and conducting negotiations for a District conference is a very challenging and time consuming task. For this reason the position of District Conference Coordinator (DSO-C) has been created as an addition to the DCO's staff. It is essential that the DCO, VCO, DSO-C, D-AA, D-AD, EXCOM and DIRAUX communicate, cooperate and work closely as a professional team in planning, organizing and scheduling conference events, training and activities, per the specific assignments and guidelines indicated below.

I. Assignments and Duties.

1. DCO. Coordinate the activities of all persons associated with planning conferences.
2. VCO.
 - a. Develop, plan and execute the training programs for all conferences (in concert with DSO-MT).
 - b. Provide DIRAUX with a list of:
 - (1) Designated Instructors who require official orders.
 - (2) Training aides needed for Designated Instructors (e.g., computers, projectors).
 - (3) Break-down of specific aides required in each training room; with timelines.
 - c. Collect reports from the District Board, District Chiefs and District Staff Officers and submit a complete package to DIRAUX for copying and mailing to the District Board in advance of each conference.
3. DSO-C.
 - a. Select and visit hotels suitable for holding conferences.
 - b. Ensure that an appropriate number of hotel rooms are set aside.

- c. Negotiate the contract for all planned functions and activities as follows:
 - (1) All group meals.
 - (2) Friday's meetings and events.
 - (3) District Board Meeting.
 - (4) Coffee breaks.
 - (5) Training rooms.
 - (6) Commodore's Banquet.
 - (7) Past Captains' Association Breakfast.
 - d. Prepare registration forms.
 - e. Collect and safeguard all registration and meal fees.
 - f. Establish conference costs with consideration to the local allowable government per diem rate and affordable charges for those members attending.
 - g. Make advance hotel room reservations per Section G of this Chapter (below).
 - h. Ensure that all meeting and training rooms are prepared as required.
 - i. Arrange for a safe deposit box for the DSO-MA.
4. D-AA.
- a. In consultation with the DCO, DIRAUX and (for the Spring Conference) the State Liaison Officers (SLO's), compile a list of individuals to be invited to the conference.
 - b. Prepare necessary conference invitation letters, envelopes and Special Guest Registrations; and deliver them to the DCO for signature and distribution.
 - c. In consultation with the DCO, compile a list of individuals to be invited to the Commodore's Dinner (on Friday night), deliver the invitations, and advise DSO-C of requested meal preferences as required.
 - d. Compile a list of all VIP attendees and liaison with DSO-C (and others as required) to ensure transportation is provided to and from airports for VIP's requiring this service.
 - e. Prepare and distribute invitations to the DCO's Cocktail Party (on Saturday evening).
 - f. Assist D-AD with the proper seating at reserved tables for all meal and awards functions. Prepare place cards as needed.
 - g. Assist as necessary during presentation of awards.
 - h. Assist D-AD in preparing rooms for the Board Meeting and Commodore's Banquet.
 - i. In consultation with the DCO, prepare the meeting agenda and ensure that sufficient copies are available for all attendees.
 - j. Advise the DCO of the names and titles/rank of all guests in attendance at the Board Meeting.
 - k. Assist the DCO as may otherwise be required.
5. D-AD.
- a. Assist the DCO in the writing of the script and provide copies as needed. A copy of the script shall be furnished to DSO-SR upon completion of the Commodore's Banquet.
 - b. Ensure that biographies of guest speakers are current and included in the scripts.
 - c. Ascertain the names and Flotillas of members who have crossed the bar since the last conference. Only those names obtained from DSO-PS and/or DCP's will be entered on the script.

- d. Ensure that the memorial bell is available at the Commodore's Banquet and that someone is assigned to toll the bell.
- e. Welcome guests and members to the Commodore's Banquet, introduce the head table and honors tables, and call upon the Color Guard to present the colors and the Lay Person to give the invocation.
- f. Compile, collect and organize all of the awards being presented.
- g. Assists the DCO as may otherwise be required.

6. EXCOM.

- a. RCO's, VCO and the DCO will purchase predetermined items for the Hospitality Room for Friday and Saturday night's events.
- b. Items of food necessary to support the Hospitality Room events for Friday and Saturday nights will normally be determined and purchased by the EXCOM spouses.
- c. The members of EXCOM and their spouses will act as hosts for all members and guests who attend the hospitality functions.
- d. Interact with members attending the conference as much as possible.

7. DIRAUX.

- a. Liaison with the DCO well in advance regarding the expected availability of Coast Guard funding for the next two conferences (e.g., for official orders).
- b. Prepare, approve and issue travel orders for funded members (e.g., the District Board and Designated Instructors), as requested by the DCO, VCO and DSO-C.
- c. Liaison with Coast Guard invitees (e.g., D5 and Sector Delaware Bay), as necessary.
- d. Make copies of the reports for the District Board when received from the VCO and mail packages to each member of the District Board in advance of the conference.
- e. Assist D-AA and/or D-AD as requested, other obligations permitting.
- f. Provide training aides as requested.
- g. Provide any needed specialty tests as requested; and grade same (and provide feedback to individual students) during the week after the conference.
- h. Interact with members attending the conference as much as possible.
- i. Ensure funded members are educated on how and by when to submit travel claims.
- j. Process travel claims on receipt.

J. Location.

- 1. Meeting locations shall be selected so as to move conferences around the District as much as possible, thereby giving as many members as possible the opportunity to attend. This will be done while keeping in mind cost factors for the members and budgetary constraints of DIRAUX and D5-NR.
- 2. The meeting location should be readily accessible from major interstate highways, and ideally, a major airport (for dignitaries traveling from outside of D5-NR).
- 3. The hotel should have ample parking, good lighting, nice sleeping accommodations, ballrooms and meeting rooms large enough to accommodate conference and member needs.
- 4. The hotel should be as handicap accessible as reasonably possible; with ramps and/or elevators as an alternative to stairs or steps.

K. Contract Negotiations.

1. DSO-C is the principal contract negotiator for the District.
2. DSO-C shall negotiate the lowest possible rates for rooming and other hotel services.
3. Complimentary suites and other items shall be considered during contract negotiations.
4. DSO-C shall work with the hotel restaurant staff to provide an attractively priced, good, wholesome menu for the members, PCA Breakfast and the Commodore's Banquet.
5. The DCO shall visit each potential hotel site prior to requesting a contract to determine if the building configurations are acceptable.
6. DSO-C shall ensure that there are adequate facilities to accommodate the needs of handicapped members and/or guests.
7. The facility shall provide adequate security for attendees and their property.
8. The hotel shall ensure that adequate registration clerks, cook staff, serving staff, and custodial staff are present during the entire conference.
9. The hotel staff should be responsive to any needs that may arise during the conference.

L. Contract.

1. A contract shall be prepared by the hotel based on the requirements outlined by DSO-C; and submitted to DSO-C for approval.
2. If the contract meets all requirements, DSO-C shall forward the contract to DSO-LP for a legal review.
3. If approved by DSO-LP, the contract shall be sent to the DCO for approval and signature.
4. If the contract requires changes before final approval, DSO-LP or the DCO shall return the contract to DSO-C who shall negotiate the required changes with the hotel.

M. Special Guests.

1. Only the DCO can invite Special Guests to a conference. Special Guests shall normally be provided with a room and meals paid for by the District. Note: Coast Guard members shall normally be funded by their unit (e.g., D5, Sector Delaware Bay). Also, any member of Team Coast Guard may opt to attend the conference as a regular attendee.
2. Transportation to and from airports or other facilities shall be provided for Special Guests as necessary.

N. Reservations and Registration.

1. Hotel reservations are required for all members staying at the conference facility.
2. To obtain the negotiated rate, reservations must be made prior to the designated cut off date (as publicized on the registration form).
3. DSO-C shall make reservations for EXCOM, District Board Members, District Chiefs, District Staff Officers, Special Guests, and Designated Instructors.
 - a. Special Guests are specifically invited by the DCO. The DCO shall furnish DSO-C with the names of Special Guests.
 - b. Designated Instructors are identified by the VCO (working with DSO-MT). The VCO shall furnish DSO-C with the names of Designated Instructors.

