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Subj: AUXILIARY NEW MEMBER COURSE

1. PURPOSE. This publication is intended for use as the student study guide for the Auxiliary New Member Course. It is published for instructional purposes only and is not policy material.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of Headquarters units and assistant commandants for directorates shall ensure units under their command which oversee or direct Auxiliary operations adhere to this publication's provisions.
3. PUBLICATION AFFECTED. The Auxiliary Basic Qualification student study guide, Commandant Publication P16794.40 is canceled.
4. DISCUSSION. The Auxiliary New Member Course is a substantial revision of earlier text materials.
5. SUMMARY OF CHANGES. A summary of major changes to this course are listed below:
 - a. Incorporation of policy changes as reflected in the Auxiliary Manual, Commandant Instruction M16790.1E.
 - b. Incorporation of policy changes as reflected in the Auxiliary Operations Policy Manual, Commandant Instruction M16798.3D.

T. L. TERRIBERRY
Director of Operations Capability

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NEW MEMBER COURSE - STUDENT STUDY GUIDE

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INTRODUCTION

The United States Coast Guard Auxiliary is a volunteer service organization, civilian in nature, open to both men and women who are citizens of the United States, its territories and possessions, and who are age seventeen or older. The purpose of the Coast Guard Auxiliary is to assist the Coast Guard in any of its missions except where prohibited by statute, such as in direct law enforcement and military actions.

Auxiliarists are proud of their membership and training. When you wear the uniform or fly the Auxiliary Ensign, you are a member of Team Coast Guard. Your actions as a member of this organization will reflect directly on the United States Coast Guard. In many areas, you will be the Coast Guard's only link with the public. This recognition is a PRIVILEGE as well as a RESPONSIBILITY.

As the civilian *volunteer arm* of the Coast Guard, we volunteer time, talents, boats, radios, and aircraft. We are given special training in order to work effectively with the Coast Guard. The fellowship and satisfaction accompanying our activities are also a benefit from our service.

To aid you in your understanding of the Coast Guard Auxiliary and its missions, you will be referred to the *Auxiliary Manual* COMDTINST M16790.1(series) for additional information. As a member, you should keep your copy of the *Auxiliary Manual* in a convenient place; so as to have ready answers, to just about any question you might have about the Auxiliary and how it functions.

PROLOGUE

HISTORY OF THE UNITED STATES COAST GUARD (USCG)

The history of the Coast Guard is almost as old as that of the United States. On 4 August 1790, President George Washington signed a bill passed by Congress, authorizing the construction of ten boats; this was the beginning of the Coast Guard. First named the Revenue Marine, then changed to the Revenue Cutter Service, its mission was to guard the new country's coastline against smugglers.

On 28 January 1915, President Woodrow Wilson approved the act authorizing the merger of the Revenue Cutter Service and the U.S. Lifesaving Service, which was a logical consolidation since both services had worked closely together within the Treasury Department for nearly a century. Their common aim had been to protect life and property from the ravages of the sea. The "new" service was named the United States Coast Guard.

As provided in the Congressional Act of 28 January 1915, amended, the Coast Guard is a military service at all times--a branch of the armed forces of the United States. Because of this status, in times of war or whenever so directed by the President, the Coast Guard operates as a separate service under the Department of the Navy, at which time the Commandant reports to the Secretary of the Navy and the Chief of Naval Operations.

On 1 April 1967, after nearly 177 years in the Treasury Department, the Coast Guard moved to the new Department of Transportation. When operating under the Department of Transportation, during times of peace, the Commandant, as Chief of the Service, is responsible to the Secretary, who, as a member of the President's cabinet, gives the Coast Guard top representation in the Executive Branch of the government. The overall authority for Coast Guard Auxiliary administration is vested by law in the Commandant.

The Coast Guard has a wide variety of missions. Properly trained Auxiliarists assist with many of these, a summary of which follows:

SEARCH AND RESCUE (SAR): One of the oldest missions, rescuing those in peril at sea has priority over all other Coast Guard peacetime missions. The purpose of this mission is to reduce loss of life, injury, and property damage on the high seas and in U.S. waters.

PORT SAFETY AND SECURITY (PS&S): The aim of this program is to safeguard the nation's ports, waterways, waterfront facilities, vessels, personnel, and property, and to prevent accidental or intentional damage, disruption, destruction or injury.

MARINE ENVIRONMENTAL RESPONSE (MEP): This program is intended to lessen the damage caused by pollutants released in the coastal zone. It also aids in national and international pollution response planning and makes every effort to recover the cost to the Federal government following a response.

ICE OPERATIONS (ICEOPS): Conducting both polar and domestic ice operations, the Coast Guard is the only federal agency operating icebreakers, which provide help and oceanographic support to a number of other programs. It also conducts the International Ice Patrol, which was started in 1912 after the ocean liner *TITANIC* struck an iceberg and sank.

AIDS TO NAVIGATION (ATON): This program sets up, operates, and maintains aids to navigation throughout the United States and in other areas of the world.

MARINE SAFETY: Two major activities comprise this program. COMMERCIAL VESSEL SAFETY (CVS) affects those engaged in commercial or scientific activity in the marine environment. The mission of the RECREATIONAL BOATING SAFETY PROGRAM (RBS) includes activities of the Auxiliary conducted on behalf of the federal, state, and local governments to improve the knowledge, skills, and operating environment of the recreational boater.

DEFENSE READINESS: This program ensures the Coast Guard can function as an effective armed force, in both peace and war.

ENFORCEMENT OF LAWS AND TREATIES (ELT): In 1790, Alexander Hamilton formed a “fleet of cutters” to suppress smuggling. Today, drug interdiction, migrant interdiction, and fisheries enforcement have made this program one of the Coast Guard’s most visible missions.

The operating unit is the basic element in the Coast Guard operational chain. Besides Operational Units, the Coast Guard also maintains support units, such as the Coast Guard Academy in New London, Connecticut; the Coast Guard Institute in Oklahoma City, Oklahoma; the Coast Guard Yard in Curtis Bay, Maryland; training centers, supply centers, and others.

Despite the name changes, the Coast Guard has kept its identity as an organization. In point of active service, the Coast Guard is the oldest of the nation’s seagoing armed forces.

COMPLETE THE FOLLOWING QUESTIONS:

- P-1** The Coast Guard, in times of war or whenever the President so directs, is transferred to the _____.
- P-2** The overall authority for the administration of the Coast Guard Auxiliary is vested by law in the _____.
- P-3** During peacetime, the Coast Guard operates under the _____.
- P-4** The _____ mission is the one of the oldest missions of the Coast Guard and is the one most closely identified with the Auxiliary.
- P-5** The Coast Guard at all times constitutes a _____ of the Armed Forces.

CHAPTER - 1

HISTORY, PURPOSE, & ADMINISTRATION OF THE U.S.C.G. AUXILIARY

Congress established a “United States Coast Guard Reserve” in 1939 to be administered by the Commandant of the Coast Guard. It was composed of unpaid, volunteer citizens of the United States who owned motor boats and yachts. They were to aid the Coast Guard in promoting small boat safety. Congressional action in 1941 created a military *Reserve* of the Coast Guard, and the original volunteer reserve was renamed the *Coast Guard Auxiliary*. The Auxiliary assists the Coast Guard in all its missions except direct law enforcement and military operations.

Keeping records is a part of various Auxiliary missions and activities. This record keeping is accomplished through the Auxiliary Management Information System (AUXMIS).

THE AUXILIARY MANAGEMENT INFORMATION SYSTEM (AUXMIS)

AUXMIS contains personal and activity data for all Auxiliary members and units. Its function as a management tool can only be effective if members make accurate and timely activity input. Members will find complete descriptions of proper Auxiliary forms and their uses in the *Auxiliary Member Forms Guide*, COMDTINST M16790.2 (series). You will gradually become familiar with the forms as you engage in different activities. There are a few, however, you may encounter fairly early in your Auxiliary experience; three of them are discussed below. Samples of these forms are included in this guide.

