



# Table of Contents

<b>CHAPTER 1 HISTORY, PURPOSE, AND ADMINISTRATION .....</b>	<b>1-1</b>
<b>Section A. Creation of the Auxiliary .....</b>	<b>1-3</b>
A.1. Purpose.....	1-3
A.2. Legislation Affecting the Auxiliary .....	1-4
A.3. Role of the Auxiliary.....	1-5
A.4. Appearance.....	1-6
A.5. Customs and Courtesies .....	1-7
<b>Section B. Coast Guard Auxiliary Administration .....</b>	<b>1-9</b>
B.1. Authority .....	1-9
B.2. Commandant .....	1-9
B.3. Assistant Commandant for Operations.....	1-9
B.4. Director, Operations Capability Directorate.....	1-10
B.5. Chief Director, Auxiliary .....	1-10
B.6. District Commander .....	1-12
B.7. District Chief of Staff.....	1-12
B.8. Chief, District Operations Division.....	1-12
B.9. Director of Auxiliary .....	1-12
B.10. Delegations of Authority .....	1-14
B.11. Director Reports .....	1-15
B.12. Regional/ Assistant Directors .....	1-15
B.13. Auxiliary Liaison.....	1-16
<b>Section C. Auxiliary Administration .....</b>	<b>1-17</b>
C.1. Chain of Leadership and Management.....	1-17
C.2. Parallel Staffing.....	1-18
C.3. Regions.....	1-18
C.4. Areas.....	1-18
<b>Section D. Coast Guard Auxiliary Linkage with the Coast Guard.....</b>	<b>1-21</b>
D.1. Chief Director, Auxiliary .....	1-22
D.2. National Commodore .....	1-22
D.3. National Vice Commodore .....	1-22
D.4. Area Level – National Area Commodores.....	1-23
D.5. District/Area Level.....	1-23
D.6. Operational Level.....	1-24
D.7. Strategic Link.....	1-24
<b>Section E. Auxiliary Leadership and Management as Auxiliarists .....</b>	<b>1-25</b>
E.1. Leadership .....	1-25
E.2. Established Management Procedures .....	1-25
E.3. Annual Budget.....	1-26
E.4. Auxiliary Information System .....	1-26
<b>CHAPTER 2 MISSIONS AND PROGRAMS.....</b>	<b>2-1</b>
<b>Section A. Missions and Unit Goals .....</b>	<b>2-3</b>
A.1. Four Cornerstones .....	2-3
A.2. Member Services.....	2-3
A.3. Recreational Boating Safety.....	2-4



- A.4. Operations and Marine Safety .....2-4
- A.5. Fellowship .....2-4
- A.6. Unit Goals .....2-4
- Section B. Programs/Activities Authorized for Auxiliaries.....2-5**
- B.1. Academy Introduction Mission .....2-5
- B.2. Administrative Support to Units.....2-5
- B.3. Aids to Navigation .....2-5
- B.4. Bridge Administration.....2-5
- B.5. Civil Air Patrol Support .....2-5
- B.6. Contingency Preparedness .....2-6
- B.7. Licensing of Merchant Mariners .....2-6
- B.8. Marine Safety, Security, and Environmental Protection .....2-6
- B.9. Operational Support .....2-6
- B.10. Port Safety and Security .....2-6
- B.11. Public Affairs Support.....2-6
- B.12. Recreational Boating Safety .....2-6
- B.13. Recruiting .....2-12
- B.14. Search and Rescue.....2-12
- B.15. Vessel Inspections .....2-12
- B.16. Waterways Management .....2-12
- B.17. Multi-Mission Harbor Safety .....2-12
- B.18. Maritime Domain Awareness.....2-13
- B.19. Support Missions for the Coast Guard .....2-13
- B.20. Additional Programs.....2-14
- B.21. Programs Not Authorized for Auxiliaries .....2-15
- CHAPTER 3 MEMBERSHIP .....3-1**
- Section A. Eligibility.....3-3**
- A.1. Facility Definition .....3-3
- A.2. Special Skills .....3-3
- A.3. Residence Requirements .....3-3
- A.4. Criminal Convictions .....3-3
- A.5. Recruiting.....3-5
- A.6. Fitness Requirements .....3-5
- Section B. Enrollment .....3-7**
- B.1. Initial Enrollment .....3-7
- B.2. Re-Enrollment .....3-7
- B.3. Member Identification Number.....3-7
- Section C. Auxiliary Personnel Security Program .....3-9**
- C.1. Background .....3-9
- C.2. Policy.....3-9
- C.3. Personnel Security Program .....3-10
- C.4. Categories of Auxiliary Participation .....3-10
- C.5. Security Center Determinations .....3-11
- C.6. Certifications .....3-13
- C.7. AUXDATA .....3-13