O. Registration Forms and Uniforms.

1. Registration forms shall be published in TOPSIDE and posted on the D5-NR website well in advance of the registration deadline. Members who sign up and pay for meals in advance will be provided with meal tickets upon arrival.
2. Registration forms should include all costs associated with the conference (e.g., hotel rooms, meals, and registration), the uniform-of-the-day for all activities, and a tentative program of daily activities. This gives those planning to attend the conference an idea of what to pack and provides advanced notice of the scheduled activities that they may attend (including scheduled training activities or workshops).
3. The departure and anticipated return times and locations for any activities outside the hotel should be determined. If an activity is scheduled to extend through a meal, a suitable location for a break should be part of the planning.
4. The registration form should also contain adequate instructions on how to get to the conference location and a telephone number for the hotel (and web site, if applicable). If warranted, a map should be included.

P. Registration and Information Table.

1. A registration and information table should be provided in the lobby of the hotel to assist attendees upon their arrival.
2. DSO-C will solicit help with the manning of the registration and information table to ensure members arriving get their meal tickets, schedules and maps of the hotel and meeting rooms.
3. The registration and information table should normally be manned from 1500 to 2000 on Friday and from 0800 to 1000 on Saturday.
4. When unattended, a sign should be posted at the registration and information table with the name and location of the responsible person to contact with any questions (e.g., for late arrivals).

Q. Materials Center.

1. A room of sufficient size is required, as determined by DSO-MA, to accommodate the operation of the Materials Center.
2. Often, the room is complimentary, but this requirement must be handled with the hotel in conjunction with early discussions on meeting rooms.
3. The room should have six to eight large tables (six feet long is ideal), a clean large trash can with plastic liner, several chairs, and adequate lighting; and should be close to the meeting rooms.
4. The room must have provisions for being locked during non-operating hours.
5. The local Division should be requested to furnish a team to assist in setting up and breaking down the Materials Center; working in conjunction with DSO-MA.
6. The Materials Center should normally be open from 1500 to 1800 on Friday and from 0800 to 1600 on Saturday.

R. Transportation.

1. There may be a need to transport Special Guests to and from the conference from a local airport. D-AA and DSO-C will work together with the local DCP to identify someone for this task.
2. The selected person must be in the proper uniform, have an understanding of Coast Guard rank structure and Coast Guard Auxiliary titles, and be very familiar with the local area.
3. An easily accessible, clean, and spacious vehicle shall be utilized for this purpose, when required.

S. Meeting Rooms.

1. It is the responsibility of DSO-C in coordination with D-AD to ensure that the rooms provided for the District Board meeting and Commodore's Banquet are satisfactory.
2. Lighting, adequate tables and seating along with proper speaker hookups will be ensured. It is better to have too much space than not enough.
3. All other meeting and training rooms will be of adequate size, lighting and engineering (e.g., heating, cooling, and noise control) to ensure an effective environment with comfortable seating and appropriate work space, as necessary.
4. DSO-C will ensure that there is an adequate space provided for the Hospitality room. A large suite with a kitchen, microwave, and counter space for the preparation of food is ideal. There should also be a sink and refrigerator in the room. DSO-C will make arrangements for ice as needed by the EXCOM spouses.

T. Finances. Proceeds collected by DSO-C shall be turned over to DSO-FN within seven working days after the conclusion of the conference for deposit in the D5-NR account.

U. Post Conference Reports.

1. D-AA and D-AD shall provide post conference comments and feedback to DSO-C within twenty days after the conclusion of the conference.
2. DSO-C shall submit a District Conference Financial and Attendance Summary within thirty days following each conference to DSO-FN, VCO and the DCO.
3. Comments regarding problems encountered and suggestions for future conference planning may be included on separate pages of the final report.

Note: Clearly, it is neither possible nor desirable to document in this manual every task that must be done once a conference is underway. The DCO, VCO, DSO-C, D-AA, D-AD, EXCOM and DIRAUX are well versed in their individual responsibilities. These individuals should strive to train other members to assist with tasks so there is no void in the event someone becomes sick or is otherwise unable to attend. Likewise, each team member should prepare and maintain a checklist of tasks of his/her responsibilities (along with a summary of any key lessons learned or pitfalls to avoid) that another member could easily follow if circumstances required.

APPENDIX A

D5-NR UNIT BOUNDARIES

Unit Boundaries. Flotillas do not have defined boundaries. While District and Division boundaries are defined, they should not be considered inflexible barriers. It is expected that activities will be coordinated by Auxiliary units in a given area in a cooperative and courteous manner. District boundaries are defined in the Auxiliary Manual. Division boundaries are:

Division 1: Delaware – Located in northern Delaware and comprised of the County of New Castle.

Division 2: Pennsylvania – Part of the City of Philadelphia, north to Bucks County line, along the county line northwest to Route 202, then southwest along route 202 to the Schuylkill River to the Delaware River.

Division 3: New Jersey – Southwestern New Jersey including Cumberland, Salem and Gloucester Counties.

Division 4: Pennsylvania – Part of the City of Philadelphia, south of the Schuylkill River in Montgomery County, West Philadelphia and all of Delaware and Chester Counties.

Division 5: Pennsylvania – Comprised of the counties of Snyder, Perry, Cumberland, Franklin, Fulton, Dauphin, Northumberland, Schuylkill and Susquehanna and those portions of Montour, Columbia and Union counties south of a line along Interstate 80 to the Susquehanna River, then southwest along the river to the West Branch of the Susquehanna River, then northwest along the river to Interstate 80 and then West along Interstate 80. It is also comprised of the northern portion of York County starting in the town of York Haven then proceeding northwest along State Route 382 until it intersects with State Route 114, then west to the town of Lisburn, then northeast along the county line to the Susquehanna River.

Division 6: Pennsylvania and New Jersey – Part of eastern Pennsylvania consisting of Bucks County line northwest to Route 202, northeast to the Delaware River. New Jersey portion consists of Mercer and Burlington Counties. East boundary is Burlington County line southeast to Route 70, then to Route 206 to Rancocas Creek, then west to the Delaware River.

Division 7: New Jersey – Central eastern coast area. North boundary is latitude 39-57N due west to Burlington and Ocean County line, then south to Route 70, west along Route 70 to Route 206, then south to Atlantic County line to Atlantic Ocean.

Division 8: New Jersey – Southern New Jersey consisting of Atlantic and Cape May Counties in their entirety.

Division 9: Southwestern Pennsylvania - The eastern boundary shall commence at the intersection of Interstate 80 and the eastern border of Clinton County and run southwest along the eastern borders of Centre, Mifflin, Juniata, Huntingdon and Bedford Counties. The western boundary is a line from the southern Pennsylvania border north on longitude 079-00W to latitude 41-00N thence east to longitude 078-55W thence north to its intersection with Interstate 80. The northern boundary is Interstate 80 west to its intersection with longitude 078-55W.

Division 10: Pennsylvania – Located in eastern Pennsylvania and comprised of the following counties: Lehigh and Northampton, those portions of Carbon and Monroe counties south of Interstate 80 and those portions of Montgomery and Bucks Counties north of U. S. Route 202.

Division 11: Pennsylvania – Located in eastern Pennsylvania and consisting of Berks County in its entirety.

Division 12: Delaware – Located in southern Delaware and comprised of Kent and Sussex Counties in their entirety.

Division 13: New Jersey – Western New Jersey area comprised of Camden County plus the area of Burlington County west of Route 206 and south of Rancocas Creek west to the Delaware River.

