

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
First Coast Guard District
1 South Street, Battery Park Bldg.
2nd floor, Rm. 210a

New York, NY 10004
Staff Symbol: (oax-SR)
Phone: (212) 668-7990
FAX: (212) 668-7975

D1 OAX-SR 16790
01 Jan 2007

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

Subj: FIRST COAST GUARD DISTRICT SOUTHERN REGION PROCEDURES
GUIDE

1. PURPOSE. The purpose of this publication is to provide instruction and policy guidance for the conduct of both the general and specific tasking of the Auxiliary missions within the First Coast Guard District's Southern Region. This publication has been designed to expand upon various procedures in referenced source manuals so as to meet the specific needs of the First District Southern Region. Also, this publication summarizes specific procedures for the Southern Region which are to be followed in conducting the majority of the business and operations of the United States Coast Guard Auxiliary.
2. ACTION. All United States Coast Guard Auxiliarists within the First Coast Guard District Southern Region shall ensure that the provisions of this publication are followed in the administration of the Auxiliary Program.
3. DIRECTIVES AFFECTED. First Coast Guard District, Southern Region Procedure Guide dated 20 October 1999, and all previous editions are hereby canceled.
4. FORMS. The forms required by this publication are available from the Auxiliary National Supply Center and may be reproduced locally. This guide also lists all of the approved forms for our area. No one, repeat, NO ONE, is authorized to create additional forms without the written approval of the Director of Auxiliary.

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

Dist: COMDT (CG-3PCX) D1 (o), All Districts (dpa), Sec NY, Sec LIS, AirSta Cape Cod, EXCOM, All DCP, All DSO, All FC

<u>CHAPTER 1 – MEMBERSHIP</u>	6
<u>A. INITIAL ENROLLMENTS</u>	6
<u>B. RE-ENROLLMENTS</u>	7
<u>C. DIS-ENROLLMENTS</u>	7
<u>D. CHANGE IN MEMBERSHIP</u>	8
<u>E. TRANSFERS</u>	9
<u>CHAPTER 2 – FACILITIES</u>	9
<u>A. VESSEL FACILITIES</u>	9
<u>B. RADIO FACILITIES</u>	10
<u>C. AIRCRAFT FACILITIES</u>	11
<u>D. PERSONAL WATERCRAFT (PWC)</u>	12
<u>CHAPTER 3 – QUALIFICATIONS</u>	13

<u>A. VESSEL EXAMINER QUALIFICATION</u>	13
<u>B. INSTRUCTOR QUALIFICATION</u>	14
<u>C. RECREATIONAL BOATING SAFETY VISITOR</u>	15
<u>D. BOAT CREW QUALIFICATION PROGRAM</u>	16
<u>E. AIRCREW QUALIFICATIONS</u>	18
<u>F. QUALIFICATION EXAMINER PROGRAM (QE)</u>	19
<u>CHAPTER 4 – TRAINING AND EDUCATION</u>	20
<hr/>	
<u>A. SPECIALTY COURSES</u>	20
<u>B. COAST GUARD INSTITUTE CORRESPONDENCE COURSES</u>	21
<u>C. AUXILIARY NATIONAL “C” SCHOOLS</u>	22
<u>D. QUALIFYING WORKSHOPS</u>	22
<u>E. TEAM COORDINATION TRAINING (TCT)</u>	23
<u>CHAPTER 5 – FORMS AND REPORTS</u>	24
<hr/>	
<u>A. ANNUAL REPORTS</u>	24
<u>B. MARINE VISITOR/VESSEL EXAMINER REPORTS</u>	24
<u>C. PUBLIC EDUCATION COURSE SCHEDULE REPORT</u>	25
<u>D. MEMBER REPORTS</u>	25
<u>E. MONTHLY MEETING AND FINANCIAL REPORTS</u>	26
<u>CHAPTER 6 – ADMINISTRATION</u>	27
<hr/>	
<u>A. ELECTIONS</u>	27
<u>B. STANDING RULES</u>	27
<u>C. DUES</u>	28
<u>D. UNIFORMS</u>	29
<u>E. MAIL</u>	29
<u>F. ADVERTISING</u>	30
<u>G. FUND RAISING</u>	30
<u>H. ALCOHOL ABUSE</u>	31
<u>I. CANVASSING</u>	31
<u>J. AUXILIARY CHAIN OF LEADERSHIP AND MANAGEMENT</u>	31
<u>K. DELEGATION OF AUTHORITY</u>	32
<u>L. PERSONNEL RECORDS</u>	32
<u>M. UNIT PUBLICATIONS AND NEWSLETTERS</u>	32
<u>N. “OVER THE BOW”</u>	32
<u>CHAPTER 7 – AUXDATA</u>	33
<hr/>	

<u>A. BACKGROUND</u>	33
<u>B. SO-IS DUTIES</u>	33
C. FSO-IS DUTIES	34
<u>CHAPTER 8 – PUBLIC EDUCATION</u>	35
<u>A. GENERAL POLICY AND PROCEDURES</u>	35
<u>CHAPTER 9 – AWARDS PROCEDURES AND POLICIES</u>	37
<u>A. GENERAL</u>	37
<u>B. ELIGIBILITY AND CRITERIA</u>	37
<u>C. PROCEDURES</u>	37
<u>D. DOCUMENTATION</u>	38
<u>CHAPTER 10 - DISR AWARDS PROGRAM</u>	39
<u>A. GENERAL</u>	39
<u>B. POINTS FOR AWARDS</u>	39
<u>C. AWARDS</u>	41
<u>D. DISTRICT AWARDS</u>	42
<u>INDEX – PAPERWORK ROUTING QUICK REFERENCE</u>	46
DIVISION CAPTAIN CHANGE OF ADMINISTRATION GUIDE	52
FLOTILLA COMMANDER CHANGE OF ADMINISTRATION GUIDE	57
DELINEATION OF DIVISIONAL BOUNDARIES	62

CHAPTER 1 – MEMBERSHIP

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

A. INITIAL ENROLLMENTS

FORMS REQUIRED:

Auxiliary Enrollment Application (ANSC 7001)
Prospective Member Interview Record (ANSC 7036)
Completed, graded exam answer sheet to the New Member Exam
OFI Form 86C - Special Agreement Agency Check (SAC)
Standard Form 85 - Authorization for Release of Information
FD-258 - Applicant Fingerprint Cards (2 Originals)
Copy of Birth Certificate
Auxiliary/SECCEN Verification of Citizenship Form
New Auxiliary Member ID Card Application
Digital Photograph on a red background provided on floppy, CD, or emailed. Member should wear either a light or dark blue collared shirt.

ROUTING:

Flotilla Commander sends enrollment package to DIRAUX
DIRAUX enters prospective member into AUXDATA as an Applicant
Security package (OFI-86C, SF85, Copy of Birth Certificate, and fingerprint cards) is mailed to SECCEN
If member is approved by SECCEN, DIRAUX then transfers member to IQ or BQ Status

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

B. RE-ENROLLMENTS

FORMS REQUIRED:

Auxiliary Enrollment Application Form (ANSC 7001)

Submit a letter to DIRAUX via FC

OFI Form 86C - Special Agreement Agency Check (SAC)

Standard Form 85 - Authorization for Release of Information

FD-258 - Applicant Fingerprint Cards (2 Originals)

New Auxiliary Member ID Card Application

Digital Photograph on a red background provided on floppy, CD, or emailed

Copy of birth certificate

Auxiliary/SECCEN verification of citizenship form

ROUTING:

Former member to Flotilla Commander

Flotilla Commander to DIRAUX

1. Any former member may apply for re-enrollment into the Auxiliary unless they were separated for cause. The decision for re-enrollment is subject to DIRAUX approval.
2. If the member is re-enrolled within a year of being dis-enrolled, the member retains all previously held qualifications, previous member number assigned, and all previous time served for retirement purposes. However, if member does not provide the previous enrollment and dis-enrollment date, DIRAUX will not be able to retrieve the member's record, and any previous information will be lost.
3. If the member is re-enrolled more that a year after being dis-enrolled, any prior qualification(s) will not be reinstated. A previously assigned EMPLID will be reissued. However, the member does retain previous time served. If prior member status was AUXOP at time of dis-enrollment, member will, (with DIRAUX approval), be re-enrolled as AUXOP status.
4. The 'New Member' exam is not required for previous Auxiliary members.

C. DIS-ENROLLMENTS

FORMS REQUIRED:

Change of Membership Status Form (ANSC 7035)

1SR Dis-enrollment Check off list

Identification card

ROUTING:

Member to Flotilla Commander (if at members request)

Flotilla Commander to DSO-PS to DIRAUX

1. MEMBER'S REQUEST. A member may request dis-enrollment from the Auxiliary. The Change in Membership Status form (ANSC 7035) is completed and the membership ID card is attached. The form must be signed by the Flotilla Commander.
2. DEATH. In the event of the death of a member, the Flotilla Commander will notify the Chain of Leadership and Management immediately. The Flotilla Commander is also required to notify DIRAUX directly in writing, via email or by submitting the Change of Membership Status form (ANSC 7035). See Chapter 1 F for more information regarding death of a member.
3. NON-PAYMENT OF DUES. If upon proper notification to a member of not meeting their financial obligation, the Flotilla Commander may recommend dis-enrollment by submitting the Change of Membership Status form (ANSC 7035). Documentation of notification of non-payment of dues must be enclosed. Documentation that a certified letter was sent to member's place of residence is proof of notification.
4. ADMINISTRATIVE DIS-ENROLLMENT FOR CAUSE. Dis-enrollment for cause is a very serious action towards an individual and requires strict adherence to the procedures set forth in reference (a), chapter 3, sections H.7 and H.8. No member of the Auxiliary may dis-enroll another member for cause. An Elected Officer should contact the Rear Commodore/District Commodore for guidance on recommending any administrative action requiring dis-enrollment before any action is taken. The District Commodore and DIRAUX will confer on the matter and provide necessary guidance.

D. MEMBERSHIP STATUS

Initially Qualified – IQ

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

Basically Qualified – BQ

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

Note: It is the responsibility of the member to forward, via the FC, a copy of the boating course completion certificate to DIRAUX.

A copy of a state boating safety license does not meet the boating safety course requirements as specified in ref (a) Chapter 8.

AUXOP – AX

1. When a member passes all 6 Specialty courses AUXOP status is earned. No forms are required.
2. On completion of any specialty courses, DIRAUX will check the member's training record to ascertain whether that member has achieved AUXOP, and if so will certify member as such in AUXDATA.

Retired Membership

FORMS REQUIRED:

Change of Membership Status Form (ANSC 7035)
 Identification card

ROUTING:

Member to Flotilla Commander
 Flotilla Commander to DSO-PS to DIRAUX

1. A member with 15 years or more of service in the Auxiliary may elect to apply for Retired Status. The Change of Membership Status form (ANSC 7035) is completed and forwarded via the Flotilla Commander and DSO-PS to the Director. A member who elects Retired Status cannot vote, hold office, utilize government exchanges, receive CG orders, be assigned to duty, and participate in Auxiliary programs other than social functions.
2. Very active members, between 10-15 years, who request dis-enrollment due to illness, may be eligible for retired status. The request must be approved via the chain of leadership and communication to the Director. The determination for eligibility for retirement will rest solely with the Director.