FORM: CGAUX-33 - CHANGE OF MEMBER INFORMATION

Some of the information you furnish the Auxiliary will change, and this form is used to be sure your data are kept current. Examples would include changes in your address, phone number, occupation, and the person you want to have contacted in the event of an emergency. Each individual member submits the form through the flotilla. The instructions for completing the form are printed on it.

FORM: CGAUX-26 - ACTIVITY REPORT — MISSION

Once you become trained to perform one or more of the Auxiliary’s major activities or missions, you will be expected to report the work done in those areas. For example, if you become qualified as a crew member, you will need to fill out a Form CGAUX-26 when you complete a patrol mission. The form asks for such information as the location of your mission, the number of hours in preparation, travel, and the hours spent actually performing the activity. It is vital to the Auxiliary and to the Coast Guard that you submit this information promptly. Future plans and actions may be based upon studies from these reports. Your flotilla’s Information Services Officer (FSO-IS) is your source for help in filling out those first few forms.

FORM: CGAUX-31 - MEMBER ACTIVITY REPORT

You probably won't need to use Form CGAUX-26 yet, but you do need to ask for a copy of Form CGAUX-31, because you will be using it right away. The hours you volunteer are valuable to the Coast Guard. With these records, the Auxiliary demonstrates service which is an important resource for our nation. All activities that are not reported on some other form, should be tallied on this form. Instructions for its use are printed on the back of the form. All of your hours, however reported, count toward earning the "Coast Guard Sustained Auxiliary Service Award," which is discussed in the *Auxiliary Manual*.

Examples of activities you would record would include attendance at meetings, training, working on committees, and time in preparation and travel. Remember, if the hours you spent were reported on a different form, they should not be "double-reported" on the CGAUX-31. If in doubt, ask your Flotilla Information Services Officer (FSO-IS).

It is a good idea to enter your hours on this form promptly after performing the activity, while details are still fresh in your mind. It is always a good idea to keep a copy for yourself. You will be able to keep track of your progress toward the Coast Guard Sustained Auxiliary Service Award ribbon. The most important thing, of course, is that your records will enable the Auxiliary and the Coast Guard to see just where the real work is being done.

For additional information on the history, purpose, and administration of the Coast Guard Auxiliary, read the following sections of Chapter 1 in the *Auxiliary Manual* COMDTINST M16790.1 (series):

- Manual; creation; role, customs & courtesies
- Auxiliary administration--Auxiliary levels, chain of leadership and management
- Parallel staffing
- Auxiliary Management Information System

COMPLETE THE FOLLOWING QUESTIONS:

- 1-1 The concept for communications among staff officers at all levels is called _____.
- 1-2 In transacting Auxiliary business, directions from the top and communications from the bottom to the top must flow via the _____.
- 1-3 The organizational levels of the Auxiliary are _____, _____, _____, and _____.
- 1-4 The Auxiliary is not involved in direct _____.

CHAPTER - 2

AUXILIARY MISSIONS

This chapter contains those Auxiliary programs and activities of a permanent or continuous nature. They are essential and basic to operating the Auxiliary. Their emphasis will ensure the continued success of the Auxiliary as a recognized national boating safety organization. From time to time, long-term programs and short-term projects may be established on a national or district/regional basis.

For additional information on the Auxiliary's Missions Today, read Chapter 2 in the *Auxiliary Manual*. For specific information on Auxiliary Missions, read the following Sections:

Academy Introductory Mission
Auxiliary Historical Missions
Auxiliary Mission's Today
Program Authorization
Program Descriptions

COMPLETE THE FOLLOWING QUESTIONS:

- 2-1 Historically, the three primary missions of the Auxiliary have been _____, _____, _____, and _____. The "glue" that holds the Auxiliary together is _____.
- 2-2 Since 1955, the Auxiliary has sponsored visits to the Coast Guard Academy by selected high school students. This is known as Project _____.
- 2-3 Boat examinations leading to the award of the Auxiliary Seal of Safety decal may only be made by an Auxiliary member who has been qualified as a _____.
- 2-4 Public education is the best approach to _____.
- 2-5 The Coast Guard Auxiliary enhances the environmental awareness of recreational boaters through _____.
- 2-6 Auxiliary operations cover the use of members and their facilities in _____, _____, and _____ missions.
- 2-7 The _____ provides boating safety information to marine dealers.

CHAPTER - 3

MEMBERSHIP

GENERAL REQUIREMENTS - The Auxiliary is a civilian organization of volunteers. Membership is open to citizens of the United States and its territories and possessions, who are 17 years of age or older and have not been convicted of a felony. Facility (radio station, boat, or aircraft) ownership is desirable; but not mandatory. Those individuals with special training or experience in any Auxiliary program area also are desirable for Auxiliary membership. The same is true for any individual who has specific skills helpful to the organization. Auxiliary membership is also open to all or former members of any of the uniformed services and their reserve components.

MEMBER PRIVILEGES - Some of the privileges new members may receive include a current copy of certain Auxiliary publications. They are entitled to attend all meetings, training sessions, and flotilla social events, plus they may vote on any flotilla matter. They will also be carried on the District's membership rolls. In addition, the new member may wear the Coast Guard Auxiliary uniform and fly the Auxiliary Ensign on a currently inspected vessel facility.

For additional information on Auxiliary membership, read the following sections in Chapter 3 of the *Auxiliary Manual*:

Eligibility
Member Accession
Enrollment
Transfers
Administrative actions
Disenrollment

COMPLETE THE FOLLOWING QUESTIONS:

- 3-1** An applicant for membership in the Auxiliary must be approved for enrollment by the _____.
- 3-2** Authority for disenrollment rests with the Commandant through the District Commander; therefore, no member may disenroll another member. **TRUE** **FALSE**
- 3-3** A member may fly the Auxiliary Ensign only if it is a (an) _____ vessel facility.
- 3-4** You are member number 15 in Flotilla 7, Division 2, Northern Region of the Fifth Coast Guard District. Your complete Auxiliary Member Number would be _____ - _____ - _____ - _____.

CHAPTER - 4

AUXILIARY ORGANIZATIONAL STRUCTURE

The Auxiliary is structured with four basic administrative and supervisory levels with Auxiliary elected and appointed officers at each level. Chapter 4 of the *Auxiliary Manual* contains the general authority and duties of Auxiliary officers. These duties may be further specified in other documents, provided they do not conflict with the provisions of the *Auxiliary Manual*. In addition to the manual, additional information may be found in Commandant instructions and publications, District instructions and procedures guides and the Auxiliary National Program. The four administrative levels are flotilla, division, district, and national.

The senior elected officer of each unit, at each level, appoints a staff. These staff officers aid in the administration of that unit. Staff officer designations show not only the staff function, but also the staff level at which the officer functions. Staff positions at the flotilla level have the prefix “ **FSO-**,” at the division level “ **SO-**,” and at the district level “ **DSO-**.”

Below is a list of all authorized flotilla staff officers. Also included is a brief description of the responsibility for each.

MEMBER TRAINING (FSO-MT). As the name implies, this officer is responsible for administering all training of flotilla members. This includes boat crew, instructor, and vessel examiner training. Conducting all required Operations, Instructor, and Vessel Examiner Workshops is another FSO-MT responsibility. For these, the FSO-MT must coordinate with the Operations, Public Education, and Vessel Examiner Staff Officers. This position is very important to a growing flotilla and requires a dedicated, imaginative, and industrious individual.

PUBLIC EDUCATION (FSO-PE). This officer is responsible for administering and scheduling public education courses. Such work includes getting class space, instructors, and course materials. The FSO-PE must work with the FSO-MT to ensure properly trained instructors are available for the flotilla. This staff officer also coordinates with the Public Affairs Staff Officer (FSO-PA) for advanced publicity for the public education courses.