<b>Section D. Membership Accession .....</b>	<b>3-15</b>
D.1. Membership Privileges.....	3-15
D.2. Retired Status .....	3-16
D.3. Life Membership.....	3-16
D.4. Honorary Membership .....	3-17
D.5. Honorary Commodore .....	3-17
<b>Section E. Transfers .....</b>	<b>3-19</b>
E.1. Within a District .....	3-19
E.2. Between Districts.....	3-19
E.3. Denial of Transfer.....	3-19
<b>Section F. Auxiliary Administrative Discipline.....</b>	<b>3-21</b>
F.1. Auxiliarist Rights .....	3-21
F.2. Request for Investigation .....	3-21
F.3. Elected Leader Options.....	3-23
F.4. Elected Leader Determination .....	3-23
F.5. Non-Violation Determination .....	3-23
F.6. Minor Violation .....	3-23
<b>Section G. Informal Disciplinary Action .....</b>	<b>3-25</b>
G.1. Infractions Warranting Informal Disciplinary Action.....	3-25
G.2. Appropriate Sanctions for Minor Infractions .....	3-25
<b>Section H. Formal Disciplinary Action .....</b>	<b>3-27</b>
H.1. Infractions Warranting Formal Disciplinary Actions.....	3-27
H.2. Time Requirements .....	3-27
H.3. Notification .....	3-28
H.4. Notice/Written Response .....	3-28
H.5. District Commodore Review.....	3-28
H.6. Letter of Reprimand .....	3-28
H.7. Disenrollment Authority .....	3-29
H.8. Immediate Disenrollment.....	3-29
<b>Section I. Temporary Suspension During Formal Proceedings.....</b>	<b>3-31</b>
I.1. Authorization .....	3-31
I.2. Effect on Leader Duties .....	3-31
I.3. Extensions.....	3-31
I.4. Auxiliarist Rights and Privileges .....	3-31
I.5. Appeal.....	3-31
I.6. Notification .....	3-31
<b>Section J. Appeals of Disciplinary Actions.....</b>	<b>3-33</b>
J.1. Informal Disciplinary Actions .....	3-33
J.2. Formal Disciplinary Actions and Disenrollments .....	3-33
J.3. Additional Procedural Rules for Appeals.....	3-34
<b>Section K. Information Retention and Handling.....</b>	<b>3-35</b>
K.1. Records.....	3-35
K.2. Record Removal.....	3-35
<b>CHAPTER 4 AUXILIARY ORGANIZATIONAL STRUCTURE.....</b>	<b>4-1</b>
<b>Section A. Flotillas.....</b>	<b>4-3</b>
A.1. Initial Charter .....	4-3
A.2. Responsibility.....	4-3
A.3. Designation .....	4-3



A.4. Administration ..... 4-3

A.5. Authority to Establish or Disestablish Flotillas..... 4-4

A.6. Disestablishment ..... 4-4

A.7. Flotilla Detachment..... 4-5

A.8. Flotilla Voting Policy ..... 4-6

**Section B. Divisions ..... 4-9**

B.1. Chartered Unit ..... 4-9

B.2. Geographic Boundaries ..... 4-9

B.3. Responsibility ..... 4-9

B.4. Designation..... 4-9

B.5. Administration..... 4-9

B.6. Disestablishment ..... 4-9

**Section C. Districts/Regions..... 4-13**

C.1. Rear Commodores ..... 4-13

C.2. District Staff Officers ..... 4-13

C.2. Unit Disestablishment ..... 4-13

C.3. Past Division Captain’s Association ..... 4-13

C.4. Geographical Boundaries ..... 4-13

C.5. Administration..... 4-14

**Section D. National ..... 4-15**

D.1. National Directorate Commodores ..... 4-15

D.2. National Department Chief Appointments..... 4-15

D.3. National Department Chiefs..... 4-16

D.4. Auxiliary Chief Counsel ..... 4-16

D.5. Deputy Department Chief ..... 4-16

D.6. Special Projects and Liaison Officers ..... 4-16

D.7. NACO Staff..... 4-16

**Section E. Supervisory Administration and Duties of Boards, Committees, and Leaders..... 4-17**

E.1. Administrative Boards..... 4-17

E.2. Division Board..... 4-18

E.3. District Board ..... 4-18

E.4. District Executive Committee ..... 4-20

E.5. National Board..... 4-20

E.6. National Executive Committee..... 4-21

E.7. Appointing Committees..... 4-24

E.8. Aides..... 4-24

**Section F. Elections ..... 4-25**

F.1. Assumption of Office..... 4-25

F.2. Eligibility ..... 4-25

F.3. Election Guidelines..... 4-25

F.4. Election of National Leaders ..... 4-26

F.5. Elected Office Vacancy ..... 4-26

F.6. Removal From Office ..... 4-27

F.7. Certification of Eligibility for Election..... 4-27

F.8. Personnel Security Investigations..... 4-28

F.9. Installation of Leaders ..... 4-28

F.10. Re-Election Privileges ..... 4-29

F.11. Duties of Elected Auxiliarists ..... 4-30

**Section G. Staff Officers..... 4-33**



G.1. Appointment.....	4-33
G.2. New Auxiliarist.....	4-33
G.3. Staff Officer Responsibilities.....	4-33
G.4. Elected Leader or Auxiliarist Responsibilities.....	4-34
G.5. Simultaneous Offices.....	4-34
G.6. Flotilla and Division Staff Officers List.....	4-35
G.7. Assistant District Staff Officers.....	4-37
G.8. Special Duties.....	4-38
G.9. Director’s Administrative Assistants.....	4-38
G.10. Chief Director’s Executive or Special Assistants.....	4-38
G.11. Auxiliary Civil Rights Coordinator.....	4-38
G.12. Lay Leaders.....	4-38
<b>Section H. Standing Rules.....</b>	<b>4-39</b>
H.1. Appendices.....	4-39
H.2. Distribution.....	4-39
H.3. Amendments.....	4-39
H.4. Signature and Submission.....	4-39
H.5. Disputes or Interpretation.....	4-39
<b>CHAPTER 5 REGULATIONS AND POLICIES.....</b>	<b>5-1</b>
<b>Section A. Public Law Excerpts.....</b>	<b>5-3</b>
A.1. Authority.....	5-3
A.2. Sec. 639 - Penalty For Unauthorized Use of Words “Coast Guard”.....	5-3
A.3. Sec. 821 - Administration of the Coast Guard Auxiliary.....	5-4
A.4. Sec. 822 - Purpose of the Coast Guard Auxiliary.....	5-5
A.5. Sec. 823 - Eligibility, Enrollments.....	5-5
A.6. Sec. 823a - Members of the Auxiliary; Status.....	5-5
A.7. Sec. 824 - Disenrollment.....	5-6
A.8. Sec. 825 - Membership in Other Organizations.....	5-6
A.9. Sec. 826 - Use of Member’s Facilities.....	5-6
A.10. Sec. 827 - Vessel Deemed Public Vessel.....	5-7
A.11. Sec. 828 - Aircraft Deemed Public Aircraft.....	5-7
A.12. Sec. 829 - Radio Station Deemed Government Station.....	5-7
A.13. Sec. 830 - Availability of Appropriations.....	5-7
A.14. Sec. 831 - Assignment and Performance of Duties.....	5-8
A.15. Sec. 832 - Injury or Death in Line of Duty.....	5-8
A.16. Sec. 892 - Penalty.....	5-8
<b>Section B. Communications With Other Government Agencies and Industry.....</b>	<b>5-9</b>
B.1. Communication With Other Government Agencies.....	5-9
B.2. Private Citizens.....	5-9
B.3. Industry Relations.....	5-9
B.4. Cooperative Programs.....	5-9
<b>Section C. Public Appearances for Political Affairs.....</b>	<b>5-11</b>
C.1. Public Appearances.....	5-11
C.2. Authority for Official Appearances.....	5-11
<b>Section D. Marketing and Public Affairs.....</b>	<b>5-13</b>
D.1. Goal.....	5-13
D.2. Publicity.....	5-13
<b>Section E. Privacy and Freedom of Information Acts.....</b>	<b>5-15</b>



