

# U.S. Coast Guard Auxiliary First District, Northern Region

## POLICY DIRECTIVES

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*(italics indicates to be developed)*

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## **First District Northern Region Auxiliary Policy Directive AD-01**

Subj: FIRST DISTRICT NORTHERN REGION AUXILIARY DIRECTIVES PROGRAM

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

1. PURPOSE. To provide policy and guidance to all Auxiliary members in the First District, Northern Region concerning the implementation of the Auxiliary Directives program.
2. DISCUSSION. In order to more clearly define procedures and policies within the First District, Northern Region, the Director of Auxiliary for the Northern Region (DIRAUX) and District Commodore (DCO) will issue Directives as outlined below. These Directives are designed to clarify for Auxiliary members the policies and procedures outlined in references (a), (b) and other applicable publications. Additionally, these Directives will provide First District Northern region specific policies and procedures, but are not intended to duplicate policies and procedures outlined in other publications.
3. PROCEDURES.
  - a. Numbering System.
    - (1) Directives separated into Administrative (AD), Training (MT) as well as other program disciplines.
    - (2) Directives will be numbered consecutively starting with (type)-01. For example: AD-01, AD-02, MT-01, MT-02 etc.
  - b. Maintenance Directives will be updated whenever a change in policy or procedure occurs and will be reviewed and updated, if necessary, at the end of each fiscal year. Appropriate DSOs are tasked with notifying DIRAUX and DCO of changes in their program requirements through the District Chief of Staff (DCOS). When new Directives are issue, a black line to the right of the page will signify where changes have been made to the previous Directive.
4. ACTION. All Auxiliarists in the First District Northern Region shall comply with the contents of this Directive. All Directives shall be maintained on the First District, Northern Region's web site and originals maintained in the DIRAUX office.
5. RESPONSIBILITY. DIRAUX and DCO will maintain Directives and make changes based on recommendations from the DCOS and others.

## First District Northern Region Auxiliary Policy Directive AD-02

Subj: CONTACTING THE DIRAUX'S OFFICE

1. PURPOSE. To provide policy and guidance for Auxiliarists regarding the proper procedures for contacting the DIRAUX office for assistance and problem resolution.
2. DISCUSSION. The DIRAUX office was established to provide administrative support and operational oversight to the Auxiliary. Reporting of problems and contact with the DIRAUX office shall be accomplished utilizing the guidelines established herein. This methodology is not designed to distance the DIRAUX personnel from the Auxiliary, but rather to develop processes that are easily understood and followed by all Auxiliarists.
3. PROCEDURE. DIRAUX personnel will do their best to avoid errors in the processing of all administrative issues, forms, processes, data entry, certificates, certifications etc. With almost 3,000 Auxiliarists and dozens of processes, it is inevitable that some errors will be made to Auxiliary records and paperwork. The DIRAUX office is committed to resolving these problems as quickly as possible. The correct use of the "Chain of Leadership" is the path to correcting problems with Auxiliarist records and AUXDATA. Contact with DIRAUX shall be accomplished as follows:
  - a. Individual Auxiliarists are prohibited from contacting DIRAUX (and staff) directly, and shall report problems to their FC. E-mails and phone calls to DIRAUX (and staff) from Auxiliarists may not be returned unless they've been vetted through the proper Chain. Many of the issues can be handled within the Auxiliary and need not ever reach DIRAUX (and staff).
  - b. Except for emergencies, FCs should not call DIRAUX (or staff) directly. FCs should report problems to the DIRAUX staff using one of the following prioritized methods:
    - (1) Through their DCDR.
    - (2) E-mail to DIRAUX office listed below (with a copy to their DCDR).
    - (3) U.S. Mail (with a copy to their DCDR).
  - c. Current DCAPTs, DCDRs and DSOs may contact DIRAUX at any time.

All correspondence shall include the Auxiliarist's full name as listed in AUXDATA, the Auxiliarist's employee ID number (EMPLID), the Auxiliarist's division/flotilla number and a complete description of the problem. If a response or resolution is not received within two weeks, send a copy of the original request directly to the Assistant DIRAUX, who will ensure that action is taken.

**First District Northern Region Auxiliary Policy Directive AD-02 (Continued)**

4. ACTION. All Auxiliary elected officers, DSOs and Auxiliarists in the First District Northern Region shall become familiar with and follow the guidelines contained in this Directive.
5. RESPONSIBILITY. DIRAUX will make changes to this Directive based upon input provided by the DCO.

## **First District Northern Region Auxiliary Policy Directive AD-03**

Subj: DOCUMENTATION DISTRIBUTION

1. PURPOSE. To provide guidance to Auxiliarists concerning the proper procedure for filing of documents and requests for certificates.
2. DISCUSSION. In order to distribute the workload and to avoid delays in obtaining information or paperwork, documents are required to be filed either in the Boston DIRAUX office or the Cape Support and Training Center Office, as follows:
3. PROCEDURE.
  - a. Boston office: Commander (dpa-NR), First Coast Guard District, 408 Atlantic Ave. Boston, MA 02110-3350.
    - (1) All new member paperwork
    - (2) All transfer requests whether within or out of District
    - (3) Requests for reinstatement.
    - (4) All Operational qualification paperwork
    - (5) All Operational Facility inspection forms.
    - (6) Requests for replacement ID cards.
    - (7) Requests for removal of REYR status.
  - b. Cape Office: Auxiliary Support and Training Center, Bldg 5205, USCGASCC, MA 02542-5005
    - (1) All requests for exams
    - (2) Requests for original or duplicate qualification certificates, except Operational qualifications and new members.
    - (3) Inquiries about awards.
4. ACTION. All Auxiliarists shall become familiar with and follow the guidance contained in this Directive.
5. RESPONSIBILITY. DIRAUX will make changes to this Directive based upon input provided by the DCO.

## **First District Northern Region Auxiliary Policy Directive AD-04**

Subj: AUTHORIZATION FOR PURCHASE OF ITEMS FROM CLOTHING SALES

1. PURPOSE. To provide guidance for First District Northern Region Auxiliarists regarding the proper procedure for accessing the Clothing Sales at Hanscom Air Force Base.
2. DISCUSSION. Attached is a signed Memo from DIRAUX to Hanscom AFB intended to allow Auxiliarists access to the military clothing sales store located within the Base Exchange. Auxiliarists are authorized to purchase military clothing items only. To gain access, Auxiliarists will be required to present their Auxiliary ID card and a copy of the enclosed Memo.
3. ACTION. All Auxiliarists shall become familiar with and follow the guidance contained in this Directive.
4. RESPONSIBILITY. DIRAUX will make changes to this Directive based upon input provided by DCO.

U.S. Department of  
Homeland Security

United States  
Coast Guard




Commander  
First Coast Guard District

408 Atlantic Avenue  
Boston, MA 02110  
Staff Symbol: dpa  
Phone: (617) 223-8309  
Fax: (617) 223-8291  
Email: Seth.A.Puskarenko@uscg.mil

5000  
13 July 2007

## MEMORANDUM

  
From: Peter C. Nourse  
CGD ONE (dpa-NR)

To: Hanscom Air Force Base

Subj: AUTHORIZATION FOR PURCHASE OF ITEMS FROM CLOTHING SALES

1. I verify the holder of this letter is authorized the use of Military Clothing Sales on Hanscom AFB for the purchase of uniform items as a member of the US Coast Guard Auxiliary.
2. The individuals bearing this letter must present a valid DHS US Coast Guard CG-2650A or a United States Coast Guard Auxiliary Identification Card with this letter to enter Hanscom AFB.
3. This letter is IAW 66 ABWI 31-101, Installation Entry Procedures paragraph. Please direct any questions to 66 SFS, Police Services at (781) 377-2635 or 2318.

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## First District Northern Region Auxiliary Policy Directive AD-05

Subj: GUIDE TO REQUESTING USCG SURPLUS PROPERTY

Ref: ALAUX-021/07

1. PURPOSE. To provide guidance for First District Northern Regions Auxiliarists regarding the proper procedure for requesting USCG surplus property.
2. DISCUSSION. When property no longer meets its operational needs, the Coast Guard declares property as "excess". If no other Federal agencies express an interest in the property, then it is categorized as "surplus." This allows State and local government, and non-profit organizations to compete for it.

Title 14 United States Code Section 641 allows the Coast Guard to give obsolete property to the Auxiliary and other eligible non-profit organizations. Once a request is made for a specific item, the Coast Guard must first offer it for transfer to other federal agencies. If after 21 days of Federal screening, there are no "takers," then the property can be reclaimed by the Coast Guard for transfer to an Auxiliary unit. Each Coast Guard unit has a Property Officer who retains physical custody of excess property.

3. PROCEDURE. The following procedures have been established for Auxiliary units to acquire Coast Guard excess property.
  - a. Each Coast Guard unit designates an active duty member to serve as its Coast Guard Auxiliary Liaison (AUXLO). The AUXLO is the primary point of contact for the Auxiliary. The Auxiliary, in turn, appoints an Auxiliary Unit Liaison (AUXULO) to coordinate with the AUXLO.
  - b. When a Flotilla, Division or District has a need for equipment, the Senior Unit Officer should contact the AUXULO or AUXULOs in his or her area, who in turn will relay requests to their AUXLO counterpart.
  - c. If the AUXLO finds that needed equipment is becoming available, the unit Property Officer prepares an SF-120 (Report of Excess Personal Property) identifying the requesting Auxiliary Senior Unit Officer's name and phone number at the bottom of the form.
  - d. This form is forwarded to DIRAUX who in turn forwards the form to Coast Guard Headquarters (CG-842). The property is then offered to other Federal agencies for 21 calendar days. If there are no "takers," it is "signed off" to your unit.

AUXULOs are encouraged to proactively and routinely see what property may be becoming excess at their respective units and alert their respective Auxiliary Divisions and Flotillas of such.

## First District Northern Region Auxiliary Policy Directive AD-05

Additionally, excess Coast Guard property worth \$2,500 or more can be screened on-line at <http://www.uscg.mil/hq/elcbalt/docs/Excess/ExcessPropertyListsav.asp> . This list is updated each Wednesday.

The Defense Logistics Agency operates various Defense Reutilization and Marketing Offices (DRMOs) which house excess property available to the military services (including the Coast Guard), other Federal agencies, state and local governments, and non-profit organizations. To gain access to a DRMO, your Senior Unit Officer should forward a request through the Chain to DIRAUX. DIRAUX will issue a letter identifying you to the local active Coast Guard unit Property Officer and the DRMO. While this letter will give you access to the DRMO, you can only physically screen the excess property. An authorized active duty Coast Guard person must actually tag and obtain excess property at a DRMO.

The active duty Coast Guard unit can also "loan" the excess equipment to your unit using a DD-1149 (Requisition and Invoice/Shipping Document). When the unit no longer needs the excess equipment, it must return the equipment to the active Coast Guard unit for disposition action.

More information can be found at <http://www.drms.dla.mil/> . The locations of the "recycling control points" where you can view excess property are listed at <http://www.drms.dla.mil/drmo/drmo-locations.shtml> .

4. **ACTION.** All Elected and Staff Officers shall become familiar with and follow the guidance contained in this Directive.
5. **RESPONSIBILITY.** DIRAUX will make changes to this Directive based upon input provided by DCO.

## First District Northern Region Auxiliary Policy Directive AD-06

Subj: "REYR" POLICY AND PROCEDURES

1. PURPOSE. To provide guidance to Auxiliarists concerning the proper procedure for addressing "REYR" status.
2. DISCUSSION. To ensure that Auxiliarists who completed annual currency maintenance (ACM) in the previous year are able to receive orders in the current year, the following procedures are established.
3. PROCEDURE.
  - a. FCs:
    - (1) Ensure that all Mission Reports (Form 7030) are submitted to SO-IS and are entered into AUXDATA. All Auxiliarists who are missing required Annual Currency Maintenance (ACM) tasks or hours in AUXDATA (from the previous year) will be set to "not certified due to failure to complete required tasks or hours" (REYR). After that date, all Auxiliarists listed as REYR are required to recertify before receiving orders or conducting Auxiliary missions. No exemption to this requirement will be made. Auxiliarists should be repeatedly advised by the Auxiliary leadership to monitor their ACM so as not to be placed in REYR for the oncoming year.
    - (2) Do not send currency maintenance completion reports to DIRAUX. The SOs-IS are the only ones who enter these tasks in AUXDATA.
    - (3) Comply with paragraph 2 below for recertification.
  - b. All Auxiliarists:
    - (1) Obtain a copy of Individual Training Status Report from flotilla leadership and verify that required currency maintenance tasks and hours are properly documented. Report all discrepancies to FC or FSO-IS.
    - (2) Decline orders if AUXDATA shows that you are not certified.
  - c. Pilots and Coxswains. Prior to selecting Crew or Observers, Coxswains and Pilots shall ensure that they are fully certified. Verification of this requirement can only be done thru AUXDATA or POMS.