E. TRANSFERS

Within First Southern Region

FORMS REQUIRED:

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

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

ROUTING:

Member to current Flotilla Commander
 Current Flotilla Commander to new Flotilla Commander

New Flotilla Commander to DIRAUX

1. A member may request transfer to any flotilla within the First Southern Region using the Member Transfer Request form (ANSC 7056).
2. Member submits the Member Transfer Request form (ANSC 7056) to the current Flotilla Commander and the Change of Member Information Form (ANSC 7028) if applicable.
3. The current FC must endorse the form, either recommending or not recommending the transfer. (Unpaid financial obligations are normally the only valid reason for a negative recommendation.) Current FC then forwards the form to the new Flotilla Commander for endorsement. New Flotilla Commander then forwards to DIRAUX
4. The transfer is effective when approved by DIRAUX

F. DEATH OF A MEMBER

1. **Notification procedures.** The normal notification of the passing of a member is to the Flotilla commander and or PS officer. The Flotilla Commander will, in turn, directly notify the Director's office and copy the chain of leadership.
2. **Administration.** Following the passing of a member certain administrative tasks must be accomplished.
3. See the Auxiliary Manual, Chapter 12 for information regarding funeral services
 - a. Member should be deleted from AUXDATA. This is accomplished by notifying the Director's Office in writing.
 - b. The Flotilla Commander should ensure collection of ID card and any government property after a respectful interval (recommend 30 days). Forward the ID card and any gear issued by the Director's office back to DIRAUX."

Outside First Southern Region

FORMS REQUIRED:

Member Transfer Request (ANSC 7056)

Change of Member Information Report (ANSC 7028)

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

ROUTING:

Member to Current Flotilla Commander to DIRAUX

1. Members desiring to transfer to a flotilla outside First Southern Region must submit the Member Transfer Request form (ANSC 7056) and the Change of Member Information form (ANSC 7028) through their Flotilla Commander. The member's dues must be current at the time the application for transfer is submitted.

CHAPTER 2 – FACILITIES

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

A. VESSEL FACILITIES

FORMS REQUIRED:

Vessel Facility Inspection and Offer of Use form (ANSC 7003)

Non-Owner Authorization – D1SR Form (when owner is not Coxswain qualified)

Corporate Resolution – required if facility is corporate owned

Letter of Assent and Authorization – required if one or more owners are non-members

Copy of Registration or Documentation for Vessel

ROUTING:

Member to FC to DIRAUX

DIRAUX issues copies of accepted ANSC 7003 as follows: Appropriate order issuing authority, and member

Original ANSC 7003 is filed in member record

1. A currently certified Vessel Examiner must complete all inspections.
2. Annual facility inspections, once accepted by DIRAUX, are good for twelve months from the date of the last inspection. Facilities may be inspected at any time of the year.
3. A vessel becomes a facility when accepted by DIRAUX. Vessels not accepted are not eligible for patrol orders. DIRAUX will make the AUXDATA entry after vessel is accepted. This will be reflected in the Patrol Order Management System (POMS) within 24 hours after AUXDATA entry.
4. Vessels used for commercial assistance or law enforcement activities will not be accepted as a facility.
5. DIRAUX shall be notified when any facility is sold, or otherwise disposed of. Any operational facility decal shall also be removed.
6. All facility owners must be Basically Qualified (BQ).

B. RADIO FACILITIES

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

(b) D1SR CM Manual – 11-04

FORMS REQUIRED:

Radio Facility Inspection And Offer For Use form (ANSC 7004)

Communications Inspection Cover Sheet – D1SR Form 1SR-6 (11-04) 2 copies

ROUTING:

Member to SO-CM

SO-CM (assigns call sign, retains one copy of D1SR-6) to ADSO-CM-ADM

ADSO-CM-ADM to DIRAUX

DIRAUX issues copies of accepted ANSC 7004 as follows: ADSO-CM-ADM, appropriate order issuing authority and member

Original ANSC 7004 is filed in member record

1. The ADSO-CM-ADM will review for completeness, add facility ID and forward the forms to DIRAUX for acceptance and AUXDATA entry.
2. Inspection of radio facilities is performed by any AUXOP member, or a CM staff officer who has completed the AUXCOM OSC. Inspection of radio facilities is required once every three years (i.e., 1 September 2004 inspections will be valid until 1 September 2007).
3. All facility owners must be Basically Qualified(BQ).

C. AIRCRAFT FACILITIES

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

FORMS REQUIRED:

Aircraft Facility Inspection and Offer For Use Form ANSC 7005

Non-Owner Authorization – DISR Form (when owner is not a certified pilot)

Corporate Resolution – required for facilities that are corporate owned

Letter of Assent and Authorization – required if one or more owners are non-members

Copy of FAA Registration for Aircraft.

ROUTING:

Form completed by member and a District Flight Examiner

District Flight Examiner to DSO-AV

DSO-AV to DQO to DIRAUX

DIRAUX issues copies of accepted ANSC 7005 as follows: DSO-AV, ADSO-AVQ,

ASCC, and member

Original ANSC 7005 is filed in the member record

1. A currently certified Facility Inspector must complete all inspections. Facility Inspectors will be recommended by the DSO-AV and designated in writing by the Director on an annual basis.
2. Annual facility inspections, once accepted by DIRAUX, are good for twelve months from the last date of inspection. Facilities may be inspected at any time of the year.
3. An aircraft becomes a facility when accepted by DIRAUX. Aircraft not accepted are not eligible for patrol orders. DIRAUX will make the AUXDATA entry after aircraft is accepted. This will be reflected in the Patrol Order Management System (POMS) within 24 hours after entry in AUXDATA.
4. DIRAUX shall be notified of any aircraft facility that is sold or otherwise disposed of. Any operational facility decals shall also be removed.
5. All facility owners must be Basically Qualified (BQ).

D. PERSONAL WATERCRAFT (PWC)

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

FORMS REQUIRED:

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

ROUTING:

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

1. A currently certified Vessel Examiner must complete all inspections.
2. Annual Personal Watercraft inspections, once accepted by DIRAUX, are good for twelve months from the date of the last inspection. A PWC can be inspected at any time of the year.
3. A Personal Watercraft becomes a facility when accepted by DIRAUX. A PWC not accepted is not eligible for patrol orders. DIRAUX will make the AUXDATA entry after the PWC is accepted. This will be reflected in the Patrol Order Management System (POMS) within 24 hours after AUXDATA entry.
4. All facility owners must be Basically Qualified (BQ).

CHAPTER 3 – QUALIFICATIONS

A. VESSEL EXAMINER QUALIFICATION

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

FORMS REQUIRED:

NATC notice of passing grade achieved for online VE exam

ROUTING:

Member to FC to DQO-1SR

1. INITIAL QUALIFICATION.

- Member passes open book online exam with a score of 90% or better
- Perform five VSCs on recreational vessels under the supervision of a certified VE
- The Trainee activity must be entered into AUXDATA
- FC notifies the DQO that the member has completed all requirements and requests certification as a VE
- Member must be in BQ status prior to certification as a VE

2. ANNUAL CURRENCY MAINTENANCE.

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

3. RECERTIFICATION.

- Failure to perform the annual currency requirements will result in lapsed certification status (REYR)
- Member performs two VSCs as a Trainee under the supervision of a certified VE
- The Trainee VSCs must be recorded in AUXDATA
- The VE/MDV workshop, if required, must be recorded in AUXDATA
- FC submits request to the DQO for recertification of the member
- Once recertified, the VE is required to perform the annual currency maintenance VSCs prior to the end of the calendar year

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

B. INSTRUCTOR QUALIFICATION

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) Auxiliary Instructor Qualification Course, COMDTPUB P16794.44 (part A & B) (series)

FORMS REQUIRED:

Instructor Qualification Record, ANSC 7014
NATC notice of passing grade achieved for online IT exam

ROUTING:

FC to DQO-ISR

1. INITIAL QUALIFICATION.

- Member passes open book online exam with a score of 90% or better
- Teaches a minimum of two classes under the supervision of a certified IT
- The Trainee activity must be entered into AUXDATA
- FC notifies the DQO that the member has completed all requirements and requests certification as an IT
- Member must be in BQ status prior to certification as an IT
- The Director may waive the requirements for IT if the member meets certain criteria as specified in Ref (a), Chap 8

2. ANNUAL CURRENCY MAINTENANCE.

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

3. RECERTIFICATION.

- Failure to perform the annual currency requirements will result in lapsed certification status (REYR)
- Member performs two hours as a Trainee under the supervision of a certified IT
- The Trainee IT hours must be recorded in AUXDATA
- The IT workshop, if required, must be recorded in AUXDATA
- FC submits request to the DQO for recertification of the member
- Once recertified, the IT is then required to perform the minimum hours required for currency maintenance prior to end of the calendar year

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

C. RECREATIONAL BOATING SAFETY VISITOR

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

(b) Auxiliary Marine Dealer Visitor (MDV) Manual. COMDTINST
M16796.3 (series)

FORMS REQUIRED:

NATC notice of passing grade achieved for online RBSV exam

ROUTING:

FC to DQO-1SR

1. INITIAL QUALIFICATION.

- Member passes the open book online exam with a score of 90% or better
- Member performs two practice visits under the supervision of a certified RBSV
- The Trainee activity must be entered into AUXDATA
- FC notifies the DQO that the member has completed all requirements and requests certification as a RBSV
- Member must be in BQ status prior to certification as a RBSV

2. ANNUAL CURRENCY MAINTENANCE.

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

3. RECERTIFICATION.

- Failure to perform the annual currency requirements will result in lapsed certification status (REYR)
- Member performs two RBS visits as a Trainee under the supervision of a certified RBSV
- The Trainee visits must be recorded in AUXDATA
- The VE/MDV workshop, if required, must be recorded in AUXDATA
- FC submits request to the DQO for recertification of the member
- Once recertified, the RBSV is required to perform the annual currency maintenance visits prior to the end of the calendar year

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

D. BOAT CREW QUALIFICATION PROGRAM

- References: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
(b) Auxiliary Boat Crew Qualification Guide, Volume I: Crewman, COMDTINST M16794.52 (series)
(c) Auxiliary Boat Crew Qualification Guide, Volume II, Coxswain, COMDTINST M16794.53 (series)
(d) Auxiliary Boat Crew Qualification Guide, Volume III, PWC Operator, COMDTINST M16794.54 (series)
(e) Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

FORMS REQUIRED:

Auxiliary Boat Crew Qualification Guide, Vol I – Crewmember
Appendix A, Record of Completed Tasks
Dockside Oral Exam Record, Task BCM-08-03-AUX
Underway Check Ride Record, Task BCM-08-04-AUX

or

Auxiliary Boat Crew Qualification Guide, Vol II – Coxswain
Appendix A, Record of Completed Tasks
Dockside Oral Exam Record, Task COX-09-05-AUX
Underway Check Ride Record, Task BCM-09-06-AUX

or

Auxiliary Boat Crew Qualification Guide, Vol III – Personal Watercraft Operator
Appendix A, Record of Completed Tasks
Dockside Oral Exam Record, Task PWC-08-03-AUX
Underway Check Ride Record, Task PWC-08-04-AUX

plus

Task Completion Letter
Crewmember Trainee Underway Mission Record (Form 1SR-7) for crew

ROUTING:

QE to QEC to DQO-1SR to DIRAUX

1. **GENERAL.** Auxiliarists must be coxswain qualified in order to receive official patrol orders. An Auxiliarist must be crew qualified to act as a crewmember aboard an operational facility.
2. **QUALIFICATION.** Members of the Auxiliary may qualify for certification in the following positions in the Boat Crew Program (BCP):
 - a. Crewman: Complete tasks as stated in the Auxiliary Boat Crew Qualification Guide, Volume I: Crewman, COMDTINST M16794.52, and complete 16 hours underway with a mentor prior to check ride.