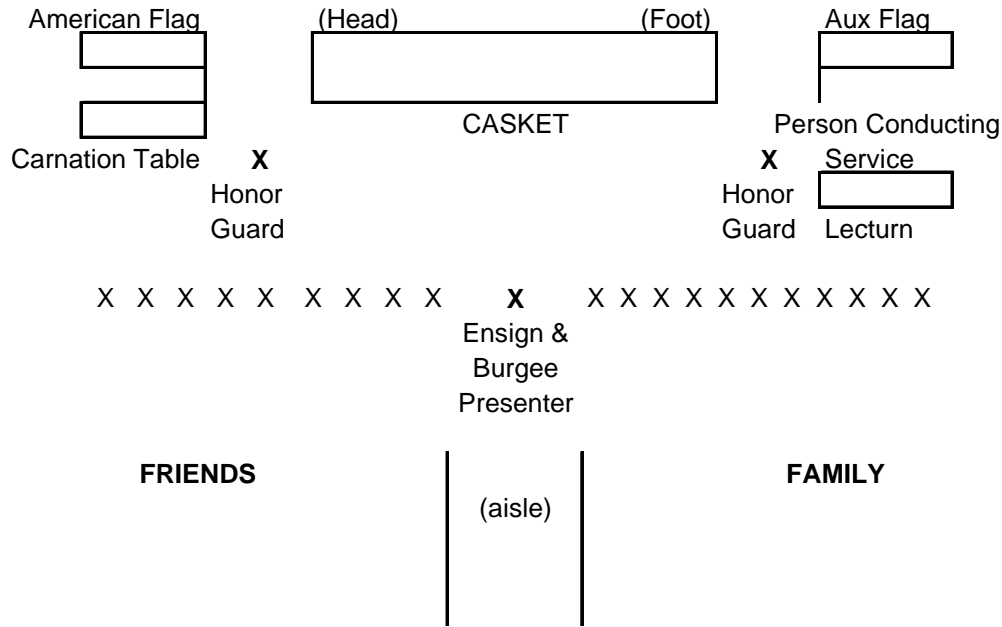
Division 14: Pennsylvania – Located in southern Pennsylvania and comprised of Adams, Lancaster and Lebanon Counties in their entirety and York County minus that portion which is part of Division 5.

Division 15: Pennsylvania – Located in Northern Pennsylvania, the eastern border shall be the State border commencing at the northeast corner of the State and running down to Interstate 80; the southern border shall run west along Interstate 80 to the Luzerne County eastern border thence along the county's southern border to its western edge thence back north to Interstate 80 thence to the Susquehanna River, then southwest along the river to the West Branch of the river, then northwest along the branch to Interstate 80, then west along Interstate 80 to longitude 078-55W. The western boundary runs north along longitude 078-55W from the intersection of that meridian with Interstate 80 up to the New York-Pennsylvania border. The northern boundary shall be the New York-Pennsylvania border.

Division 16: New Jersey – Located in northeast New Jersey along the coast. That portion of Ocean County from latitude 39-57N due west to the Burlington County line, then northwest along the Burlington County line to the Mercer County eastern border thence north along that border to latitude 40-18N thence due east to the Atlantic Ocean.

APPENDIX B

SUGGESTED AUXILIARY FUNERAL SERVICE



(Funeral Home Service Ceremony Formation)

1. All Auxiliarists gather outside or in the anteroom to be briefed.
2. Two honor guards, just prior to the start of the service, will retire the colors and bring them back to the gathered Auxiliary members.
3. The FC, or highest ranking officer, shall carry the ensign and burgee. Both items should be the decedent's or, if none are available, the Flotilla or Division should provide one.
4. All members shall wear combination caps when forming up.
5. Both flag bearers should lead the column of marchers.
6. Both columns shall march down the aisle in pairs.
7. Both columns shall form up behind the flag bearers.
8. Both flag bearers, when they arrive at the coffin, shall peel off to the right and left respectively, and take their stations at the head and foot of the coffin. Colors are not posted, but are held during the entire service.

9. Auxiliarists will form a column of pairs behind the flag bearers and peel off right and left when the coffin is reached. They should go as far to the right and left as possible. In the event that a large group of Auxiliarists are present, it may necessitate forming two or more rows in front of the coffin.
10. Once everyone is in place, they should stand at attention with their backs to the guests and visitors.
11. The person who is to conduct the service should be stationed at the end of the column when marching to the coffin. The service conductor will take station at the lectern.
12. The service conductor should direct, "Uncover - at ease."
13. All members shall remove their caps and place them under their left elbow. The color guard does not remove their caps.
14. Service Conductor: "My friends, we are gathered here to pay a final tribute to our friend and departed shipmate, _____, with whom we have shared many happy hours of service. He / she was a true and loyal sailor, and we sincerely mourn his / her passing.
15. Members of the columns may be offered to speak here. Also, any other speakers who have requested time to speak may do so here. It is vital that the service conductor be informed in advance of those who wish to be heard.
16. Service Conductor: "We will now present the ensign under which he / she served so faithfully and did so much good in the service of our country so that it may go with him / her throughout eternity."
17. Service Conductor: "The Coast Guard symbolizes many things to many people. To us, it cements a bond of friendship for our departed shipmate who will never be forgotten. It is indicated by these pennants we now present."
18. The Auxiliarist who has the ensign and burgee shall step up to the coffin and place the items in or on the coffin. He / she should then step back to the original position.
19. The Service Conductor should mention the name of the first Auxiliarist who will place a carnation on or in the casket. "Auxiliarist _____, this flower is symbolic of the sea, which we so dearly love, and upon which we have launched our vessel of life."
20. The second flower presenter: "Auxiliarist _____, this flower is symbolic of the sun, which rises to open each day of accomplishment and guides us on our way across the deep."

21. The third flower presenter: "Auxiliarist _____, this flower is symbolic of the spray, which flies about us on our voyage, glistening in the sun and giving glamour to our undertaken."
22. The fourth presenter: "Auxiliarist _____, this flower is symbolic of the fog which often descends upon the waters, confusing us in our endeavors."
23. The fifth presenter: "Auxiliarist _____, this flower is symbolic of the rain which falls upon every ship, cleansing it of the trials and tribulations which have beset it upon its course."
24. The sixth presenter: "Auxiliarist _____, this flower is symbolic of the wind which blows away the fog and the rain and brings us that clarity of vision to see the right as god gives us to see it."
25. The seventh presenter: "Auxiliarist _____, this flower is symbolic of the everlasting stars, which shine down upon us from above as we reach our final port of call, and secure the ship for the night."
26. Service Conductor: "With these symbols go our heartfelt prayers for fair winds, smooth sailing, and an ever bright landing on the shore of the great hereafter."
27. Service Conductor: turns to coffin and says, "And so my brother / sister, we leave you all these flowers to take with you on your last great voyage; the sea, the sun, the spray, the fog, the rain, the wind, and the stars. Mind them well so that when the eternal roll is called by the supreme Admiral of the Universe, he may proudly repeat what we now say - well done, my good and faithful Captain."
28. Service Conductor (offers words of solace, along the line of the following): "Let us pray. Our heavenly Father, look comfortingly upon us in our sorrow and abide with us in our desolation over our dear friend and shipmate who has been lost to us. Amen."
29. Service Conductor: "The family and I wish to thank the Division Captain for all of his / her help in gathering the members of the Auxiliary to participate in this service. We wish to also thank all those who came out and helped us in this important farewell."
30. Service Conductor: "We will now accord to our departed shipmate the final grand honors of the United States Coast Guard Auxiliary. All cover."
31. Service Conductor: "Auxiliarists, attention. Hand salute."
32. All members render hand salute and hold while the Auxiliary ensign is dipped over the coffin. The U.S. flag remains upright.
33. Service Conductor: "Hail my brother / sister, hail and farewell until we drop anchor beside you at the great rendezvous."