## **First District Northern Region Auxiliary Policy Directive AD-06 (Continued)**

- d. Procedures to be followed to obtain recertification for an Auxiliarist listed as REYR.
  - (1) Auxiliarists listed as REYR must complete required tasks for recertification as published in separate directives and instructions. These tasks and/or hours must be accomplished as a trainee under the direction of an Auxiliarist certified in the competency.
  - (2) Completion of the mission must be documented on a Form 7030. Completion of ACM must be documented on the appropriate forms. All Form 7030s and surface operations ACM completion reports must be forwarded to the appropriate SO-IS for entry into AUXDATA.
  - (3) The SO-IS must enter the information in AUXDATA and should forward an Individual Training Status Report to the applicable FC. This report verifies that the AUXDATA information was correctly entered.
  - (4) FC must send to DIRAUX Boston Office a specific request that the REYR status be removed.
4. ACTION. All Auxiliarists shall become familiar with and follow the guidance contained in this Directive.
5. RESPONSIBILITY. DIRAUX will make changes to this Directive as required.

## First District Northern Region Auxiliary Policy Directive AD-7

Subj: TRAVEL ORDERS AND CLAIM REIMBIJRSEMENT

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

1. PURPOSE. To provide policy and guidance to all Auxiliarists concerning travel and patrol order reimbursement.
2. DISCUSSION. Introduction. Auxiliarists may be reimbursed for either travel orders or patrol orders. Guidance on issuance of all orders and requests for reimbursement are contained in reference (a), chapter 9. This Directive addresses District-specific travel order responsibilities, problem resolution and methodology.
3. PROCEDURE.
  - a. Travel Orders.
    - (1) Travel orders specifically authorize Auxiliarists to travel for Coast Guard business. These orders are written and signed by an authorized Coast Guard unit.
    - (2) Most travel orders for Auxiliarists are generated by DIRAUX, however there are occasions when other Coast Guard units (Sector, Station, Air Station, etc) will authorize Temporary Assignment to Duty (TAD). Problem resolution should normally be directed towards the unit that issued the orders.
    - (3) The Auxiliarist will only be reimbursed for those expenses specifically authorized on their orders. If the orders do not reflect the intended expenditures then the Auxiliarist must contact the Coast Guard unit that issued the orders in order to get an amendment to the orders. A per diem allowance may be paid for travel to and from officially assigned duty and will be paid at the rates authorized for Federal civilian employees. These maximum authorized rates may be written on the orders, but can be found online at:

<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>

The reimbursable cost of lodging shall not exceed those listed without prior approval by the Coast Guard unit issuing the orders. Additional costs shall be the responsibility of the traveler.

## First District Northern Region Auxiliary Policy Directive AD-7 (Continued)

- (4) Auxiliarists who wish to extend the duration of their trip for personal reasons should notify DIRAUX prior to commencing their travel so that orders may be amended to reflect actual travel dates. The member will not be reimbursed for those days outside of the authorized expenditures for the travel unless prior approval has been granted by DIRAUX. The member will receive no reimbursement for those three days, but will receive reimbursement for the travel back to original departure point as written on the orders. If the orders are not written or amended to reflect the travel, the Finance Center will not reimburse the member for travel back from the conference.
- b. **Authorization to Travel.** To be eligible for reimbursement for travel, the Auxiliarist must be traveling on reimbursable orders issued by an appropriate official. Travel by an individual or use of a vehicle, boat or airplane without orders is done as a private citizen of the United States and is not covered by provisions pertaining to the Auxiliary.
  - c. **Non-Reimbursable Orders.** Non-reimbursable orders do not entitle the Auxiliarist to any type of reimbursement. These orders are issued to provide liability coverage for the Auxiliarist while performing authorized Coast Guard duties.
  - d. **Requests For Orders.** The following Auxiliarists are authorized to request travel orders from DIRAUX:
    - (1) DCO or designated representative (i.e. DCOS) for District Conferences.
    - (2) CQEC for QE travel and QE workshops
  - e. **Problem Resolution.** To provide better customer service and quicker problem resolution for travel claim reimbursement, certain provisions of Directive AD-02 (series) are waived. Specifically, all Auxiliarists are authorized to contact the DIRAUX Boston office Yeoman (YN1 Seth Puskarenko at [Seth.A.Puskarenko@uscg.mil](mailto:Seth.A.Puskarenko@uscg.mil) or 617-223-8309) without utilizing the Chain of Leadership for problem resolution as follows:
    - (1) Questions regarding errors on the orders (i.e. missing or erroneous authorizations).
    - (2) Status of approved course requests/orders (i.e. "C" schools) if the class is scheduled to start within 30 days.
    - (3) Questions on filling out travel claims (if not outlined in reference (a), Chapter 9).
    - (4) Specific questions regarding travel policies.
    - (5) Requests for amendment to orders.
    - (6) If not reimbursed within 45 days of submittal of travel claim.

**First District Northern Region Auxiliary Policy Directive AD-7 (Continued)**

- (7) Questions about Direct Deposit (if not outlined in reference (a), chapter 9).
  - (8) Verification that reimbursement request (travel claim package) was received/processed (e-mail only).
  - (9) Any other question that is not covered in this Directive or reference (a).
- f. Completing the Form SF-1164 (Local Travel Claims). Local travel claims are only used when the duration of the TAD is for less than 24 hours and no lodging is involved. Typically, these are submitted for mileage to/from home to the location that the Coast Guard/Auxiliary business took place. Travel must be pre-approved by DIRAUX before a request for reimbursement is submitted. This claim must be completed utilizing an SF- 1164 form, which can be obtained from DIRAUX. The DIRAUX Yeoman will review and approve the claim before forwarding to Coast Guard Personnel Center (CGPC) for payment
- g. Completing the DD-1351-2. Claims for reimbursement of administrative travel must be completed on a DD form 1351-2. Reference (a), chapter 9 describes how to fill out the DD-1351-2 travel voucher. A copy is normally provided with the written orders. This form should be mailed to DIRAUX within five (5) days of travel completion. The DIRAUX Yeoman will review and approve the claim before forwarding to CGPC for payment.
- h. Required documents for the DD-1351-2 package
- (1) The original orders.
  - (2) The original copy of any lodging receipt (if applicable).
  - (3) The back copy of the airline ticket (if applicable).
  - (4) Original receipts for any expense of \$75.00 or more.
  - (5) Auxiliarists shall retain a copy of travel claim and receipts for their records.
- i. Common Errors. To facilitate the travel claim reimbursement the following are some common errors to avoid.
- (1) When more than one person is sharing a hotel/motel room, only one person should claim the lodging costs. It is best to only have the name of the person filing the claim on the receipt. Receipts for lodging are required no matter what the cost.

## **First District Northern Region Auxiliary Policy Directive AD-7 (Continued)**

- (2) If more than one person is riding in a privately owned vehicle, only the owner/operator may request mileage reimbursement. Passengers should still enter "PA" in block 15(c), but should not enter a mileage and not check the owner/operator block.
  - (3) Completing the DD-1351-2 travel voucher form:
    - (a) Lodging costs should be listed in block 15(e) for each authorized stop. The cost should not contain the tax. All lodging taxes should be listed in block 18.
    - (b) Mileage should be entered twice in block 15(f). Distance from departure point to destination and distance from destination back to departure point.
  - (4) If lodging is required at a rate exceeding the maximum lodging rate, prior written authorization for actual lodging expenses must be obtained for full reimbursement. This authorization should be attached to the orders and submitted with the travel claim.
  - (5) Sign the original orders, CG-4251 in block 13 above "name" in blue ink only. Also, sign forms DD 1351 and 1164 in blue ink only.
  - (6) The Yeoman reviews all reimbursement requests; however, some things are still occasionally missed. When this happens, the Finance Center often mails the claim back to the individual and asks them to resubmit directly to them. Do not send back to CGPC. All correspondence must come through DIRAUX. The Yeoman must review and endorse it prior to forwarding on to the Finance Center. Auxiliarists who send directly to the Finance Center might not be paid.
4. ACTION. All Auxiliary elected officers, DSOs, and Auxiliarists shall become familiar with and follow the guidelines contained in this Directive.
  5. RESPONSIBILITY. DIRAUX will make changes to this Directive as required.

## **First District Northern Region Auxiliary Policy Directive AD-08**

Subj: SOLICITATION AND ACCEPTANCE OF GIFTS AND DONATIONS INCLUDING FREE SPACE, ADVERTISING AND OTHER SERVICES

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

1. PURPOSE. To provide policy and guidance to all Auxiliary members concerning the solicitation and acceptance of gifts and donations.
2. DISCUSSION. Only a flotilla with prior written approval and concurrence of both DCO and DIRAUX is authorized to solicit and accept money and materials from commercial firms and private individuals, local in nature, for local support of authorized flotilla Auxiliary programs.

Receipt of donations, gifts of funds from local community charitable agencies, businesses and merchants are limited not to exceed \$2,500 per donation and \$5,000 cumulative in total value in a calendar year. Flotillas may participate in annual local United Way campaigns.

3. PROCEDURE.
  - a. The FC shall send a written request for approval of the proposed solicitation to DIRAUX via DCDR, DCAPT and DCO. The request shall contain:
    - (1) The full name, address and telephone number of the prospective donor and their relationship to the Auxiliary, if any;
    - (2) The value of the donation the flotilla intends to seek from the prospective donor including:
      - (a) If money, the dollar amount;
      - (b) If materials, a description of the items and the estimated fair market value, based on the prospective donor's list or advertised prices or other reliable available valuation information; and the flotilla's proposed use of the donation.
  - b. The DCDR shall forward the request to the DCAPT with a recommendation of approval or disapproval and if disapproved, the reasons therefore.
  - c. The DCAPT shall forward the request to DCO with a recommendation of approval or disapproval and if disapproved, the reasons therefore.
  - d. If disapproved by DCO, DCO shall send the request back to the FC with the reasons therefore, via the DCAPT and the DCDR.

**First District Northern Region Auxiliary Policy Directive AD-08 (Continued)**

- e. If approved by DCO, the approval shall be forwarded to DIRAUX who will perform the required prohibited source determination and will either approve or disapprove the request. The request will then be returned to the FC via DCO, DCAPT and DCDR. If both DCO and DIRAUX have approved the request, then the flotilla may make the proposed solicitation, as authorized.
  - f. If the gift or donation is from a private source which has a value of \$250 or more, the FC must, after consultation with DCO and DSO-LP, provide a written acknowledgement of the gift or donation.
4. ACTION. All Auxiliary elected officers will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-LP is tasked with recommending changes for this Directive to DIRAUX via the DCOS.

## **First District Northern Region Auxiliary Policy Directive AD-10**

Subj: ACCEPTANCE OF SPACE, ADVERTISING AND SERVICES FROM PUBLIC OR GOVERNMENTAL ORGANIZATIONS

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

1. PURPOSE. To provide policy and guidance to all Auxiliary members concerning the acceptance of free space, advertising and/or services from public or governmental agencies.
2. DISCUSSION. Auxiliary units are authorized to accept offers of free use of physical space, free advertising and other services whether solicited or unsolicited, from any public or governmental organization (e.g. schools, military bases, federal/state/local government agencies), in order to conduct authorize Auxiliary activities. No prior approval or prohibited source determination is required and there is no dollar limitation on the value of the donation. The senior elected officer of the receiving unit shall appropriately acknowledge (with thanks) receipt of all such offers.
3. PROCEDURE.
  - a. In the event that the Auxiliary unit is required to sign a contract, license or similar use agreement, only the senior elected officer of the unit has the authority to sign on behalf of the Auxiliary Unit and only after DSO-LP has reviewed and approved the contract, license or similar use agreement.
  - b. If the Auxiliary Unit is required by the donor to sign a contract, license or similar use agreement then the unit leader shall forward the original document to DSO-LP for approval prior to signing. DSO-LP shall conduct a legal review of the document and if approved, shall return the document to the unit leader as approved with any amendments or modifications. If not approved by DSO-LP, the reasons stated for the non-approval shall be given together with any required changes or modifications. If approved by DSO-LP, the unit leader shall sign the document and return it to the requesting organization.
4. ACTION. All Auxiliary elected officers will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-LP is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## **First District Northern Region Auxiliary Policy Directive AD-11**

Subj: UNSOLICITED OFFERS OF SPACE, ADVERTISING AND SERVICES FROM SEMI-PUBLIC ORGANIZATIONS, COMMERCIAL FIRMS AND PRIVATE INDIVIDUALS AND ORGANIZATIONS

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

1. PURPOSE. To provide policy and guidance to all Auxiliary members concerning the acceptance of unsolicited offers of free space, advertising and/or services from semi-public or non-governmental agencies, organizations and individuals.
2. DISCUSSION. Auxiliary units are authorized to accept unsolicited offers of free use of physical space, free advertising and other services from any semi-public organization (e.g. homeowner's association, volunteer organizations, churches), commercial firms (e.g. restaurants, retail stores, businesses) and private individuals/organizations, all strictly local in nature, in order to conduct authorized Auxiliary activities. Prior approval is not required and there are no dollar value limitations. DSO-LP shall make the prohibited source determination and if the donor requires the Auxiliary unit to sign a contract, license or similar use agreement, DSO-LP shall also conduct a legal review of the documents.

Contract renewals are not considered solicitations.