E.1. Privacy Act of 1974 .....5-15

E.2. Mailing Lists .....5-15

E.3. Telephone Directories .....5-15

E.4. Auxiliary Database .....5-16

E.5. Authorized Disclosure .....5-16

**Section F. Official Business Mail .....5-17**

F.1. Authority .....5-17

F.2. Official Versus Unofficial .....5-17

F.3. Charges and Penalties .....5-18

F.4. Postage Due Fees .....5-18

F.5. Use of the Bulk Mail Permit .....5-18

**Section G. Taxes.....5-19**

G.1. Tax Liability for Auxiliary Units .....5-19

G.2. Sale of Items to Others .....5-19

G.3. General Tax Information.....5-19

G.4. Qualified Tax Advisor.....5-20

**Section H. Solicitations, Gifts, and Donations.....5-21**

H.1. Policy .....5-21

H.2. Return of Donation.....5-23

H.3. Sale of Previously Donated Items .....5-24

**Section I. Publications.....5-25**

I.1. National Publications.....5-25

I.2. District, Division, and Flotilla Publications.....5-25

I.3. Web Sites .....5-26

I.4. Commercial Advertising.....5-26

I.5. Coast Guard Auxiliary Emblem and Official Seal .....5-27

**Section J. Assignment to Duty .....5-29**

J.1. Injury or Death .....5-29

J.2. Third Party Claims .....5-29

J.3. Determining Assignment to Duty.....5-30

J.4. Elected and Appointed Leaders.....5-32

J.5. Facility Operators .....5-32

J.6. Patrol Orders.....5-32

J.7. Use of Private Motor Vehicles .....5-32

J.8. Trailering Coast Guard Owned Vessels .....5-32

**Section K. Claims, Injury, or Death While Assigned to Duty .....5-33**

K.1. Injury .....5-33

K.2. Emergency Care .....5-33

K.3. Follow-Up (Non-Emergency) Care.....5-34

K.4. Dental Care .....5-35

K.5. Claims for Disability .....5-35

K.6. Death of an Auxiliarist While Assigned to Duty .....5-35

K.7. Investigations .....5-36

K.8. Reporting of Accident or Incidents .....5-36

K.9. Investigation of Accidents or Incidents.....5-37

**Section L. Public Education Course Fees.....5-39**

L.1. Custodial Fees .....5-39

L.2. Course Material Fees .....5-39

L.3. Administrative Fees .....5-39



L.4. Registration Fees .....	5-39
L.5. Remuneration .....	5-39
L.6. Course Surcharges .....	5-40
L.7. Prohibited Use of Fees.....	5-40
<b>Section M. Incorporation.....</b>	<b>5-41</b>
M.1. National .....	5-41
M.2. District/Regional .....	5-41
M.3. District Board .....	5-41
M.4. Donations/ Property.....	5-41
M.5. Prohibitions .....	5-42
M.6. Title .....	5-42
M.7. Status of Unapproved Corporations .....	5-42
M.8. Legal Services .....	5-42
M.9. Requirements.....	5-42
<b>Section N. Finances.....</b>	<b>5-43</b>
N.1. Financial Reporting.....	5-43
N.2. Deposits.....	5-43
N.3. Disbursements and Expenses .....	5-43
N.4. Bonding.....	5-43
N.5. District Corporations.....	5-44
<b>Section O. Auxiliary Identification Means .....</b>	<b>5-45</b>
O.1. Auxiliary Identification Card .....	5-45
O.2. Retired Status Card .....	5-47
O.3. Coast Guard Decals – Personally Owned Vehicle for Auxiliarists.....	5-48
<b>Section P. Accommodation of Physically Challenged Individuals Enrolled in Boating Safety Classes .....</b>	<b>5-53</b>
P.1. Requests.....	5-53
P.2. Accommodation.....	5-53
P.3. Advertisement.....	5-53
<b>Section Q. Weapons.....</b>	<b>5-55</b>
<b>CHAPTER 6 SUPPORT AND BASIC MATERIALS .....</b>	<b>6-1</b>
<b>Section A. General Services and Supplies .....</b>	<b>6-3</b>
A.1. Services .....	6-3
A.2. Auxiliary National Supply Center – Granite City, IL .....	6-3
A.3. Auxiliary Center – St. Louis, MO.....	6-3
A.4. Course Materials .....	6-3
<b>Section B. Government Property .....</b>	<b>6-5</b>
B.1. Federal Real Property .....	6-5
B.2. Maintenance or Improvements.....	6-6
<b>Section C. Coast Guard Personal Property .....</b>	<b>6-7</b>
C.1. Auxiliary Leaders .....	6-7
C.2. Appropriated Funds.....	6-7
C.3. Coast Guard Issued Property .....	6-7
C.4. Excess Property .....	6-8
C.5. Non-Excess Property .....	6-8
C.6. Surplus Property .....	6-8
C.7. Auxiliary Unit-Owned Property.....	6-10
C.8. Government-Owned Facility .....	6-10



