

U.S. Department of
Homeland Security

United States
Coast Guard



AUXILIARY MANUAL

COMDTINST M16790.1G



“Proud Traditions – Worthy Missions”

17 August 2011



Commandant
United States Coast Guard

2100 Second St. SW STOP 7581
Washington, DC 20593-7581
Staff Symbol: CG-542
Phone: (202) 372-1267

COMDTINST M16790.1G
17 August 2011

COMMANDANT INSTRUCTION M16790.1G

Subj: AUXILIARY MANUAL

1. PURPOSE. This Manual establishes policies and procedures for all Coast Guard members who are involved with the administration of the Coast Guard Auxiliary, including Auxiliarists, military, and civilian personnel.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Auxiliary Career Counselor Manual, COMDTINST M1100.3, the Coast Guard Auxiliary Manual, COMDTINST M16790.1F, the instruction Auxiliary National C School Programs, COMDTINST 16794.1, and the instruction Guidance and Procedures for Auxiliary National C Schools, COMDTINST 16794.43, are canceled.
4. DISCUSSION. This Manual outlines policies and procedures necessary for effective administration of the Coast Guard Auxiliary. It reflects the continually evolving Auxiliary policy foundation that has supported the passage of the Department of Homeland Security (DHS) Act of 2002 which created (DHS) and established the Coast Guard as both the Department's lead maritime agency and only military component. The Coast Guard Auxiliary has been a critical part of the Coast Guard's historic transition to DHS, and the Auxiliary has assumed the roles and responsibilities as the department's lead organization of dedicated volunteers. This Manual further helps set the course for ready, reliable, and expanding Auxiliary administrative and operational support to the full spectrum of Coast Guard missions in an increasingly complex maritime security environment. Further, this Manual has been extensively revised due to major Auxiliary reorganizational efforts to position it for the provision of efficient and effective support in a modernized Coast Guard

DISTRIBUTION – SDL No.158

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1	1	1	1	1		1	1		1	1	1	1	1	1		1		1					
B	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1
C	1	1	1	1	1				1	1	1	1	1	1		1	1			1			1			1
D	1	1		1				1					1						1							1
E			1		1	1	1		1	1	1	1		1	1		1		1	1			1	1		
F																	1	1								
G		1	1	1	1																					
H																										

NON-STANDARD DISTRIBUTION: See Page 6

5. MAJOR CHANGES. This manual represents a major revision to the previous Auxiliary Manual promulgated in May 2004. Due to the extensive changes, units and Auxiliarists are encouraged to conduct a thorough review of it. This edition of the manual contains the following significant policy changes:
- a. Introduction from the Chief Director of Auxiliary and the National Commodore including the Coast Guard Auxiliary Policy Statement (Foreword).
 - b. Updated Auxiliary organizational titles, designators, and program labels throughout the manual to reflect national and regional level reorganizations meant to align the Auxiliary with the modernized Coast Guard. This includes establishment of Deputy National Commodores (DNACO) to align with the Deputy Commandant for Operations (CG-DCO), Deputy Commandant for Mission Support (CG-DCMS), and the Atlantic Area and Pacific Area Commanders (Chapter 1).
 - c. Updated Coast Guard and Auxiliary organizational titles and designators throughout the manual to reflect recent organizational changes in conjunction with Coast Guard modernization.
 - d. Revised functional statements for the Chief Director of Auxiliary (CHDIRAUX), associated Auxiliary Division and Branch Chiefs, and Auxiliary National Executive Committee members including the National Commodore (NACO), the Vice National Commodore (VNACO), and the DNACOs (Chapter 1).
 - e. Revised functional statements for the regional Director of Auxiliary (DIRAUX) and the Operations Training Officer (OTO) (Chapter 1).
 - f. Redesignation of the Auxiliary Unit Liaison Officer as the Auxiliary Unit Coordinator (AUC) (Chapter 1).
 - g. Established functional statement and selection criteria for the Auxiliary Sector Coordinator (ASC) (Chapter 1).
 - h. Revised Auxiliary National organization chart (Chapter 1).
 - i. Revised Auxiliary District organization chart (Chapter 1).
 - j. Updated chain of leadership communication expectations (Chapter 1).
 - k. Updated authorized programs and activities for Auxiliarists including new programs for Academy Admissions Partner Program (AAPP), Auxiliary Chef (AUXCHEF) program, State Liaison Officer (SLO) program, Language Interpreter program, and Health Care Services Assistance program (Chapter 2).
 - l. Authorization for Auxiliarists to qualify and stand watch as Assistant Inport Officer-of-the-Deck on major cutters, and to qualify and stand watch as Assistant Watchstander on small cutters (Chapter 2).
 - m. Updated alignment of eligibility for membership provisions with Coast Guard active duty and Reserve policies (Chapter 3).
 - n. Clarification of enrollment eligibility criteria including circumstances for Auxiliary enrollment ineligibility (Chapter 3).
 - o. Updated Auxiliary personnel security program guidelines including establishment of the Direct Informational (DI) Personnel Security Investigation (PSI) for purposes of providing Auxiliary Logical Access cards (ALAC) to Auxiliarists who need them (Chapter 3).