- b. Coxswain: Be a certified crewman and complete tasks as stated in the Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53.
 - c. Personal Watercraft Operator (PWO): Complete tasks as stated in the Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54.
3. NAVIGATION RULES EXAMINATIONS. NAVRULES exams are administered in the same manner as other proctored examinations. They are administered by designated proctors or a QE and should be completed online.
4. NAVIGATION RULES EXAMINATION WAIVERS. Any requests for waivers must be approved by the Director in writing prior to any shoreside oral or u/w checkrides are scheduled.
- a. The following certificates may be credited for Coxswain task COX-04-01-AUX provided they are accomplished within the preceding 24 month period:
 - CG Institute Navigation Rules Correspondence Course Exam
 - CG Deck Watch Officers Navigation Rules Course Exam
 - CG Deck Watch Officers Exam
5. CURRENCY MAINTENANCE REQUIREMENTS. The annual currency maintenance requirements for qualified members in the Boat Crew Program are:
- All are required to perform 8 hours annually at the level qualified, along with an annual workshop by the deadline date, if required, plus the following tasks:

<u>Crew Level</u>		<u>Coxswain Level</u>
BCM-03-04-AUX	(Pre-Underway Check-off)	COX-03-04-AUX
BCM-07-02-AUX	(Man Overboard Evolution)	COX-07-02-AUX
BCM-07-05-AUX	(Take vessel in Stern Tow)	COX-08-05-AUX
BCM-07-08-AUX	(Take vessel in Alongside Tow)	COX-08-07-AUX

NOTE: A fifth task will be added as prescribed by the Boat Crew Advisory Board. The fifth task will change annually, with advance notice given to the membership.

PWO Level

PWC-03-05-AUX	(Pre-Underway Check-off)
PWC-04-01-AUX	(Dismount & Remount PWC in Deep Water)
PWC-07-02-AUX	(P/U a Conscious Person & Transport to Shore)
PWC-07-03-AUX	(Take another PWC in Stern Tow)
PWC-02-11-AUX	PWO 5 th Year Only (PFD Swim)

- A certified Coxswain is authorized to signoff all the demonstrated boat crew tasks for the crew as well as coxswain for currency years 1-4.
- Fifth year currency tasks must be signed off by a Qualification Examiner
- The current D1-SR Annual Currency Maintenance Form is the **only** form that will be accepted for documenting the performance of currency maintenance tasks. All other versions will be rejected and returned. Policy MANDATES receipt of currency paperwork by the Currency Maintenance Coordinator (CMC/DQO) within 30 days of the date that the activity was performed. **The designated flotilla point of contact will not hold currency forms to batch mail.** All completed Currency Maintenance forms shall be forwarded directly to the DQO. Meeting annual currency maintenance requirements is the responsibility of the qualified member.
- Coxswains and PWC Operators are required to maintain NAVRULES currency every five years (open book). This is completed by successfully passing the Auxiliary or Coast Guard Institute NAVRULES examination or having met the waiver requirements. The examination should be taken online

E. AIRCREW QUALIFICATIONS

References: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(b) Auxiliary Aviation Training Text, COMDTINST M16798.5A

FORMS REQUIRED:

Pilot/Air Crew Qualification Form, ANSC 7015

ROUTING:

Inspector to Flight Examiner

Flight Examiner to DSO-AV to DQO to DIRAUX

1. **GENERAL.** Auxiliarists may qualify as Pilots, Aircrew or Observers, based on requirements contained in reference (a) and relevant Auxiliary aviation manuals. Checking and qualifying aviators is the responsibility of the District Flight Examiners, reporting through the District Aviation Board (DSO-AV) to the DQO and the Director of Auxiliary. Flight Examiners, appointed by the Director in writing on an annual basis, train and qualify aviation personnel in the program.

2. AIRCREW REQUIREMENTS. All pilots, aircrew and observers must meet the applicable requirements of Ref (a) for initial certification and annual currency maintenance.

F. QUALIFICATION EXAMINER PROGRAM (QE)

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) Auxiliary Qualification Examiners (QE) Program Manual, D1SRINST 16790.2

FORMS REQUIRED:

Qualification Examiner Application Form

ROUTING:

Member to the District Chief Qualification Examiner (Chief QEC) with endorsements from the Flotilla Commander (FC), Division Captain (DCP), Rear Commodore (RCO), Area QEC, and then to DIRAUX.

1. GENERAL. The Qualification Examiner's (QE) primary task is to ensure all boat crewmembers are initially qualified, and through the re-certification process, remain proficient in their skills. To enforce the standards, boat crew QEs must be expert coxswains and personal watercraft QEs must be expert operators with impeccable integrity.
2. BOAT CREW (BC) QE. To become a boat crew (BC) qualification examiner, the candidate must meet the following requirements:
 - Must be a currently certified Auxiliary coxswain for at least one year.
 - Must be a currently certified Auxiliary instructor for at least one year.
 - Must have passed the Auxiliary specialty courses for Auxiliary Search and Rescue (AUXSAR), Auxiliary Patrol (AUXPAT), Auxiliary Communications (AUXCOM), and Auxiliary Navigation (AUXNAV).
 - Must have completed at least 8 hours of Team Coordination Training (TCT) in the last 2 years.
3. PERSONAL WATERCRAFT (PWC) QE. To become a personal watercraft (PWC) qualification examiner, the candidate must meet the following requirements:
 - Must be a certified PWO for at least one year
 - Must meet all other requirements for becoming a QE
4. AREA QE COORDINATOR. The Area QEC is appointed by the Chief QEC for a two year term to act as their direct representative for an assigned geographical region. Appointment/reappointment is subject to approval by DIRAUX.
5. CHIEF QE COORDINATOR. The Chief QEC is appointed by DIRAUX for two years and is the Executive Auxiliary Coordinator of the QE Program

responsible to the OTO. Reappointment is subject to DIRAUX approval.

CHAPTER 4 – TRAINING AND EDUCATION

A. SPECIALTY COURSES

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

FORMS REQUIRED:

Auxiliary OSC Exam Request/Transmittal Form (ANSC 7026)

Or

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

ROUTING:

AUXOP designated Proctor, FSO-MT or FC to DIRAUX

1. **GENERAL**. There are six advanced level training courses. They are Seamanship, Navigation, Communications, Search and Rescue, Patrols, and Weather.
 - a. There are no formal enrollment procedures for members interested in participating in these training courses. Most flotillas offer these specialty courses through an experienced instructor (IT). Interested members should contact their Flotilla Commander or FSO-MT to find out where the specific training is being offered within their flotilla and/or division.
 - b. Instructor Guides and Student Workbooks pertaining to each particular course are available from ANSC through the FSO-MA or the FC.
2. **PROCTORS**. The Director's office controls and distributes the specialty course examinations. A commissioned or warrant officer, petty officer, CG civilian employee, or any Auxiliarist designated as an AUXOP, and/or appointed as proctor, may order and administer specialty course examinations. All Qualification Examiners (QEs) are designated as proctors for online testing only. The preferred method of test administration is online.
3. **PAPER EXAMS**. A request for a specialty course examination must be submitted to the Director's Officer by the DSO-MT, FSO-MT, DCP, FC or designated Proctor. Requests may be mailed or faxed. Email requests are authorized, but all of the information required on the Auxiliary OSC Exam Request/Transmittal Form CG-4887 (ANSC 7026), is also required in the email.
 - a. Upon receipt of the Auxiliary OSC Exam Request/Transmittal Form CG-4887 (ANSC 7026), examination booklets, and answer sheets are mailed to the proctor for administration.

- b. Once the examination has taken place the entire package will be returned to DIRAUX for grading. A score of 75% or greater is needed to pass the specialty exams.
 - c. Passing grades are entered into AUXDATA, and an 'Examination Results' letter is sent to the member (whether pass or fail).
4. ONLINE EXAMS. Members may also take the specialty course examination online (<http://cgexams.info/testing>) by contacting the proctor for their Flotilla. The Flotilla proctor will go to the [Proctor's Request](#) page and input the required information. The proctor will notify the member, who will then go to [Student's Request](#) and fill in the information. The student will receive an email confirming the password for the exam, as will the proctor. The exam passwords will be valid for a time period of 48 hours starting on the exam day requested. A member may retake the exam immediately, after receiving the grading email (which should be returned within minutes). The exams may be taken on any computer, including those at public locations, such as a library. Grades for proctored exams are sent automatically to both the email address used by the member and the email address of the proctor.
5. AUXOP. This status is reached by satisfactorily completing all six specialty courses. *See chapter 1.*

B. COAST GUARD INSTITUTE CORRESPONDENCE COURSES

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

FORMS REQUIRED:

Form CGI-210-2

ROUTING:

FSO-MT/FC to DIRAUX

1. AVAILABLE COURSES. All Coast Guard Institute Courses are available to Auxiliary members, except those containing classified material. A listing of courses may be found through MA staff officers. The Coast Guard Institute maintains an Internet Website, which can be found at <http://www.uscg.mil/hq/cgi/index.html>.
2. ENROLLMENT. To enroll in a Coast Guard Institute Course, the applicant must request the course using the application form CGI-210-2, which is available from the FSO-MA or through DIRAUX. The application is then approved, and the course material is ordered by the Director's office.

3. COURSE COMPONENTS. The Institute will furnish course materials and components. The Non-expendable (returnable) material should not be marked on or written in/on. Course materials are shipped UPS. A street or route address is necessary as UPS will not accept post office box addresses.
4. COURSE COMPLETION. The DIRAUX office will receive official notification upon the member's completion of the correspondence course. The member will, in turn, be notified with a congratulatory letter. A copy of the completion letter will be entered into the member's record and, if appropriate, into AUXDATA.

C. AUXILIARY NATIONAL "C" SCHOOLS

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

FORMS REQUIRED:

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

ROUTING:

Member to FC to DIRAUX (OTO)

1. National Schools are offered through CG Training Facilities at various locations in the U.S. Auxiliary members serving in the various mission categories may elect to expand their specialty knowledge by attending a Class "C" school. Members shall submit a Short-term Training Application, CG-5223/ANSC 7059, through their FC. The FC will insure the form is completed correctly, providing their endorsement, and then forward request on to DIRAUX (OTO).
2. Student quotas are limited. Auxiliarists are ineligible to attend if previously enrolled in the same Class "C" school within the past thirty-six months.