3. PROCEDURES.
  - a. The Auxiliary unit leader shall forward a written request for a prohibited source determination to DSO-LP. The request shall contain:
    - (1) The full name, address and telephone number of the prospective donor and their connection with the Auxiliary, if any;
    - (2) The description of the physical space, advertising and other services and the estimated fair market value (based on the prospective donor's list or advertised prices or other reliable, available information);
    - (3) The Auxiliary unit's proposed use and purpose for the space, advertising or other services;
    - (4) The original contract, license or similar use agreement if one is required to be signed by the Auxiliary unit.

**First District Northern Region Auxiliary Policy Directive AD-11 (Continued)**

- b. DSO-LP shall perform a prohibited source determination with respect to the donor and a legal review of the contract, license or similar use agreement, if any. If approved, DSO-LP shall so advise the unit leader and return any contract, license or similar use agreement which has been approved with any amendments or modifications. If not approved by DSO-LP, the reasons stated for the non-approval shall be given together with any required changes or modifications to the document. If approved by DSO-LP, the unit leader may accept the offer and sign an approved document, returning it to the requesting organization.
  - c. The senior elected officer of the receiving unit shall appropriately acknowledge, with thanks, receipt of all such offers.
4. ACTION. All Auxiliary elected officers will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-LP is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## **First District Northern Region Auxiliary Policy Directive AD-12**

**Subj: SOLICITATION AND ACCEPTANCE OF USE OF SPACE, ADVERTISING AND OTHER SERVICES FROM SEMI-PUBLIC ORGANIZATIONS, COMMERCIAL FIRMS AND PRIVATE INDIVIDUALS AND ORGANIZATIONS**

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

1. PURPOSE. To provide policy and guidance to all Auxiliary members concerning
2. DISCUSSION. Auxiliary units, with prior written approval and concurrence of both DCO and DIRAUX are authorized to solicit and accept offers of free use of physical space, free advertising and other services from semi-public organizations (e.g. homeowner's associations, volunteer organizations, churches), commercial firms (e.g. restaurants, retail stores, businesses) and private individuals/organizations all strictly local in nature in order to conduct authorized Auxiliary activities. The value of the donation is subject to the \$2,500 per transaction and \$5,000 cumulative calendar year value limitation. DSO-LP will make the prohibited source determination and conduct a legal review of any required contract, license or similar use agreement.

Contract renewals are not considered solicitations.

3. PROCEDURE.
  - a. The Auxiliary unit leader shall send a written request for approval of the proposed solicitation to DIRAUX via the DCDR, DCAPT and DCO. The request shall contain:
    - (1) The full name, address and telephone number of the prospective donor and their relationship to the Auxiliary, if any.
    - (2) The description of the physical space, advertising and other services and the estimated fair market value (based on the prospective donor's list or advertised prices or other reliable, available information);
    - (3) The Auxiliary unit's proposed use and purpose for the space, advertising or other services;
    - (4) The original contract, license or similar use agreement if one is required to be signed by the Auxiliary unit.
  - b. The DCDR shall forward the request to the DCAPT with a recommendation of approval or disapproval and if disapproved, the reasons therefore.

### **First District Northern Region Auxiliary Policy Directive AD-12 (Continued)**

- c. The DCAPT shall forward the request to DCO with a recommendation of approval or disapproval and if disapproved, the reasons therefore. The DCAPT shall also send a copy of the request to DSO-LP who shall perform the required prohibited source determination with respect to the donor and a legal review of the contract, license or similar use agreement, if any. If approved, DSO-LP shall advise DCO. If disapproved, DSO-LP shall advise DCO and state the reasons.
  - d. If DSO-LP issues a favorable prohibited source determination and if DSO-LP has also approved the contract, license or similar use agreement, if any, DSO-LP shall forward the request to DCO who, if approves the request, shall forward it to DIRAUX for approval who shall return the request to the unit leader with the approval or disapproval via DCO, DCAPT and DCDR.
  - e. If disapproved by DCO or if DSO-LP does not issue a favorable determination or does not approve the contract, license or similar use agreement, DCO shall send the request back to the unit leader with the reasons therefore via the DCAPT and DCDR.
  - f. If accepted, the senior elected officer of the receiving unit shall appropriately acknowledge, with thanks, receipt of all such offer.
4. ACTION. All Auxiliary elected officers will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-LP is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## **First District Northern Region Auxiliary Policy Directive AD-13**

Subj: SALE OF GOODS

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

1. PURPOSE. To provide policy and guidance to all Auxiliary members concerning the sale of goods by any Auxiliary unit
2. DISCUSSION. Only a Flotilla after prior written approval of both DCO and DIRAUX (in consultation with DSO-LP), may sell goods for local events. The purchase of items for resale shall be from the AUXCEN operated by CGAUX Association, Inc. unless the item is not reasonably available. The flotilla shall be responsible for compliance with all local laws, ordinances and regulations, including the collection and payment of sales tax. There is no limitation on the amount of revenue from the sale of items.
3. PROCEDURE.
  - a. FC shall send a written request for approval via the DCDR, DCAPT and DCO to DIRAUX. The request shall contain:
    - (1) The category of goods or items requested to be sold;
    - (2) The location and manner of sale;
    - (3) The manner and method of obtaining the items to be sold and from whom they will be obtained;
    - (4) The amount of money sought to be raised and its proposed use by the flotilla;
    - (5) A list of all licenses and permits required by state or local law.
  - b. The DCDR shall forward the request to the DCAPT with a recommendation of approval or disapproval and if disapproval, the reasons therefore.
  - c. DCO shall forward the request to DIRAUX with recommendation of approval or disapproval and if disapproval, the reasons therefore.
  - d. If disapproved, DCO shall send the request back to the FC via the DCDR.
  - e. If approved by DCO, the approval shall be forwarded to DIRAUX who will perform the required the prohibited source determination and will either approve or disapprove the request. The request will then be forwarded back to the FC via DCO and DCDR. If both DCO and DIRAUX have approved the request, the Flotilla then may make the solicitation as approved.

**First District Northern Region Auxiliary Policy Directive AD-13 (Continued)**

4. ACTION. All Auxiliary elected officers will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-LP is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## **First District Northern Region Auxiliary Policy Directive AD-14**

Subj: RAFFLES AND DOOR PRIZES AT AUXILIARY FUNCTIONS POLICY

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

1. PURPOSE. To provide policy and guidance to all Auxiliary members concerning
2. DISCUSSION. Auxiliary Units, after prior written approval of both DCO and DIRAUX, may conduct raffles and/or door prizes in connection with Auxiliary functions not held on Coast Guard property. All such activities must comply with state and local law. Any questions regarding the conducting of banquet raffles shall be submitted by the Auxiliary Unit leader to DSO-LP.
3. PROCEDURE.
  - a. The Auxiliary unit leader shall forward a written request for approval via the DCDR, DCAPT and DCO, as applicable, to DIRAUX for approval. The request shall contain:
    - (1) The category of goods or items requested to be used and their estimated value;
    - (2) The location and conduct of the event;
    - (3) The manner and method of obtaining the items to be used and from whom they will be obtained;
    - (4) The amount of money sought to be raised and its proposed use by the unit;
    - (5) A list of all licenses and permits required by state or local law.
  - b. The DCDR shall forward the request to the DCAPT with a recommendation of approval or disapproval and if disapproved, the reasons therefore.
  - c. The DCAPT shall forward the request to DCO with a recommendation of approval or disapproval and if disapproved, the reasons therefore.
  - d. If disapproved, DCO shall send the request back to the unit leader with the reasons therefore, via the DCAPT and the DCDR.
  - e. If approved by DCO, the approval shall be forwarded to DIRAUX who will either approve or disapprove the request. The request will then be returned to the unit leader via DCO, DCAPT and DCDR, as applicable. If both DCO and DIRAUX have approved the request, then the unit may proceed with the proposed raffle and/or door prize, as approved.

**First District Northern Region Auxiliary Policy Directive AD-14 (Continued)**

4. ACTION. All Auxiliary elected officers will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-LP is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## **First District Northern Region Auxiliary Policy Directive AD-15**

Subj: DISTRICT REMEMBRANCE POLICY

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning the District's Remembrance policy.
2. DISCUSSION. In order to timely recognize the contribution that members and their families make in supporting the aims and missions of the Coast Guard Auxiliary:
3. PROCEDURE
  - a. A remembrance shall be sent upon the death of
    - (1) A present or past Commodore;
    - (2) A present DSO, including an Assistant DSO;
    - (3) A present or past DCAPT;
    - (4) A present or past DCDR;
    - (5) A present FC;
    - (6) Any member of the immediate family of those listed above. For this purpose, the immediate family shall be the spouse or children or in case of the member being unmarried, the father or mother;
    - (7) Any other person at the discretion of DCO.
  - b. The remembrance not to exceed a cost of \$50.00 shall consist of:
    - (1) Flowers for the funeral of the deceased; or
    - (2) A contribution to any organization, if so requested by the deceased's family or where the lack of time precludes flowers;
  - c. Responsibility for notifying DCO and DIRAUX:
    - (1) All DCDRs or in the absence thereof, all VDCDRs shall be responsible for a timely notification to DCO, DCOS and DIRAUX of the death of any Auxiliary member or the immediate family of any member in paragraph a, above;
    - (2) All DCDRs will establish within their Division, a system whereby they or the VDCDR shall receive timely notification of the death of any individual described in paragraph a, above;

**First District Northern Region Auxiliary Policy Directive AD-15 (Continued)**

- d. Responsible for sending remembrance:
    - (1) It shall be the responsibility of each DCDR or in the absence thereof, the VDCDR, to send a remembrance as indicated above, upon the death of an individual or immediately family as described, who is a member of their division.
    - (2) The remembrance shall be in the name of “The U.S. Coast Guard Auxiliary, First District, Northern Region, Commodore (use full name of DCO).”
  - e. Divisions sending a remembrance in the name of the District as indicated above, shall pay the cost of the remembrance and forward the paid bill to the District Finance Officer for reimbursement.
4. ACTION. All Auxiliary elected officers will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DCO is tasked with recommending changes for this Directive to DIRAUX.

**First District Northern Region Auxiliary Policy Directive AD-16**

Subj: PROCEDURE FOR SUBMISSION OF NEW MEMBER DOCUMENTS

To be developed.

## **First District Northern Region Auxiliary Policy Directive AD-17**

Subj: PROCEDURE FOR THE REMITTANCE OF DUES

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning where and how to submit dues collected by Flotillas.
2. DISCUSSION. The following guidance is provided for the collection and payment of District and National dues only. Division and flotilla dues may also be collected at the same time, but the level of payment is set by the individual unit.
3. PROCEDURE.
  - a. All payment of District and National dues shall be made payable to “USCGAUX 1NR”, using a flotilla check and remitted to DSO-FN via SO-FN along with the Dues Roster or Late Record Payment Form both of which can be obtained from DSO-FN.
  - b. Annual dues payments are collected for the next calendar year.
  - c. New member dues.
    - (1) Dues for District and National are prorated by calendar quarter for the remainder of the current calendar year. Flotillas and Divisions set their own policies for new member dues.
    - (2) In addition to the prorated dues for new members, a one-time New Member Administrative Fee of \$2.00 is required. This amount is not prorated.
    - (3) FSO-FN should collect new member dues and the administrative fee upon the submission of the New Member Application to DIRAUX. When the potential member is notified of the issuance of Application Pending (AP) status and the EMPID number, FSO-FN shall, upon receipt of the potential member's favorable security clearance, or PSI notice, remit the funds to DSO-FN via SO-FN along with a copy of the notice from DIRAUX to the member's Flotilla Commander.
4. ACTION. All Auxiliary elected officers and FN staff officers will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-FN is tasked with recommending changes for this Directive to DIRAUX via DCOS.

**First District Northern Region Auxiliary Policy Directive AD-18**

Subj: PROCEDURE FOR RECORDING DISTRIBUTION OF GRANT ACQUIRED  
EQUIPMENT.

To be developed.

## **First District Northern Region Auxiliary Policy Directive AD-19**

Subj:    PROCEDURE FOR APPROVAL OF UNIT PUBLICATIONS

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

1.   PURPOSE.   To provide policy and guidance to all Auxiliary units concerning the approval process for official unit publications.
2.   DISCUSSION.  Prior to official publication, newsletters must be both approved and cleared by appropriate authority.  Approval of a newsletter comes from the elected officers of Auxiliary units.  DCDRs approve division newsletters and FCs approve flotilla newsletters to confirm that they contain accurate and timely information that the unit leadership wants distributed to the members.

After approval by the senior unit leader, clearance for publication of a newsletter must be obtained from DIRAUX.  Reference (a) requires the clearance by DIRAUX of all articles and photographs in any unit publication.  DIRAUX has delegated the authority to review and approve any such publications before printing, to DSO-PB.

3.   PROCEDURE.  Unit PB officers are required to forward each proposed publication to ADSO-PB prior to distribution.  ADSO-PB will review each submission and respond directly to the unit PB officer with approval for printing and/or distribution or will provide corrective information.
4.   ACTION.   All Auxiliary elected officers and staff PB officers will become familiar with and comply with the contents of this Directive.
5.   RESPONSIBILITY.  DSO-PB is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## **First District Northern Region Auxiliary Policy Directive AD-20**

Subj: DISTRICT AWARDS AND RECOGNITION PROGRAM.