C.9. Other Property .....6-10

**Section D. Auxiliary License Signature Authority .....6-11**

D.1. Sample.....6-11

D.2. Auxiliary Licensee/Party.....6-11

D.3. Monetary Payment .....6-11

D.4. Additional Guidance .....6-11

**Section E. Other Agencies and Partnerships .....6-13**

E.1. Agencies .....6-13

E.2. General Services Administration.....6-13

E.3. New Partnerships.....6-13

**Section F. Work-Life Program and Mutual Assistance Program .....6-15**

F.1. Work-Life Program.....6-15

F.2. Coast Guard Mutual Assistance Program.....6-15

**CHAPTER 7 HUMAN RESOURCES .....7-1**

**Section A. Diversity Management.....7-3**

A.1. Responsibilities .....7-3

A.2. Policy .....7-3

A.3. Coast Guard Auxiliary Diversity Vision Statement.....7-5

A.4. Auxiliary Diversity Goals and Objectives .....7-5

A.5. Implementation .....7-6

**Section B. Sexual Harassment Prevention .....7-7**

B.1. Responsibilities .....7-7

B.2. Policy.....7-8

B.3. Procedures .....7-10

B.4. Training .....7-10

B.5. Assistance.....7-10

**Section C. Rape and Sexual Assault .....7-11**

C.1. Responsibilities .....7-11

C.2. Policy.....7-11

**Section D. Civil Rights Program .....7-13**

D.1. Responsibilities .....7-13

D.2. Coast Guard Auxiliary Civil Rights Coordinator.....7-13

D.3. Procedures .....7-14

D.4. Filing Complaint - Informal .....7-14

D.5. Filing Complaint - Formal .....7-16

D.6. Investigation of Complaints .....7-17

D.7. Appeals.....7-18

D.8. Discipline .....7-18

**CHAPTER 8 MEMBER TRAINING AND QUALIFICATIONS .....8-1**

**Section A. Authority.....8-3**

A.1. Advancement .....8-3

A.2. Training, Examination, and Assignment.....8-3

**Section B. Training and Qualification Opportunities.....8-5**

B.1. Qualifications .....8-5

B.2. Auxiliary Instructor .....8-6

B.3. Boat Crew Program.....8-7

B.4. Air Operations Program .....8-7

B.5. Other Operational Programs.....8-8



B.6. Recreational Boating Safety Visitor Program .....	8-8
B.7. Vessel Examiner.....	8-8
B.8. Auxiliary Administrative Procedures Course.....	8-9
B.9. Auxiliary Leadership Courses .....	8-9
B.10. In-Flotilla Training .....	8-10
B.11. “C” Schools Managed by G-OCX.....	8-10
<b>Section C. Advanced Level Training .....</b>	<b>8-13</b>
C.1. Specialty Courses .....	8-13
C.2. Coast Guard “C” Schools for the Auxiliary .....	8-14
<b>Section D. Other Available Coast Guard Education.....</b>	<b>8-15</b>
D.1. Coast Guard Correspondence Courses .....	8-15
D.2. Distance Learning Educational Opportunities .....	8-15
D.3. E-Learning Opportunities.....	8-15
D.4. Coast Guard Public Affairs Officer Course .....	8-15
<b>CHAPTER 9 REIMBURSEMENT OF AUXILIARISTS.....</b>	<b>9-1</b>
<b>Section A. Types of Orders .....</b>	<b>9-3</b>
A.1. Travel Orders .....	9-3
A.2. Coast Guard TAD Orders.....	9-5
A.3. Non-Reimbursable Orders .....	9-5
A.4. Coast Guard Auxiliary Funded Orders.....	9-5
<b>Section B. Miscellaneous Expenses .....</b>	<b>9-7</b>
B.1. Actual Necessary Expenses of Operations .....	9-7
B.2. Standard Auxiliary Maintenance Allowance.....	9-7
B.3. Catastrophic Failure .....	9-8
B.4. Damage and Loss Claims .....	9-8
<b>Section C. Reimbursement Guidelines .....</b>	<b>9-9</b>
C.1. Per Diem Allowance .....	9-9
C.2. Transportation .....	9-9
C.3. Lodging .....	9-9
C.4. Subsistence .....	9-10
C.5. Additional Expenses.....	9-11
<b>Section D. Travel Claim Procedures.....</b>	<b>9-13</b>
D.1. Direct Deposit .....	9-14
D.2. Claims for Reimbursement .....	9-15
D.3. Completing the DD-1351-2.....	9-15
D.4. Required Attachments to the DD-1351-2.....	9-16
D.5. Coast Guard Finance Center .....	9-17
<b>CHAPTER 10 UNIFORMS .....</b>	<b>10-1</b>
<b>Section A. When Uniforms are Required and Prohibited .....</b>	<b>10-3</b>
A.1. Auxiliarists .....	10-3
A.2. Authorized Wearers .....	10-3
A.3. Pilots, Air Observers, and Aircrew .....	10-3
A.4. Instructors and Assistants.....	10-3
A.5. Recreational Boating Safety Visitation Program .....	10-3
A.6. Environmental Conditions .....	10-3
A.7. Vessel Examiners .....	10-3
A.8. Air or Surface Travel .....	10-4
A.9. Assignment to Duty.....	10-4