- p. Explanation of the indefinite duration of suitability for service determinations for Direct Informational (DI) and Direct Operational (DO) unless the need for a security clearance and updated National Agency Check (NAC) exists (Chapter 3).
- q. Clarification of the role of the Coast Guard Security Center (SECCEN) in granting interim and final security clearances (Chapter 3).
- r. Updated physical fitness requirements and expectations (Chapter 3).
- s. Inclusion of detailed privileges, provisions, and authorized activities, including training and qualification, for Auxiliarists in Approval Pending (AP) membership status (i.e., the period between initial enrollment and PSI completion) (Chapter 3).
- t. Updated provisions for retired Auxiliary status and recognition of Honorary Auxiliarists and Honorary Commodores (Chapter 3).
- u. Updated membership transfer provisions (Chapter 3).
- v. Clarification of administrative disciplinary procedures including informal and formal actions, and temporary membership suspensions during investigative periods (Chapter 3).
- w. Clarification of appeal procedures for administrative disciplinary actions (Chapter 3).
- x. Updated functional definitions for regional elected/appointed offices as well as revised division composition criteria (Chapter 4).
- y. Identification and basic functional description of new Assistant National Commodores (ANACO) (Chapter 4).
- z. Identification of new national staff Directorate Chiefs (DIR) (Chapter 4).
- aa. Updated universal election eligibility criteria (Chapter 4).
- bb. Updated flotilla and division staff officer rosters and optional regional staff organization model including allowances for Auxiliary District Planners (D-PL), District Directorate Chiefs (DDC), and District Staff Officers for Diversity (DSO-DV) (Chapter 4).
- cc. Updated provisions for designated Lay Leaders (Chapter 4).
- dd. Updated U.S. Code excerpts pertinent to the Auxiliary program (Chapter 5).
- ee. Updated guidelines for Auxiliarists' communications with other government agencies and industry (Chapter 5).
- ff. Updated provisions for Auxiliarists' public appearances for political purposes including handling requests for Auxiliary subject matter experts to testify at State or local hearings (Chapter 5).
- gg. Updated marketing and public affairs provisions including the handling of entertainment media ventures (Chapter 5).
- hh. Establishment of provisions for treatment and handling of Auxiliary correspondence, Personally Identifiable Information (PII), and network security (Chapter 5).
- ii. Updated provisions for handling solicited and unsolicited gifts including expanded ability to review and accept gifts at District level and the handling of bequests (Chapter 5).
- jj. Updated provisions for addressing offers of free space, advertising and other services as well as raffles and employer-sponsored recognition programs (Chapter 5).
- kk. Established provisions to address Auxiliary websites (Chapter 5).