1. PURPOSE. To provide guidance to all Auxiliary members in the First District, Northern Region concerning the Auxiliary District Awards and Recognition Program.
2. DISCUSSION. The District Board has approved the Awards Program as set forth below.
3. ACTION. All Auxiliaries in the First District, Northern Region shall become familiar with this Directive.
4. RESPONSIBILITY. DCO will make changes to this Directive as required.

### **ARTICLE 1 - DISTRICT AWARDS POLICY**

1.1 This article will serve as a guide to the First District (NR) Awards Committee for the implementation of the annual district awards program. Statistics, on which the District Awards are based, will be taken from AUXINFO for activity through 31 December of a given year.

1.2 The District Board will approve the name, purpose, nature and criteria for all district awards and presentations, whether sponsored by the Board, or any individual or organization. All district awards shall be recommended by the District Awards Committee.

1.3 Annual awards are categorized as "Activity Awards" for specific activities within the Missions of the Auxiliary or supportive functions, or "Special Awards" for those combining various activities or not meeting the criteria for "Activity Awards."

1.4 Presentations may consist of certificates, letters, ensigns, plaques, trophies or other appropriate gifts. These may be presented from time to time to individuals, Auxiliary Units or non-Auxiliary organizations. These awards are for outstanding achievement in the Auxiliary programs or noteworthy cooperation or assistance to the Auxiliary and its programs.

1.5 The Board will give due consideration to any award offered to the District by an individual, unit or organization. If it is found to be fitting as a District Award, such award will be officially established.

1.6 Certain awards defined herein, are designated as perpetual awards.

1.6.1 Any individual, unit or organization desiring to sponsor a perpetual award, must be prepared to accept the responsibility for the initial cost of "keeper" plaques or trophies or other appropriate gifts for the first five (5) award years.

1.7 The cost of awards shall be provided for in this article.

## **First District Northern Region Auxiliary Policy Directive AD-20 (Continued)**

1.7.1 All expenses in connection with the awards and presentations offered by the Board will be borne by the District unless otherwise specifically provided.

1.7.2 The cost of providing a suitable replacement for a perpetual award shall be borne by the District.

1.8 The criteria for awards is defined in ARTICLES 2 and 3. Consistency with AUXINFO shall be maintained.

### **ARTICLE 2-ACTIVITY AWARDS**

#### **2.1 Vessel Safety Check Awards**

##### **2.1.1 Individual Auxiliarist Performance**

2.1.1.1 Commodore H. P. Hadley Plaque. a perpetual award, will be presented to the Vessel Examiner who conducted the most VSCs during the award year.

2.1.1.2 Second and Third Place Plaques will be presented to those Auxiliarists who have performed the, second and third greatest number of Vessel Safety Checks.

##### **2.1.2 Unit Performance**

2.1.2.1 Commodore J. A. Polito Plaque. A perpetual award will be presented to the flotilla showing the most improvement in its VSC program based on the highest percent of increase in Vessel Safety Checks over the previous award year.

2.1.2.2 Division 4 CME Plaque. A perpetual award will be presented to the flotilla being the most proficient in the Vessel Safety Check program. The winning flotilla shall have the greatest number of Vessel Safety Checks of any flotilla in the District.

2.1.2.3 Seal of Safety Plaque. A perpetual award given to the Flotilla completing the most VSCs during the week starting the Saturday before and ending the Sunday following the 4th of July.

#### **2.1.MS MARINE SAFETY AWARDS**

2.1.MS.1 Marine Safety Performance: An award recognizing hours spent in performing or supporting Marine Safety activities, including Contingency Planning and Incident Command System support. Hours will be derived from AUXDATA for 7030 mission categories 28 series, 70 series, 43 and 7038 mission categories Uninspected Passenger Vessel, Uninspected Towing Vessel, Barge and T-Boat Inspection mission hours.

## **First District Northern Region Auxiliary Policy Directive AD-20 (Continued)**

2.1.MS.2 Marine Safety CFVE: An award recognizing hours spent in performing Commercial Fishing Vessel Dockside Safety Examinations and other activity promoting Commercial Fishing Vessel Safety. These would include 7030 mission hours in category 80A and CF/V dockside exams reported on 7038 mission forms.

### **2.2 Recreational Boating Safety Program Visit Awards**

#### **2.2.1 Individual Performance**

2.2.1.1 First, Second and Third Place Plaques will be presented to those individuals who have performed the first, second and third largest number of Program Visits.

#### **2.2.2 Unit Performance**

2.2.2.1 First Place Plaque will be presented to the Flotilla that has performed the largest number of Program Visits

### **2.3 Public Education and Member Training Instructor Awards**

#### **2.3.1 Individual Auxiliarist Performance**

2.3.1.1 First, Second and Third Place Plaques will be presented to those Auxiliarists who have performed the first, second and third greatest number of Public Education Instructor Hours.

2.3.1.2 First, Second and Third Place Plaques will be presented to those Auxiliarists who have performed the first, second and third greatest number of Member Training Instructor Hours.

2.3.1.3 First place award will be presented to the individual that has done the greatest number of Public Education-Youth hours for the year.

#### **2.3.2 Unit Performance**

2.3.2.1 Shepard A. Lesser, Sr. Plaque. A perpetual award to be presented to the flotilla conducting the most Public Education hours.

2.3.2.2 Earle Clement Plaque. A perpetual award to be presented to the flotilla conducting the most Member Training hours.

2.3.2.3 Doris F. Close Plaque. A perpetual award to be presented to the flotilla conducting the most Public Education Youth hours.

## **First District Northern Region Auxiliary Policy Directive AD-20 (Continued)**

### **2.4 Operations Awards**

#### 2.4.1 Individual Auxiliarist Awards

2.4.1.1 The Semper Paratus Plaque. To be presented to the Auxiliarist who performs the most outstanding rescue or assist involving the saving of life or property. Form CG 4612 may be used to determine the recipient of this plaque. Letters from candidates and Flotilla Commanders of candidates may be submitted or requested and reviewed for verification.

2.4.1.2 Robert Dering Plaque. A perpetual award to be presented to the Auxiliarist attaining the largest number of hours as Coxswain.

2.4.1.3 Second and Third Place Plaques will be presented to those Auxiliarists attaining the second and third largest number of patrol hours as Coxswain.

2.4.1.4 First, Second and Third place Plaques will be presented to the Auxiliarists attaining the first, second and third largest number of patrol hours as Crew

2.4.1.5 An Air Operations Plaque will be presented to the Auxiliarist who contributed the most to Air Operations as determined by the District Awards Committee.

2.4.1.5.1 First, Second, and Third Place Award will be presented to the Auxiliarists attaining the first, second and third largest number of patrol hours as Pilot

2.4.1.5.2 First, Second, and Third Place Award will be presented to the Auxiliarists attaining the first, second and third largest number of patrol hours as Observer.

#### 2.4.2 Unit Performance

2.4.2.1 First Place Plaques will be presented to the flotilla whose members perform the largest number of patrol hours Surface Operations in a given awards year.

2.4.2.2 First Place Plaques will be presented to the flotilla whose members perform the largest number of patrol hours Air Operations in a given awards year.

### **2.5 Aids to Navigation Awards**

#### 2.5.1 Individual Performance

2.5.1.1 Most Verifications Plaque will be presented to the Auxiliarist who accomplished the most verifications in all areas of the AN program in a given awards year.

## **First District Northern Region Auxiliary Policy Directive AD-20 (Continued)**

2.5.1.2 An Aids to Navigation Plaque will be presented to the Auxiliarist who contributed the most to the Aids to Navigation Program in a given awards year as determined by the District Awards Committee with recommendations from the DSO-AN

2.5.1.3 An Aids to Navigation Plaque will be presented to the Auxiliarist who contributed the most interaction with the Aids to Navigation Teams in a given awards year as determined by the District Awards Committee with recommendations from the DSO-AN

2.5.1.4 A Lighthouse Plaque will be presented to the Auxiliarist who contributes the most hours to lighthouse and Federal Aids maintenance in a given awards year.

### **2.6 Operational Support Awards**

2.6.1 Individual Performance.

2.6.1.1 First, Second and Third Place Plaques will be presented to the three Auxiliarists who have the largest number of Coast Guard Operational Support hours in the *Administrative* area in any given awards year.

2.6.1.2 The Meredith M. Goss Award. A perpetual award will be presented to the Auxiliarist with the most number of Coast Guard Operational Support hours in the *Communications* area in any given year.

2.6.1.2.1 Second and Third Place Plaques will be presented to the Auxiliarists who have the second and third largest number of Coast Guard Operational Support hours in the *Communications* area in any given awards year.

### **2.7 Public Affairs Award**

2.7.1 Individual Performance

2.7.1.1 Stephen J. Sadowski Plaque. A perpetual award to be presented to the Auxiliarist who performs the largest number of Public Affairs hours as shown in AUXINFO for the given awards year.

Second and Third Award presented to the Auxiliarists who perform the second and third largest number of Public Affairs hours as shown in AUXINFO.

2.7.2 Unit Performance

2.7.2.1 Flotilla Public Affairs Awards. Plaques will be presented to the flotillas performing the largest number of Public Affairs hours.

## **First District Northern Region Auxiliary Policy Directive AD-20 (Continued)**

### **2.8 Publications Awards:**

2.8.1 Flotilla Newsletter Award: With recommendations from the DSO-PB, a plaque will be presented to the flotilla publishing the newsletter determined by the District Awards Committee to be the best flotilla newsletter. A minimum of *six* editions must be published and received by members of the District Awards Committee in order to be eligible for this award.

2.8.2 Commodore H. Edward MacKenzie Publications Award: With recommendations from the DSO-PB, a plaque will be presented to the division publishing the newsletter determined by the District Awards Committee to be the best division newsletter. A minimum of *six* editions must be published and received by members of the District Awards Committee in order to be eligible for this award.

### **2.9 Marine Safety Performance**

2.9.1 A Marine Safety Plaque for MSO Portland shall be presented to the Auxiliarist who is determined to have contributed the most to the Marine Safety Program in the MSO Portland Area of Responsibility as determined by the District Awards Committee.\* with recommendations from the DSO-MS

2.9.1.1 A Marine Safety Plaque for MSO Boston shall be presented to the Auxiliarist who is determined to have contributed the most to the Marine Safety Program in the MSO Boston Area of Responsibility as determined by the District Awards Committee.\* with recommendations from the DSO-MS

2.9.1.2 A Marine Safety Plaque for MSO Providence shall be presented to the Auxiliarist who is determined to have contributed the most to the Marine Safety Program in the MSO Providence Area of Responsibility as determined by the District Awards Committee.\* with recommendations from the DSO-MS.

## **ARTICLE 3 - SPECIAL AWARDS**

### **3.1 Individual Performance**

3.1.1 The Elizabeth and Captain Thomas D. Fisher Award: a perpetual award will be presented annually in recognition of the "All Around Auxiliarist,"

3.1.2 Commodores' Plaques are presented by the DCO, VCO, RCOs and IPDCO to an Auxiliarist in that Commodore's area of administrative responsibility (RCOs will select someone from their six divisions, VCO shall select someone from the staff, IPDCO will select someone from the Awards Committee, and the DCO will select someone from their support staff), selected by that member of the District Bridge.

## **First District Northern Region Auxiliary Policy Directive AD-20 (Continued)**

3.1.3 The Larry and Lenore Closson Family Award is presented to the Auxiliary Family that shows extended participation in Auxiliary Programs as determined by AUXINFO data.

3.1.4 Certificates of Accomplishment, signed by the District Commander, may be presented to any Auxiliarist who has made a notable contribution to the Auxiliary activities; this award is to be recommended by the Awards Committee and approved by the District Commodore.

3.1.5 Commodore's Certificates of Appreciation, issued at the discretion of the District Commodore, upon the recommendation of the District Awards Committee, to any Auxiliarist who has made an outstanding contribution to Auxiliary activities.

3.1.6 Team Cost Guard Award - recipient to be an enlisted member of the Coast Guard that is determined by the Awards Committee to most clearly demonstrate the qualities of teamwork with the Auxiliary. Recommendations will be accepted from all members of the Board.

### 3.2 Unit Performance

3.2.1 Most Outstanding Flotilla in each Division Award will be presented to the flotilla in each division that achieves the greatest total performance within its division. Total performance shall be based on a well- rounded program of Auxiliary activities as determined by the DCP.

3.2.2 The District Commander's Plaque will be presented to one flotilla deemed to be the "most outstanding" flotilla. This decision will be based on a well- rounded program of Auxiliary activities as listed in AUXINFO. The field will consist of the 12 recommendations from the Division Captains in that given year

3.2.2 The LT Kenneth Lambertson Plaque, a perpetual award, will be presented to the second "most outstanding flotilla", in accordance with the criteria set forth for the District Commander's Plaque in 3.2.2.