OPERATIONS (FSO-OP). The Operations Staff Officer is responsible for getting facilities and crews to meet the patrol activity requested by the Coast Guard. The FSO-OP must also work with the FSO-MT to be sure properly trained members are available to conduct the desired patrols.

COMMUNICATIONS (FSO-CM). This officer is primarily concerned with Auxiliary fixed land and land mobile radio facilities. The duties includes the annual inspection of these facilities and their proper operation. The FSO-CM works with the FSO-MT to have the Communication Specialty Course (AUXCOM) taught to those desiring to participate in Auxiliary communications.

VESSEL EXAMINER (FSO-VE). The FSO-VE is responsible for administering the flotilla's Courtesy Marine Examination (CME) Program. This effort includes scheduling CME stations, particularly during CME month. The FSO-VE works with the FSO-MT to be sure that properly trained Vessel Examiners are available for the flotilla. The FSO-VE coordinates with the Public Affairs Staff Officer (FSO-PA) for advance publicity about the CME Program and the CME station schedule. The FSO-VE aids the FSO-OP to have all vessel facilities inspected before the district facility inspection deadline.

MEMBER RESOURCES (FSO-MR). The Member Resource Staff Officer has two goals: (1) to *recruit*, and (2) to *retain* members. The FSO-MR works primarily with the FSO-PE and FSO-VE to recruit new members for the flotilla. The PE and CME Programs offer the most exposure of the flotilla to the boating public. The Instructors and Vessel Examiners are the prime recruiters for new members. The FSO-MR depends on these members for flotilla growth. The FSO-MT is a key player in the retention efforts of the flotilla. Members expect training and involvement. If training is not done, the flotilla will lose members.

AIDS TO NAVIGATION (FSO-AN). The FSO-AN Officer oversees the flotilla's Chart Updating (CU) and Aids to Navigation efforts. The job includes checking Private Aids to Navigation (PATONs). For this last effort, the flotilla must have enough qualified Aids Verifiers (AV). Many flotillas also appoint the FSO-AN as the Aids Verifier Examiner (AVE). The AVE qualifies potential Aids Verifiers.

PUBLIC AFFAIRS (FSO-PA). This staff officer works in cooperation with other staff officers to get maximum local publicity on flotilla activities.

CAREER COUNSELOR (FSO-CC). The Career Counselor Staff Officer is responsible for administering the flotilla's activities in the Academy Introduction Mission (AIM). This program sponsors high school juniors to visit the Coast Guard Academy. The FSO-CC also helps with the Recruiting Assistance Program (RAP). Under this program, the FSO-CC helps local Coast Guard recruiting efforts.

PUBLICATION (FSO-PB). The FSO-PB acts as editor of the unit's publication. All flotillas should have some type of publication, or newsletter, to keep members informed of all flotilla activities. A flotilla publication is important for members who miss a meeting. The publication need not be fancy--just a simple mailing of reminders about coming events to each member, made on a regular basis, will do the job.

FINANCE (FSO-FN). The Flotilla Finance Staff Officer is the bookkeeper of the flotilla's finances. The FSO-FN collects members' dues and PE book sale funds, and maintains the flotilla's checking account. The FSO-FN must promptly pay all bills for Auxiliary dues and other obligations. This staff officer is responsible for preparing an annual budget and for submitting monthly financial statements.

INFORMATION SERVICES (FSO-IS). While the FSO-FN is the monetary book-keeper of the flotilla, the FSO-IS provides data entry of all flotilla activity data.. The FSO-IS is a key player in the Auxiliary Management Information System (AUXMIS).

MATERIALS (FSO-MA). The Auxiliary operates the Auxiliary Center (AUXCEN), and the Coast Guard operates the Auxiliary National Supply Center (ANSC). The FSO-MA, if designated by the Flotilla Commander, orders items from ANSC, such as stationery and Coast Guard training publications which are paid for at the taxpayers expense. The FSO-MA also assists members in purchasing items from the AUXCEN through the District Materials Center, operated by the DSO-MA.

SECRETARY/RECORDS (FSO-SR). The Secretary/Records prepares and distributes the Minutes of all flotilla meetings. The Flotilla Commander may assign other flotilla records for the FSO-SR to maintain, such as rosters and standing rules.

MARINE DEALER VISITOR (FSO-MV). The Marine Dealer Visitor provides boating safety information to marine dealers. Auxiliarists visit specific dealers on a regular basis and supply them with information and Auxiliary public material regarding boating safety, Auxiliary public education courses, and Courtesy Marine Examinations.

For additional information on the organizational structure of the Auxiliary, read the following Sections in Chapter 4 of the *Auxiliary Manual*:

Administrative levels
Staff officers
Election eligibility, Appendix 4-A

COMPLETE THE FOLLOWING QUESTIONS:

- 4-1 The _____ is the basic unit of the Auxiliary. The two elected officers at the flotilla level are the (FC) _____ and the (VFC) _____.
- 4-2 At the division level, the correct acronym for the Division Captain and the Division Vice Captain are _____ and _____.
- 4-3 The correct acronym for the flotilla staff officer is _____, and for the division staff officer, it is _____.
- 4-4 The FSO-MT is the _____ staff officer for _____.
- 4-5 The SO-OP is the _____ staff officer for _____.
- 4-6 The Public Education Officer at the flotilla level is designated by the acronym _____.

CHAPTER - 5

REGULATIONS AND POLICIES

The Auxiliary is a volunteer civilian organization established by Congress and administered by the Coast Guard. Members need to be aware of the organization as intended by the Congress. From these basic laws come the authority of the Commandant to promulgate pertinent instructions and regulations to administer properly the Auxiliary within the framework of the Coast Guard. *Title 14 USC — Coast Guard* provides the basis for authorization of the Auxiliary.

For further information on regulations and policies, read the following Sections of the *Auxiliary Manual*:

Authority excerpts
Communications with other government agencies
Public and political affairs
Privacy and Freedom of Information Acts
Official Business Mail
Taxes
Solicitation/acceptance of funds
Injury or death
Assignment to duty

COMPLETE THE FOLLOWING QUESTIONS:

- 5-1** The laws pertaining to the operations and administration of the Auxiliary are defined in _____.
- 5-2** Official Mail may be used for notices of Auxiliary meetings as well as requests for lodging reservations and conference registration for official meetings. **TRUE FALSE**
- 5-3** Unofficial mail includes mailing personal information between members. **TRUE FALSE**
- 5-4** As a matter of general policy, a roster of names and addresses of Auxiliary members shall NOT be made available to _____.
- 5-5** As a general policy, subject to IRS regulations, tax deductions may be claimed for cost of uniforms and their maintenance. **TRUE FALSE**
- 5-6** *Section 832, Title 14, United States Code* is the authority for compensation of Auxiliarists in the case of _____ or _____.
- 5-7** Auxiliary members may appear before legislative hearings as private citizens; however, they are not authorized to wear the Auxiliary _____ nor in any way indicate they represent the _____ or the _____.

CHAPTER - 6

COAST GUARD and COAST GUARD AUXILIARY SUPPORT & BASIC MATERIALS (SUPPLIES)

AUXILIARY NATIONAL SUPPLY CENTER (ANSC) — Located in Granite City, Illinois, the ANSC is operated by a private concern under contract to the Coast Guard. The ANSC serves as a central stocking point for CG/CG Auxiliary stationery, forms, posters, publications, and manuals. Items appropriate for Auxiliary use are provided, at no cost, to Auxiliary units. The Flotilla Commander (FC) or the Flotilla Materials Staff Officer (FSO-MA) orders materials directly from ANSC.