D. QUALIFYING WORKSHOPS

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

FORMS REQUIRED:

Workshop Mission and Attendance Report – Form ANSC 7039

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

1. GENERAL. Nationally promulgated directives periodically require members to attend approved workshops in order to retain certification in certain program areas.

2. TIME FRAME FOR WORKSHOPS. Workshops that are prescribed by National are to be held as directed, usually annually. All workshops must be completed before 1 June of the year prescribed. Those members who do not attend the required workshop(s) face a lapse (REWK) in their specific certification(s). Once suspended, members will not be able to receive orders or receive credit for operational missions, vessel/facility examinations, instructor missions, or marine dealer visits.
3. WORKSHOP LEADERS. The SO-OP, SO-MT, SO-PE, and SO-VE should present the required workshop(s) at the Division level. FSO-OP, FSO-MT, FSO-VE, and FSO-PE may present the workshop(s) at the flotilla level.
4. WORKSHOP REPORTING. The instructor, upon completion, will submit a listing of all members who were in attendance, on Form ANSC 7039, to the FSO/SO-IS for entry into AUXDATA. Those reports not entered into AUXDATA by the date set by the Chief Director will result in the member's certifications being suspended. A member has until 30 September to attend a required workshop and have it entered into AUXDATA. The DQO MUST be notified of the makeup workshop completion and requested to reset the member's certification(s).

E. TEAM COORDINATION TRAINING (TCT)

- References: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
 (b) Team Coordination Training, COMDTINST 1541.1 (series)

FORMS REQUIRED:

TCT Student Roster form provided by the TCT Facilitator.

ROUTING: The attendance record is forwarded to DIRAUX/OTO by the TCT Facilitator.

1. Team Coordination training (TCT) is required for all personnel in the Boat Crew Program. Those members who are seeking Boat Crew qualifications are required to attend TCT prior to performing the shore-side oral and u/w check-ride with a QE.
2. Any Auxiliary member may attend TCT Training. However, TCT is *required* every 5 years for all members in the boat crew program and every 2 years for QE's.

CHAPTER 5 – FORMS AND REPORTS

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

A. ANNUAL REPORTS

FORMS REQUIRED:

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

ROUTING:

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

1. ANNUAL UNIT OFFICER REPORT. Form is submitted at the start of the year to record newly elected and appointed officers. Due date is December 20.
2. CHANGE OF OFFICER REPORT. Used when changing officers during the year.
3. CERTIFICATION OF ELECTION. Form is submitted by the certifying officer to report the results of an election to the Director. Due date is December 20.
4. UNIT FINANCIAL REPORT. Form is filed annually to report the unit inventory and financial status. Due date is 1 March in DIRAUX office.

B. RBS VISITOR/VESSEL EXAMINER REPORTS

FORMS REQUIRED:

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

ROUTING:

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

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

C. PUBLIC EDUCATION COURSE SCHEDULE REPORTS

FORMS REQUIRED:

Notice of Intent to Teach, 1SR Form

ROUTING:

FSO-PE to ADSO-PE

1. INTENT TO TEACH. Form is used to register a course on the 1SR website. Form is also sent to BOAT/US.

D. MEMBER REPORTS

FORMS REQUIRED:

Mission Activity Report, ANSC-7030

Member Activity Log, ANSC-7029

Change of Member Information, ANSC-7035

ROUTING:

Mission Activity Report, ANSC-7030 – Member to FSO-IS to SO-IS

Member Activity Log, ANSC-7029 – Member to FSO-IS to SO-IS

Change of Member Information, ANSC-7035 – Member to FSO-IS to SO-IS

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

E. MONTHLY MEETING AND FINANCIAL REPORTS

FORMS REQUIRED:

Monthly meeting report

ROUTING:

FC to DCP

1. All Flotillas will file a monthly meeting report to the DCP. The monthly report will contain financial reporting, including starting balances, income, expenditures, (summaries) and ending balances.
2. All Division Captains will insure that all Flotillas file a copy of the Flotilla report with the DCP for his/her review.
3. A copy of the year end (December) bank statements SHALL be attached to the annual Flotilla and Division Finance reports, submitted no later than 1 February of each year.

CHAPTER 6 – ADMINISTRATION

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

A. ELECTIONS

1. **GENERAL**. Eligibility for positions is outlined in reference (a). Nomination procedures for the positions are outlined in the USCG Auxiliary D1-SR Standing Rules.
2. **DISTRICT ELECTIONS**. The District Board will hold elections in accordance with the following schedule:
 - a. DCO-Every two (2) years or as needed to fill a vacancy
 - b. VCO-Every two (2) years or as needed to fill a vacancy
 - c. RCO-Every year or as needed to fill a vacancy
3. **DIVISION ELECTIONS**. Each Division will hold an annual election to elect a Division Captain and Vice Captain. This election will be held AFTER the District election. Nominations and elections are conducted in accordance with Division Standing Rules or in the absence of such rules in accordance with District Standing Rules. The DCO, VCO, RCO, or IPDCO will attend and certify the election. The certifying officer will report to the Director's office the results of the election on the Certification of Election form.
4. **FLOTILLA ELECTIONS**. Each flotilla will hold an annual election to elect a Flotilla Commander and Vice Commander. This election is to be held after the Division Election but before December 15 of the year. Nominations and elections are conducted in accordance with Flotilla Standing Rules or in the absence of such, in accordance with District Standing Rules. The DCP, VCP, or IPDCP will attend to certify the election. The certifying officer will report the results to the Director's office on the Certification of Election form.

B. STANDING RULES

1. **GENERAL**. Standing Rules are rules related to the details of administration of a District, Division, and a Flotilla. They can be adopted and changed as necessary by the membership. Standing Rules shall in no manner conflict with Coast Guard directives or policies, National Board Standing Rules, or provisions in the Auxiliary Manual. Standing Rules should provide for and include such items as; meetings, dues, nomination and election of officers, voting, duties of officers and committees, awards, publications, provisions for amending the standing rules, and any other items the membership may find necessary or desirable. Suggested guidelines may be found

in the Auxiliary Administrative Procedures Guide, COMDTPUB P16791.2, or “Roberts Rules of Order”.

2. SUBMISSION AND APPROVAL. A unit’s Standing Rules must be voted on and approved by the membership and signed by the FC or DCP. Three copies are forwarded to the DSO-L for review and approval by the DCO.
3. AMENDMENTS. An Auxiliary District, Division, or Flotilla may amend its Standing Rules according to the provisions in those Standing Rules. The adopted amendment or change should be signed by the officer and submitted via the Chain of Leadership and Management to the DCO. Except in the case of a major rewriting or revision, the entire Standing Rules need not be resubmitted. Approved amendments will be signed by the DCO and distributed in accordance with paragraph 2 of this section.

C. DUES

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

National Dues - \$9.00

District Dues - \$9.00

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

5. DUES DISCREPANCIES. Occasional disagreements occur between Flotilla Commanders and the DSO-FN concerning the amount of dues payable. If a disagreement occurs, the Flotilla Commander shall pay the amount billed by the DSO-FN and notify the DSO-FN of the suspected error(s). The DSO-FN will then investigate the reported discrepancies in order to determine their validity and initiate refunds if deemed necessary.

D. UNIFORMS

1. AUTHORIZED UNIFORMS. Service Dress Blue Bravo, Winter Dress Blue, Working Blue and ODU's uniforms are authorized for wear in the First District from 1 November until 31 March of the following year. Tropical Blue, Undress Blue, Working Blue and ODU's are the specified uniforms from 1 April to 31 October. These are the authorized uniforms for the usual Auxiliary activities. The OPERATIONAL COMMANDER will specify the "uniform of the day" in the Plan of the Day, OP orders, etc. as the prescribed uniform to be worn for Auxiliarists performing under patrol orders. The organizing authority for the event shall designate uniforms for special events such as a change of watch or a certain ceremony.
2. UNIFORM INFORMATION. Information on the types, ribbons, insignia etc., and proper wearing of, and accessories pertaining to, can be found in ref (a), Chap 10.
3. PROCUREMENT. Many uniform items are obtainable through the District Store. Members may also order uniforms by mail or telephone from the Uniform Distribution Center in Woodbine, NJ at 1-800-874-6841. Order forms are available from ANSC through the FSO-MA/FC. Uniforms may also be purchased thru commercial sources which can be found in the Uniform Procurement Guide.

E. MAIL

1. GENERAL. Auxiliary units, officers, and staff officers may request Government Stamps (special design) from their Material Staff Officers. They may also request various size envelopes, labels, and letterhead stationery.
2. AUTHORIZED OFFICIAL MAIL.
 - a. Coast Guard and Auxiliary informational forms or applications
 - b. Notices of Meetings
 - c. AUXDATA reports
 - d. Correspondence to DIRAUX or other Auxiliary officers
 - e. Auxiliary text books

- f. Auxiliary unit publications
 - g. Request for lodging and conference registration for official meetings
3. UNOFFICIAL MAIL NOT AUTHORIZED FOR GOVERNMENT STAMPS.
- a. Mail to other government officials or agencies, other than the CG, unless approved by DIRAUX
 - b. Orders for, and shipment of, Auxiliary uniforms or insignia from any source
 - c. Personal information between members, greeting cards, and invitations to social functions
 - d. Auxiliary unit publications containing advertising
 - e. Election/campaign materials
4. MARKING OF ENVELOPES. In the return address section of the envelope, or on a label, print your official title (e.g. FC, DCP etc.), address, and below that the words "OFFICIAL BUSINESS". **Do not put your name in the return address area.**

F. ADVERTISING

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

G. FUND RAISING

- 1. An Auxiliary unit may neither receive nor solicit gifts from non-members without the express permission of the District Commander. It is contrary to Coast Guard policy to receive or solicit donations, funds, property, or services from outside the Coast Guard or Auxiliary organizations.

2. Requests for fund raising must be sent to the District Commander via the Director and include all details of administration, purpose, and procedures for the proposed fund raising activity.

H. ALCOHOL ABUSE

1. Auxiliarists must conduct themselves in a manner worthy of the Auxiliary uniform and membership. At no time should there be any use of alcoholic beverages on board an Auxiliary facility while under orders. This applies to any guests or passengers while on board the facility.
2. Alcohol is not permitted under any circumstances at Auxiliary meetings in which minutes are taken and/or a vote is to be taken.

I. CANVASSING

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

J. AUXILIARY CHAIN OF LEADERSHIP AND MANAGEMENT

1. At all times the Auxiliary Chain of Leadership and Management will be observed when sending written correspondence, endorsements, and verbal correspondence with Auxiliary membership and the Director's Office. Sending e-mail or faxing documents does not negate using proper procedures.
2. Individual members are not authorized to call the Director's office. Division Captains and Flotilla Commanders shall not direct their members to call the Director's Office. Only EXCOM and Division Captains may call the Director or office staff. FC's are authorized to use the Problem Resolution Gateway on the DIRAUX web site. <http://diraux.cgaux1sr.org/contactus2.html>

K. DELEGATION OF AUTHORITY

1. The overall authority for the administration of the Coast Guard Auxiliary is vested, by law, in the Commandant of the Coast Guard. The Coast Guard authorizes an organization of elected and appointed Auxiliary officers to plan, coordinate, and carry out the functions necessary to support the purpose of the Auxiliary.
2. Auxiliary officers have responsibilities set forth by the Commandant and his designees. An elected officer may delegate some of the functions to staff officers, but the responsibility for the office remains with the elected officer.