3.2.3 The Joseph E. Ginsburg Plaque, a perpetual award, will be presented to one flotilla deemed to be the "third most outstanding flotilla" in the respective categories, in accordance with the criteria set forth for the District Commander's Plaque in 3.2.2.

3.2.4 The Commodore R. Foster Reynolds Plaque, a perpetual award, will be presented to the flotilla deemed to be the "most improved flotilla in the District". The basis for this award will be the criteria set forth for the District Commander's Plaque in 3.2.2.

3.2.5 The Past Captains' Association Plaque, a perpetual award will be presented to one division being deemed the "most outstanding division" in the District. The selection will be based on a well-rounded program of Auxiliary activities as listed in AUXINFO and determined by the President of the Past Captain's Association.

## **First District Northern Region Auxiliary Policy Directive AD-20 (Continued)**

### **ARTICLE 4 - PRESENTATIONS**

4.1 The Immediate Past Commodore's Award, presented to the departing District Commodore when the status of "Immediate Past Commodore" has been attained. This award shall be selected at the discretion of the incumbent District Commodore.

4.2 Newly Chartered Flotilla Presentation. The District Commodore will present an Auxiliary Ensign and a National Ensign, of appropriate size and of ceremonial design, to each newly chartered flotilla as a part of the chartering ceremony.

4.3 Certificates of Achievement, signed by any elected officer of the Coast Guard Auxiliary, may be presented to any Auxiliarist for furthering the purposes and principals of the Coast Guard Auxiliary.

4.4 Certificates of Appreciation, signed by any elected officer of the Coast Guard Auxiliary, may be presented to any non-member who has given noteworthy cooperation or assistance to the Auxiliary and its programs.

4.5 Letters of Appreciation, signed by any elected officer of the Coast Guard Auxiliary may be presented to any Auxiliarist or non-member for significant contribution to the Auxiliary and its programs.

4.6 District Commodore's Certificates, may be presented at the discretion of the District Commodore to any individual Auxiliarist, non-member, or organization for significant contribution to the Auxiliary and its programs.

### **ARTICLE 5 –IMPLEMENTATION**

5.1 Authority. The guidelines contained above, thereto comprise the First District, Northern Region, United States Coast Guard Auxiliary, District Awards and Presentation Guidelines, approved by the District Board on 15 April 2005.

5.2 Effective Date. In accordance with the vote of the District Board taken on the guidelines thereto, are to take effect on 15 April 2005 and are to serve as the criteria upon which awards will be based for the calendar year 2005 and thereafter.

## **First District Northern Region Auxiliary Policy Directive CM-01**

Subj: PROCEDURE FOR OPERATION OF UNIT RADIO NETS

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning the procedure to be followed for the approval and operation of radio nets in the First District (NR).
2. DISCUSSION. All radio nets operate by authorization of the District Commander. Any Auxiliarist or unit seeking to establish a radio net shall comply with the following procedure.
3. PROCEDURE.
  - a. The CM staff officer of any unit desiring to establish a radio net shall contact the SO-CM and provide the following information:
    - (1) How frequently the radio net will meet;
    - (2) The proposed start and end times of the net;
    - (3) Identification of the individual who will act as net control;
    - (4) Proposed channel or frequency on which the net is to be operated including the radio frequency and whether a repeater will be utilized.
  - b. SO-CM shall transmit this information to DSO-CM who will check for any conflicts with authorized radio nets. Upon resolving any conflicts, DSO-CM will notify FSO-CM of authorization to commence net operations.
  - c. If the radio net is to be operated by a Division, SO-CM shall transmit the same information to DSO-CM for review and approval.
4. ACTION. All Auxiliary elected officers will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-CM is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## First District Northern Region Auxiliary Policy Directive MT-01

Subj: NEW MEMBER TRAINING PROGRAM

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) Auxiliary New Member Course Instructor Guide, COMDTPUB P16794.39 (series)  
(c) Auxiliary New Member Course, Student Study Guide, COMIDTPUB P 16794.40 (series)

1. PURPOSE. To provide policy and guidance to all Auxiliary members concerning the New Member Training Program.
2. DISCUSSION. Prospective members of the Auxiliary must complete new member orientation and training prior to participating in Auxiliary programs and/or Coast Guard activities. Following this orientation, members have the opportunity to gain additional knowledge, skills and qualifications by participating in Auxiliary training programs.
3. PROCEDURES.
  - a. To become a member, an applicant must meet the eligibility requirements for Auxiliary membership contained in reference (a), and must receive a favorable determination by the Security Center and accepted at the Operational Support or Direct Operations level.
  - b. The FSO-MT shall obtain a copy of the New Member Course exam and answer key. It is imperative that the integrity of all testing programs, including the New Member Course, be maintained. Adequate measures must be taken to prevent loss or compromise of these examinations. The exam is open book consisting of 30 multiple-choice questions. The test must be completed within a 3-hour time limit and requires a passing score of 90%. Any elected officer, FSO-MT or FSO-PS may administer and score the exam. FCs will then mail the passing exam answer sheet with the required enrollment and security forms directly to DIRAUX office in Boston for approval and processing. FCs shall ensure that the current versions of all forms are submitted. Failure to do so may delay the enrollment process.
  - c. Mentoring. It is highly encouraged that an experienced Auxiliarist be chosen as a mentor to each new member. The duties of this mentor are to advise, counsel, help the new member learn about local programs and training opportunities, and aid in the development of the new member's Auxiliary career plan. The mentor may be the FSO-PS, the FSO-MT or a flotilla member specifically chosen by the FC. The mentor's positive attitude will encourage the new member to become active and participate in Flotilla activities and Auxiliary programs. Effective mentoring is the key to successful new member development and retention. Mentoring and follow-up with the new member should be a continuous effort for at least the first full year of membership.
  - d. Safe Boating Course. Mentors should actively encourage Applicants/New Members to complete an accepted Safe Boating Course to facilitate upgrading an AP/IQ individual to a BQ status.

### **First District Northern Region Auxiliary Policy Directive MT-01**

4. ACTION. All Auxiliary elected officers, staff MTs and all Auxiliarists participating in member training will comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-MT is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## First District Northern Region Auxiliary Policy Directive MT-02

Subj: AUXILIARY SPECIALTY COURSES (AUXOP)

Ref: Auxiliary Manual, COMDTINST 16790.1 (series)

1. PURPOSE. To provide policy and guidance for concerning AUXOP examinations and Proctors
2. DISCUSSION. All Auxiliarists are offered the opportunity to acquire proficiency in any or all six specialty areas in the operational field. Successful qualification in any specialty area indicates that the individual has demonstrated considerable knowledge in that field. In addition to theoretical knowledge, these courses require a degree of practical knowledge. For each specialty course, there is a series of examinations promulgated by the Coast Guard. An individual successfully completing all seven examinations is awarded the Auxiliary Operational (AUXOP) designation.
3. PROCEDURES.
  - a. Specialty course or AUXOP examinations are controlled and distributed by DIRAUX of Auxiliary. These examinations are closed book and must be proctored.
  - b. Requests for written specialty course examinations are submitted by the unit Member Training Officer or FC/DCDR to the First Northern Auxiliary Support and Training Center on Cape Cod.(Cape Office), either in writing to: USCG Auxiliary Support Center, Building 5205, USCG Air Station Cape Cod, MA 02542 or by e-mail to: [Carolyn.v.belmore@uscg.mil](mailto:Carolyn.v.belmore@uscg.mil).
  - c. The Auxiliarist, FSO-MT or FC may contact any proctor directly to arrange a mutually convenient date and time for the examination.
  - d. The proctor must be designated on the request form and the exam will be send directly to the proctor. Upon receipt of the exam, the proctor should contact the requesting party to schedule a mutually convenient date, time and location for the examination process. The proctor is to retain possession of the examination at all times and upon completion of the exam, return it to the Auxiliary Support and Training Center in the postage paid envelope which is provided. The Support and Training Center will grade the exam and generate any appropriate correspondence, certificates and data entries.
  - e. The proctor must remain in the room where the exam is being taken at all times while the student has access to the exam. This includes paper exams as well as on-line access through the National Testing Center. Maintenance of the integrity of the examination process rests with the proctor.
  - f. An individual failing to successfully complete an AUXOP examination may re-take the examination at any time.
  - g. There are no separate practical demonstrations required other than those performed during the classroom work and the examination.

## First District Northern Region Auxiliary Policy Directive MT-02

### h. Examination Proctors.

(1) Proctors are AUXOP qualified members of the US. Coast Guard Auxiliary, who, after being recommended by the DCDR, have been appointed by DIRAUX under delegation from the Commandant. In addition to these Auxiliarists, exams may be proctored by a commissioned, warrant or petty officer of the Coast Guard or Coast Guard Reserve or any Coast Guard civilian employee.

(2) A proctor may administer any specialty course exam anywhere in the district. Auxiliary proctors are not appointed for a flotilla or division, but to serve a district-wide need. Should an appointed proctor no longer have the travel or time availability, they should consider resigning the appointment

(3) Auxiliary proctors should access the National Testing Center's website (<http://ntc.cgaux.org/>) and register for on-line proctoring. When a candidate seeks to take a specialty course exam on-line, the member accesses the site and completes the Proctored Exam Request, identifying the intended proctor. The National Testing Center will then send an e-mail message to the proctor providing a specific password and also generate a message to the student with an exam password and instructions including a time frame for completing the process. The proctor is to enter his/her assigned password on the Proctored Exam Gateway form, once the student logs onto the exam site.

4. **ACTION.** All Auxiliary elected officers, staff MTs and Proctors shall become familiar with and comply with the contents contained in this Directive.
5. **RESPONSIBILITY.** DIRAUX will make changes to this Directive based upon input provided by DCO.

## First District Northern Region Auxiliary Policy Directive MT-03

Subj: EXAMINATION PROCESS

1. PURPOSE. To provide guidance to Auxiliarists concerning the proper procedure for requesting exams.
2. DISCUSSION.
  - a. Online. Almost all exams are available at the National Testing Center, available through the Exam Gateway of the National Training Department's website. The specific instructions for accessing the exams are posted on that site. The exam will be computer corrected and the result returned almost immediately. The results will also be automatically entered into AIJXDATA with few exceptions. Proctored (closed book) exams such as the AUXOP Specialty Courses and NAVRULES require the presence of an appointed Exam Proctor.
  - b. District Testing Center. At each District Conference, a room has designated for use as a testing center. All open and closed book exams are available as the room is staffed by a Proctor and generally by a Qualification Examiner. To be assured that the requested exam is available at the conference, candidates or the SO-MT should send a message to the Auxiliary Support and Training Center (Cape Office) prior to the conference. AUXACN (formerly known as AUXNAV) requires the use of a chart and navigational instruments which are the responsibility of the candidate.
  - c. Local examination. The Auxiliary Support and Training Center (Cape Office) maintains an inventory of all open and closed book exams. Requests for the administration of a closed book exam require the designation of an AUXOP Proctor or a Qualifications Examiner, depending upon the particular exam. The exam materials will be sent to the designated Proctor/QE who will return the exam and answer sheet to the Cape Office for grading and entry into AUXDATA, if appropriate. The results will also be provided to the candidate and a certificate issued.

Requests for open book exams (for example, Basic Qualification, Administrative Procedures Course, Instructor Development Court, Vessel Examiner, RBSVP, Operations Policy, NAVRULES Series 90, etc.) are also to be submitted to the Cape Office either in writing to: USCG Auxiliary Support & Training Center (Cape Office) on Form CG-4887 or by e-mail to: [Carolyn.v.belmore@uscg.mil](mailto:Carolyn.v.belmore@uscg.mil). The exam and answer sheet will be sent to the FC, FVC, FSO-MT or appropriate unit staff officer to administer the exam. These are then to be returned to the Cape Office for grading and notifications.

No individual or unit is authorized to retain or possess copies of any of the exams or answer keys. No individual outside of the Cape Office is authorized to correct any exam answer sheet.

3. ACTION. All Auxiliary elected officers and staff officers shall become familiar with and follow the guidance contained in this Directive.

**First District Northern Region Auxiliary Policy Directive MT-03 (Continued)**

4. RESPONSIBILITY. DIRAUX will make changes to this Directive based upon input provided by DCO.

## First District Northern Region Auxiliary Policy Directive MT-04

Subj: REPORTING RESULTS OF NON-AUXILIARY EXAMS AND AWARDS

1. PURPOSE. To provide guidance to Auxiliarists concerning the proper procedure for reporting non-Auxiliary exams and awards.
2. DISCUSSION. The results of successful completion of non-Auxiliary exams and qualifications as well as personal awards presented to Auxiliarists by a Coast Guard unit are not automatically entered into either the Auxiliarists member record or AUXDATA. Units outside of the Auxiliary do not have access to this system.
3. PROCEDURES.
  - a. Non-Auxiliary Course Completion Reporting. Auxiliarists are responsible for sending a copy of their course completion information, whether taken in a classroom or online, to the Cape Office for entry into their Training Record. These include FEMA, ICS, USCG or any other course that is NOT taken through the National Testing Center or District testing procedure.
  - b. Qualifications earned at CG Units. Coast Guard qualifications, including PQSs that are endorsed by the Coast Guard unit senior officer, must be submitted to the Cape Office for entry into AUXDATA.
  - c. Personal Awards Reporting. Any Auxiliarist who receives an award from a Coast Guard unit must submit a copy of that award to the Cape Office for entry into their AUXDATA record.
  - d. Cape Office Information: USCG Auxiliary Support Center, Bldg. 5205, USCGASCC, MA 02542
4. ACTION. All Auxiliarists shall become familiar with and follow the guidance contained in this Directive.
5. RESPONSIBILITY. DIRAUX will make changes to this Directive based upon input provided by DCO.