AUXILIARY CENTER (AUXCEN) — Located in St. Louis, Missouri, the AUXCEN is owned and operated by the Auxiliary members for the sole benefit of supporting Auxiliary members in each district. District Materials Centers are stocked from these supplies, ordered by the District Materials Officers. The AUXCEN stocks all types of accessories and insignia for uniforms and civilian wear. This stock includes all the Auxiliary flags, pennants, burgees, etc. Public education course material is also stocked by the Auxiliary Center. Members cannot order directly; ask your FSO-MA or FC how to order materials supplied by your District Materials Center.

For specific information, read the following sections of Chapter 6 in the *Auxiliary Manual*:

Auxiliary National Materials Center (AUXCEN)[**the Auxiliary Center**]
Auxiliary National Supply Center (ANSC)

COMPLETE THE FOLLOWING QUESTIONS:

- 6-1** Who may order items from the Auxiliary National Supply Center (ANSC)?

- 6-2** Items from the Auxiliary Center (AUXCEN) are available for sale through _____.
- 6-3** Auxiliary insignia, flags, jewelry, and Public Education materials are supplied by the _____
- 6-4** Auxiliary stationery, forms, posters, publications, and manuals are supplied by the _____
- 6-5** You desire a supply of Mission Activity Reports (CGAUX-26). You should contact your _____.

CHAPTER - 7
HUMAN RESOURCES

The Coast Guard Auxiliary is guided by the current equal opportunity policies of the Commandant of the Coast Guard. No person shall be subject to discrimination in the Auxiliary or its programs because of race, color, religion, sex, age, national origin, or disability.

For more detailed information on the programs and resources available to you, read the following Sections in Chapter 7 of the *Auxiliary Manual*:

Civil Rights
Sexual Harassment

COMPLETE THE FOLLOWING QUESTIONS:

7-1 What does the acronym CGAUX/CRC mean? _____

7-2 What is the role of the CGAUX/CRC? _____

7-3 The Sexual Harassment Policy Statement ensures all those engaged in official business with the Coast Guard have the right to an environment free of _____ and _____.

7-4 Any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact which is characteristically of a sexual nature engages in _____
_____.

CHAPTER - 8

MEMBER TRAINING AND QUALIFICATIONS

To enhance the Auxiliarist's competence and professionalism, members should further their training. Member training is considered the "backbone" of the Coast Guard Auxiliary and enables members to contribute fully to Auxiliary activities. Member training is the primary responsibility of the unit training officer. However, the ultimate responsibility for ensuring member training and program participation rests with the flotilla commander. Many members join the Auxiliary to receive advanced training, and the flotilla commander should ensure this opportunity is available.

Be sure your Member Training (MT) officer and Flotilla Commander (FC) are made aware of your areas of interest!!

For information on Auxiliary training opportunities, read the following Sections in Chapter 8 of the *Auxiliary Manual*. In addition, **all** Coast Guard "C" school level training is available to Auxiliarists; access this information through the Coast Guard Auxiliary Internet "Home page"

Training opportunities
Advanced training

COMPLETE THE FOLLOWING QUESTIONS:

- 8-1** The two skill levels in the Boat Crew Qualification program are _____ and _____.
- 8-2** To retain qualification in the Operations Program, the member must meet the requirements for Currency Maintenance every _____ year(s) and be signed off by a QE every fifth year of Currency Maintenance.
- 8-3** In the Boat Crew Qualification Program, the Director of Auxiliary appoints a _____, who approved Boat Crew tasks for the candidates.
- 8-4** Upon completion of the seven Specialty Courses, a member receives the _____ designation.
- 8-5** To be eligible to receive Coast Guard Patrol Orders, you must be qualified as a _____.
- 8-6** To become qualified as an Instructor, a member must complete the _____ Course.

CHAPTER - 9

REIMBURSEMENT OF AUXILIARISTS

As Auxiliarists, we receive no pay. In addition, most of our expenses are not reimbursed by the Auxiliary or the Coast Guard. For example, we don't receive any funding for travel to flotilla meetings or to other local activities. As you become more involved with the organization, you will learn there are some instances where reimbursement is made. If you are issued Coast Guard orders to temporary additional duty (TAD), or you are given reimbursable patrol orders for your boat, you will be allowed certain expenses, which will be described at the time you get your orders. Some orders, however, are termed "non-reimbursable." Read the section on different "orders" carefully.

Part of the material in Chapter 9 of the *Auxiliary Manual* will only apply when you become active in one of the programs, such as on-the-water operations. However, the chapter also discusses "Minor Damage and Loss claims," and other material of interest to even the newest member.

For more information, read the following Sections in Chapter 9 of the *Auxiliary Manual*:

Applicability
Orders
Claims

COMPLETE THE FOLLOWING QUESTIONS:

- 9-1** Reimbursement for Auxiliary travel is to be consistent with Federal Travel Regulations (FTR) for _____ employees.
- 9-2** To be eligible for reimbursement for travel, the Auxiliarist must be traveling on _____ issued by an appropriate Coast Guard official.
- 9-3** To file a claim for minor damage or loss, the member must use the proper form and include a statement explaining _____.

CHAPTER - 10

UNIFORMS

All Auxiliarists are authorized and encouraged to wear the various Auxiliary uniforms. Members must wear a uniform when participating in many programs and activities. For detailed information on uniforms, read Chapter 10 in the *Auxiliary Manual*. For a brief description of the uniforms a new member might wear, refer to the following Sections:

- Basic description
- Procurement
- When required
- Service Dress Blue Bravo
- Winter Dress Blue
- Tropical blue
- Winter & Summer Undress Blue
- Undress Blues / Working
- Blue Blazer

COMPLETE THE FOLLOWING QUESTIONS:

- 10-1** The Winter Dress Blue uniform may be authorized or prescribed as a substitute for the _____ uniform.
- 10-2** Soft or enhanced shoulder boards are worn on the shirt with the _____ Uniform, and the _____ uniform.
- 10-3** Name three situations when a uniform is most commonly required.
- A. _____
 - B. _____
 - C. _____
- 10-4** The Summer Undress Blue Bravo (working) uniform is worn for _____ and _____.
- 10-5** Members may order uniforms by mail from the Coast Guard _____ in Cape May, New Jersey.
- 10-6** Coast Guard officer uniforms and Auxiliary uniforms are very similar except for the color of the _____ and _____. The color on the Coast Guard officer=s uniform is _____, and on the auxiliary uniform it is _____.

CHAPTER - 11

AUXILIARY MEMBER RECOGNITION

Auxiliary members, being volunteers, receive no direct compensation for the many hours of time and effort they donate to the Coast Guard. The recognition of an Auxiliarist's service, through the presentation of timely and appropriate awards, is essential to the success of the Auxiliary program. In many respects, the recognition received through these awards can be considered a "paycheck." The service and actions of the Auxiliarists should receive the appropriate recognition and awards to the maximum extent possible.

For general information, read Chapter 11 in the *Auxiliary Manual*. More specifically, refer to the following Sections:

Award of Operational Merit
Award of Administrative Merit
Award of Merit
Auxiliary Humanitarian Service Award
Making a Recommendation
Specialty Recognition
Auxiliary Program Ribbons
Auxiliary Service Awards

COMPLETE THE FOLLOWING QUESTIONS:

11-1 The Coast Guard Sustained Auxiliary Service Award is given to Auxiliarists who have contributed a total of _____ hours of Auxiliary Service.

11-2 Auxiliary Program Ribbons are awarded in three areas of service. These programs are _____, _____, and _____.

11-3 Who can recommend that a member be considered for an award?

CONCLUSION

In a short period of time you have learned what the members of a flotilla do as a group, how we fit into the larger picture of the Auxiliary, and what it takes to become a contributing member. Each flotilla requires its members to be **ACTIVE** and not just joiners!

There are several items you should consider before filling out the Enrollment Application:

1. Do you understand the monetary investment in terms of dues, uniforms, and possibly equipment for operations?
2. Are you willing to attend and to become involved in flotilla meetings?
3. Will you consider taking advantage of the training available to you in order to enhance your knowledge of boating safety, as well as your contribution to the flotilla activities?