L. PERSONNEL RECORDS

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

M. UNIT PUBLICATIONS AND NEWSLETTERS

1. **ALL** publications must be approved by the DIRAUX prior to distribution. Items should be of an "official nature" or relate to Auxiliary affairs. Avoid personal articles that refer to family activities, member's vacation plans, etc. Copies of each issue must be provided to DIRAUX and to the DSO-PB. General guidelines for unit publications are as follows:
 - a. Defamation of an individual will not be made or insinuated in any manner
 - b. Copyright violations are prohibited
 - c. Contradiction or criticism of official policy or regulations must not be made
 - d. Publications and Newsletters cannot contain commercial advertising

N. "OVER THE BOW"

1. The First District Southern Region’s publication is titled “Over The Bow”. It provides information on Auxiliary programs along with stories of interesting activities occurring in the 1SR Region. Publication is normally quarterly.
2. For submission of articles for publication or information, contact the District Staff Officer for Publications (DSO-PB).

CHAPTER 7 – AUXDATA

FORMS REQUIRED:

A complete list of current forms can be found on the National Auxiliary web page at: http://www.cgaux.org/cgauxweb/home_frame_955a.htm

1SR FORMS:

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

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

FORMS ROUTING:

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

A. BACKGROUND

1. AUXDATA is an acronym for “Auxiliary Database”. It is a data processing system designed to provide information as a management tool.
2. All problems should be addressed to the SO-IS. Request for access to AUXDATA must go via the “IS” chain of communication to the DSO-IS.

B. SO-IS DUTIES

1. Follow procedures when inputting AUXDATA related data.
2. Work with the FSO-IS to provide timely response to their AUXDATA questions and problems. Ensure that training sessions are conducted for IS personnel. Keep the FSO-IS advised of new policies and procedures.
3. Maintain liaison with the DSO-IS and pass information up and down the IS chain of communication.
4. Provide the Division Board and Staff with AUXDATA output reports (may be done electronically).
5. Maintain correspondence and records pertaining to the Division and input AUXDATA reporting forms into the system. Return forms or make file copies to the

submitter for verification of entry. Upon relief of duty, the outgoing SO-IS must deliver these records to the incoming SO-IS.

C. FSO-IS DUTIES

1. Review AUXDATA reports to ensure that Flotilla input is being received and entered and to notify the SO-IS of errors. These printouts will be provided by the SO-IS. It is essential that the FSO-IS review and correct errors as failure to do so will result in loss of member and flotilla credits for activities. By far, most of these errors will be on the Member Activity Report Form and the Vessel Examination Report Form. In these cases, the FSO-IS can simply resubmit the AUXDATA report form writing "Re-submission" across the top. Minor corrections can be made to the original forms and then re-submitted as well. For major errors a new form should be completed.
2. Review the AUXDATA reporting forms for errors and correct types before submission to the SO-IS. The FSO-IS should put his/her stamp on the form before sending. The FSO-IS is strongly encouraged to submit AUXDATA forms at the minimum of one per week and to maintain accounting of AUXDATA input and listings.
3. Provide training to flotilla members on AUXDATA and report to the FC, VFC, and SO-IS concerning the status of the flotilla's information in AUXDATA.
4. Conduct administrative workshops/training sessions to promote better understanding and usage of AUXDATA and AUXDATA procedures.
5. Keep correspondence and records pertaining to their Flotilla. Upon relief of duty, the outgoing FSO-IS must deliver these records to the incoming FSO-IS.
6. FSO-IS who have completed the AUXDATA training conducted by District staff, or by attendance at an AUX-10 C School, may assume the responsibility for AUXDATA entries for their respective flotilla. This responsibility must be requested by the FC and endorsed by the SO-IS with the concurrence of the DCP.

CHAPTER 8 – PUBLIC EDUCATION

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

A. GENERAL POLICY AND PROCEDURES

1. Public education courses are authorized by the Auxiliary National Board or official State Courses. No departure from established lesson plans is permitted.
2. Only qualified Instructors (IT) may teach Auxiliary public education courses. Guests with special expertise are welcome to teach their specialty as long as a qualified IT is present. Auxiliarists who wish to become instructors must meet the requirements put forth in ref (a) Chap. 8
3. When required by the owner/manager of a building where classes are being held that insurance coverage is necessary, a self-insurer letter may be obtained from the Director's office. This letter explains federal liability coverage under the Federal Torts Claims Act.
4. Instructors are covered for liability and injury as put forth in the Auxiliary Manual, COMDTINST M16790.1 (series).
5. Auditing of a course may be permitted at no cost. However, no books are to be given free of charge. A Certificate of Completion is not to be presented to the auditor at the end of the course.
6. When custodial fees are charged the Auxiliary unit, the Auxiliary may charge the students that fee. Collections must be kept separate from fees collected for course materials. No cost facilities, i.e. government buildings, should be utilized if possible.
7. In addition to custodial and text fees, the Auxiliary unit may price course competitively with the local market.
8. Only authorized PE materials may be used. These are obtainable from the DSO-MA through the FSO-MA or SO-MA.
9. The DSO-PE should be advised in advance of the course scheduled by submission of the Notice of Intent to Teach, form ANSC 7023, by the FSO-PE. The course can be listed by BOAT US. In doing so, the course title and schedule of classes will be placed on the BOAT US hotline (1-800-336-BOAT).
10. Members acting as Lead Instructor or Instructor aides must submit their activity report, form ANSC 7030, to their FSO-IS/SO-IS for entry into AUXDATA.

11. Upon completion of a course, the EOC details are completed on the ANSC 7030 form by the FSO-PE and forwarded to the FSO-IS/SO-IS for entry into AUXDATA.
12. Any PE course final exam answer sheets should be kept in flotilla files for two years.
13. As per the Auxiliary Manual, COMDTINST M16790.1 (series), at no time shall a PE course, or any portion thereof, be performed on board a vessel. Failure to comply with this restriction would be grounds for immediate dis-enrollment by the Director of the member(s) conducting such training.

CHAPTER 9 – AWARDS PROCEDURES AND POLICIES

References: (a) Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 11
(b) Medals and Awards Manual, COMDTINST M1650.2 (series)

A. GENERAL

1. Members of the Auxiliary, being volunteers, receive no direct compensation for the many hours and service they donate to the Coast Guard. Recognizing Auxiliarists is essential to the success and vitality of the Auxiliary Program. In many respects, the recognition they receive through the awards process can be considered to be their “paychecks”. The services and actions of Auxiliarists should receive appropriate recognition and awards to the maximum extent possible.
2. Auxiliary ribbons, medals, awards, and award certificates may be obtained from the Director of Auxiliary, or from the Auxiliary National Supply Center.
3. The procedures contained herein for any Auxiliary award shall be used in conjunction with CGDONEINST 1650.2F.

B. ELIGIBILITY AND CRITERIA

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

C. PROCEDURES

1. **RECOMMENDATIONS BY REGULAR COAST GUARD PERSONNEL.** Coast Guard Commanders and Officers in Charge may recommend Auxiliary members for awards listed in ref (a). Captains and Commanders in command billets and the Director of Auxiliary are the awarding authorities for several of the awards.
 - a. Recommendations will be prepared and submitted on the Coast Guard Award Recommendation form, CG-1650, along with required supporting documentation through the chain of command to the awarding authority.
 - b. All awards for which the District Commander or COMDT is the awarding authority will be forwarded via the Director of Auxiliary (oax-SR). The First District Auxiliary Awards Board consists of the Chief of Staff, the award specific program manager, and the Director of Auxiliary. The Director of Auxiliary will

staff award recommendations through the First District program manager and Chief of Staff to the awarding authority. The program manager will vary based on the mission being supported. For example, group and air station support will be reviewed by the Chief, Search and Rescue Branch, marine safety support by the Chief, Marine Safety Division, etc.

- c. All awards for which a Captain or a Commander, in a command billet, is the awarding authority are approved at the command level. Copies of awards approved by Commanding Officers must be sent to the First District Director of Auxiliary (oax-SR) for inclusion in the member record.
2. **RECOMMENDATIONS BY AUXILIARISTS.** Any Auxiliarist may recommend another Auxiliary member for one of the awards listed in ref (a). Auxiliary members may not recommend active duty members for Auxiliary awards. However, an active duty member assigned to a working group or a team consisting of Auxiliary and active duty members may be included on the roster of those being recommended for a Coast Guard Meritorious Team Award initiated by an Auxiliarist.
- a. Recommendations will be prepared and submitted on the Coast Guard Award Recommendation form, CG-1650, along with required supporting documentation through the Chain of Leadership and Management to the EXCOM.
 - b. It is imperative that award recommendations are not discussed with personnel who are not in the review process, including the individual(s) being recommended for the award. Award recommendations are to be treated as privileged information.
 - c. The EXCOM shall review the recommendation upon receipt for completeness and take any action necessary to obtain documentation that is needed to complete the recommendation. Particular attention should be given to the citation to accompany the award. In some cases it may be appropriate for EXCOM to draft or edit the citation. When the recommendation is complete, it will be forwarded to the District Commodore and EXCOM will note their recommendation on the Auxiliary Award Recommendation Cover Sheet (CGD1AUX-AWARD).
 - d. The District Commodore will include his/her recommendation(s) and forward to the Director of Auxiliary for final processing.
 - e. If an award submission receives a negative determination from the EXCOM, the District Commodore will notify the submitting Auxiliarist of the reasons for not adopting the recommendation.

D. DOCUMENTATION

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

CHAPTER 10 – D1SR AWARDS PROGRAM

A. GENERAL

1. The District Board shall approve the name, purpose, nature, and applicable conditions of all awards offered to members of the Coast Guard Auxiliary, First Coast Guard District (SR). The awards, which are open to all members, flotillas, and divisions, shall be considered as District Board Awards. All expenses in connection with these awards shall be born by the District Board Treasury, unless offered by other individuals or organizations.
 - a. Individual or Organizational Awards. The District Board will give due consideration to any award offered to the Coast Guard Auxiliary, First Coast Guard District (SR), by any individual or an organization and any such awards determined to be appropriate as a District Award will be accepted and officially established by the District Board.
 - b. Final Authority. Where doubt exists regarding deadlines or time limits, the date recorded when received in the District Director's Office, will be the final authority.
 - c. Flotilla Eligibility for Receipt of Awards. To be eligible for unit awards, as detailed in the List of Awards sponsored by the District Board, a Flotilla must have made payment of District Dues no later than 1 June, as required by the by-laws (DSO-FN Report).