- A.10. Formal Events .....10-4
- A.11. Other Auxiliary Activities.....10-4
- A.12. Prohibited Occasions.....10-4
- Section B. Procurement of Uniforms.....10-7**
  - B.1. Auxiliary Center.....10-7
  - B.2. Coast Guard Exchanges and Uniform Stores .....10-7
  - B.3. Coast Guard Uniform Distribution Center .....10-7
  - B.4. Commercial Sources.....10-7
- Section C. Standards .....10-9**
  - C.1. Setting an Example.....10-9
  - C.2. Uniforms and Accessories.....10-9
  - C.3. Uniformity .....10-9
- Section D. Uniform Components.....10-13**
  - D.1. Combination Cap .....10-13
  - D.2. Garrison Cap .....10-14
  - D.3. Authorized Caps.....10-14
  - D.4. Alternative Shirts for Women .....10-16
  - D.5. Shoulder Boards .....10-16
  - D.6. Cardigan Sweater .....10-16
  - D.7. Woolly-Pully Sweater .....10-16
  - D.8. Scarves .....10-16
  - D.9. Uniform Accessories .....10-17
  - D.10. Outer Garments .....10-17
- Section E. Auxiliary Unique Items.....10-19**
  - E.1. Authorized Items .....10-19
  - E.2. Blue Blazer Outfit.....10-19
  - E.3. Auxiliary Jump Suit.....10-20
- Section F. Uniform Accessories.....10-21**
  - F.1. Insignia .....10-21
  - F.2. Aiguillette .....10-21
  - F.3. Name Tags .....10-23
  - F.4. Embroidery Options.....10-23
  - F.5. Ribbons and Medals.....10-23
  - F.6. Buttons.....10-25
  - F.7. Collar Devices .....10-25
  - F.8. Proper Placement of Ribbons, Name Tags, and Qualification Devices.....10-27
  - F.9. Breast Devices .....10-28
- Section G. Men’s Uniforms.....10-39**
  - G.1. Dinner Dress Blue Jacket Uniform .....10-39
  - G.2. Dinner Dress White Jacket Uniform .....10-40
  - G.3. Service Dress Blue (Bravo).....10-42
  - G.4. Accessories.....10-42
  - G.5. Service Dress Blue (Alpha).....10-44
  - G.6. Dinner Dress Blue .....10-45
  - G.7. Service Dress White .....10-46
  - G.8. Winter Dress Blue .....10-48
  - G.9. Tropical Blue (Long).....10-50
  - G.10. Undress Blue – Winter .....10-52
  - G.11. Undress Blue – Summer (Alpha) .....10-54



<b>Section H. Men’s and Women’s Uniforms .....</b>	<b>10-57</b>
H.1. Undress Blue – Summer (Bravo) .....	10-57
H.2. Working Blue .....	10-58
H.3. Hot Weather Outfit.....	10-60
H.4. Operational Dress Uniform .....	10-62
H.5. Auxiliary Flight Suit .....	10-64
<b>Section I. Women’s Uniforms .....</b>	<b>10-69</b>
I.1. Dinner Dress Blue Jacket.....	10-69
I.2. Dinner Dress White Jacket .....	10-71
I.3. Service Dress Blue (Bravo) .....	10-72
I.4. Service Dress Blue (Alpha) .....	10-74
I.5. Dinner Dress Blue.....	10-75
I.6. Service Dress White .....	10-76
I.7. Winter Dress Blue.....	10-78
I.8. Tropical Blue Long .....	10-80
I.9. Undress Blue – Winter.....	10-82
I.10. Undress Blue – Summer (Alpha).....	10-84
<b>CHAPTER 11 AUXILIARIST RECOGNITION/AWARDS .....</b>	<b>11-1</b>
<b>Section A. Auxiliary Awards .....</b>	<b>11-3</b>
A.1. Auxiliary Distinguished Service Medal .....	11-3
A.2. Auxiliary Plaque of Merit .....	11-3
A.3. Auxiliary Meritorious Service Medal .....	11-4
A.4. Medal of Operational Merit .....	11-4
A.5. Auxiliary Commendation Medal.....	11-4
A.6. Auxiliary Achievement Medal.....	11-5
A.7. Auxiliary Commandant Letter of Commendation Ribbon.....	11-6
A.8. Auxiliary Humanitarian Service Award.....	11-6
A.9. Multiple Awards.....	11-7
A.10. Auxiliary Annual Service Performance Awards.....	11-7
A.11. Posthumous Awards.....	11-9
A.12. Auxiliary Specialty Ribbon.....	11-9
A.13. Auxiliary Program Ribbons .....	11-9
A.14. Auxiliary Service Awards .....	11-11
A.15. Additional Auxiliary Awards.....	11-11
A.16. Flotilla Meritorious Achievement Medal .....	11-13
A.17. Discontinued Awards .....	11-13
<b>Section B. Applicable Coast Guard Awards .....</b>	<b>11-15</b>
B.1. Coast Guard Unit Commendation Medals .....	11-15
B.2. Commandant Award of Coast Guard Unit Commendation.....	11-15
B.3. Coast Guard Bicentennial Unit Commendation .....	11-15
B.4. Coast Guard Meritorious Team Commendation Medal .....	11-15
B.5. Special Operations Service Ribbon .....	11-16
B.6. Awards for Recruiting Personnel into the Coast Guard Active Duty or Reserves.....	11-16
B.7. Award for Team Coast Guard Members .....	11-17
<b>Section C. Applicable Non-Military Awards .....</b>	<b>11-19</b>
C.1. Secretary of Transportation’s Outstanding Unit Award.....	11-19
C.2. Department of Transportation 9-11 Medal.....	11-19
C.3. Department of Transportation 9-11 Ribbon .....	11-20