## First District Northern Region Auxiliary Policy Directive MT-05

Subj: AUXILIARY ADVANCED LEVEL TRAINING AND CLASS "C"  
SCHOOLS

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

1. PURPOSE. To provide policy and guidance to all Auxiliary members concerning Advanced Level Training and Class "C" Schools.
2. DISCUSSION.
  - a. Advanced Training Opportunities
    - (1) Class "C Schools. These schools are considered advanced training and are conducted at Coast Guard training facilities throughout the country. Members who are qualified and active in mission areas and who meet the course prerequisites may request to attend these courses. They must agree to further train members in their own district/division upon their return.
      - (a) Auxiliarists desiring to attend a Class "C" school shall submit an application using the Short Term Training Request (STTR) form (ANSC7059) and send it to DIRAUX via DSO-MT, their FC and DCDR.
      - (b) Members must list their qualifications and experience on this form. The respective FCs and DCs should screen the applications to ensure that all prerequisites are met, the lists are prioritized, and that any pertinent information relative to the applicant is included.
      - (c) DIRAUX will consult with DCO's designated representative, who may make recommendations on the individual applications and the priority list. DIRAUX will then forward STTR to the Training Quota Center (TQC) and issue travel orders as courses become available. District prerequisite criteria for student attendance is established by the National Department Chiefs approved by the Commandant.
    - (2) Chief Director of Auxiliary. Specific class dates and school locations are made as early as possible to allow dissemination of information to prospective students. Members are ineligible to attend if previously enrolled in any Auxiliary Class "C" School within the past three (3) years, per reference (a). Deadline for submission of STTRs is generally sixty (60) days in advance of the class and notice of acceptance to the course is generally available approximately 30-days in advance of the class commencement.
    - (3) Coast Guard Institute (CGI) offers a full training catalog of correspondence courses (with the exception of classified courses) that are available to members. A listing of available CGI courses can be obtained from your local Coast Guard unit. Application is made using the CGI Enrollment/Disenrollment/Test Request form found in ref (a), Chap 8, Appendix 8-A. CGI Internet website is <http://www.uscg.mil/hr/cgi/default.asp> .

## **First District Northern Region Auxiliary Policy Directive MT-05 (Continued)**

(4) Distance Learning. Distance learning educational opportunities are defined as non-classroom-based programs. Members can receive such services through the CGI's Distance Learning Center or the Auxiliary Homepage web site, per reference (a). Efforts should be coordinated through the appropriate Division Staff Officer and FC. Another source of distance learning is the Coast Guard Internet College at <http://www.coastguardcollege.org>.

4. ACTION. All Auxiliary elected officers, staff MT officers, and all Auxiliarists participating in member training will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-MT is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## First District Northern Region Auxiliary Policy Directive MT-06

Subj: SEXUAL HARASSMENT PREVENTION TRAINING

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

1. **PURPOSE.** To provide policy and guidance to all Auxiliarist concerning sexual harassment prevention training.
2. **DISCUSSION.**
  - a. Introduction. The Coast Guard is committed to maintaining a work environment free from unlawful discriminatory practices and inappropriate behavior. In support of this commitment, the Coast Guard's policy is:
    - (1) All Auxiliary personnel will receive training in the identification, prevention, resolution and elimination of sexual harassment. This training will be given upon joining as an integral element of the initial orientation and be available annually thereafter. The Office of Civil Rights has implemented a training program, which includes communications and marketing features for use by each training program participant, as well as a guide to resolving harassment actions and an interactive presentation.
    - (2) Each Flotilla is required to conduct the Coast Guard's sexual harassment prevention training annually. This training consists of a Coast Guard supplied audio-visual material and a script for conducting a facilitated discussion.
    - (3) Auxiliary District elected officers, and appropriate District Staff Officers will receive annual training (and any required instruction) at an annual national conference as listed in reference (a).
    - (4) These training sessions meet the requirement of Annual Coast Guard Sexual Harassment Prevention training by each flotilla per reference (a) paragraph 7.13.6.
3. **ACTION.** All Auxiliary elected officers, staff Member Training officers, and all Auxiliarists will comply with the contents of this Directive.
4. **RESPONSIBILITY.** DSO-MT is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## **First District Northern Region Auxiliary Policy Directive MT-07**

Subj: MARINE SAFETY AND ENVIRONMENTAL PROTECTION TRAINING

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

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning training and qualification within the Marine Safety and Environmental Protection discipline.
2. DISCUSSION. Unlike many other areas of Auxiliary training and qualification, the MSEP discipline is solely dependent upon the needs of local Coast Guard units. To accomplish this goal, each Sector ADSO-MS will work with the Sector Training Officer and the Auxiliary Sector Coordinator to determine which Auxiliary qualifications are required by that Sector.
3. PROCEDURE.
  - a. An Auxiliarist must have completed the initial Trident Program training in order to apply for Performance Qualification System (PQS) training. This preliminary training includes:
    - (1) ICS-100
    - (2) Introduction to Marine Safety and Environmental Protection.
    - (3) Good Mate Course.
    - (4) IS-005, FEMA HAZMAT Introduction is also recommended but not required.
  - b. The Sector ADSO-MS will coordinate the assignment to PQS training with the AUXLO and ASC.
  - c. Prior to commencement of PQS training, the Auxiliarist must apply for a Direct Operational (DO) Personnel Security Investigation (PSI).
  - d. The first PQS is the Coast Guard Institute's IIMS course.
  - e. Further training and qualification will be accomplished by active duty or Reserve members of the Coast Guard.
  - f. Upon receipt of a PQS Letter of Designation, the Auxiliarist should provide a copy to the Auxiliary Support and Training Center as noted in Directive MT-04.
  - g. The issuance of the Marine Safety Training Ribbon will be made upon the request of an Auxiliarist who has completed IMSEP, Good Mate, ICS-1000 and IIMS to DSO-MS by form available on the National Prevention Department's website. DSO-MS will forward the approved form to the DIRAUX Cape office for entry into AUXDATA and issuance of the ribbon.

**First District Northern Region Auxiliary Policy Directive MT-07 (Continued)**

- h. This issuance of the Marine Safety's Trident device will be made upon request of an Auxiliarist who has met the qualifications set forth in reference (a) to DSO-MS by form available on the National Prevention Department's website. DSO-MS will forward the approved form to the Auxiliary Support and Training Center for entry into AUXDATA and issuance of the device.
- 4. ACTION. All Auxiliary elected officers, staff MS and MT officers, and all Auxiliarists will comply with the contents of this Directive.
- 5. RESPONSIBILITY. DSOs-MS and MT are tasked with recommending changes for this Directive to DIRAUX via DCOS.

## First District Northern Region Auxiliary Policy Directive MT-08

Subj: BOAT CREW CERTIFICATION PROCEDURE

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning District specific procedures for securing certification as Boat Crew and Coxswain
2. DISCUSSION. To better serve the needs of the membership of the District and to accomplish the goal of providing a highly-qualified and professional surface operations force, the following procedures and policies have been established.
3. PROCEDURE.
  - a. Training of Auxiliarists remains the function of a unit's Boat Crew Training Officer and/or MT staff officer. Initial performance verification is the responsibility of the Mentor appointed by the FC. Upon completion of training for any surface operations designation, an Auxiliarist is required to demonstrate knowledge and ability to a Qualification Examiner (QE).
  - b. DIRAUX as the certifying authority for the surface operations program, has appointed a number of Auxiliarists as Qualification Examiners. These individuals along with designated active-duty and Reserve coxswains, serve to verify an individual's competency in the program. Upon completion of the initial performance verification, the Mentor, Boat Crew Training officer, MT officer or the senior unit elected officers may contact any QE in the District, to schedule a final verification.
  - c. It is the responsibility of the individual seeking qualification or the training officers to arrange for all required equipment including a "man-overboard" device.
  - d. QEs are District resources and are authorized to perform services anywhere within the District. In the event more than three QEs are required at any given time, contact should be made to the District Chief Qualification Examiner Coordinator (CQEC). Individuals seeking a qualification session should anticipate that the QEs have other responsibilities and should allow at least three weeks notice to a QE.
  - e. Coxswain underway check-rides will require a QE Board consisting of two QEs, one of whom must be an Auxiliary QE.
4. ACTION. All Auxiliary elected officers, staff MTs, and all Auxiliarists will become familiar with comply with the contents of this Directive.
5. RESPONSIBILITY. DSOs-MT and OP are tasked with recommending changes for this Directive to DIRAUX via DCOS.

## First District Northern Region Auxiliary Policy Directive MT-09

Subj: REQUEST FOR TEAM COORDINATION FACILITATOR

Ref: (a) COMDTINST 1541.1

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning the scheduling of Team Coordination Training Facilitators.
2. DISCUSSION. Reference (a) specifies that all Auxiliarists involved in surface operations are required to participate in an eight (8) hour Team Coordination Training (TCT) workshop for their initial certification and every five (5) years thereafter. Auxiliary Qualification Examiners (QE) and other individuals working as part of an active duty or Reserve unit, shall complete the eight (8) hour workshop every two years.

TCT workshops are facilitated by specially trained active duty and Auxiliary personnel. Their responsibilities include presenting the workshop to each active duty and Reserve unit as well as participating Auxiliarists. Since the facilitated workshops whether Auxiliary, active duty or Reserve, attendance at any such workshop shall qualify.

3. PROCEDURE.
  - a. The list of qualified TCT Facilitators varies due to the reassignment of active duty personnel. A unit MT staff officer or senior elected officer may contact any known Facilitator directly to schedule a class. In the alternative, contact may be made with the DSO-MT who in turn will contact the First District TCT Coordinator. The First District Coordinator will obtain the services of a Facilitator for the unit.
  - b. It is the responsibility of the FSO-MT or senior elected officer to assure that a Workshop Attendance sheet is completed and submitted to the Cape Office.
  - c. A separate entry is required for QEs, who should assure that the Workshop Attendance form records the fact that the individual is a QE.
4. ACTION. All Auxiliary elected officers, staff Member Training officers, and all Auxiliarists will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-MT is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## First District Northern Region Auxiliary Policy Directive MT-10

Subj: ENTRY OF PUBLIC EDUCATION COURSE COMPLETION FOR BASIC QUALIFICATION STATUS

Ref: (a) COMDTINST M16790.1(series)

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning the attainment of Basic Qualification status.
2. DISCUSSION. Reference (a) specifies that upon receipt of a favorable PSI, the Auxiliarist is designated as Initially Qualified (IQ) status. In order to participate in any operational activity (surface, air, communications, aids to navigation, commercial fishing vessel examination, Marine Safety and Environmental Protection), Recreational Boating Safety Visitor and Vessel Examinations, an Auxiliarists must have attained Basic Qualification (BQ) status.
3. PROCEDURE.
  - a. To attain BQ status, an Auxiliarist is required to have passed or successfully challenged any of the following courses:
    - (1) Boating Skills and Seamanship
    - (2) Sailing Fundamentals
    - (3) Boating Safely Course
    - (4) America's Boating Course
    - (5) United States Power Squadron Public Boating
    - (6) Boat Smart Course.
  - b. A copy of the certificate, evidencing the individual's completion of this requirement, shall be included with the New Member Application.
  - c. In the event that the Auxiliarist completes the requirement after attaining IQ status, the FC shall submit the documentation to the DIRAUX Cape office with a request that the appropriate entry be made in AUXDATA.
4. ACTION. All Auxiliary elected officers, staff MT and PS officers, and all Auxiliarists will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-MT is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## First District Northern Region Auxiliary Policy Directive MT-11

Subj: PROCEDURE FOR FINALIZATION OF INSTRUCTOR QUALIFICATION.