B. POINTS FOR AWARDS

1. ADMINISTRATIVE.

- | | |
|--|---|
| a. Each Coast Guard Administrative Support Mission | 6 |
| b. Each five (5) hours of Administrative Support Mission | 4 |
| c. Each CG Recruit/Aim Support Mission | 6 |
| d. Each five (5) hours of CG Recruit/Aim Support Mission | 4 |

2. VESSEL EXAMINATIONS.

- | | |
|---|----|
| a. Each 25 Vessel or PWC Examinations given | 15 |
| b. Each member attaining 100 Examinations | 15 |
| c. Each Vessel Examiner on roster | 10 |
| d. Each Inspected facility (Air and Vessel) | 5 |

e.	Each Operational facility (Air and Vessel)	10
f.	Each Marine Dealer Visitor on the roster	5
g.	Each 25 Marine Dealer Visits given	15
h.	Each Communications Facility	5
3.	<u>PUBLIC EDUCATION.</u>	
a.	Each One-Lesson Course given	5
	Each 15 enrollees divided by one half	5
b.	Each Three-Lesson Course given	15
	Each 10 enrollees	5
c.	Each State Boating Course	20
	Each 10 enrollees	5
d.	Each Four-Lesson Boating Safely	20
	Each 10 enrollees	5
e.	Each BS&S or BCN Six-Lesson Course given	25
	Each Sail Seven-Lesson Course given	30
	Each Thirteen-Lesson Sail, BS&S, or ACN Course given	50
	First 20 enrollees (6, 7 or 13 lesson course)	5
	Each additional 10 enrollees (6, 7, or 13 lesson)	20
4.	<u>OPERATIONS.</u>	
a.	Each Safety and/or Regatta Patrol (including AIROPS)	15
b.	Each Coast Guard Operational Support Mission	10
c.	Each Chart Update Patrol	10
d.	Each Environmental Mission	10
e.	Each Assist	10
f.	Each five (5) hours of Patrol or operations created	10
g.	Each member Boat Crew, Co-Pilot, or First Pilot	15
h.	Each member Coxswain or Air Craft Commander	20
i.	Each member attaining 100 cumulative hours on Patrol and or Operational Support Missions (Crew-Coxswain-Air Observers)	15
5.	<u>MEMBER TRAINING.</u>	
a.	Each new Member	6
b.	Each member becoming AUXOP	40
c.	Each new VE qualification or re-qualification	8

d. Each new IT qualification or re-qualification	8
e. Each Operational or Coxswain qualification or re-qualification (New BCQP, and New AIROPS)	8
f. Each new Operational Specialty Certified	10
g. Number of MT Sessions plus hours	3
h. Each member attaining 30 Head Instructor Hours	15
6. <u>GROWTH AND RETENTION.</u>	
a. Net Increase of members (New minus Dis-enroll & Deaths)	10
b. Total number of new members or transfers	10
c. Each AUXOP	20
7. <u>PUBLIC AFFAIRS.</u>	
a. Each Lecture given	2
b. Each news story	2
c. Each radio/TV spot aired days	2
d. Each radio/TV spot participated in and Coast Guard Approved (30 Minutes)	20
e. Each Boating/Safety Booth Day or VE Station Days	3
8. <u>DCO ROLAND BALDINE AWARD.</u> Special Award - points not used in per capita calculations.	
a. Each new Member	5
b. Each new AUXOP	10
c. Each new VE (qualification or re-qualification)	5
d. Each new IT (qualification or re-qualification)	5
e. Each new AIROPS (observer or pilot)	5
f. Each new Specialty Course Passed	5
g. Each new Crew Member	5
h. Each new Coxswain	5

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

C. AWARDS

1. Director's Cup. The Director's Cup (a perpetual trophy held in the Director's Office and a suitable memento presented to the member) is awarded in recognition of exemplary leadership contributions of individual Auxiliarists to the Auxiliary and the community. It is given based upon the recommendation of the District Commodore

and at the discretion of the Director. It may not be awarded annually, but will be awarded when the Director deems it appropriate. It may be awarded to as many as three members in one year. It is presented at the December Leadership and Training Conference.

2. Flotilla Meritorious Award. The Flotilla Meritorious Achievement Award recognizes the top Flotilla in the First District Southern Region. The Director and the District Commodore using the point system from this awards program determine the recipient of this award.
3. Group Commander's Flotilla Awards. Suitable memento will be awarded to each Flotilla designated as having been of the greatest assistance to a Coast Guard Group Commander during a calendar year. This award can only be given on recommendation of a Group Commander.
 - a. The number of awards designated by any Group or Captain of the Port will be promulgated by the District Director.
 - b. Only one (1) award to a Flotilla per Division.

D. DISTRICT AWARDS

1. SPECIAL AWARDS.

- a. Kitty Shannon Trophy. Suitable memento retained by the Flotilla that performs the greatest number of VE's during Safe Boating Week. A suitable memento to the Flotilla in EACHAREA doing the most VE's other than the winner of the Kitty Shannon Trophy.

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

- b. District Commander's Efficiency Trophy. Suitable memento awarded by the incumbent District Commander to the Auxiliary Division that has the best record of accomplishment during the calendar year. Award will be based on the point count system for awards adjusted by a Per Capita Formula.
- c. DCO Roland Baldine Award. Suitable memento awarded to the Division with the best record of accomplishment in Membership Training based on the point count system for this award. Top Salesperson Award: Awarded to the Auxiliarist who brings in the most new members from 1 January to 31 December. Given by the Past Captain's Association.

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

- a. Division. Suitable memento to the Divisions with the highest number of PEC points during the year. First, second, and third place awards.
- b. Flotilla. Suitable memento to the Flotillas with the highest number of PEC points during the year. First, second, and third place awards.
- c. Division Youth Award. Suitable memento to the Divisions having the highest number of youth enrolled in the PE classes. First, second, and third place awards.
- d. Flotilla Youth Award. Suitable memento to the Flotillas having the highest number of youth enrolled in the PE classes. First, second, and third place awards.
- e. Most Instructor Hours. Flotilla (Instructor Hours based on PE Class Hours from Flotilla District Management Report). Suitable memento to the Flotillas with the highest number of instructor hours for the year. First, second, and third place awards.
- f. Most Instructor Hours. Member (PE or MT Head Instructor Hours Only). Suitable memento to the highest number of instructor hours for the year. First, second, and third place awards.
- g. Instructor Awards. A suitable memento awarded to each instructor who has achieved a minimum of thirty (30) hours of instructing.

3. OPERATIONS AWARDS.

- a. Bogen Trophy. Judged by EXCOM. Suitable memento shall be given to the persons making the most outstanding assists. First, second, and third place awards. The Bogen Trophy is retained by the Flotilla for 1 year whose member makes the most outstanding assist of the year.
- c. Mazotta Award. Suitable memento shall be given to the persons with the highest number of assists. First, second, and third place awards.
- d. Patrol Hours Award #1-2-3. A suitable memento awarded to each Auxiliarist who achieves 100 hours on patrol.
- e. Operational Support Missions Hours Award #7-20-21-26. A suitable memento awarded to each Auxiliarist who achieves 100 hours in operational support missions.
- f. Environmental Mission Hours Award #28-71-72. A suitable memento awarded to each Auxiliarist who achieves 100 hours in environmental missions.
- g. CG Administrative Support Missions #8-41-42-43.

- (1) *Division*. Suitable memento to the Divisions reporting the highest number of CG Administrative Support Missions. First, second, and third place awards.
 - (2) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of CG Administrative Support Missions. First, second, and third place awards.
- h. AIM and RAP Missions #9-90.
- (1) *Division*. Suitable memento the Divisions reporting the highest number of AIM and RAP Missions. First, second, and third place awards.
 - (2) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of AIM and RAP Missions. First, second, and third place awards.
- i. Aids to Navigation Missions #30-31-32.
- (1) *Division*. Suitable memento to the Divisions reporting the highest number of aids to navigation missions. First, second, and third place awards.
 - (2) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of aids to navigation missions. First, second, and third place awards.
4. VESSEL EXAMINATION AWARDS.
- a. Vessel Examination Award.
 - (1) *Division*. Suitable memento to the Divisions reporting the highest number of vessel examinations. First, second, and third place awards.
 - (2) *Flotilla*. Burkhardt Trophy. Awarded to the Flotillas with the greatest number of vessel examinations for the year. First, second, and third place awards.
 - b. Vessel Examiner Award.
 - (1) Suitable memento awarded to each Vessel Examiner who has achieved 100 to 199 Vessel Examinations for the calendar year.
 - (2) Suitable memento awarded to each Vessel Examiner who has achieved 200 or more Vessel Examinations for the calendar year.
 - c. Marine Dealer Visits.
 - (1) *Division*. Suitable memento to the Divisions reporting the highest number of Marine Dealer Visits. First, second, and third place awards.

- (2) *Flotilla*. Suitable memento to the Flotillas reporting the highest number of Marine Dealer Visits. First, second, and third place awards.
5. CHART UPDATING AWARDS (FROM DSO-AN DATA). Awards will be based on the point system established and calculated by NOAA. Top award candidates will be submitted to the awards chairperson by the DSO-AN.
- a. Division. Suitable memento to the Divisions submitting the highest number of reported and approved chart updating reports. First, second, and third place awards.
- b. Flotilla. Suitable memento to the Flotillas submitting the highest number of reported and approved chart updating reports. First, second, and third place awards.
- c. Individual. Suitable memento to the members submitting the highest number of reported and approved chart updating reports. First, second, and third place awards.
6. PUBLICATIONS AWARDS (SUPPLIED BY DSO-PB & JUDGED BY EXCOM).
- a. Division. Suitable memento to the Divisions that have regularly published the best Division Publications during the year. First, second, and third place awards.
- b. Flotilla. Suitable memento to the Flotillas that have regularly published the best Flotilla Publications during the year. First, second, and third place awards.
7. CAPTAIN JAMES J. RAO AWARD.
- a. Most Pilot Hours. Suitable memento to the member with the most hours. First, second, and third place awards.
- b. Most Air Observer Hours. Suitable memento to the members with the most hours. First, second, and third place awards.
8. THE AUXILIARY SERVICE AWARD (EXCLUDING EXCOM AND ABOVE). A suitable memento shall be given to the members with the most hours. First, second, and third place awards.

INDEX – PAPERWORK ROUTING QUICK REFERENCE

A. INTRODUCTION

1. This index is provided as a quick reference guide as you prepare and process any of the forms required in order to conduct and complete Auxiliary business. Although sometimes frustrating or seemingly cumbersome, forms are necessary in order to receive credit for work done and to establish and maintain qualifications. To that end, this index should help you through the process.
2. **ROUTING**. A defined routing for each form has been designated in order to facilitate prompt and efficient processing. Please do not vary from this routing. Varying from the prescribed routing invites processing delays and problems.
3. **FORM PREPARATION**. Elected and staff officers are responsible for ensuring that the forms they have cognizance of are prepared properly and completely. That does not mean however, that you can't or shouldn't help in preparation of the forms. If you have responsibility in the routing process, you should help correct minor errors on the form without sending the whole package back and needlessly delaying the process and creating more frustration than is necessary for our members. Think about it – if your package were returned because of a minor clerical error and it delayed you from fully participating in an Auxiliary program, how would you feel? Obviously however, if the form is significantly deficient, you should return it from whence it came with some clear guidance as to remediation.
4. Forms and processes, are how we track all of the great things we do in the Auxiliary. We have a responsibility to make the process as smooth as we can for our members, whilst we still hold them accountable for performing these clerical tasks properly. Use good judgment, and exercise sound leadership when determining how to handle each issue with forms or processes as they arise. This guide also lists all of the approved forms for our area. No one, repeat NO ONE, is authorized to create additional forms without the written approval of the Director of Auxiliary.