C.4. Department of Transportation Guardian Medal .....	11-20
C.5. Lifesaving Awards .....	11-21
C.6. Public Service Awards .....	11-21
C.7. Coast Guard Foundation, Inc. Award of the Year.....	11-21
C.8. Association for Rescue at Sea Silver Medal Award.....	11-21
<b>Section D. Making a Recommendation .....</b>	<b>11-23</b>
D.1. Who Can Recommend .....	11-23
D.2. National Commodore .....	11-23
D.3. Command Initiated Awards .....	11-23
D.4. What to Recommend.....	11-23
D.5. Philosophy.....	11-23
D.6. Procedures .....	11-23
<b>Section E. Procurement of Awards.....</b>	<b>11-25</b>
E.1. Initial Issue .....	11-25
E.2. Replacements.....	11-25
<b>Section F. Manner of Wearing Miniatures and Ribbon Attachments .....</b>	<b>11-27</b>
F.1. Miniature Medals.....	11-27
F.2. Miniature Devices.....	11-27
F.3. Placement of Attachments .....	11-27
F.4. Discontinued Attachments to Retired Ribbons.....	11-28
F.5. Other Organizations .....	11-28
<b>Section G. Precedence for Awards .....</b>	<b>11-31</b>
<b>Section H. Informal Recognition.....</b>	<b>11-41</b>
H.1. Methods.....	11-41
H.2. Purpose.....	11-41
H.3. Additional Source .....	11-41
<b>Section I. Terms for Referencing Awards.....</b>	<b>11-43</b>
I.1. Award .....	11-43
I.2. Attachment.....	11-43
I.3. Badge .....	11-43
I.4. Decoration .....	11-43
I.5. Lapel Button .....	11-43
I.6. Ribbon or Ribbon Bar.....	11-43
I.7. Medal.....	11-43
I.8. Miniature Medal .....	11-43
I.9. Rosette .....	11-43
I.10. Service Award .....	11-43
I.11. Unit Award .....	11-43
<b>CHAPTER 12 GUIDE TO COURTESY AND PROTOCOL FOR</b>	
<b>AUXILIARY UNITS AND AUXILIARISTS.....</b>	<b>12-1</b>
<b>Section A. Saluting .....</b>	<b>12-3</b>
A.1. Greetings .....	12-3
A.2. National Ensign/Anthem.....	12-3
A.3. Civilian Clothes.....	12-3
A.4. Vehicles.....	12-3
A.5. Vessels .....	12-3
A.6. Pledge of Allegiance .....	12-3
A.7. Proper Salute .....	12-4



A.8. Saluting Errors .....	12-4
<b>Section B. Flag Etiquette .....</b>	<b>12-5</b>
B.1. Displayed in a Meeting Room.....	12-5
B.2. Displayed on a Facility.....	12-5
B.3. Social Events .....	12-5
<b>Section C. Boarding or Departing a Military Vessel.....</b>	<b>12-7</b>
C.1. Embarking .....	12-7
C.2. Debarking.....	12-7
C.3. Senior Coast Guard Officer Protocol .....	12-7
<b>Section D. Wardroom Etiquette.....</b>	<b>12-9</b>
D.1. Wardroom Customs .....	12-9
D.2. Officer’s Country .....	12-9
D.3. Chief Petty Officer’s Mess.....	12-9
D.4. Authorized/ Restricted Areas .....	12-9
<b>Section E. Invitations .....</b>	<b>12-11</b>
E.1. Types of Invitations .....	12-11
E.2. Information Included .....	12-11
E.3. RSVP .....	12-11
E.4. Expenses .....	12-11
E.5. Timeliness.....	12-11
E.6. Host.....	12-12
<b>Section F. Formal Function and Protocol.....</b>	<b>12-13</b>
F.1. Receiving Lines and Receptions.....	12-13
F.2. Introductions .....	12-13
<b>Section G. Seating Arrangements and Speaking Order.....</b>	<b>12-15</b>
G.1. Head Table .....	12-15
G.2. Socializing.....	12-15
G.3. Precedence at the Head Table .....	12-15
G.4. Spouses.....	12-16
G.5. Protocol for Elected Leader Entering Room .....	12-16
G.6. Seating at Head Table .....	12-17
G.7. Speaking Order for Guests.....	12-20
<b>Section H. Auxiliary Funeral Services .....</b>	<b>12-23</b>
H.1. Notifications.....	12-23
H.2. Church Service.....	12-23
H.3. Participation in Funeral.....	12-23
H.4. More Information.....	12-23
<b>APPENDIX A. MEMORANDUM OF UNDERSTANDING AND JOINT ACTION PLAN.....</b>	<b>A-1</b>
<b>APPENDIX B. POLICY FOR ELECTRONIC PROJECTIONS AND RELATED PRESENTATIONS FOR PUBLIC EDUCATION COURSES .....</b>	<b>B-1</b>
B.1. Audio-Visual Policy .....	B-1
B.2. Origination .....	B-2
B.3. Homeland Security Signature Policy .....	B-3
<b>APPENDIX C. POLICY FOR ELECTRONIC PROJECTIONS AND RELATED PRESENTATIONS FOR MEMBER TRAINING.....</b>	<b>C-1</b>
C.1. Policy.....	C-1
C.2. Origination .....	C-2



**APPENDIX D. ELECTION ELIGIBILITY ..... D-1**

- Flotilla Commander ..... D-3**
  - D.1. Eligibility to Assume Office ..... D-3
  - D.2. Regular Term ..... D-3
  - D.3. Number of Terms Authorized ..... D-3
  - D.4. Elected By ..... D-3
  - D.5. Election Date ..... D-3
- Flotilla Vice Commander (FVC) ..... D-3**
  - D.6. Eligibility to Assume Office ..... D-3
  - D.7. Regular Term ..... D-3
  - D.8. Number of Terms Authorized ..... D-3
  - D.9. Elected By ..... D-3
  - D.10. Election Date ..... D-3
- Division Captain ..... D-4**
  - D.11. Eligibility to Assume Office ..... D-4
  - D.12. Regular Term ..... D-4
  - D.13. Number of Terms Authorized ..... D-4
  - D.14. Elected By ..... D-4
  - D.15. Election Date ..... D-4
- Division Vice Captain ..... D-5**
  - D.16. Eligibility to Assume Office ..... D-5
  - D.17. Regular Term ..... D-5
  - D.18. Number of Terms Authorized ..... D-5
  - D.19. Elected By ..... D-5
  - D.20. Election Date ..... D-5
- District Commodore ..... D-5**
  - D.21. Eligibility to Assume Office ..... D-5
  - D.22. Regular Term ..... D-5
  - D.23. Number of Terms Authorized ..... D-5
  - D.24. Elected By ..... D-5
  - D.25. Election Date ..... D-5
- District Vice Commodore ..... D-6**
  - D.26. Eligibility to Assume Office ..... D-6
  - D.27. Regular Term ..... D-6
  - D.28. Number of Terms Authorized ..... D-6
  - D.29. Elected By ..... D-6
  - D.30. Election Date ..... D-6
- District Rear Commodore ..... D-6**
  - D.31. Eligibility to Assume Office ..... D-6
  - D.32. Regular Term ..... D-6
  - D.33. Number of Terms Authorized ..... D-6
  - D.34. Elected By ..... D-6
  - D.35. Election Date ..... D-6
- National Commodore ..... D-7**
  - D.36. Eligibility to Assume Office ..... D-7
  - D.37. Regular Term ..... D-7
  - D.38. Number of Terms Authorized ..... D-7
  - D.39. Elected By ..... D-7
  - D.40. Election Date ..... D-7