Ref: (a) COMDTINST M16790.1(series)

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning the finalization of the Auxiliary Instructor qualification process.
2. DISCUSSION. Reference (a) specifies that all Auxiliarists are required to successfully complete Parts A and B of the Auxiliary Instructor Qualification Course, including an open-book examination with a three-hour time limit and passing grade of 90%. Candidates are also required to teach a minimum of two classes satisfactory instruction supervised by an certified IT. The certified IT is required to determine whether or not the instruction was satisfactory.
3. PROCEDURE. Upon satisfactory completion of Parts A and B of the IQC, including the open-book examination, the Mentor shall complete the Certification for Instructor form to be found in Appendix B of the IQC PQS Workbook and forward same to the FC. If the FC is satisfied that the candidate meets the requirements for certification as an Auxiliary IT, the FC shall endorse the form and forward to the DIRAUX Cape office for entry into AUXDATA and issuance of the certification.
4. ACTION. All Auxiliary elected officers, staff Member Training officers, and all Auxiliarists will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-MT is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## First District Northern Region Auxiliary Policy Directive MT-12

Subj: PROCEDURE FOR CERTIFICATION AS RECREATIONAL BOATING SAFETY PROGRAM VISITOR

Ref: (a) COMDTINST M16790.1(series)

1. PURPOSE. To provide policy and guidance to all Auxiliarists concerning the process to be followed in order to complete the certification for Recreational Boating Safety Program Visitors (RBSPV)
2. DISCUSSION. Reference (a) specifies that all Auxiliarists begin the process of qualification by attaining a passing grade on the qualification examination which is available on-line or from the USCG Auxiliary Support Center, Bldg. 5205, USCGASCC, MA 02542 and must satisfactorily complete two (2) Partner visits under the instruction of a qualified Program Visitor.
3. PROCEDURE.
  - a. Upon notice from DIRAUX of the successful completion of the examination, the DSO-PV will send to the candidate the Program Visitor Certification and Recertification Application, a copy of which is enclosed.
  - b. The candidate is required to complete the appropriate portions of the application, obtain the signature of the Mentor Partner Visitor and submit the application to the Flotilla Commander.
  - c. The FC shall endorse the application and either approve or disapprove of certification and forward to DSO-PV.
  - d. Upon review, DSO-PV will forward the favorably endorsed application to DIRAUX for entry into AUXDATA.
  - e. Partner Visitors wishing to resume activity after being placed in REYR status must request the application form from DSO-PV. The application should be completed and returned to DSO-PV who in turn will request reinstatement by DIRAUX.
4. ACTION. All Auxiliary elected officers, staff Program Visitor officers, and all Auxiliarists will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-PV is tasked with recommending changes for this Directive to DIRAUX via DCOS.

**PROGRAM VISITOR INITIAL QUALIFICATION  
AND RECERTIFICATION APPLICATION**

Member Name \_\_\_\_\_ (Last name first)

Member Number \_\_\_\_\_

The above named Partner Visitor candidate, having achieved a passing score on the on-line RBSPV Qualification Exam, has satisfactorily completed two (2) Partner visits under my instruction. The dates of these visits were \_\_\_\_\_.

This (is) (is not) a recertification, and a request to have a REYR designation removed from AUXDATA.

Signature \_\_\_\_\_, Qualified RBS Partner Visitor

I am the member's Flotilla Commander or Flotilla Vice Commander and I have reviewed and approved the above application for certification.

Signature \_\_\_\_\_, Flotilla \_\_\_\_\_

Please return the completed form to: Daniel L. Satrom, DSO-PV, D1(NR)  
Address available at: X

**First District Northern Region Auxiliary Policy Directive MT-13**

Subj: PROCEDURE FOR VESSEL EXAMINER QUALIFICATION

Ref: (a) COMDTINST 1541.1

To be developed

**First District Northern Region Auxiliary Policy Directive NS-01**

Subj: PROCEDURE FOR INSPECTION OF PRIVATE AIDS TO NAVIGATION

To be developed.

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## First District Northern Region Auxiliary Policy Directive OP-01

Subj: DISTRICT APPROVED AUXILIARY OPERATIONAL VESSEL FACILITY CALL SIGN PLAN

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST 16798.3(series)

1. PURPOSE. To provide the definition of the District approved Call Sign Plan for Auxiliary operational vessel facilities.
2. PROCEDURE. Auxiliary operational vessel facilities shall be assigned a six digit numeric radio call sign. The first two digits of the numeric call sign shall contain the vessel length (rounded to the nearest foot increment: half foot rounded up). The third digit of the call sign shall represent the type of mechanical propulsion of that vessel according to the following table:

1	outboard
2	inboard/outboard (outdrive)
3	inboard
4	sail with some form of mechanical propulsion
5	water jet drive

The last three digits shall be unique within DI(NR), and assigned in one of the following blocks of numbers:

001	current DCO
002	current DCOS
003	current DCAPT
004	current DCAPT
005	current DCAPT
006	current Immediate Past DCO
007-009	reserved for any future Auxiliary leadership positions
010-025	reserved for any Past DCOs
026-039	reserved for any Past District DCOS and DCAPTs
040-999	all other operational vessel facilities, assigned at DIRAUX convenience

As provided for in reference (a), authorized short term events may use temporary or tactical call signs for operational vessel facilities. To avoid confusion, any assignment or use of such call signs should not be in conflict with the numeric call sign plan provided here. Any other local assignment of numeric call signs for Auxiliary operational vessel facilities is not authorized.

3. ACTION. All Auxiliarists shall become familiar with and comply with this Directive.
4. RESPONSIBILITY. DIRAUX will make changes to this Directive as required.

## First District Northern Region Auxiliary Policy Directive OP-02

Subj: MINIMUM AUXILIARY BOAT CREW REQUIREMENTS

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST 16798.3(series)

1. PURPOSE. To clarify minimum Auxiliary boat crew requirements for the First District Northern Region.
2. DISCUSSION.
  - a. Current D1(nr) Auxiliary **minimum** crewing requirements shall follow the national standards as set forth in reference (a):

	Coxswain	Crewmembers
Vessel under 26 feet:	1	1
Vessel 26 feet to under 40 feet	1	2
Vessel 40 feet to under 65 feet	1	3
Vessel 65 feet and over	1	4

- b. A “trainee” **cannot** be used to fulfill the minimum crew requirements. These requirements are set in POMS. The minimum crew requirements must be filled by qualified members and it is the responsibility of the Coxswain to assure that all crewmembers including themselves are qualified before getting underway. POMS will reject any patrol order request if the minimum crew requirements are not followed.
    - c. These standards are minimums. Order issuing authorities and coxswains may and are strongly encourages to increase these standards. They may impose additional restrictions such as minimum equipment required and maximum sea state, taking into account the facility size and capabilities, mission, crew experience and environmental factors in their AOR.
3. ACTION. All Auxiliarists shall become familiar with and follow the guidance contained in this Directive.
4. RESPONSIBILITY. DIRAUX will make changes to this Directive as required.

## First District Northern Region Auxiliary Policy Directive OP-03

Subj: PERSONAL EMERGENCY POSITION INDICATING RADIO BEACON  
(PEPIRB) INSTRUCTIONS AND ACCOUNTABILITY

Ref: (a) ALCOAST 572 PEPIRB/EPIRB Carriage Requirements For CG  
Auxiliary Boats

1. PURPOSE. To provide policy and guidance for the use, accountability and maintenance of PEPIRBs by First District (NR) Auxiliary surface facility owners and coxswains (COXNs).
2. DISCUSSION. Reference (a) states, "effective 01 June 2004 all Auxiliary surface facilities, including personal watercraft (PWC), while underway on orders, shall have a minimum of one crewmember per vessel carrying a MCMURDO FASTFIND 406 PEPIRB if the vessel is not outfitted with a category I or II, 406 EPIRB". The District policy is that a PEPIRB shall be provided to Coxswain.
3. PROCEDURE.
  - a. Accountability. Each Coxswain that is issued a PEPIRB shall be included on a master property list maintained at the DIRAUX office. The list shall contain the Coxswain's name, PEPIRB serial number, PEPIRB registration number, members emergency contact number, date of issue, and completion of National Oceanographic and Atmospheric Administration (NOAA) required bi-annual verification (as applicable).
  - b. Member's Responsibility. Each Coxswain issued a PEPIRB is required to:
    - (1) Thoroughly familiarize themselves with all applicable instructions contained in the "Fastfind PEPIRB" owner's manual.
    - (2) Send the original EPIRB registration form to NOAA (at the address provided on the form) and a copy to DIRAUX office. Providing a signed copy of this form to the DIRAUX office acknowledges receipt of the PEPIRB.
    - (3) Provide updated information to both DIRAUX and NOAA concerning change of emergency numbers or address. NOAA may request bi-annual verification. Should this occur, a copy must be forwarded to DIRAUX office.
    - (4) Ensure the unit is maintained in good working order.
    - (5) Replace the battery in accordance with the manufacturer's specification. The normal battery life is 5 years; therefore it is the Coxswain's responsibility to inspect the PEPIRB annually (at a minimum) and to contact DIRAUX if a replacement battery is needed. Requests should arrive at DIRAUX at least six months in advance of the expiration date. The POC for replacement parts is the Assistant DIRAUX For Operations and Training.
    - (6) Notify DIRAUX if there are any problems with registering the PEPIRB with NOAA.

### **First District Northern Region Auxiliary Policy Directive OP-03**

- (7) Return the PEPiRB thru SO-OP to the DIRAUX office prior to transferring out of the district, disenrolling from the Auxiliary or releasing Coxswain qualification.
- (8) Promptly return the PEPiRB to the DIRAUX office when requested.

c. **Registration Form.** Although the PEPiRBs are the property of the U.S. Coast Guard, they are being issued to individual Auxiliarists and should be registered as such. The following information is required when filling out the NOAA official 406MHz EPIRB registration form. The original form must be sent to NOAA (at the address printed on the form) and a copy sent to DIRAUX office.

- (1) **Owner Information:** Should reflect member's personal information.
- (2) **Vessel Information:** Should reflect information about the vessel. In Block 9 "other" indicate "US Coast Guard Auxiliary, First District Northern Region.
- (3) **Emergency Contact Information:** This information is very important, and should be someone who knows your activities and/or whereabouts. The alternate 24 hour contact should be the Coast Guard Sector for which the facility owner conducts the majority of patrols. Patrolling in a Sector's AOR, other than that stated in the contact information will not effect the Coast Guard's decision to launch a search if an emergency signal is received from your PEPiRB. It enables the Coast Guard unit who receives the PEPiRB emergency signal to gain additional information from the Coxswain's "Home Sector".

d. **Warranty Form.** The following information is required when filling out the warranty form included with the PEPiRB. This form should be returned to the manufacturer with a copy to the DIRAUX office:

- (1) **Owner block:** Coxswain's name.
- (2) **Dealer block:** Insert "U. S. Coast Guard".
- (3) **Purchase Date:** Should reflect the date the Coxswain received the PEPiRB.
- (4) **Detail block:** Insert "New issue by U.S. Coast Guard".

e. **Usage.** Although these PEPiRBs are the property of the U.S. Coast Guard, it is recognized that they are one of the most important pieces of lifesaving equipment that may be found on board any vessel. Therefore, their use is authorized while underway on pleasure voyages as well as while conducting Auxiliary patrols.

**First District Northern Region Auxiliary Policy Directive OP-03 (Continued)**

4. ACTION. All Auxiliary elected officers, DSO-OP and Coxswains issued a PEPIRB will comply with the contents of this Directive. FCs shall provide a copy of this Directive to all surface facility owners and Coxswains.
5. RESPONSIBILITY. DIRAUX is responsible for implementing changes to this Directive.

## First District Northern Region Auxiliary Policy Directive OP-04

Subj: SPECIAL PURPOSE FACILITIES

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
(b) Auxiliary Vessel Examiner Manual, COMDTINST M16796.2 (series)  
(c) Vessel Safety Check Manual, COMDTINST 16796.8 (series)

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning Special Purpose Facilities.
2. DISCUSSION.
  - a. Special Purpose Facilities. Reference (a) provides for the offer, acceptance and use of Special Purpose Facilities (SPFs) for limited purposes. The policy of the First District Northern Region is to authorize this classification only for:
    - (1) motorized watercraft;
    - (2) less than fourteen (14) feet in length;
    - (3) for the sole purpose of providing transport to and from an Operational Facility (OPFAC) that is under operational orders.
  - b. SPFs may be carried or towed by such OPFAC. Personal Watercraft (PWCs) are not eligible for SPF status under this provision.
  - c. Eligibility. To be eligible for SPF status in the First District Northern Region, the watercraft must:
    - (1) be examined by a Vessel Examiner and pass a Vessel Safety Check (VSC) per the provisions of references (b) and (c);
    - (2) meet the Facility ownership requirements;
    - (3) be offered for use on a First District Northern Region SPF Offer for Use Letter (see Enclosure a) and be accepted by the DIRAUX of Auxiliary.
    - (4) in addition to the equipment required for a VSC, the SPF, when in use, must also have on board a VHF-FM radio or portable Radio Facility.
  - d. Identification. The SPF shall be issued a special six (6) digit call sign with the first three (3) digits being "SPF", by DIRAUX at the time of acceptance. Other than the VSC decal, no other signs, flags or Auxiliary markings are required and no Facility decal will be issued.
  - e. Operation. Only a currently qualified Crew or Coxswain may operate a SPF during normal personnel transports. All persons on board shall wear Personal Flotation Devices or inherently buoyant hypothermia protective devices equipped with survival equipment as specified in reference (b).