PROGRAM/ACTIVITY	USE	ROUTING
<u>Aids To Navigation</u>		
NOAA-77-5	Used to report changes and updates to navigational charts	SO-AN to DSO-AN to NOS
CG-5474 ATON Report	Used to report aids to navigation discrepancies	ADSO-AN to ANT
<u>Aviation</u>		
ANSC-7005 Aircraft Inspection and Offer of Use	Used for initial offer and for annual inspection of air facilities	Flight Examiner to DSO-AV to DQO to DIRAUX
ANSC-7005A Pilot/Aircrew Qualification	Used for initial qualification and currency maintenance	Flight Examiner to ADSO-AVQ to DSO-AV to DQO to DIRAUX
ANSC-7042 Air Crew Medical Screening	Used for initial medical screening	Member to ADSO-AVQ to DQO to DIRAUX
<u>Communications</u>		
ANSC 7004 Radio Facility Inspection and Offer of Use	Used for initial offer and for re-inspection	SO-CM to ADSO-CM to DIRAUX
1SR-6 Communications Inspection Cover Sheet	Used when submitting a radio facility for use	SO-CM to ADSO-CM to DIRAUX
<u>Flotilla Management</u>		
ANSC-7006 Change of Officer Report ANSC-7007 Annual Unit Officer Report	Used when changing Officers during the year Submitted at the start of the year to record newly elected and appointed officers	FC or DCP to SO-IS FC or DCP to SO-IS <i>due 31 December</i>

PROGRAM/ACTIVITY	USE	ROUTING
<u>Flotilla Management cont.</u>		
ANSC 7025 Unit Financial/Inventory Report	Filed annually to report unit inventory and financial status	FC/DCP to RCO to DIRAUX <i>due 01 March</i>
Annual Certification of Election	Used to certify all elections	FC/DCP to RCO to DIRAUX
<u>Marine Visitor</u>		
ANSC 7046 RBS Visitation Report	Used to report time and visits to Marine Dealers	Member to FSO-IS to SO-IS
CG-5093 Mfg. ID Code and Mailing Label	Used by the CG for mailings to Marine Dealers	Member to DSO-MV
<u>Member Forms</u>		
ANSC 7030 Mission Activity Report	Submitted by members to report hours performed on mission activities	Member to FSO-IS to SO-IS
ANSC 7029 Member Activity Log	Used by the member to report travel and non- mission related time	Member to FSO-IS to SO-IS
<u>Surface Operations</u>		
ANSC 7003 Vessel Facility Inspection and Offer of Use	Submitted to offer vessel as operational facility initially and resubmitted annually	Member to FC to DIRAUX
ANSC 7008 PWC Facility Inspection and Offer of Use	Submitted to offer PWC as operational facility initially and resubmitted annually	Member to FC to DIRAUX

PROGRAM/ACTIVITY	USE	ROUTING
<u>Surface Operations cont.</u>		
Non-Owner Authorization (1SR)	Submitted annually with the ANSC 7003 to allow Coxswains, other than the owner, to serve as Coxswains on the vessel	Member to FC to DIRAUX
CG-4612 SAR Incident Report	Submitted as follow-up paperwork to a SAR incident while underway on patrol	Coxswain to controlling Coast Guard Station
D1SR Boat Crew Currency Maintenance Form	Completed annually to document completion of the required currency maintenance tasks	Once signed by the Coxswain (or in the 5 th year by a QE), the form is submitted by the member to the Flotilla 'point of contact' then to the DQO
PWO Currency Maintenance Form	Completed annually to document completion of the required maintenance tasks	Once signed by the PWO (or in the 5 th year by a PWO QE), the form is submitted by the member to the Flotilla 'point of contact' then to the DQO
Crewmember Trainee Underway Mission Record (1SR-7)	Submitted to the QE by the candidate at the time of the dockside oral exam and checkride	Candidate to QE to QEC to DQO
<u>Public Education</u>		
ANSC 7014 Instructor Qualification Record	Used to notify DIRAUX of a member's initial Instructor qualification	FC to DQO to DIRAUX
		<i>this information can be emailed from the FC to DQO</i>

PROGRAM/ACTIVITY	USE	ROUTING
<u>Public Education cont.</u>		
Intent to Teach (ISR)	Used to register a course on the ISR website. Also sent to BOAT/US	FSO-PE to ADSO-PE
<u>Personnel Services</u>		
<i>New Member Package</i>	Submitted to enroll a new member in the Auxiliary	Member to FC to DIRAUX
ANSC 7036 Prospective Member Interview	All of these forms must be submitted together.	
ANSC 7001 Enrollment Application		
Completed graded exam answer sheet to the New Member Test Answer Sheet		
New Member ID Card Application		
Digital Photograph on a red background		
copy of Boating Safety Course Certificate (if applicable)		
SF-85 Authorization For Release Of Information		
OFI-86C Special Agreement Agency Check		
FD-258 Fingerprint Cards (2 originals)		
Verification of Citizenship Form		

Copy of Birth Certificate or other form of citizenship proof

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

DIVISION CAPTAIN CHANGE OF ADMINISTRATION GUIDE

This guide contains recommendations for obtaining a smooth transition period for newly elected Division Captains. It is the intent of this guide to suggest a schedule of activities that will help maximize the efficiency of these administrative transition periods. The Change of Watch ceremony is the symbolic representation of this change of administrative leadership at the Division level. The actual administrative transition requires more time, thought and planning. Most of these activities will be completed by the actual time the COW ceremony is held.

This instruction is broken down into two areas:

I. Responsibilities of the DCP elect before taking office

II. Responsibilities of the DCP elect upon taking office

A. Responsibilities of the DCP elect before taking office

1. Transfer of Records and Documents by 15 Dec.

By 15 December, schedule a meeting with the outgoing DCP to set a time to transfer pertinent Division records and documents, (see ENCLOSURE (1) p.4) which will be necessary for smooth transition. Review the minutes and financial records of the previous Division meetings. Obtain a copy of the current AUXDATA records. The outgoing DCP should/will serve as a valuable asset that can help the incoming DCP overcome some early difficulties. This resource should not be overlooked. Request some stamps and envelopes for your mailings in preparation for the change of office.

a. District Requirements

Become aware of all District specific requirements such as deadlines for additional paperwork; specific tasks for the Boat Crew Program; any District specific currency maintenance procedures, etc.

b. Forms

Copies of all Auxiliary required forms can be obtained on the Auxiliary website <http://www.cgaux.org/forms/forms.html> If you do not have internet access, determine if another member of the Division does. This individual can serve as the Division web watcher.

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

a. Choosing a Staff

Choosing a staff will be among the most important decisions of the DCP elect. Potential Division Staff Officers should (ideally) be well versed in the area of responsibility they are being considered for, but more importantly, the prospective Staff Officer **MUST** be **WILLING** to serve in the new administration.

Expectations of the Staff Officer should be clearly explained before the appointment/reappointment is made. Additional guidelines for staff appointments are found in the Auxiliary Manual (COMTDINST M16790.1 series). This stage of staff selection should be seen as an interview process; it should be more than just a question of whether or not the person wants to be a staff officer. The initial interview should be one of many communications that will be held during the term of office. Time spent at this level will be the foundation of a successful administration. A well-chosen staff oversees the Division activities as it pertains to the various Auxiliary programs.

b. Letter of Appointment

Enclosure 1 of the Division Procedures Manual (COMDTPUB P16791.3) contains sample letters of appointment for staff officers. These letters indicate the term of office and the expectations of the duties of the office. Each appointed staff officer should receive an appointment letter. Prepare them for mailing on 1 January. If the Division Procedures Manual is unavailable, review and revise the Flotilla Staff Officer letter to reflect the duties of the Division Staff Officer. Briefly review the Auxiliary Manual (COMTDINST M16790.1 series) to become reacquainted with its contents and policies.

c. VCP – Chief of Staff

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

d. Staff Meeting

Before 1 January have a meeting with your Chief of Staff and all your staff officers to coordinate your administrative expectations. Reinforce the TEAM

nature of your administration and instruct staff members to coordinate with each other where useful, but to always keep the Chief of Staff informed. For example, the SO-PE will request the SO-MT to organize IT-training; the SO-OP will coordinate recruiting of new crewmembers with the SO-PS.

3. Preparation

It is impossible to remember everything, regardless of its importance. Obtain a three-ringed notebook (a 2 and 1/2 inch "D" ring is very suitable) and a series of dividers. This will be another foundation for the success of the new administration. Properly maintained, this notebook will help make the responsibilities of the DCP be performed in a timely and efficient fashion. Minimally, there should be four sections to this notebook. These sections are:

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

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

b. AUXDATA - This section contains the current Division AUXDATA records. Old AUXDATA records should be filed separately from the current AUXDATA record. They may be maintained with assistance from the SO-SR.

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

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

B. Responsibilities of the DCP upon Taking Office

1. Rules of Order

Before the first Division meeting review:

- 1) Enclosure 4, "Rules of Order", in the Division Procedures Manual and the Auxiliary Manual)
- 2) Division Standing Rules

These will serve as an example of the proper way to conduct an orderly meeting.

It explains the role of the DCP as a presiding officer, the proper presentation of motions and provides a table of types of motions.

2. Auxiliary Missions

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

3. Division Highlights

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

4. Auxiliary Manual

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

5. Agenda

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

6. Staff Alignment Sessions

In January, meet with each of your staff officers individually with the Vice Captain. Carefully review the previous year's AUXDATA report before this meeting. This meeting should last from 5 to 30 minutes. You should be able to accomplish these staff meetings in one or two days. Each staff position will, obviously, have special concerns.

a. Certificates of Appointment

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

7. Division Emergency Plan

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

CONCLUSION

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

ENCLOSURE (1)

LIST OF DOCUMENTS AND RECORDS FOR
DIVISION CAPTAIN TURNOVER

A. DIVISION CAPTAIN RECORDS

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

B. DIVISION DOCUMENTS

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

C. DISTRICT DOCUMENTS

1. District Policy Manual
2. District Operations Policy Manual
3. District Telephone Book
4. District Board and Staff Roster
5. District Calendar

E. COAST GUARD AUXILIARY DOCUMENTS

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

FLOTILLA COMMANDER CHANGE OF ADMINISTRATION GUIDE

This instruction contains recommendations for obtaining a smooth transition period for newly elected Flotilla Commanders. It is the intent of this instruction to suggest a schedule of activities that will help maximize the efficiency of these administrative transition periods. The Change of Watch ceremony is the symbolic representation of this change of administrative leadership at the Flotilla level. The actual administrative transition requires more time, thought and planning. Most of these activities will be completed by the actual time the COW ceremony is held.