<b>National Vice Commodore.....</b>	<b>D-7</b>
D.41. Eligibility to Assume Office .....	D-7
D.42. Regular Term .....	D-7
D.43. Number of Terms Authorized .....	D-7
D.44. Elected By .....	D-7
D.45. Election Date .....	D-7
<b>National Area Commodore.....</b>	<b>D-8</b>
D.46. Eligibility to Assume Office .....	D-8
D.47. Regular Term .....	D-8
D.48. Number of Terms Authorized .....	D-8
D.49. Elected By .....	D-8
D.50. Election Date .....	D-8
<b>APPENDIX E. PROHIBITED SOURCE DETERMINATION AND ANALYSIS.....</b>	<b>E-1</b>
E.1. Defining a Gift.....	E-3
E.2. Defining a Prohibited Source .....	E-3
E.3. Exemptions .....	E-3
E.4. Prohibited Source Determination and Analysis.....	E-4
<b>APPENDIX F. REQUIREMENTS FOR DISTRICT CORPORATIONS .....</b>	<b>F-1</b>
F.1. Articles of Organizational Policies .....	F-3
F.2. By-Law Provisions .....	F-3
F.3. Insurance Requirements as Applicable.....	F-3
F.4. Tax Requirements .....	F-4
F.5. Written Exclusive Use Agreement as Applicable.....	F-4
<b>APPENDIX G. COAST GUARD FORMS.....</b>	<b>G-1</b>
<b>List of Forms .....</b>	<b>G-3</b>
<b>APPENDIX H. GEOGRAPHIC ALIGNMENT OF COAST GUARD AREAS AND DISTRICTS, AND AUXILIARY AREAS, DISTRICTS, AND REGIONS .....</b>	<b>H-1</b>
H.1. First Coast Guard District .....	H-3
H.2. Fifth Coast Guard District.....	H-3
H.3. Seventh Coast Guard District.....	H-4
H.4. Eighth Coast Guard District .....	H-4
H.5. Ninth Coast Guard District.....	H-5
H.6. Eleventh Coast Guard District .....	H-6
H.7. Thirteenth Coast Guard District .....	H-6
H.8. Fourteenth Coast Guard District .....	H-6
H.9. Seventeenth Coast Guard District .....	H-6
<b>APPENDIX I. MILITARY RANKS AND GOVERNMENT CIVIL SERVICE EQUIVALENTS.....</b>	<b>I-1</b>
<b>Military Ranks and Government Civil Service Equivalents .....</b>	<b>I-3</b>
<b>APPENDIX J. QUICK REFERENCE .....</b>	<b>J-1</b>
<b>Phone Numbers.....</b>	<b>J-3</b>
<b>Web Sites .....</b>	<b>J-4</b>
<b>Commandant Instructions .....</b>	<b>J-5</b>
<b>Commandant Publications.....</b>	<b>J-7</b>
<b>ALCOASTS and Commandant Notes .....</b>	<b>J-8</b>



**APPENDIX K. PERSONNEL SECURITY PROGRAM FAQs .....K-1**

**APPENDIX L. GLOSSARY ..... L-1**

**APPENDIX M. LIST OF ACRONYMS ..... M-1**

**INDEX..... INDEX - 1**

## List of Figures

Figure 1-1 Diagram of Coast Guard Auxiliary National Organization – National to Member .....1-21

Figure 1-2 Diagram of Coast Guard Auxiliary National Organization – District to Member .....1-24

Figure 3-1 Prologue and Pledge for New Members.....3-8

Figure 3-2 Disciplinary Action Decision Tree.....3-22

Figure 4-1 Prologue and Pledge for Elected and Appointed Leaders .....4-29

Figure 4-2 Consolidation of Responsibility – Division Model .....4-36

Figure 4-3 Consolidation of Responsibility – Flotilla Staff Model .....4-37

Figure 5-1 Coast Guard Auxiliary Emblem.....5-29

Figure 5-2 Coast Guard Auxiliary Official Seal .....5-30

Figure 5-3 Auxiliary Identification Card .....5-48

Figure 5-4 Retired Status Card.....5-49

Figure 5-5 Retired Status Pin .....5-49

Figure 5-6 Coast Guard Decal – Personally Owned Vehicle.....5-50

Figure 7-1 Diversity Policy Statement.....7-4

Figure 7-2 Sexual Harassment Policy Statement .....7-9

Figure 7-3 Equal Opportunity Policy Statement .....7-12

Figure 9-1 Personnel Service Center Information Brochure.....9-13

Figure 10-1 Garrison Cap .....10-14

Figure 10-2 Cap Device .....10-14

Figure 10-3 Aiguillettes .....10-23

Figure 10-4 Working Blue, ODU, and Undress Short Sleeve Collar Insignia.....10-27

Figure 10-5 Undress Blue Winter, Short Sleeve, and Winter Dress Blue Shirt Collar Insignia.....10-27