If your answer is “Yes, yes, and yes,” then we need you; we need your involvement, and we are looking forward to your membership!

WHERE YOU GO FROM HERE?

You will be scheduled for a short examination at your earliest convenience. The format is multiple-choice. For each question, you will be provided with four possible choices from which to select the correct answer. This test is an open-book one, but don't make the mistake of not preparing for it. The idea is not just to pass a test; rather, it is to be certain you are familiar with the information a new Auxiliarist needs to know.

The passing score on this examination is 80%. In other words, you will need to correctly answer 24 or more of the 30 questions. For an open-book exam, that's a reasonable goal. If you are comfortable with the material in your study questions, you should have no problem with the actual examination.

Your completed examination and application will be sent to the Director of Auxiliary, and you should receive your membership card in a short time. In the meantime, plan to attend the activities your flotilla has scheduled. You will be introduced to the various elected and appointed officers who will help you become actively involved.

You are about to enter upon an exciting and rewarding experience. You have an opportunity to serve others in a variety of ways while adding to your own skills. Equally important, however, you are also going to be able to meet a lot of new friends who share your values and interests. It's a lot of fun!

WELCOME ABOARD!

U. S. COAST GUARD AUXILIARY
PROSPECTIVE MEMBER INTERVIEW RECORD

(See Instructions and Privacy Act Statement on back of this form)

INTERVIEWER CHECKS OFF EACH ITEM AS DISCUSSED. INTERVIEWER AND APPLICANT SIGN AND DATE THE FORM. [THIS RECORD MUST BE INCLUDED WITH THE APPLICATION FOR MEMBERSHIP IN THE NM MEMBER PACKAGE SUBMITTED TO DIRAUX FOR APPROVAL.]

APPLICANT NAME : _____

OCCUPATION : _____

HOBBY / INTEREST: _____

FACILITY: BOAT AIRCRAFT RADIO

- 1 **WHAT IS THE AUXILIARY?** • MEN AND WOMEN INTERESTED IN ACTIVELY SUPPORTING THE CIVILIAN COMPONENT OF THE U.S. COAST GUARD. • NOT A YACHT CLUB. • A SERVICE ORGANIZATION COMPOSED OF VOLUNTEERS WITH EMPHASIS ON ACTIVE SUPPORT OF MANY COAST GUARD MISSIONS.
- 2 **WHAT MEMBERS CAN EXPECT FROM THE AUXILIARY.**
TRAINING, NEW SKILLS, FELLOWSHIP, PUBLIC SERVICE, GROWTH IN PERSONAL AND PROFESSIONAL SKILLS. A SENSE OF PRIDE FROM ASSISTING OTHERS.
- 3 **WHAT THE AUXILIARY EXPECTS FROM MEMBERS.** DEDICATION, FELLOWSHIP, PUBLIC SERVICE, PROFESSIONAL CONDUCT AND PARTICIPATION.
- 4 **IMPORTANCE OF PROFESSIONAL CONDUCT IN ALL ACTIVITIES.**
• DIRECT REFLECTION ON THE COAST GUARD AND THE AUXILIARY. • NEED FOR SUSTAINING QUALITY PROGRAMS AND MISSIONS. • OFFICIAL COAST GUARD/AUXILIARY ORDERS. • MEMBER TRAINING WITH EMPHASIS ON PROFESSIONALISM • COMPLIANCE WITH CIVIL RIGHTS LAWS.
• INTOLERANCE OF SEXUAL DISCRIMINATION AND HARASSMENT.
- 5 **EVERY MEMBER IS EXPECTED TO PARTICIPATE IN SOME PROGRAM.**
EXAMPLES: PATROLS, CHART-UPDATING, TRAINING, RECRUITING, PUBLIC AFFAIRS, SERVICE AS ELECTED OR STAFF MEMBER AND ATTENDANCE AT FLOTILLA MEETINGS.
- 6 **TRAINING AND QUALIFICATIONS OPPORTUNITIES ARE PROVIDED TO HELP PARTICIPATION IN AUXILIARY PROGRAMS.**
• VESSEL EXAMINERS. • AIR AND SURFACE OPERATIONS. • AUXILIARY SPECIALTY COURSES. • RADIO OPERATOR. • ICE PATROLS. • WATCHSTANDER. • INSTRUCTOR. • MARITIME ENVIRONMENTAL PATROLS. • NAVIGATIONAL AIDS VERIFIER, MEMBER SERVICES
- 7 **PERSONAL COSTS INVOLVED.** • DUES, • UNIFORMS, • OTHER COSTS.

THE INTERVIEWER HAS DISCUSSED AND EXPLAINED THE ITEMS LISTED ABOVE TO ME. I DESIRE TO BECOME A MEMBER OF THE UNITED STATES COAST GUARD AUXILIARY. I AM WILLING TO ACTIVELY TAKE PART IN TRAINING PROGRAMS AND TO PARTICIPATE IN OTHER AUXILIARY PROGRAMS. I UNDERSTAND THE OBLIGATIONS OF MEMBERSHIP AND WILL ABIDE BY THE POLICIES ESTABLISHED BY THE COMMANDANT, U.S. COAST GUARD.

DATE

SIGNATURE OF APPLICANT

PHONE NUMBER

SIGNATURE OF INTERVIEWER

MEMBER NUMBER

PROSPECTIVE MEMBER INTERVIEW RECORD – CGAUX-2

A. GENERAL - This form is used as a check-off sheet to make certain the prospective member has been informed of the membership opportunities and obligations in the U.S. Coast Guard Auxiliary.

B. APPLICANT'S INFORMATION

1. Enter applicant's name.
1. Enter applicant's occupation.
2. Enter applicant's hobby or interests.
3. Enter applicant's facility status.

C. INTERVIEW SUBJECTS - The following subjects must be discussed in depth and any concerns addressed with the prospective member at this time.

1. What is the Auxiliary?
2. What one can expect from the Auxiliary.
1. What the Auxiliary expects from the member.
2. Importance of professional conduct in all activities.
3. Every member is expected to participate and to contribute in some program.
4. Training and qualifications opportunities are provided to members who participate in Auxiliary programs.
5. Personal costs involved.
6. Your contribution to the Auxiliary.

The record must be dated and signed by the prospective member. The prospective member's telephone number is also required, as are the interviewer's member number and signature.

PRIVACY ACT STATEMENT

In accordance with 5 USC 552a(e)(3), the following information is provided to you when supplying personal information to the United States Coast Guard.

1. **AUTHORITY** which authorized the solicitation of the information: 14 USC Sec 823.
2. **PRINCIPLE PURPOSE(S)** for which information is intended to be used: To establish eligibility for enrollment and a record for the individual in the Auxiliary Management Information System.
3. **THE ROUTINE USES** which may be made of the information: Provide identification, address and personal information to the following: (1) Directors of Auxiliary. (2) Members of the Auxiliary.
4. **WHETHER OR NOT DISCLOSURE** of such information is mandatory or voluntary (required by law or optional) and the effects on the individual, if any, of not providing all or any part of the requested information: Disclosure of this information is voluntary, but failure to provide information will prevent enrollment of the person in the Auxiliary.

DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
CGAUX-32 (4-97)

U. S. COAST GUARD AUXILIARY
ENROLLMENT APPLICATION
(See Instructions and Privacy Act Statement on back of this form)

FLOTILLA NUMBER

SECTION I PERSONAL DATA OF APPLICANT

NAME: LAST, FIRST, MIDDLE INITIAL _____

CHECK MAILING ADDRESS

M
 F

CITY _____

STATE _____

ZIP CODE _____

BOAT PHONE _____ BUSINESS PHONE _____ CELLULAR PHONE _____
HOME PHONE _____ FAX NUMBER _____ PAGER _____

OCCUPATION _____ RETIRED YES NO SOCIAL SECURITY NO. _____ DATE OF BIRTH M M D D Y Y _____ SPOUSE NAME _____

How do you describe yourself? (If you care to do so) Choose only one

- White or Caucasian American Indian or Alaskan Native Black or African American
 Hispanic American Asian American or Pacific Islander

IN CASE OF EMERGENCY THE PERSON TO CONTACT IS:

NAME _____ RELATIONSHIP _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONES: HOME _____ BUS _____ OTHER _____

SECTION II CERTIFICATION OF APPLICANT

I am a U.S. Citizen. YES NO My place of birth is: _____ CITY _____ STATE _____ COUNTRY _____
and if naturalized Date _____ Court location _____ Docket # _____

I have _____ have not _____ been convicted of a violation of any law of the United States, any State, possession or territory, the District of Columbia or the Commonwealth of Puerto Rico classified as a felony. I affirm under the penalties of perjury as to the truth of all the statements contained in this application and authorize verification for the official use of the U.S. Coast Guard or U.S. Coast Guard Auxiliary. I understand that any false statement contained herein is grounds for my disenrollment from the U.S. Coast Guard Auxiliary.

I PLEDGE TO SUPPORT THE U.S. COAST GUARD AUXILIARY AND ITS PURPOSES AND ABIDE BY THE GOVERNING POLICIES ESTABLISHED BY THE COMMANDANT OF THE U.S. COAST GUARD.

SIGNATURE OF APPLICANT DATE

SECTION III FLOTILLA CERTIFICATION AND ATTACHMENTS

APPLICATION TYPE: NEW RE-ENROLLMENT PREVIOUS MEMBER NO. _____

YES NO CGAUX-1 ATTACHED
 YES NO CGAUX-2 ATTACHED
 YES NO PRIVACY ACT STATEMENT READ
(Privacy Act Statement on reverse side)

QUALIFICATION TEST
DATE _____ SCORE _____
 YES NO FACILITY OWNER
 YES NO SPECIAL TRAINING OR EXPERIENCE

RECOMMEND APPROVAL RECOMMEND DISAPPROVAL (If Disapproved state reason on separate sheet of paper and attach)

FLOTILLA COMMANDER SIGNATURE DATE FLOTILLA NUMBER

SECTION IV DIRAUX ENDORSEMENT

MEMBER NUMBER _____ DATE OF ENROLLMENT M M / D D / Y Y _____ BASE ENROLLMENT DATE M M / D D / Y Y _____

APPLICANT IS ACCEPTED AS A MEMBER (Note if application is not accepted, explain in detail on a separate piece of paper and attach)

DIRAUX SIGNATURE DATE

INSTRUCTIONS FOR COMPLETING THIS APPLICATION - CGAUX-32

1. General-Everyone requesting membership in the U.S. Coast Guard Auxiliary must complete this form.
 - a. Read all instructions carefully.
 - b. This form is used to enter new member personal data into AUXMIS.
 - c. Data from this form are reported in detail with the exception of Date of Birth and Social Security Administration Number on the flotilla roster and Member Summary and Status Report.
2. FLOTILLA NUMBER-Enter the seven digit number of the flotilla submitting this application. Completed by the FC/FSO-MR.
3. SECTION I PERSONAL DATA OF APPLICANT-*To be completed by Applicant.*
 - a. LAST NAME-If JR., SR., or Numbers are used, include in this block.
 - b. FIRST NAME AND MIDDLE INITIAL-Enter as normally written.
 - c. CHECK-One of the gender boxes.
 - d. MAILING ADDRESS-Enter current mailing address.
 - e. CITY-Enter name of city where address is located. If residence is outside the United States, also enter country.
 - f. STATE-Use the official two-letter postal code. Leave blank if outside the United States.
 - g. ZIP CODE-Use current five numbers. Add ZIP+4 when known..
 - h. TELEPHONES-Enter area code and telephone number(s).
 - i. OCCUPATION-Enter present occupation or indicate previous occupation, check box as to status.
 - j. SOCIAL SECURITY ADMINISTRATION NUMBER-Enter SSAN(See 1c above).
 - k. DATE OF BIRTH-Enter DOB using MM/DD/YY numeric format, 06/18/30(See 1c above) . Membership eligibility begins at 17 years of age.
 - l. SPOUSE'S NAME-Use spouse's given name-no nicknames.
 - m. ETHNIC GROUP(**Optional**)-Check box which describes your ethnic group.
 - n. EMERGENCY CONTACT-Enter name, address, telephone numbers with Area Codes and contact's relationship.
4. SECTION II CERTIFICATION OF APPLICANT-*To be completed and signed by applicant.*
 - a. CITIZENSHIP-Enter city, state and country of birth. Auxiliary members must be U.S. citizens.
 - b. FELONY CONVICTIONS-Check appropriate answer to conviction statement. A Felony Conviction within the past ten(10) years makes applicant ineligible for membership in the Auxiliary. Felony convictions occurring more than ten(10) years ago may be waived by the Director of Auxiliary and applicant will be contacted for more information. Review application and data to ensure accuracy, then sign using full name and enter date.
5. SECTION III FLOTILLA CERTIFICATION AND ATTACHMENTS-*To be completed by the FC or FSO-MR.*
 - a. APPLICATION TYPE-Check whether applicant is a new member or re-enrolling. If re-enrolling provide previous member number.
 - b. CHECK-OFF LIST-Check all appropriate boxes. Note: If facility owner, submit applicable facility inspection form, Vessel(CG-2736), Radio(CG-2736A) or Aircraft(CG-2736B) with this application. If applicant possesses special training or experience, add information on a separate sheet. If applicant is willing to be trained and participate in any Auxiliary program, this information should be included.
 - c. FLOTILLA COMMANDER RECOMMENDATION-The Flotilla Commander must check appropriate box, sign and date application. If disapproval is recommended, the reason(s) must be stated on a separate sheet. If applicant is willing to be trained and participate in any Auxiliary program, this information should be included.
6. SECTION IV DIRAUX ENDORSEMENT-*To be completed by the Director of Auxiliary.*
 - a. Enter the new member number, date of enrollment and base enrollment date (MM/DD/YY). Sign and date.
 - b. If disapproved, reason(s) must be stated on a separate sheet of paper and attached to the application. A letter explaining the reason(s) for disapproval is sent to the applicant, with a copy to the Flotilla Commander.

PRIVACY ACT STATEMENT

In accordance with 5 USC 552(a)(e), the following information is provided to you when supplying personal information to the United States Coast Guard.

1. AUTHORITY which authorized the solicitation of the information: 14 USC Sec 823.
2. PRINCIPAL PURPOSE(S) for which information is intended to be used: To establish eligibility for enrollment and a record for the individual in the Auxiliary Management Information System.
3. THE ROUTINE USES which may be made of the information: Provide identification, address and personal information to the following: (1) Directors of Auxiliary. (2) Members of the Auxiliary. (3) Coast Guard Institute. (4) NOAA.
4. WHETHER OR NOT DISCLOSURE of such information is mandatory or voluntary(required by law or optional) and the effects on the individual, if any, of not providing all or any part of the requested information: Disclosure of this information is voluntary, but failure to provide information will prevent enrollment of the person in the Auxiliary.

DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
CGAUX-26 (4-97)

**U. S. COAST GUARD AUXILIARY
ACTIVITY REPORT - MISSION**

MISSION DATE

M M	D D	Y Y

SECTION I TYPE OF MISSION (Check one box only)

<p>TRADITIONAL MISSIONS</p> <input type="checkbox"/> 01 SAFETY PATROL <input type="checkbox"/> 02 REGATTA PATROL <input type="checkbox"/> 03 CHART UPDATE PATROL <input type="checkbox"/> 04 PE INST (NO STATE OR YOUTH COURSES) <input type="checkbox"/> 06 MT INSTRUCTOR MISSION <input type="checkbox"/> 07 CG OPERATIONAL SUPPORT <input type="checkbox"/> 08 CG ADMIN SUPPORT <input type="checkbox"/> 09 AIM MISSION <input type="checkbox"/> 10 PUBLIC AFFAIRS MISSION <input type="checkbox"/> 11 MARINE DEALER VISITS <input type="checkbox"/> 12 PE INST (STATE & YOUTH COURSES) <p>OTHER MISSIONS</p> <input type="checkbox"/> 90 RAP MISSION <input type="checkbox"/> 91 CME/PWC/UPV/CFV <input type="checkbox"/> 92 AUXMIS II DATA ENTRY <input type="checkbox"/> 93	<p>SURFACE OPERATIONS MISSIONS</p> <input type="checkbox"/> 20 RADIO WATCHSTANDER <input type="checkbox"/> 21 OFFICER OF THE DAY DUTIES <input type="checkbox"/> 22 OPS TRAINING MISSION <input type="checkbox"/> 23 B-2 ALERT SAR STANDBY <input type="checkbox"/> 24 B-0 ALERT SAR STANDBY <input type="checkbox"/> 25 SAR CALLOUT <input type="checkbox"/> 26 CG CREW AUGMENTATION <input type="checkbox"/> 27 ELT MISSION <input type="checkbox"/> 28 MEP MISSION <input type="checkbox"/> 29 AUXILIARY RADIO NET MISSION <input type="checkbox"/> 30 AIDS TO NAV. MISSION - FEDERAL <input type="checkbox"/> 31 AIDS TO NAV. MISSION - PRIVATE <input type="checkbox"/> 32 BRIDGE <input type="checkbox"/> 33 PWC PATROL <input type="checkbox"/> 34 <input type="checkbox"/> 35	<p>AGENCY SUPPORT MISSIONS</p> <input type="checkbox"/> 41 FEDERAL AGENCIES <input type="checkbox"/> 42 STATE AGENCIES <input type="checkbox"/> 43 LOCAL AGENCIES <input type="checkbox"/> 44 <input type="checkbox"/> 45 <p>AIR OPERATIONS MISSIONS</p> <input type="checkbox"/> 50 SAR MISSION <input type="checkbox"/> 51 ELT MISSION <input type="checkbox"/> 52 MEP MISSION <input type="checkbox"/> 53 ICE OPS MISSION <input type="checkbox"/> 54 LOGISTICS MISSION <input type="checkbox"/> 55 TRAINING MISSION <input type="checkbox"/> 56 <input type="checkbox"/> 57 <p>ENVIRONMENTAL MISSIONS</p> <input type="checkbox"/> 71 ENFORCEMENT OF LAWS & TREATIES <input type="checkbox"/> 72 MARINE ENVIRONMENTAL PROTECTION
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SECTION II SUPPORT INFORMATION (Area with shaded border need only be completed for OPS Missions)

LOCATION

NO. ASSISTS	PATROL ORDERS	WATERS
	1 REIMB. 2 NONREIMB.	1 NAVIGABLE 2 STATE
TYPE FACILITY		FACILITY ID
1 VESSEL 2 RADIO 3 AIR 4 OTHER _____		

SECTION III MEMBER INFORMATION (Area with shaded border need only be completed for Air Missions)

MEMBER NUMBER	LAST NAME	ROLE	HOURS			
			DAY	NIGHT	PREP TRAVEL	TRAINEE
		1. LEAD				Y or N
		2. ASSIST				Y or N
		2. ASSIST				Y or N
		2. ASSIST				Y or N
		2. ASSIST				Y or N
		2. ASSIST				Y or N
		2. ASSIST				Y or N
		2. ASSIST				Y or N
		2. ASSIST				Y or N
		2. ASSIST				Y or N
		2. ASSIST				Y or N
		2. ASSIST				Y or N

REMARKS

MEMBER SIGNATURE: _____ Date _____

REPORT NUMBER

NOTE: USE MEMBER ACTIVITY REPORT (CGAUX-31) FOR OTHER MISSIONS

ACTIVITY REPORT-MISSION - CGAUX-26

A. GENERAL

1. The Activity Report-Mission (CGAUX-26) replaces the Mission-Hour Card (CG 4947) used to report hours of activity on a particular mission.
2. The Activity Report-Mission lists multi-missions in Section I and multi-member listings in Section III. However, *only one type of mission* and the participating members for that mission are to be reported for *one calendar day*. This entry *does not* mean a member cannot participate in more than one mission or mission type per day. Simply, each type of mission completed for that day is reported on a separate Activity Report-Mission form.

The total number of hours per member on a mission, plus preparation and travel time cannot exceed 24 hours in any one-calendar day.
3. The activity reported on this form is entered into each member's record. The numbers listed in Section III as Role/Lead are credited toward the individual as well as the flotilla's objectives. All entries entered as Role/Assist are credited to individual records and are used to achieve individual goals or objectives.
4. When more than one member participates in a mission, only the Role/Lead member should complete and sign the form. If additional space is needed, a second CGAUX-26 should be submitted and attached to the first one. If a second report is submitted, the Role/Lead member must not be repeated on the second "or subsequent" report.
5. There are three categories to report the actual time required to complete a mission on the Activity report-Mission. Round off all time entries to whole hours.
 - a. MISSION TIME -The time spent on the actual mission.
 - (1) DAY-All mission hours are entered under this category, except as those listed below.
 - (2) NIGHT-Only night, as defined by Air Operations Policy, Air Operational hours are to be entered under this category.
 - b. PREPARATION TIME-The time taken to prepare for the mission.
 - c. TRAVEL TIME-The travel time required to get to the mission location and, after completing the mission, the travel time to return home.

B. DATE-Enter the mission's actual date. The date format to be entered is: MM/DD/YY, April 29, 1996 as 04/29/96.

C. SECTION I -TYPE OF MISSION-Mark the appropriate box for the type of mission being reported.
Only ONE BOX may be checked for this entire section.

TRADITIONAL MISSIONS

- 01 SAFETY PATROL - Time spent on an underway mission conducted under Coast Guard orders with an Auxiliary Operational Facility and a qualified Auxiliary Coxswain and Crew (either Auxiliary, Active Duty or Reserve). Coxswain hours are reported as "1. Lead" and Crew hours are reported as "2. Assist".
- 02 REGATTA PATROL - Time spent on an underway mission for an organized regatta conducted under Coast Guard orders with an Auxiliary Operational Facility and a qualified Auxiliary Coxswain and Crew (either Auxiliary, Active Duty or Reserve). See Category 01 for line entries.
- 03 CHART UPDATE PATROL - Time spent on an underway mission for the purpose of verifying the accuracy and completeness of information published on charts and related navigation publications conducted under Coast Guard orders with an Auxiliary Operational Facility and a qualified Auxiliary Coxswain and Crew (either Auxiliary, Active Duty or Reserve). See Category 01 for line entries.
- 04 PE OTHER THAN STATE/YOUTH - Hours spent as head instructor for approved Public Education classes, other than State and Youth Courses. (See category 12 for State/Youth.) The Lead Instructor must be qualified and listed on the "1. Lead" line. Aides and Assistants do not have to be qualified. Do not enter a name on the "1. Lead" line if a guest instructor is used.
- 05 NOT USED

TRADITIONAL MISSIONS (Continued)