This instruction is broken down into two areas:

I. Responsibilities of the FC

□

II. Responsibilities of the FC

A. Responsibilities of the FC elect before taking office

1. Take Responsibility by 15 December

By 15 December, schedule a meeting with the outgoing FC to set a time to transfer pertinent Flotilla records and documents, (see ENCLOSURE (1) p.4) which will be necessary for smooth transition. Review the minutes and financial records of the last two flotilla meetings. Obtain a copy of the current AUXDATA records. The outgoing FC should serve as a valuable asset who can help the incoming FC overcome some early difficulties. This resource should not be overlooked. Request some stamps and envelopes for your mailings in preparation for the change of office.

a. DIR

Become aware of all District-unique requirements such as deadlines for additional paperwork; unique tasks for the Boat Crew Program; any District specific currency maintenance procedures, etc.

F

Copies of all Auxiliary required forms can be obtained on the Auxiliary website <http://216.167.73.185/~forms/>

If you do not have internet access, determine if another member of the Flotilla does. This individual can serve as the flotilla web watcher.

2. Auxiliary (ANSC 7007) 20 D

a. Chief Staff

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

LA

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

Briefly review the Auxiliary Manual (COMTDINST M16790.1 series) to become reacquainted with its contents and policies.

VFC Chief Staff

The newly elected Vice Flotilla Commander should act as the "Chief of Staff". Advise him/her of your progress during this transition stage. Inform the VFC of what is expected as Chief of Staff. While the FC and VFC should meet frequently with the staff, both should avoid the temptation to micromanage the staff officers.

The elected officers should "guide" the staff officer when necessary, acting as mentor.

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

□SaM□

Before 1 January have a meeting with your Chief of Staff and all appointed Staff Officers to coordinate your administrative expectations. Reinforce the TEAM nature of your administration and instruct staff members to coordinate with each other where useful, but to always keep the Chief of Staff informed. For example, the FSO-PE will request the FSO-MT to organize IT-training; the FSO-OP will coordinate recruiting of new crewmembers with the FSO-PS.

3. Paa□

It is impossible to remember everything, regardless of its importance. Obtain a three-ringed notebook (a 2 and 1/2 inch "D" ring is very suitable) and a series of dividers. This will be another foundation for the success of the new administration. Properly maintained, this notebook will help make the responsibilities of the FC be performed in a timely and efficient fashion. Minimally, there should be four sections to this notebook. These sections are:

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

1. CHIDIRAUX/DIRAUX ALAUX Messages
2. Minutes of Flotilla Meetings
3. Financial Report
4. Correspondence
5. FSO Reports

□**AUXDATA** - This section contains the current flotilla AUXDATA records. Old AUXDATA records should be filed separately from the current AUXDATA record.

□**ROSTER** -This section contains a list of the membership names, Auxiliary numbers, addresses, phone numbers and facility information. Keep this section updated with all current changes. This section should be further subdivided into an Ops roster listing the facilities and owners; a VE roster; an IT roster and a Boat Crew roster.

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

B. Rules of Order

1. Rules of Order

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

2. Auxiliary Missions

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

3. Division Board

Take written notes at the Division Board meetings. Do not attempt to remember what happened. Report on the division meeting at the next Flotilla meeting. Avoid saying "nothing happened" - that only creates a "who cares" attitude among the membership.

4. Auxiliary Manual

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

5. Agenda

Prepare an agenda for each flotilla meeting. The agenda should list the date, time and meeting location. List sections that include the order of staff officer reports, Comments of Guests, Old Business, New Business, member comments, Good and Welfare and next meeting information. Minimally, the FC, VFC and IPFC should have copies of the agenda. Consider distributing the agenda to the members in attendance or include it with the meeting notice.

6. Staff Meetings

In January, meet individually with each of your staff officers and the Vice Flotilla Commander. Carefully review the previous year's AUXDATA report before this meeting. This meeting should last from five to 30 minutes. You should be able to accomplish these staff meetings in one or two days. Each staff position will, obviously, have special concerns.

a. Calendar

Formally introduce your staff officers to the membership at you first Flotilla meeting. Distribute the “Certificate of Appointment” to each staff officer at this time.

CONCLUSION

Consider the membership as an expansion of the TEAM you have appointed. The FC represents the flotilla and the PEOPLE in it. They elect the FC. Respect the membership and they will trust you.

Most of all, enjoy the experience. A reasonable amount of planning and preparation will make an exceptionally rewarding term of office.

ENCLOSURE (1)

LIST OF DOCUMENTS AND RECORDS FOR FLOTILLA COMMANDER TURNOVER

A. FLOTILLA COMMANDER RECORDS

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

B. FLOTILLA DOCUMENTS

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

C. DIVISION DOCUMENTS

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

D. DISTRICT DOCUMENTS

1. *District Procedures Guide*
2. *District Operations Policy Manual*
3. *District Directory*
4. *District Board and Staff Roster*
5. *District Calendar*

E. COAST GUARD AUXILIARY DOCUMENTS

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

UNITED STATES COAST GUARD AUXILIARY

FIRST COAST GUARD DISTRICT (SR)

2005

SUBJ: DELINEATION OF DIVISIONAL BOUNDARIES

In order to update and provide a listing of all 1st District Southern Region Divisional boundaries, we are providing this document. Also shown are the correct names per their charter for each Division.

The following area descriptions are general in nature, only for the purpose of MDA coverage. Many Divisions are providing MDA, VE, PE classes and PV coverage in areas not specifically mentioned within their areas. If this is the case it is recommended that a new flotilla be established as soon as possible.

DIVISION AREAS INCLUDED

DIVISION 1 - CENTRAL LONG ISLAND

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

DIVISION 5 - NEW YORK CITY

New York and Bronx counties

DIVISION 6 - WESTCHESTER

The County of Westchester except that area extending beyond 6 miles inland from the Eastern shore of the Hudson River as measured from the Eastern extremities of the Tappan Zee Bridge. Includes the city of New Rochelle and the villages of Larchmont, Pelham and Pelham Manor, also Putnam County.

DIVISION 10 - LOWER HUDSON

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

Hudson River, from Stony Point to the NJ State line.

2) In New Jersey - all of the following Counties:

Bergen
Hudson
Essex

Sussex
Warren

Passaic

DIVISION 13 SOUTH SHORE LONG ISLAND

Nassau County, New York South of Jericho Tpk to the Atlantic Ocean.

DIVISION 15 - UPPER HUDSON

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

DIVISION 18 EASTERN LONG ISLAND

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

DIVISION 20 MID HUDSON

Encompasses the counties of Orange and Ulster on the Hudson's' West Bank with Putnam and Dutchess counties on the Hudson's' East Bank. The Southern border is a horizontal line drawn across the Hudson at the Bear Mountain Bridge. Latitude is 41 19' 12.7"N, Longitude is 073 59' 47.7"W. The Northern border is a horizontal line drawn across the Hudson from the Esopus Lighthouse at the Esopus Creek and at the Hudson River Junction to the East Bank of the Hudson. The latitude is 41 52' 05.1", Longitude is 073 56' 28.0" W.

Sector NY South Territory

DIVISION 2 SANDY HOOK

Sandy Hook area, Parts of Middlesex and Monmouth Counties Bounded by the New Jersey Turnpike at the North to the Raritan River. Follows the river East to Raritan Bay. Continue East around Sandy Hook to Long Branch, N. J. and then West to West Long Branch, Tinton Falls, Montrose and Freehold and back to the New Jersey Turnpike. They patrol the waters off Sandy Hook and in Raritan Bay and report to Station Sandy Hook.

DIVISION 4 - RARITAN

The area includes Warren, Hunterdon, and Somerset and Union counties. Also included are the areas of Princeton in Mercer County, Clarksville and Mount Rose to Route 1 and the Middlesex County line. They also cover the portion of Middlesex county North and West of the New Jersey Turnpike and North of the Raritan River Their area also includes along the Arthur Kill to the Outerbridge Crossing. They Patrol the Arthur Kill to New York Harbor for Station NY and Raritan Bay for Station Sandy Hook.

DIVISION 14 STATEN ISLAND

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

These Three Divisions all Meet Div 11 at the border of the VZ bridge and Sandy Hook.

DIVISION 11 ROCKAWAY INLET

The area includes all of Kings County (Brooklyn) and the South Shore of Queens County below the Long Island Expressway. They patrol Jamaica Bay around JFK Airport for Station New York. They also patrol from Rockaway inlet to off Coney Island to the VZ Bridge for Station New York.

DIVISION 12 NORTH SHORE LONG ISLAND

North Shore of Queens County North of The Long Island Expressway is Division 12's area. It extends East of the Queens – Nassau line into Nassau County to the Bayville, NY Bridge, a straight line drawn from the shore of LIS to the LIE. It patrols the West end of Long Island Sound and reports to Station Kings Point.

**SECTOR LONG ISLAND SOUND
LAND SIDE BOUNDARIES OF DIVISIONS 7, 22, 24 & 25 (a 15 Ma 2005)**

DIVISION 7 WESTERN CONNECTICUT

The western boundary of Division 7 includes the Towns of Mamaroneck, Rye, Portchester and Harrison to the Connecticut border, following the Connecticut border north to the Massachusetts line.

The northern boundary is the Massachusetts state line.

The Southern boundary is the LIS.

The eastern boundary is a straight line from the LIS to the Mass. Border line, starting just east of Bridgeport, CT.

DIVISION 22 EATONS NECK

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

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

The eastern boundary is the WILLIAM FLOYD PARKWAY, Suffolk County, NY, North from the LIE to the Shoreline of LIS.

The Northern Boundary is the Shoreline of Long Island Sound

DIVISION 24 STATION NEW HAVEN AUXILIARY

The western boundary starts at LIS just west of Bridgeport, extends straight north to the Massachusetts State line.

The northern boundary is the Massachusetts State line.

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

The southern boundary is LIS.

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

DIVISION 25 NEW LONDON

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

The Northern boundary is the Massachusetts State line.

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

The southern boundary is LIS.

**FIRST DISTRICT SOUTHERN REGION
AUXILIARY**

**CERTIFICATION OF ELECTION
ISR-1 (Rev. 11/06)**

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) District Standing Rules dtd 23 Mar 04

Date of Election _____
Certifying Officer _____
Title of Cert. Off _____

Election for Office of: _____
()DCP and VCP of Division _____
()FC and VCF of Flotilla _____

COMMITTEE NOMINEES:

()DCP ()FC _____
()VCP ()VFC _____

PETITIONS RECEIVED:

()DCP ()FC _____
()VCP ()VFC _____
()DCP ()FC _____
()VCP ()VFC _____

NOMINATIONS FROM THE FLOOR:

()DCP ()FC _____
()VCP ()VFC _____
()DCP ()FC _____
()VCP ()VFC _____

YES NO

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

RESULTS OF ELECTIONS

()DCP ()FC _____ ()VCP ()VFC _____

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

Print name
Date

Signature