34. A ship's bell should be rung 8 times, slowly.
35. Service Conductor: "Ready, two."
36. The Service Conductor directs members to turn right and left and depart.
37. Members file past coffin for a final farewell, in reverse entry order. Columns of two depart from room.

APPENDIX C

FORMS AND HANDBOOKS

1. General. See Table 3-1 in Chapter 3 for a Summary of Forms. Most Auxiliary forms can be accessed at <http://forms.cgaux.org> or <http://www.5nr.org/member/download.php> (including the local forms below).
2. Local Forms. The following local forms shall be used within D5-NR:

<u>Appendix Page</u>	<u>D5-NR Form Number</u>	<u>Form Title</u>	<u>Maintained by</u>
C-3	ADMIN-1	Transfers Within D5-NR	DIRAUX
C-4	ADMIN-2	Certification of Elections	DIRAUX
C-5	ADMIN-3	Facility Status Change	DIRAUX
C-6	ADMIN-4	PE Attendance Roster	DIRAUX
C-7	ADMIN-5	DIRAUX Transmittal Form	DIRAUX
C-8	ADMIN-6	Division Transmittal Form	DIRAUX
C-9	ADMIN-7	Coast Guard Property Inventory	DIRAUX
C-10	ADMIN-8	Flotilla Visitation Report	DIRAUX
C-11	ADMIN-9	Division Captain Report	DIRAUX
C-12	ADMIN-10	Boat Show Checklist	DIRAUX
C-13	ADMIN-11	Member ID Card Information	DIRAUX
C-14	ADMIN-12	Request for Coastie	DIRAUX
C-15-17	ATON-1	Private Aid Verifier PQS	DSO-AN
C-18	ATON-2	Pennsylvania ATON Report	DSO-AN
C-19	FIN-1	Record of Receipts and Disbursements	DSO-FN
C-20	FIN-2A	Check Request Form (A) (Division/Flotilla)	DSO-FN
C-21-22	FIN-2B	Check Request Form (B) (District)	DSO-FN
C-23-26	FIN-3	Audit Committee Guide	DSO-FN
C-27-28	TRAIN-1	Coast Guard Funding for Training Request	DIRAUX
C-29	OPS-1	Surface Patrol Request	DSO-OP
C-30	OPS-2	Patrol Schedule	DSO-OP
C-31	OPS-4	Request for Flight Orders	DSO-AV
C-32	OPS-5	Special Purpose Facility Offer for Use	ERC
C-33-34	OPS-6	SARDET Qualification Record	DIRAUX
C-35	BCQP-2	QE After Action Report	CQEC
C-36	BCQP-3	Trainee After Action Report	CQEC
C-37	BCQP-4	QE Candidate Critique (as Coxswain/PWO)	CQEC
C-38	BCQP-5	QE Candidate Critique (as Observer)	CQEC
C-39	BCQP-6	QE Candidate Critique (Supervised Mission)	CQEC

3. The following handbooks, forms and guides may be ordered by appropriate Flotilla and Division Staff Officers from designated sources. They may not be copied for distribution to the public.

<u>Title</u>	<u>Stock Point</u>	<u>Max Order</u>
Pennsylvania Boating Regulations Handbook	PA SLO	50
New Jersey Boating Regulations Handbook	NJ SLO	50
Delaware Boating Regulations Handbook	DE SLO	50
Pennsylvania Application for State Certificate	PA SLO	50
New Jersey Application for State Certificate	NJ SLO	50
Delaware Application for State Certificate	DE SLO	50
Charts of Sole State Waters	DSO-AN	10

Note: Depending on state policies, it may be necessary for Divisions/Flotillas to pool requests into one order for submission to the SLO.

Section 1 – Member Request

From: _____, Member Number _____

To: _____, FC of Flotilla _____ (Current Flotilla)

I desire to transfer from Flotilla _____, D5-NR to Flotilla _____, D5-NR,
effective _____ (enter date). I have accounted for all Auxiliary and Coast Guard Property.

Signed: _____ Date: _____ (Forward to Current FC)

Section 2 – Transferring Flotilla Commander Endorsement

From: _____, FC of Flotilla _____ (Transferring Flotilla)

To: _____, FC of Flotilla _____ (Receiving Flotilla)

_____ I recommend approval. _____ I do not recommend approval (my reasons are attached).

(Forward to Receiving FC

Signed: _____ Date: _____ and send copy to DSO-PS)

Section 3 – Receiving Flotilla Commander Endorsement

From: _____, FC of Flotilla _____, D5-NR

To: Director of Auxiliary, D5-NR

_____ I recommend approval. _____ I do not recommend approval (my reasons are attached).

Signed: _____ Date: _____ (Forward to DIRAUX)

Section 4 – Director of Auxiliary Approval / Disapproval

From: Director of Auxiliary, D5-NR

To: _____, FC of Flotilla _____, D5-NR

_____ Approved. The above Auxiliarist **has been** transferred to Flotilla _____. (Receiving FC)

_____ Disapproved. The above Auxiliarist **has not been** transferred from Flotilla _____. (Current FC)

[Copies of this form shall be sent to the Member, to the other FC, and to the applicable DCP(s)]

Comments: _____.

Signed: _____ Date: _____

Note: This request and all endorsements received due consideration. DIRAUX decision on this matter is final.

To be completed by Screening Committee Chairman

Division / Flotilla: _____

Date of Election: _____

1. Election for (circle as applicable): DCP & VCP FC & VFC

2. Screening Committee Chairman Name and Title: _____

As Screening Committee Chairman, I certify that all candidates meet this year's eligibility criteria for the position being sought (as published in NOGI and/or in the Auxiliary Manual or otherwise disseminated by the District Commodore and/or DIRAUX).

OR

If no eligible members ran for office, a waiver was granted by DIRAUX (per Section 2.E of the D5-NR Policy Manual) PRIOR to the election; AND a copy of the approved waiver (e.g., an e-mail from the Director) is hereby presented to the Presiding Officer.

(Screening Committee Chairman (sign/date))

To be filled out by Presiding Officer

3. Quorum present at the meeting? Yes / No Quorum requirement: _____

Total eligible to vote: _____
(majority to elect = 1 + 50% of eligible voting members present) Number of members present: _____

4. Nominations called for from the floor? Yes / No

5. All provisions of the unit's Standing Rules met? Yes / No

6. Names of persons screened by the committee:

DCP / FC: _____
VCP / VFC: _____

7. Names of persons nominated from the floor (see Section 2.E of the D5-NR Policy Manual for important guidance):

DCP / FC: _____
VCP / VFC: _____

8. Confirm that all candidates meet election eligibility criteria or were granted an appropriate waiver in advance. If not, then candidates are not eligible for election. If no candidates are eligible for election, then no election can be held.

9. Names of tellers: _____

10. Results of the election (name and EMPLID):

For DCP / FC: _____

For VCP / VFC: _____

11. As an elected officer of the Coast Guard Auxiliary and this election's Presiding Officer, I hereby certify that each item above is true and correct.