- ll. Clarification of assignment to duty expectations including implicit assignment to duty and guidelines for claiming activity subsequent to an assignment to duty (Chapter 5).
- mm. Inclusion of provisions to address immunizations for Auxiliarists pursuant to assignment to duty requirements (Chapter 5).
- nn. Clarification of Auxiliary ID card requirements and processing (Chapter 5).
- oo. Introduction of the Auxiliary Logical Access Credential (ALAC) (Chapter 5).
- pp. Clarification of provisions to address accommodation of individuals with physical and mental disabilities (Chapter 5).
- qq. Updated weapons carriage provisions including ceremonial weapons (Chapter 5 and Chapter 10).
- rr. Establishment of social media employment and management provisions (Chapter 5).
- ss. Establishment of standards of ethical conduct (Chapter 5).
- tt. Clarification of Coast Guard personal property and Auxiliary personal and unit-owned property handling provisions (Chapter 6).
- uu. Inclusion of provisions for creating and processing Memoranda of Agreement (MOA) and Memoranda of Understanding (MOU) (Chapter 6).
- vv. Updated procedures for handling civil rights, discrimination, and harassment complaints (Chapter 7).
- ww. Updated Coast Guard Diversity Policy Statement, Equal Opportunity Policy Statement, and Anti-Discrimination and Anti-Harassment Policy Statement (Chapter 7).
- xx. Updated training and qualification provisions including PSI considerations and portability of qualification provisions (Chapter 8).
- yy. Expansion of recognized qualification programs including the Auxiliary Trident, Public Affairs Specialist, and Interpreter programs (Chapter 8).
- zz. Updated Auxiliary C-school management guidelines (Chapter 8).
- aaa. Updated advanced level training provisions including the Auxiliary Search Coordination and Execution (AUXSC&E) course (Chapter 8).
- bbb. Update of the Operational Auxiliarist (AUXOP) program including new required core, leadership, and elective course elements (Chapter 8).
- ccc. Inclusion of Auxiliary Mandated Training (MT) guidelines (Chapter 8).
- ddd. Established policy for handling claims associated with the salvage of Auxiliary surface facilities (Chapter 9).
- eee. Updated and clarified provisions for the reimbursement of Auxiliarists including types of travel orders, information on travel orders, and passport allowance guidelines (Chapter 9).
- fff. Clarification of provisions for claiming additional travel expenses and government travel card usage (Chapter 9).
- ggg. Updated travel claim procedures including mandatory use of Direct Deposit/Electronic Fund Transfers (DD/EFT) and methods to prevent errors in reimbursement (Chapter 9).
- hhh. Updated uniform provisions that address uniform wear for ceremonial occasions as well as prohibited occasions (Chapter 10).
- iii. Establishment of uniform disposal provisions (Chapter 10).
- jjj. Updated grooming and appearance provisions including tattoos, body piercings, and religious and ethnic apparel (Chapter 10).

- kkk. Updated uniform component provisions including name tags, ball caps, Operations Polo shirt, alternative shirts for women, and wide-ranging specifics for Service Dress Blue, Winter Dress Blue, Undress Blue, Working Blue, Tropical Blue, AUXCHEF, and Operational Dress Uniforms.
 - lll. Updated insignia qualification criteria and provisions including the Auxiliary Recreational Boating Safety insignia, the Auxiliary Marine Safety insignia, and the Boat Forces Operations insignia (Chapter 10).
 - mmm. Updated uniform wear provisions including Operational Dress Uniforms (ODU), elimination of Service Dress Blue (Alpha), and forecast elimination of Undress Blue uniforms (Chapter 10).
 - nnn. Updated Auxiliary award criteria and provisions including the Auxiliary Specialty Ribbon to reflect major changes to the Operational Auxiliarist (AUXOP) program and the Operations Program Ribbon eligibility to reflect inclusion of Telecommunications Operators and interpreters (Chapter 11).
 - ooo. Establishment of Auxiliarist-of-the-Year, Commodore Greanoff Leadership, and Auxiliary Diversity award criteria and provisions (Chapter 11 and Appendix F).
 - ppp. Memorialization of the Coast Guard Boating Safety Division's (CG-5422) Recreational Boating Safety Awards of Excellence (aka – Eagle Awards) (Chapter 11).
 - qqq. Updated customs and courtesies provisions including salutes and Pledge of Allegiance (Chapter 12).
 - rrr. Updated protocol provisions including seating arrangements and guest speakers (Chapter 12).
 - sss. Established provisions for spiritual elements of Auxiliary functions (Chapter 12).
 - ttt. Updated eligibility for elected officer criteria (Appendix C).
 - uuu. Updated geographic boundary descriptions and diagram for Auxiliary regions (Appendix G).
6. PROCEDURES. Official distribution of this manual will be via the Coast Guard Directives System CD-ROM and Auxiliary directives CD-ROMs available through the Auxiliary National Supply Center (ANSC). An electronic version will be located on the websites located at <http://www.uscg.mil/directives> and <http://www.uscg.mil/auxiliary>.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined to be not applicable.

8. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this Manual contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
9. RECORDS MANAGEMENT. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
10. RESPONSIBILITY. Commandant (CG-5421) is responsible for the content and upkeep of this Manual. Questions or concerns about the material contained in this Manual should be addressed to Commandant (CG-54211) at (202) 372-1260.
11. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.