## First District Northern Region Auxiliary Policy Directive OP-04 (Continued)

- f. **Limitation.** An SPF may only be utilized under the terms of this policy as a means for transporting the crewmembers of an OPFAC to or from an OPFAC that is under Operational orders. Prior to using a SPF, the operator shall establish positive communication with either the OPFAC or the unit maintaining operational control (OPCON). The verbal authorization from the OPFAC Coxswain or OPCON to use the SPF shall constitute the authorized use of and assignment to duty of the SPF, pursuant to 14 U.S.C. 827 and the assignment to duty of the operator and crewmembers, per 14 U.S.C. 831 and 832. Upon the establishment of communications, the OPCON shall make an appropriate log entry.
  - g. **Additional Use.** An SPF may be utilized in conjunction with an operational mission, other than routine personnel transport, but only with the express permission and explicit direction of the operational commander. When utilized under this provision, the SPF must be operated by a qualified Coxswain, with a qualified Crew on board, and an OPFAC in close proximity. Use of this provision does not relieve the OPFAC of the requirement to have a qualified Coxswain and required Crew on board. The verbal authorization from OPCON to use the SPF shall constitute the authorized use of the SPF and the assignment to duty of the operator and crewmembers, per 14 U.S.C. 831 and 832.
3. **ACTION.** All Auxiliary elected officers, staff OPs, and all Auxiliarists involved in surface operations shall become familiar with and will comply with the contents of this Directive.
  4. **RESPONSIBILITY.** The DSO-OP is tasked with recommending changes for this Directive to DIRAUX via DCOS.

U.S. Department of  
Homeland Security  
**United States  
Coast Guard  
Auxiliary**



From: \_\_\_\_\_  
Name (Print) Member Number

To: Director of Auxiliary – First District Northern Region

Subj: SPECIAL PURPOSE FACILITY OFFER FOR USE

Ref: Auxiliary Operations Policy Manual, COMDTINST M16798.3 series

1. I offer the Special Purpose Facility (SPF) listed below for use in accordance with the provisions listed in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 series.

2. Make \_\_\_\_\_ Model \_\_\_\_\_  
VIN \_\_\_\_\_ REG # \_\_\_\_\_

3. My SPF is offered for use one year from the date of its acceptance unless specifically withdrawn by me. I have read and understand the guidelines set forth in the Auxiliary Operations Policy Manual mentioned above regarding the use of my SPF.

\_\_\_\_\_  
Facility Name that the SPF will be used with Facility Number

4. I have inspected the craft offered for use and certify that it meets the requirements for a VSC decal

\_\_\_\_\_  
Inspector's Signature Date

\_\_\_\_\_  
Inspector's Name (Printed) Member Number

From: DIRAUX, First District, Northern Region

To:

1. Your Special Purpose Facility is accepted for use. Your SPF call sign is:

SPF \_\_\_\_\_

The reference above governs the use of your SPF. This authorization is good for one year and expires on \_\_\_\_\_

DIRAUX \_\_\_\_\_ Date \_\_\_\_\_

## First District Northern Region Auxiliary Policy Directive OP-05

Subj: PROCEDURE FOR REQUESTED SURFACE OPERATIONAL ORDERS

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning the obtaining of operational orders for surface operations.
2. DISCUSSION. The Patrol Order Management System (POMS) is the computer operated vehicle by which Operational Vessel Facility (OPFAC) owners and authorized Coxswains can request the issuance of orders and can be reimbursed for authorized expenses incurred.
3. PROCEDURE.
  - (a) The internet address for POMS is <http://www.statronics.com/poms/>. To access the web site, "Citrex Client" and "OMS-OE.ica" must be downloaded to your computer. Links to do this are on the web site. Once that is accomplished, a login screen will be available. Your "ID" is your member number and the password is the last six digits of your SSN. A common problem with login is the absence of the member's Social Security Number in the system. A call to the POMS administrator can usually resolve the problem. Before doing this, contact your SO-OP so that they may lay the groundwork for your call. The POMS administrator is usually the Auxiliary Sector Coordinator (listed in the District Directory) or the Coast Guard Sector's Auxiliary Liaison Officer...
  - (b) A qualified Auxiliarist uses POMS to request a patrol. The actual authorization to perform the mission occurs when the OPFAC actually establishes communications with the controlling unit and passes on pertinent information such as the crew listing from the USCGAUX Trip Sheet and the GAR model numbers for the OPFAC.
  - (c) The patrol order (Form CG-5132) for the mission must be completed in POMS within 7 days after the mission has ended. Failure to do so may result in the denial of further order approvals. Expenses over \$75.00 require receipts. Once the patrol order is completed the POMS generated Mission Activity Report (Form CGAUX-7030) must be completed, including the remarks section. Remarks may include mission description, OPFACS worked with, QEs on board or incidents of interest.
  - (d) Active-Duty personnel as crew. Active Duty Coast Guard personnel may be used as crew as long as the Commanding Officer or Officer-in-Charge of the Coast Guard unit has previously supplied a list of certified crew to POMS. You will need their EMPLID number so that you can enter it on the POMS generated Form CG-5132.
  - (e) Standard Auxiliary Maintenance Allowance. SAMA is a maintenance allotment given to OPFACS which is in addition to the usual reimbursement expenses. The dollar amount is determined by the size, horsepower and duration of mission of the OPFAC. This allotment is also determined by the monies available in the SAMA account at the time the patrol order is processed. SAMA is not an entitlement. If there is no money in the account at the time of patrol order processing you will not receive any funds. A delay in submitting patrol orders may result in the lack of funds being available.

**First District Northern Region Auxiliary Policy Directive OP-05 (Continued)**

4. ACTION. All Auxiliary elected officers staff operations officers and all Auxiliarists involved in surface operations will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-OP is tasked with recommending changes for this Directive to DIRAUX via DCOS.



# USCGAUX Trip Sheet

## GAR

**Coxn Exper.** (add 2 Points if fatigued) \_\_\_\_\_

6	5	4	3	2	1
Qualified	Above Avg.	Exceptional			

**Crew Exper.** (add 2 Points if fatigued) \_\_\_\_\_

6	5	4	3	2	1
Qualified	Above Avg.	Exceptional			

**Planning** (Situation Evaluation) \_\_\_\_\_

6	5	4	3	2	1
Poor Plan	Fair Plan	Good Plan			

**WX Conditions** (add 4 points for night)

**Sea Conditions:**    6    4    2    1  
                               6-8   4-6   2-4   <2

**Visibility:**    6        3        1  
                          <1 NM   1-3NM   >3NM

**Winds:**    6        4        2        1  
                  >20 kts   15-20kts   10-15kts   <10 kts

**WX Total:** \_\_\_\_\_

**Tide Direction:** \_\_\_\_\_  
    Ebb or Flood

**Tide Current:**   6    4    2    1 \_\_\_\_\_  
                          >3kts   2kts   1kt   <1kt

**Evolution Complexity:** \_\_\_\_\_

6	5	4	3	2	1
Very Complex	Mod. Complex	Routine			

**Vessel Condition / Limitations:** \_\_\_\_\_

6	5	4	3	2	1
Major Limitations	Minor Limitations	None			

**Total Points:** \_\_\_\_\_

## CREW/BOAT SELECTION

**Asset:** Facility Number \_\_\_\_\_

**Coxswain:** Name: \_\_\_\_\_

Member #: \_\_\_\_\_

**Crew:** Name: \_\_\_\_\_

Member #: \_\_\_\_\_

**Crew:** Name: \_\_\_\_\_

Member #: \_\_\_\_\_

**Crew:** Name: \_\_\_\_\_

Member #: \_\_\_\_\_

**Crew:** Name: \_\_\_\_\_

Member #: \_\_\_\_\_

## Trip Plan / Sortie Mission:

Patrol    Training    ATON

Other: \_\_\_\_\_

**Sortie Hours:** \_\_\_\_\_

(6 Min = .1 hour)

**UCN:** (if sortie for SAR) \_\_\_\_\_

**Waivers:** \_\_\_\_\_

**Waivers granted by:** \_\_\_\_\_

## Crew/Sortie Information

**Date:** \_\_\_\_\_

**Time U/W:** \_\_\_\_\_

**Time moored:** \_\_\_\_\_

**Home port:** \_\_\_\_\_

**Cell phone #:** \_\_\_\_\_

**AOR:**            DAY            NIGHT

## Additional information:

\_\_\_\_\_

Pat. Ord. # \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## AFTER ACTION PERTS

**Owner/Operator:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Reg./Doc. #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**GREEN:** <22 Points    **GO**

**AMBER:** 22-44 Points  
                  **REQUIRES FURTHER REVIEW**

**RED:** >44 Points    **NO GO**

Contact the CO/OIC upon completion of this risk assessment work sheet. Guidelines used by the CO/OIC or his/her direct representative for GO/NO GO decisions will be based on the points above.



## **First District Northern Region Auxiliary Policy Directive OP-06**

Subj: PROCEDURE FOR REPORTING MISHAPS AND ACCIDENTS

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
(b) Auxiliary Claims Procedures, MLCLANTINST 5890.3A

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning the reporting of mishaps and accidents during authorized surface operations.
2. DISCUSSION. In order to afford an Auxiliarist operating under surface operational orders and within the scope of assigned duties the opportunity for indemnification and protection afforded by reference (a), all accidents, injury or other mishap, no matter how serious, must be reported to the appropriate USCG and USCGAUX authorities.
3. PROCEDURES.
  - (a) Immediately upon the occurrence of the incident, report to the controlling unit.
  - (b) As soon as possible after the incident, to FC.
  - (c) FC shall report the incident to DCDR and DIRAUX on the first workday following the incident.
  - (d) Necessary form will be provided by the controlling station and DIRAUX.
  - (e) Auxiliarists are advised to also notify any personal insurance carrier in order to avoid any future denial of coverage for failure to provide them with timely notice.
  - (f) No repairs to damaged property should be made until such time as an inspection has been completed by a representative of the controlling unit. Action should however be taken as necessary to avoid further damage to the property.
4. ACTION. All Auxiliary elected officers and those involved in the surface operations program will become familiar with and comply with the contents of this Directive.
5. RESPONSIBILITY. DSO-OP is tasked with recommending changes for this Directive to DIRAUX via DCOS.

## **First District Northern Region Auxiliary Policy Directive OP-07**

Subj: PROCEDURE FOR ACCEPTANCE OF OPERATIONAL VESSEL FACILITIES

Ref: (a) Auxiliary Vessel Examiner Manual, COMDTINST  
(b) Auxiliary Operations Policy Manual, COMDTINST M

1. PURPOSE. To provide policy and guidance to all Auxiliarist concerning the issuance of wreaths designating the acceptance of a vessel for use.
2. PROCEDURE.
  - (a) Documentation. An Auxiliarist wishing to offer the use of an owned vessel in the surface operations program shall complete the appropriate portions of Form CGAUX 7003 and have the vessel examined by a Vessel Examiner.
  - (b) Use of vessel. Only those individuals designated on Form CG-7003 will be eligible to request operational orders for the vessel.
  - (c) Renewal. OPFAC inspections are required annually and are valid for a period of one year. A valid e-mail address is required and a reminder notice will be sent automatically just prior to the renewal date.
  - (d) Upon acceptance of the vessel for use by DIRAUX of Auxiliary, an entry will be made into POMS. The approved 7003 is sent to the vessel owner. An Operational Decal and Wreath will only be supplied if a specific request is made providing an address for the mailing of the decal and wreath.
3. ACTION. All Auxiliary elected officers will become familiar with and comply with the contents of this Directive.
4. RESPONSIBILITY. DSO-OP is tasked with recommending changes for this Directive to DIRAUX via DCOS.

**First District Northern Region Auxiliary Policy Directive OP-08**

Subj: Air Ops

To be developed.

## First District Northern Region Auxiliary Policy Directive PE-01

Subj: PREPARATION FOR PUBLIC EDUCATION COURSE

1. PURPOSE. To provide guidance to all Auxiliarist concerning the preparation for the presentation of a Public Education course.
2. PROCEDURE.
  - a. Notice of Intent. To post notice of the intention to present a Public Education class, the FSO-PE, VFC or FC should:
    - (1) access the District web site, [www.cgauxInr.org](http://www.cgauxInr.org) .
    - (2) Click on the "Forms" section and choose either the Multiple Course Form or the Single Course Form, depending on the course(s) you want advertised on the site.
    - (3) Complete the form and click "submit"
    - (4) Send an e-mail to the DSO-PE indicating the course, the start date, and the contact info.
    - (5) Alternatively, submit all of the information requested in the form by e-mail to the DSO-CS for posting with a copy to the DSO-PE.
  - b. AUXPLUS PE. To utilize this record tracking system, contact ADSO-PE-AUXPLUS, PE facilitator for the current method
  - c. Ordering PE materials. Go to the AUXCEN site (linked from [www.cgauxInr.org](http://www.cgauxInr.org) or [www.cgaux.org](http://www.cgaux.org) ) click on "PE Materials." Follow the directions for ordering.
3. ACTION. All Auxiliary elected officers, staff Public Education Officers, and all Auxiliarists will become familiar with and comply with the contents of this Directive.
4. RESPONSIBILITY. The DSO-PE is tasked with recommending changes for this Directive to DIRAUX via DCOS.

**First District Northern Region Auxiliary Policy Directive VE-01**

Subj: PROCEDURE FOR OBTAINING VESSEL SAFETY CHECK DECALS

To be developed.

**First District Northern Region Auxiliary Policy Directive VE-02**

Subj: PROCEDURE FOR NON-OPERATIONAL VESSEL FACILITIES

To be developed.