(Presiding Officer sign/date)

Presiding Officer Name and Title (print): _____ EMPLID: _____

FACILITY INSPECTION WAIVER REQUEST AND/OR REPORT OF SALE

a. Facility I. D. Number: _____

b. Reason for Waiver/Change: _____

c. If Sold, Date of Sale: _____

d. Waiver Endorsement: _____

FC Sign

Member Name / Sign / EMPLID / Unit

Date

DIRAUX Sign

Date

Unit: _____	Unit Name: _____	Date
Course Title: _____	Location: _____	Start: _____
		End: _____

Enrollee Name	Address	Lesson Number															Grade	
		1	2	3	4	5	6	7	8	9	10	12	13	14	15			
Number Enrolled _____	Number Graduated _____																	
	Class Supervisor Name / Sign _____																	

Date: _____

To: DIRAUX D5-NR

From: DCP / FC / SO-IS _____ Unit: _____
(CIRCLE OFFICE)

1. The following forms are enclosed:

<u>ANSC/5NR #</u>	<u>Description</u>	<u>Count</u>	<u>Remarks</u>
a. 7001	Enrollment Application Package w/Security Forms*	_____	_____
b. 7003	Vessel Facility Inspection and Offer for Use	_____	_____
c. 7004	Radio Facility Inspection and Offer for Use	_____	_____
d. 7005	Aircraft Facility Inspection and Offer for Use	_____	_____
e. 7006	Change of Officer Report	_____	_____
f. 7008	PWC Facility Inspection and Offer for Use	_____	_____
g. 7025	Financial Report of Auxiliary Unit	_____	_____
h. 7026	OSC – Specialty Course Request**	_____	_____
i. 7028	Change of Member Information***	_____	_____
j. 7035	Change of Member Status	_____	_____
k. 7056	Member Transfer Request (inter-District Transfers)	_____	_____
l. ADMIN-1	Member Transfer Request (intra-District Transfers)	_____	_____
m. ADMIN-7	CG Property Inventory	_____	_____
n. EXAMS	Specialty Course Exams	_____	_____
o. EXAMS	INITIAL QUALIFICATION PACKAGE****	_____	_____
p. _____	_____	_____	_____
q. _____	_____	_____	_____
r. _____	_____	_____	_____

* - Per D5NRINST M16790.1(series) and the current D5-NR Enrollment Checklist.

** - Request must be received by DIRAUX 15 days prior to exam date.

*** - Submitted to DIRAUX only upon change of member name (e.g., marriage).

**** - Per guidelines outlined in D5NRINST M16790.1(series).

*****SPECIAL NOTE – ANY PACKAGE RECEIVED INCOMPLETE WILL BE RETURNED TO FC FOR ACTION*****

Date: _____

To: DCP / FC / SO-IS _____ Unit: _____
(CIRCLE OFFICE)

From: DIRAUX D5-NR

1. Items received.

2. Discrepancies as follows:

a. None.

b. _____

Date: _____

To: SO-IS, Division _____
From: FSO-IS, Flotilla _____

1. The following forms are enclosed:

<u>ANSC #</u>	<u>Description</u>	<u>Count</u>	<u>Remarks</u>
a. 7006	Change of Officer Report		
b. 7007	Annual Unit Officers Report		
c. 7028	Change of Member Information*	_____	_____
d. 7029	Member Activity Log	_____	_____
e. 7030	Mission Activity Report	_____	_____
f. 7038	Vessel Examination Activity Report	_____	_____
g. 7039	Workshop Mission and Attendance Report	_____	_____
h. 7046	Visit Report	_____	_____
i. 7054	Aids to Navigation Report	_____	_____
j. _____	_____	_____	_____
k. _____	_____	_____	_____
l. _____	_____	_____	_____

* - ANSC-7028 IS TO BE FORWARDED TO DIRAUX FOR NAME CHANGE ONLY.

SPECIAL NOTE - PLEASE INDICATE IN REMARKS AREA OF ACTIVITY FORMS IF A TRAINEE IS IN REYR OR REWK STATUS BRINGING IT TO THE SO-IS' ATTENTION TO ALERT DIRAUX TO RE-SET THE MEMBERS STATUS

Date: _____

To: FSO-IS, Flotilla _____
From: SO-IS, Division _____

1. Items received and processed.

2. Discrepancies as follows:

- a. None.
- b. _____

FLOTILLA: _____

DATE: _____

FC: _____

VFC: _____

NOTES

DCP REMARKS

Agenda Used and Followed

Meeting Started On Time

Preliminaries and Introductions

Minutes of Last Meeting

Financial Report

Flotilla Commander's Report

Vice Commander's Report

Staff Reports

Division Interest Items

DCP COMMENTS FOR FILE

Flotilla's Strong Points

District Interest Items

Flotilla Training Conducted

Flotilla's Weaknesses

Special Presentations

Action Items (by whom)

Good of the Auxiliary

DIVISION: _____ MONTH: _____

Status of Flotillas:

List specific Flotilla problems and major Flotilla accomplishments.

Status of Staff:

List problems or areas where District Staff can assist by visit, correspondence, etc.

Follow-up needed by:

Explain problem(s) and recommended action

DIRAUX DCO VCO RCO
(CIRCLE APPROPRIATE)

DCP Flotilla Visits During Reporting Month:

DCP Flotilla Visitation Schedule for Next Two Months:

DCP Comments:

Complete Form and Send to RCO on First Day of the Month

Routing: DCP to RCO to DCO to VCO/DSO or DIRAUX as Action May Require

- 1. Contact boat show management. _____
- 2. Obtain and use a stand-up display board as part of the booth. _____
- 3. Coordinate members to participate. _____
- 4. Obtain a TV-VCR to play boating safety videotapes as part of the booth. _____
- 5. Obtain and display literature and handouts. _____
- 6. Obtain a current D5-NR regional Public Education course listing. _____
- 7. Obtain a current D5-NR Directory. _____
- 8. Contact SPO-Coastie to arrange for Coastie and/or SPO-PFD Panda to arrange for PFD Panda. _____
- 9. Other: _____
- 10. Other: _____

Division/Flotilla: _____ EMPLID: _____ Status: IQ / BQ / AX (circle one)

Last Name: _____ First Name: _____ Middle Initial: _____

Base Enrollment Date: _____ Date of Birth: _____

Weight (lbs): _____ Height (inches): _____ Hair Color: _____ Eye Color: _____ Blood Type: _____

Reason for this request (circle one): New Member Expired Card Lost / Stolen / Other (explain on back)

Member Endorsement: "The information above is accurate and the photo being submitted with this request is of me."

Member Signature / Date

FC Endorsement: "The information above is accurate for this member and the photo being submitted is of him or her."

FC Signature / Date

Division/Flotilla: _____ EMPLID: _____ Status: IQ / BQ / AX (circle one)

Last Name: _____ First Name: _____ Middle Initial: _____

Base Enrollment Date: _____ Date of Birth: _____

Weight (lbs): _____ Height (inches): _____ Hair Color: _____ Eye Color: _____ Blood Type: _____

Reason for this request (circle one): New Member Expired Card Lost / Stolen / Other (explain on back)

Member Endorsement: "The information above is accurate and the photo being submitted with this request is of me."

Member Signature / Date

FC Endorsement: "The information above is accurate for this member and the photo being submitted is of him or her."

FC Signature / Date

Date: _____

From: DCP or SO-PA _____ / FC or FSO-PA _____
(unit) (unit)

To: SPO-Coastie, D5-NR

1. We request Coastie for the following:

a. Date(s) to be used: _____

b. Place to be used: _____

_____ (exact location, shopping mall, etc)

c. Surface on which Coastie will be operated: _____

d. Division or Flotilla member who will oversee the event: _____

e. Member who will tow Coastie to the above location and return (note – towing vehicle must be equipped with a 2-inch trailer ball and three-pin electrical connector):

f. Qualified operator to be assigned: _____

g. Qualified assistants to be assigned: _____

(DCP or SO-PA // FC or FSO-PA signature)

Date: _____

From: SPO-Coastie, D5-NR

To: DCP of SO-PA _____ / FC or FSO-PA _____

1. Your request is approved / disapproved (reason for disapproval: _____).

(SPO-Coastie signature)

**PRIVATE AID VERIFIER (PAV)
PERSONAL QUALIFICATION STANDARD**

NAME: _____ EMPLID/Unit: _____

INITIAL QUALIFICATION:

To qualify as a Private Aid Verifier (PAV), you must be a Coxswain or have passed the AUXNAV A & B courses; and demonstrated the following tasks for a qualified PAV or Officer in Charge (OINC) of an Aids to Navigation (ATON) Team, who should sign and date below and on the following two pages when tasks are completed.