Figure 10-6 Commodore Collar Insignia .....10-28

Figure 10-7 AUXOP Device.....10-29

Figure 10-8 National Staff Identification Badge.....10-30

Figure 10-9 Past Officer Device .....10-31

Figure 10-10 Auxiliary Coxswain Insignia.....10-32

Figure 10-11 Auxiliary Aviator Insignia .....10-32

Figure 10-12 Auxiliary Air Crew Insignia.....10-32

Figure 10-13 Marine Safety Insignia .....10-33

Figure 10-14 Coast Guard Recruiting Badge.....10-34

Figure 10-15 Auxiliary Personal Watercraft Insignia.....10-35

Figure 10-16 Boat Force Operations Insignia.....10-35

Figure 10-17 Auxiliary Cutterman Insignia.....10-36

Figure 10-18 Dinner Dress Blue Jacket (Men) .....10-39

Figure 10-19 Dinner Dress White Jacket (Men).....10-41

Figure 10-20 Service Dress Blue (Bravo) (Men).....10-44



Figure 10-21 Service Dress Blue (Alpha) (Men).....	10-45
Figure 10-22 Dinner Dress Blue (Men).....	10-46
Figure 10-23 Service Dress White (Men).....	10-48
Figure 10-24 Winter Dress Blue (Men).....	10-50
Figure 10-25 Tropical Blue Long (Men).....	10-52
Figure 10-26 Undress Blue – Winter (Men).....	10-54
Figure 10-27 Undress Blue – Summer (Alpha) (Men).....	10-56
Figure 10-28 Undress Blue – Summer (Bravo) (Men and Women).....	10-57
Figure 10-29 Working Blue and ODU (Men and Women).....	10-60
Figure 10-30 Operational Dress Uniform (Men and Women).....	10-64
Figure 10-31 Auxiliary Flight Suit.....	10-65
Figure 10-32 Auxiliary Flight Suit Right Breast Patch.....	10-66
Figure 10-33 Auxiliary Flight Suit Left Breast Patch.....	10-67
Figure 10-34 Auxiliary Operational Mission Participation Patch.....	10-68
Figure 10-35 Dinner Dress Blue Jacket (Women).....	10-71
Figure 10-36 Dinner Dress White Jacket (Women).....	10-72
Figure 10-37 Service Dress Blue (Bravo) (Women).....	10-74
Figure 10-38 Service Dress Blue (Alpha) (Women).....	10-75
Figure 10-39 Dinner Dress Blue (Women).....	10-76
Figure 10-40 Service Dress White (Women).....	10-78
Figure 10-41 Winter Dress Blue (Women).....	10-80
Figure 10-42 Tropical Blue Long (Women).....	10-82
Figure 10-43 Undress Blue – Winter (Women).....	10-84
Figure 10-44 Undress Blue – Summer (Alpha) (Women).....	10-85
Figure 11-1 Operational Excellence Program E-Decal.....	11-10
Figure 11-2 Ribbons With and Without “O”.....	11-29
Figure 11-3 Coast Guard Auxiliary Awards (In Order of Precedence).....	11-44
Figure 11-4 Auxiliary Miniature Medals (In Order of Precedence).....	11-47
Figure 11-5 Authorized Coast Guard Auxiliary Uniform Insignia.....	11-49
Figure 11-6 Auxiliary Flags, Pennants, and Burgees.....	11-50
Figure B-1 Department of Homeland Security Signature.....	B-3
Figure G-1 Enrollment Application Form (ANSC-7001/CGAUX-32).....	G-4
Figure G-2 Vessel Facility Inspection and Offer Use Form (ANSC-7003).....	G-6
Figure G-3 Notice of Intent to Teach Public Education Course Form (ANSC-7023).....	G-11
Figure G-4 Financial Reporting of an Auxiliary Unit Form (ANSC-7025/CG-AUX-23).....	G-13
Figure G-5 Prospective Member Interview Record Form (ANSC-7036).....	G-17
Figure G-6 Short Term Training Request Form (ANSC-7059/CG-5223).....	G-19
Figure G-7 Completed Short Term Training Request Form (ANSC-7059/CG-5223).....	G-21
Figure G-8 Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation Form (CA-1).....	G-22
Figure G-9 Claim for Compensation Form (CA-7).....	G-26
Figure G-10 Attending Physician’s Report Form (CA-20).....	G-29
Figure G-11 Coast Guard Award Recommendation Form (CG-1650).....	G-33
Figure G-12 Certificate of Compliance – Private Motor Vehicle Registration (CG-3308).....	G-34
Figure G-13 Damage and Loss Claim Form (CG-4112).....	G-35
Figure G-14 Military Temporary Duty or Civilian Temporary Duty Travel Orders Form (CG-4521).....	G-36
Figure G-15 Operational Specialty Course Answer Sheet Form (CG-4886).....	G-37
Figure G-16 Auxiliary Patrol Order Form (CG-5132).....	G-38
Figure G-17 Auxiliary Patrol Order Continuation Sheet Form (CG-5132-1).....	G-40



Figure G-18 Coast Guard Travel Voucher or Subvoucher Form (DD-1351-2).....G-42  
Figure G-19 Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act (DHS Form 11000-9).....G-45  
Figure G-20 Health Claim Insurance Form (OWCP/HFCA-1500) .....G-46  
Figure G-21 Motor Vehicle Accident Report Form (SF-91) .....G-50  
Figure G-22 Claim for Reimbursement for Expenditures on Official Business Form (SF-1164) .....G-54  
Figure G-23 Electronic Transfer/Direct Deposit Form (SF-1199A).....G-56  
Figure H-1 Coast Guard Auxiliary Districts, Areas, and Regions .....H-7

## List of Tables

Table 5-1 Authorized Activities (Not All-Inclusive) .....5-31  
Table 10-1 Miniature Medal Placement.....10-25  
Table 11-1 Relationship Between Coast Guard and Auxiliary Medals .....11-18  
Table 11-2 Personal Decorations .....11-32  
Table 11-3 Unit Awards.....11-34  
Table 11-4 Campaign and Service Awards.....11-35  
Table 11-5 Foreign Personal Decorations and Unit Awards .....11-37  
Table 11-6 Non-U.S. Service Awards .....11-38  
Table 11-7 Foreign Service Awards .....11-38  
Table 11-8 Marksmanship Awards .....11-39  
Table 12-1 Suggested Speaking Order for Invited Guests.....12-21  
Table 12-2 Suggested Introduction Order for Non-Primary Speakers.....12-22