12. FORMS/REPORTS. The forms mentioned in this Manual are principally available from various web sites. Most forms are stocked at the Auxiliary National Supply Center (ANSC). They are also available to Auxiliarists through their Flotilla Staff Officer for Communications Services (FSO-CS) or secondarily from the Director of Auxiliary. Many of the forms are also available on the World Wide Web at the following address: <http://forms.cgaux.org/>. Department of Defense (DD) forms may be found at: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. Forms for the Department of Homeland Security (DHS) may be found at: <https://dhsonline.dhs.gov/portal/jhtml/dc/sfi.jhtml?doid=13604> and http://www.dhs.gov/xabout/gc_1186413412271.shtm. Forms for the Department of Labor (DOL) may be found at: <http://webapps.dol.gov/libraryforms/>. Standard Forms (SF) may be found at: <http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199>. Other forms are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>, and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

Brian M. Salerno /s/
Vice Admiral, U.S. Coast Guard
Deputy Commandant for Operations

NON-STANDARD DISTRIBUTION:

State Boating Law Administrators
Civil Air Patrol Headquarters
U.S. Power Squadron
National Ocean Survey
Auxiliary National Supply Center



Foreword

From the Chief Director and National Commodore

The U.S. Coast Guard is pleased to present the Auxiliary Manual to the 31,000 plus member volunteer force and to the Coast Guard community as a whole. Since this Manual was last revised, the Auxiliary has proven its organizational resiliency and capacity to handle significant challenges. It effectively institutionalized mandatory background check requirements for its membership and all new enrollees, it implemented the most sweeping changes in its history to its organizational structure from national to flotilla levels, and it considerably broadened the spectrum of its support to Coast Guard missions, units, and personnel.

The U.S. Coast Guard's respect and appreciation for its Auxiliary shipmates has also been encapsulated since this Manual's last revision in the U.S. Coast Guard Auxiliary Policy Statement which immediately follows this page. It provides the foundation of recognition and support for the tremendous service, sacrifice, and commitment that Auxiliarists readily provide the Coast Guard every day. The significance and value of Auxiliary support to recreational boating safety, search and rescue, marine safety and environmental protection, maritime domain awareness, waterways and coastal security, and many other Coast Guard missions have never been greater, and they remain essential to our nation's maritime homeland security.

The Auxiliary Manual serves as the primary policy guide for the administration and management of the Auxiliary. It outlines the duties, responsibilities, and expectations of Auxiliarists as they continue to deliver vital services and assist the Coast Guard in shaping, preparing, and applying its mission capability through the 21st century. We extend our deep gratitude to the extraordinary Auxiliarists and Coast Guard service members who assisted in developing this Manual, and we wish you all the best as you carry out your duties and responsibilities in support of the Coast Guard and the Nation. Your continued support and dedication are greatly appreciated. *Semper Paratus!*

MARK D. RIZZO /s/
Captain, U.S. Coast Guard
Chief, Office of Auxiliary and Boating Safety

JAMES E. VASS, JR. /s/
National Commodore
U.S. Coast Guard Auxiliary

COMDTINST M16790.1G





THE COMMANDANT OF THE UNITED STATES COAST GUARD
Washington, DC 20593

U.S. COAST GUARD AUXILIARY POLICY STATEMENT

The U.S. Coast Guard Auxiliary is our steadfast volunteer corps. Our Auxiliary Shipmates assist the Coast Guard with performing our many challenging maritime missions, with boating safety remaining as their core function. Proudly serving alongside our total workforce, Auxiliarists make it possible to more ably accomplish our missions – they are a true force multiplier.

Originally formed as the Coast Guard volunteer Reserve on June 23, 1939, the volunteer Reserve was renamed the Auxiliary two years later. The Auxiliary rapidly expanded as the United States entered WWII, and Auxiliarists assisted in many of the Coast Guard's domestic missions, freeing up active duty Coast Guardsmen for wartime operations.

Today's Auxiliary is defined by this same spirit of patriotism and volunteerism. Auxiliarists continue to lend their unique talents to assist with performing a broad range of Coast Guard missions. Their mission support efforts expand the reach and impact of Coast Guard operations, particularly boating safety initiatives.

The Auxiliary Service priorities include:

- **Promoting and Improving Recreational Boating Safety;**
- Providing trained crews and facilities to augment the Coast Guard and enhance safety and security of our ports, waterways and coastal regions;
- Supporting Coast Guard operational, administrative and logistical requirements.

We must always remember that it is through public spirit, patriotism and an uncommon sense of civic duty that the members of the Auxiliary give their time, facilities and services – they receive no compensation. Commanders, Commanding Officers, Officers-in-Charge and program managers shall continually strive to enhance *Silver and Gold* partnerships to further the work of the Coast Guard.

I am personally committed to ensuring we maintain an Auxiliary that is robust, well-trained, and always ready.

R. J. PAPP, JR
Admiral, U.S. Coast Guard

COMDTINST M16790.1G



COMDTINST M16790.1G