Date / Signature (PAV/OINC)

1. Demonstrate the use of GPS/DGPS to determine position. _____
2. Demonstrate ability to use charted objects as supplied by the PAV/OINC. Correct compass bearings for variation and deviation as necessary. Demonstrate visual bearing method of checking the position of an aid. _____
3. Demonstrate approach to an aid, keeping in mind the dangers. Demonstrate the ability to determine the depth of the water by any approved method including a depth finder. _____
4. Demonstrate the proper procedure for verifying a private aid. Conduct a visual inspection to check the condition of the aid's structure, paint, and retro-reflective material; confirm the aid is displaying its advertised characteristics; and determine if the aid is on or off station/position. _____
5. Demonstrate thorough familiarity with the following forms:
 - A. Private Aids To Navigation Application (CG-2554).
 - B. Aids To Navigation Report (CG-5474 AUX).
 - C. Cooperative Chart Updating Program (NOAA 77-5).
 - D. Private Aid Information Document (PID).
 - E. Describe proper procedures for reporting a discrepancy, an unauthorized aid, and scheduling a private aid patrol. _____

ANNUAL CURRENCY MAINTENANCE REQUIREMENT:

Complete one Private Aid Verification, Bridge Inspection, Chart Updating, Discrepancy Report or any other assignment issued by the DSO-AN or his/her representative and attend any mandatory ATON/PATON workshop.

**PRIVATE AID VERIFIER (PAV)
PERSONAL QUALIFICATION STANDARD**

NAME: _____ EMPLID/Unit: _____

TASK 1 – DEMONSTRATE USE OF GPS/DGPS

Date / Signature (PAV/OINC)

1. Use GPS/DGPS to find a position.
2. Plot the position used in item 1 on a chart.
3. Locate a position supplied by the PAV/OInC on a chart.

TASK 2 – DEMONSTRATE VISUAL BEARINGS

1. Correct compass bearings for deviation and variation.
2. Take at least two visual bearings on a private aid using landmarks; and plot on a chart.
3. Determine from Step 2 above if aid is on approximate position.

TASK 3 – DEMONSTRATE APPROACH TO A PRIVATE AID

1. Approach a private aid taking soundings to determine if it is safe to approach. Soundings may be taken electronically or manually (e.g., lead line or sounding stake).
2. Correct the soundings for the boat draft and tide.

**PRIVATE AID VERIFIER (PAV)
PERSONAL QUALIFICATION STANDARD**

NAME: _____ EMPLID/Unit: _____

TASK 4 – VISUAL INSPECTION OF AN AID

Date / Signature (PAV/OINC)

- 1. Inspect aid’s structure or boards.
Never attempt to climb onto an Aid or Structure. _____
- 2. Inspect aid’s paint and retro-reflective material. _____
- 3. Determine if aid is displaying its advertised characteristics and is on station. _____
- 4. Inspect aid for fouling. _____
- 5. Inspect aid for structure condition. _____

TASK 5 – FORMS USAGE

- 1. Explain the procedure for filing a “Private Aids to Navigation Application” (CG-2554). _____
- 2. Properly fill out an “Aids to Navigation Report” (CG-5474 AUX). _____
- 3. Properly fill out a “USCG AUX-NOS Cooperative Chart Updating Program” form (NOAA 77-5). _____
- 4. Explain how all of the above forms are filed. _____
- 5. Describe the procedure for reporting a discrepancy and an unauthorized aid. _____
- 6. Demonstrate a complete knowledge of the Private Aid Information Document (PID). _____
- 7. Describe the procedures for requesting and scheduling a PATON patrol. _____

Indicate number of: Verifications: _____ Discrepancies: _____

Observer's Name		Crew Member's Name	EMPLID
Street Address			
City/State/Zip			
Phone Number	()	EMPLID	

✓ Ownership		Coast Guard		State		Private		Other
-------------	--	-------------	--	-------	--	---------	--	-------

Body of Water	Permit Number	Date Observed

DISCREPANCY OR PROBLEM TO REPORT

(If there are no discrepancies, indicate on the top of form the number of aids that are correct as verifications)

Aid #	Type Aid	Latitude	Longitude	Discrepancy

(Note: Phone reports to PA Fish & Boat Commission are required if a dam, rock or shoal buoy is off station)

Signature of Observer

Date of Report

Mail Original Report to:

Fred Menke, Administrative Officer
Bureau of Boating & Education
Pennsylvania Fish and Boat Commission
PO Box 67000
Harrisburg, PA 17106-7000
(717-705-7841)

Date Report Mailed: _____

Examples of Discrepancy/Problem

- Aid Missing
- Aid Has No Permit Number
- Aid Needed
- Aid Faded

For ATON Auxiliary credit, a copy of this report must also be forwarded to the DSO-AN, 5th Northern Region by the Observer. If no discrepancies or problems exist, so indicate, and submit for patrol credit. This form is submitted voluntarily by the Observer as a service to the Pennsylvania Fish and boat Commission and the Boating Community.

ACTION TAKEN ON DISCREPANCY OR PROBLEM REPORTED

Aid #	Type Aid	Action Taken

Return Report to: Fred F. Menke, PA Fish and Boat Commission, Bureau of Boating and Education, PO Box 67000, Harrisburg, PA 17106-7000.

Signature

Date

U.S. COAST GUARD AUXILIARY
FIFTH COAST GUARD DISTRICT (NR)

Division _____ / Flotilla _____

CHECK REQUEST FORM

- Instructions:**
- 1) Complete Part A of the form.
 - 2) Attach all original receipts and invoices to substantiate the request.
 - 3) Forward to Division Captain / Flotilla Commander for approval.
 - 4) DCP or FC will forward to SO-FN or FSO-FN for payment.

Part A: Payment Request

Payee: _____

Name

Total Amount
Requested: \$ _____

Address

Explanation of expenses: _____

Date of Request: _____

Signature of Requester

Part B: Approval Endorsements

Approved for payment: _____ Date: _____
DCP / FC

Part C: Accounting

Check No. _____ Date: _____

U.S. COAST GUARD AUXILIARY
FIFTH COAST GUARD DISTRICT (NR)

CHECK REQUEST FORM
(District Funds)

- Instructions:**
- 1) Complete Part A of the form.
 - 2) Attach all original receipts and invoices to substantiate the request.
 - 3) Obtain proper approval endorsements in Part B as required.

Approval Endorsements:

- * DSO requests must be approved by the VCO and DCO.
- * ADSO requests must be approved by the DSO, VCO and DCO.

Requests not having the proper approvals will be returned unpaid.

Part A: Payment Request

Payee: _____	Total Amount
<i>Name</i>	Requested: \$ _____

<i>Address</i>	

Explanation of expenses: _____

Date of Request: _____

Signature of Requester and Office Held

Part B: Approval Endorsements

<i>Approved for payment:</i>	DSO _____	<i>Date:</i> _____
	VCO _____	<i>Date:</i> _____
	DCO _____	<i>Date:</i> _____

Request returned for the following reason: _____

When all approvals are complete, forward to DSO-FN for payment.

Part C: Accounting

Request Received _____	Request Paid _____	Check No. _____
Posting: Account _____	Account _____	Account _____
Account _____	Account _____	Account _____
Amount _____	Amount _____	Amount _____

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The accounting year for Auxiliary units is a calendar year; therefore, the audit of unit funds should be completed as quickly as possible after 31 December of each year so as to be finalized in sufficient time to submit the requisite financial statement to the unit commander who must submit the report through the chain of leadership and management in accordance with the Auxiliary Manual.

To be effective and to properly complete their assigned purpose, the Audit Committee must use an organized approach and should apply standard procedures.

The typical audit is not intended to check and verify every transaction nor is it designed to absolutely detect fraudulent transactions although they may come to light during the course of the audit. A sampling of transactions is tested to assure compliance with the internal control factors established by the unit such as required approvals, segregations of duties, etc.

While the organizations (District, Division and Flotilla) are not extensive, there are still opportunities to provide some segregation; for example, the bank statement could be received from the bank by the Senior Elected Officer of the unit who would examine it for any unusual or unauthorized transactions and then forward it to the finance officer for reconciliation with the books of account.

The following audit procedures and program is intended to provide guidance for Audit Committees at all levels of the Auxiliary organization – District, Division and Flotilla.

Audit Procedures and Program Checklist

General

1. Obtain a detail of the financial activity for the year; the form may be:
 - a. Record of receipts and disbursements (FIN-1).
 - b. General ledger (usually at District level only).
 - c. Monthly financial statements.

These items should have been prepared by the finance officer.

2. Obtain a completed copy of *Financial Report of an Auxiliary Unit* (ANSC Form 7025 prepared by the finance officer).
3. Remember that net revenues from public education classes
 - a. **Cannot** be used for unit social activities.
 - b. **Can** be used for flotilla supplies and other educational supplies.

Audit Program**Initials & Date****1. Cash Accounts**

- a. See that all bank statements are reconciled to the balances shown in the financial records. _____
- b. Verify the existence of all savings accounts or certificates and reconcile to the balances shown in the financial records. _____
- c. Determine the authorized signers and the number of signatures required on all accounts. _____
- d. Are all checks appropriately signed? _____
- e. Are receipts being deposited in a timely manner?
Note: Correlate deposit of funds with the event generating them (e.g., unit dues, public education classes). _____

2. Revenues

- a. Check the reasonableness of income recorded:
 - (1) Member dues (number of members times dues rate). _____
 - (2) Interest income (balance at interest times interest rate) _____
- b. Does recorded revenue appear reasonable? _____

3. Expenditures

- a. Assure that all expenditures have been approved:
 - (1) Examine original invoice. _____
 - (2) Check for appropriate approvals. _____
 - (3) Compare cancelled check to invoice checking for:
 - (a) Amount _____
 - (b) Authorized signatures _____
- b. Do categories and amounts of expenses appear reasonable? _____

4. Materials

Generally, separate financial and accounting records associated with ‘materials’ are maintained only at the District level. Transactions relative to the purchase and sale of materials to the membership at Division and Flotilla levels are ordinarily included in the general financial records. The following checklist relative to ‘materials’ transactions should be used as applicable and appropriate.

a. General

- (1) Obtain a detail of financial activity from the Materials Officer. _____
- (2) Obtain copies of the month reports provided to the Finance Officer or Senior Elected Officer of the unit. _____
- (3) Assure that ‘materials’ transactions are included in the financial report for the unit. _____

b. Cash Accounts

- (1) See that all bank statements are reconciled to the balance shown in the financial records. _____
- (2) Determine the authorized signers and the number of signatures required. _____
- (3) Are all checks appropriately signed? _____
- (4) Are all receipts being timely deposited? _____

c. Materials Inventory

- (1) Obtain a detailed listing of all materials on hand, priced at cost and test for accuracy. _____
- (2) Test the accuracy of the listing by verifying the existence and quantity of the items. _____

5. Financial Report

Once the audit testing has been done to the satisfaction of the audit committee, the Financial Report of an Auxiliary Unit (ANSC Form 7025) should be checked for completeness and accuracy.

- a. Do beginning balances agree with the prior years ending balances? _____
- b. Do categories of revenues and expenses agree with the unit financial records? _____
- c. Is the form mathematically correct? _____
- d. Do ending balances agree with the reconciled accounts? _____

6. Recommendations

- a. Does the Audit Committee have any recommendations to the unit Senior Elected Officer?
 - (1) Are established procedures being followed? _____
 - (2) Are approvals properly completed? _____
 - (3) Are funds being deposited in a timely manner? _____
 - (4) Other recommendations?
Note: If recommendations are to be made, prepare a letter to the unit Senior Elected Officer summarizing those recommendations. _____
- b. The “lead” member of the audit committee should sign the Financial Report as appropriate and forward to the Unit Senior Official for other required signatures and transmittal through the chain of leadership and management in accordance with the Auxiliary Manual. _____

Important:

Inasmuch as the specific accounting records maintained by the individual Auxiliary units may vary considerably, it is important to note that these audit procedures are the minimum for an adequate audit of unit funds and should be modified or added to as circumstances dictate.

Recommendations by the audit committee may include that the unit establish the standard accounting practices suggested in order provide better financial information to the unit.

Unit requesting training (Area / Division) _____

Point of contact: _____ Phone #: _____

Address: _____

Type of training: _____

Length of training (for example: 2 days, or 8 hours, etc...): _____

Estimated total number of participants: _____

Available to which area or division(s)?: _____

Desired locations: site/town/state (list three options - if less than three, indicate why)

- 1. _____
- 2. _____
- 3. _____

Desired dates of the event: (list three options - if less than three, indicate why)

- 1. _____
- 2. _____
- 3. _____

Time convening / concluding: _____

Is it classroom, dock-side and/or on-water training? _____

Conference rooms needed? _____ How many? _____

Conference room set up (**theater/classroom/board/internet connection**)? Describe below:

Which meals should be provided to members? List estimated number needed. If multi-day training, please separately list each day and each meal needed.

List the instructor(s) of the training: _____

Is lodging necessary for some members?: _____

Estimated number of rooms needed? Which nights?

List any hotels that you recommend be contacted to check availability & rates:
(Do not contact any of the hotels unless DIRAUX cannot approve your request for funding!)

Any audio-visual equipment requirements to hold the training? Is the equipment available in the field?

Is copying service desired from DIRAUX? (4 weeks advance notice is required to use the Gov't Printing Office)

Is there any other information you think important or would like to be taken into consideration?

Is the DSO-MT aware of this training request? _____

(Signature of individual requesting the training) / Date

(RCO signature) / Date

(DIRAUX signature) / Date

A request is not a guarantee of funding. DIRAUX will make every effort to accommodate requests, but be aware that locations and dates might need to be modified. This form should be submitted to DIRAUX four (4) months prior to the estimated date of the training. Do not publicize the event until notified by DIRAUX that the event has been approved. You should expect to be contacted by DIRAUX within two weeks of submission. Once approved, the finalized agenda, roster and information must be submitted to DIRAUX at least 30 days prior to the training to ensure adequate time to complete a contract.

Date of request: _____ Order #: _____

Requested by: _____ Phone : _____

Member #: _____ Unit: _____ Facility #: N _____

Date of flight: _____ Alternate date: _____

PIC: Name: _____ Member # _____ Unit: _____

Aircrew: Name: _____ Member # _____ Unit: _____
Name: _____ Member # _____ Unit: _____

Instructor(s):
Name: _____ Member # _____ Unit: _____
Name: _____ Member # _____ Unit: _____

Trainee(s):
Name: _____ Member # _____ Unit: _____
Name: _____ Member # _____ Unit: _____

Purpose of Flight:

- | | |
|--|--|
| <input type="checkbox"/> Area Familiarization | <input type="checkbox"/> Pilot Training |
| <input type="checkbox"/> Communications Training | <input type="checkbox"/> Safety & Pollution Patrol |
| <input type="checkbox"/> Mission Currency | <input type="checkbox"/> Overflight |
| Mission: _____ | Who: _____ |
| <input type="checkbox"/> Observer Training | <input type="checkbox"/> Transport |
| <input type="checkbox"/> SAR | Who: _____ |
| <input type="checkbox"/> SAR Training | |
| <input type="checkbox"/> Other: _____ | |

Route or location of Flight: _____

Landline call just prior to flight will be to (CG unit): _____

Guard will be kept with (CG unit): _____

**NOTE: PIC MUST COMPLETE AND FAX TO DSO-AV
PRIOR TO FLIGHT**

Approved : _____

Date: _____

DSO-AV Sign

Member Name: _____ EMPLID / Unit Number: _____
Phone Number: _____

Special Purpose Facility Annual Inspection – Required Items

- 1. Registered in appropriate State Y / N
- 2. Manual propulsion (e.g. – oars, paddles) Y / N
- 3. Dewatering device (e.g. – bucket, scoop, hand pump) Y / N
- 4. Three Type 4 (throwable) PFD's Y / N
- 5. Class B fire extinguisher Y / N
- 6. Sound producing device (e.g. – whistle, air horn) Y / N
- 7. First aid kit Y / N
- 8. Storm light (battery powered) Y / N
- 9. Three dock lines (minimum 20ft length; eye spliced on one end) Y / N

Special Purpose Facility Annual Inspection – Optional Items

- 1. Outboard/electric motor (must have kill switch) Y / N
- 2. VHF radio or cellular phone Y / N

Inspected by: _____ Date: _____

1. I hereby offer the following vessel for use as a Special Purpose Facility on authorized Auxiliary missions:

- a. Make: _____ Model: _____ Length: _____ Draft: _____
- b. Registration Number: _____ Hull ID Number: _____
- c. Type of Propulsion: _____
- d. Location: _____
- e. Trailerable: Y / N

2. When I am aboard as a crew member, I authorize any qualified member _____ to operate this facility under Coast Guard orders.

3. When I am not aboard, I authorize the following members to operate this facility under Coast Guard orders, contingent on their status as current in their qualification:

- a. Any currently qualified member of: _____
- b. Member Name / EMPLID: _____
- c. Member Name / EMPLID: _____
- d. Member Name / EMPLID: _____

4. This offer is valid for _____ months / one year from the date of facility inspection provided that it is accepted for use and not otherwise specifically revoked by me.

(Member sign / forward to DIRAUX)

Date: _____

Accepted / Rejected (reason for rejection: _____)

(DIRAUX sign / return to member, copy to FC / FSO-OP / ERC)

SARDET Name: _____

Member Name: _____

EMPLID / Unit: _____

1. SARDET Communications Watchstander.

Date / SARDET Supervisor Initials

a. Current operations workshop. _____

b. Crew or higher in BCQP or Comms specialty course (or previously qualified). _____

c. Location of circuit breakers / water shutoff, heater controls / shutoff, and fire fighting equipment. _____

d. Docking facilities. _____

e. Complete daytime underway area familiarization. _____

f. Area of operation. _____

g. Know location and capabilities of other SAR resources.

(1) Air Station Atlantic City. _____

(2) Local Coast Guard units. _____

(3) Local fire & police departments. _____

(4) Auxiliary facilities. _____

(5) Local marinas and commercial salvage operators. _____

(6) Local medical facilities. _____

(7) Launch ramps. _____

h. Understand use of:

(1) VHF-FM equipment. _____

(2) Telephone (use restrictions). _____

Date / SARDET Supervisor Initials

i. Be familiar with the following publications:

(1) Light List, Coast Pilot, local charts.

(2) CCGD5 SOP, Sector/SFO Op Orders & SOP.

(3) D5-NR Policy Manual and National SAR Manual.

(4) Radio log and procedures.

2. SARDET Vessel Crew Member Requirements.

a. Qualified as crew or coxswain.

b. Complete on-the-water day and night familiarizations.

3. SARDET Vessel Coxswain Requirements.

a. Current coxswain designation.

b. Completed SARDET vessel crew member requirements.

4. SARDET Supervisor Requirements.

a. Qualified or previously qualified in BCQP.

b. Understands SARDET qualification sign-off procedures.

c. Understands SARDET reporting and filing requirements (radio log and SARDET report).

d. Understands Comms Watch Stander requirements.

e. Appointed by SARDET Coordinator.

5. SARDET Coordinator Requirements.

a. Qualified SARDET Supervisor.

b. Recommended by D-CR.

c. Endorsed by DCO.

d. Appointed by DIRAUX.

DATE: _____

LOCATION: _____

QE NAME: _____

EMPLID / UNIT: _____

TRAINEES

NAME(S)	EMPLID / UNIT	TASK LEVEL			READINESS	
		Crew	Cox'n	PWO	Sat	Unsat
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____
_____	_____/_____	_____	_____	_____	_____	_____

GENERAL COMMENTS (include comments on mentor effectiveness):

 (QE sign)
 (Send directly to AQEC)

NAME: _____
(QE candidate - print)

EMPLID / UNIT: _____

DATE: _____

LOCATION: _____

QE-IN-CHARGE: Feel free to elaborate on any of the following questions using the back of this form. Please use the question number as a reference when making your additional comments. Some may be "yes" or "no" answers.

1. Did QE candidate arrive on time? _____
2. Was QE candidate in proper uniform and wearing proper boat shoes? _____
3. Was the uniform clean and presentable? _____
4. Was the vessel or PWC properly equipped? _____
5. Was the vessel or PWC under orders? _____
6. Was there qualified crew aboard? _____
7. Was the vessel or PWC flying the operational ensign and have signboards mounted? _____
8. Was the QE Candidate able to plot and run a search pattern (Boat Crew only)? _____
9. Explain which search pattern was used on the back of this form (Boat Crew only).
10. Was the QE candidate able to take a disabled vessel in a stern tow in a reasonable time? _____
11. Did the QE candidate communicate well with the crew (Boat Crew only)? _____
12. Were the QE candidate's orders easily understood by the crew (Boat Crew only)? _____
13. Were the commands given in ample time (Boat Crew only)? _____
14. Did the candidate require the crew to acknowledge the orders (Boat Crew only)? _____
15. Was the QE candidate able to convert the stern tow to an alongside tow in a reasonable time (Boat Crew only)? _____
16. How did the QE candidate maneuver the disabled boat to a dock? _____
17. Were all lines used appropriately? (Boat Crew Only)? _____
18. Was the QE candidate able to keep positive control of the PWC during emergency turn and slalom runs (PWC only)? _____
19. Did the QE candidate determine the injuries of the PIW before picking up the person (PWC only)? _____
20. Give your opinion on the candidate's overall boat or PWC handling skills:

21. Would you want the QE candidate to act as Coxswain or Personal Watercraft Operator on your vessel or PWC? _____
22. Describe your general assessment of how well this QE candidate will perform as a QE?

23. Did the QE candidate demonstrate the ability to understand and process all paperwork relating to the Boat Crew Qualification Program or Personal Water Craft Qualification? _____
24. Has the QE candidate attended an 8-hour TCT workshop in the last year? _____

QE: _____

(Sign; Send to CQEC)

NAME: _____
(QE candidate - print)

EMPLID / UNIT: _____

DATE: _____

LOCATION: _____

QE-IN-CHARGE: Feel free to elaborate on any of the following questions using the back of this form. Please use the question number as a reference when making your additional comments. Some may be "yes" or "no" answers.

1. Did the QE candidate arrive on time? _____
2. Was the QE candidate in proper uniform? _____
3. Was the uniform clean and presentable? _____
4. Did the QE candidate bring Boat Crew Qualification Program or PWC manuals and guide? _____
5. Was QE candidate introduced at the orientation meeting? _____
6. After assignment to a trainee, did the QE candidate re-introduce himself/herself and set the trainee at ease before asking questions? _____
7. Was the QE candidate's demeanor professional yet friendly? _____
8. Did QE candidate confine their evaluation of the trainee's responses to the appropriate Qualification Guides? _____
9. Did QE candidate properly utilize time with the trainee? _____
10. If the trainee answered any questions incorrectly, incompletely or did not know the answer, please describe on the back of this form how the QE candidate handled the situation?
11. Did you properly train this QE candidate on how to complete all of the paperwork relating to a QE mission and where to mail it? _____
12. Would you want this QE candidate to have been your QE? _____
13. Describe your general assessment of how well this QE candidate will perform as a QE.

Comments:

QE: _____
(Sign; Send to CQEC)