- 06 MT INSTRUCTOR MISSION - Hours spent as head/lead instructor for any Member Training activity, including specialty courses, boats crew training, and basic qualification classes. See Category 04 for line entries. Exception: Qualification Examiners' hours providing boat crew training is reported as Category 22.
- 07 CG OPERATIONAL SUPPORT - A service provided to operational Coast Guard units in support of Coast Guard programs, except those missions specified elsewhere in Mission types (i.e. WS, DOD) and "training" for same. This mission does not involve the movement of an Auxiliary Facility. An Operational Support Mission (OSM) does not normally require a qualification.
- 08 CG ADMINISTRATIVE SUPPORT - Provide support to the Coast Guard in areas *other* than operations or recruiting. Must be authorized and can be either ashore or aboard a Coast Guard boat or cutter. Assigned duty could be administrative or clerical.
- 09 AIM MISSION - A scheduled activity directly relating to the recruitment of Coast Guard personnel. All public appearances in support of the Auxiliary's Academy Introduction Mission (AIM). Time spent interviewing, counseling, or selecting an AIM candidate. Missions must be performed in proper uniform.
- 10 PUBLIC AFFAIRS MISSION - Hours spent promoting the Coast Guard, Coast Guard Auxiliary or Coast Guard Reserve. Writing a news story or a magazine article, composing a display advertisement announcing a Public Education class or CME station, or writing copy for a Radio/TV program. Stories must be published and programs must be "aired" in order for the hours to be reportable. CME Station Time is reported in this category.
- 11 MARINE DEALER VISITS - Hours spent participating in the Marine Dealer Visitation Program by qualified Auxiliarists. A separate report must be made for each visit.
- 12 STATE AND YOUTH COURSES - Hours spent as head instructor for approved State Public Education classes and for Youth courses. See Category 04 for line entries.

SURFACE OPERATIONS MISSIONS

- 20 RADIO WATCHSTANDER - Hours spent as a qualified watchstander at a Coast Guard or Auxiliary fixed land or land mobile facility, when specifically requested by the Coast Guard. Wearing a beeper is not reportable. Only on operator is reportable per radio.
- 21 OFFICER OF THE DAY DUTIES - Hours spent as qualified Officer Of The Day at a Coast Guard facility either ashore or afloat.
- 22 OPS TRAINING MISSION - Hours spent on training missions involving operations. See Category 04 for line entries.
- 23 B-2 ALERT SAR STANDBY - Time spent as available under Coast Guard orders within two hours for call out with an Auxiliary Operational Facility with a qualified Coxswain and Crew. Coxswain hours are reported as "1. Lead" and Crew hours are reported as "2. Assist".
- 24 B-0 ALERT SAR STANDBY - Time spent standing by under Coast Guard orders with an Auxiliary Operational Facility with a qualified Coxswain and Crew for immediate call out. See Category 23 for line entries.
- 25 SAR CALL OUT - Time spent on a Search and Rescue call out involving surface or communication facilities. See Category 23 for line entries.
- 26 CG CREW AUGMENTATION - Time spent serving as a qualified crew on Coast Guard, *not* Auxiliary vessels. All time is reported as "2. Assist" only.
- 27 ELT SUPPORT MISSION - Enforcement of Laws & Treaties. Time spent providing surface support of a Coast Guard law enforcement mission such as transportation of law enforcement personnel or authorized intelligence gathering. See Category 23 for line entries.
- 28 MEP MISSION - Time spent providing surface support to the Coast Guard in the area of Marine Environmental Protection. See Category 23 for line entries.
- 29 AUXILIARY RADIO NET MISSION - Hours spent maintaining Coast Guard authorized Auxiliary radio nets and call outs requested by the Coast Guard.

SURFACE OPERATIONS MISSIONS (Continued)

- 30 AIDS TO NAVIGATION MISSION-FEDERAL - Any time spent providing service to the Coast Guard in servicing Federal Aids to Navigation as outlined in COMDTINST 16500.16a. See Category 23 for line entries.
- 31 AIDS TO NAVIGATION-PRIVATE - Hours spent in support of Private Aids to Navigation Program as outlined in COMDTINST 16500.16a. See Category 23 for line entries.
- 32 BRIDGE ADMINISTRATION - Time spent inspecting bridges as requested by the Coast Guard. See Category 23 for line entries.
- 33 PWC PATROL - Time spent on authorized Personal Water Craft (PWC) patrols.
- 34 NOT USED 35 NOT USED

AGENCY SUPPORT MISSIONS

- 41 FEDERAL AGENCIES - Hours spent providing non-operational support to other federal agencies, such as Customs, Corps of Engineers and NOAA, as requested and authorized by the Coast Guard.
- 42 STATE AGENCIES - Hours spent providing support to state agencies, such as the Department of Natural Resources, State Police and Marine Patrols, as requested and authorized by the Coast Guard.
- 43 LOCAL AGENCIES - Hours spent providing support to local agencies, such as local police, sheriff's offices, fire/rescue and Harbormasters, as requested and authorized by the Coast Guard.
- 44 NOT USED 45 NOT USED

AIR OPERATIONS MISSIONS

- 50 SAR MISSION - Time spent on a Search and Rescue call out for air support. Includes the air equivalent to a vessel safety patrol. Pilot hours are reported on "1. Lead" line and Crew hours are reported on "2. Assist" line.
- 51 ELT SUPPORT MISSION - Enforcement of Laws & Treaties. Time spent on air support of a Coast Guard law enforcement mission such as transportation of law enforcement personnel or authorized intelligence gathering. See Category 50 for line entries.
- 52 MEP MISSION - Time spent in air support to the Coast Guard in the area of Marine Environmental Protection. See Category 50 for line entries.
- 53 ICE OPERATIONS MISSION - Time spent providing air support to the Coast Guard in the area of ice patrol operations. See Category 50 for line entries.
- 54 LOGISTICS MISSION - Hours spent in the logistical transportation of personnel. Must be authorized and conducted under Coast Guard orders. See Category 50 for line entries.
- 55 TRAINING MISSION - Hours spent on training missions involving air operations. See Category 50 for line entries.
- 56 NOT USED 57 NOT USED

ENVIRONMENTAL MISSIONS

- 71 ENFORCEMENT OF LAWS & TREATIES - Enforcement of Laws & Treaties. Time spent providing support to a Coast Guard law enforcement mission which does *not* involve the movement of an Auxiliary facility.
- 72 MARINE ENVIRONMENTAL PROTECTION - Time spent providing support to the Coast Guard in the area of Marine Environmental Protection which does *not* involve the movement of an Auxiliary facility.

OTHER MISSIONS

- 90 RAP MISSION - Scheduled hours spent participating in the Coast Guard Recruiting Assistance Program (RAP).
- 91 CME/PWC/UPV/CFV - Hours spent by qualified examiners in the following marine examination programs: Courtesy Marine Examination; Personal Water Craft; Uninspected Passenger Vessel; and Commercial Fishing Vessel. A vessel Examination Form (CGAUX-29) must also be submitted.
- 92 AUXMIS II DATA ENTRY - Time spent entering data into the AUXMIS II computer system.
- 93 NOT USED

D. SECTION II SUPPORT INFORMATION

- 1. LOCATION-Enter city, state or body of water for mission location. Include Mile Number's for river operation.

The following information is entered for Operational Missions only. (Shaded Area)

- 2. NO. ASSISTS-Enter number of assists provided during mission.
- 3. PATROL ORDERS-Circle whether orders are Reimbursable or Nonreimbursable.
- 4. WATERS-Circle whether waters are classified as Navigable or State.
- 5. TYPE FACILITY-Circle type of facility used on this mission.
- 6. FACILITY ID-Enter the facility ID numbers.

E. SECTION III-MEMBER INFORMATION

- 1. MEMBER NUMBER-Enter the member number of each Auxiliarist who participated in this mission. *The first line should be the LEAD MEMBER for this mission, (i.e. Coxswain, Lead Instructor, Pilot in Command.)*
- 2. LAST NAME-Enter each member's last name and their initials.
- 3. ROLE-Already completed. *(Lead is for the Head Instructor, Patrol Coxswain or Pilot.)*
- 4. HOURS-Enter whole hours only for the following categories:
 - a. DAY-Enter the total actual hours on this mission. For Air Ops Mission, use daylight hours only.
 - b. NIGHT-Enter night hours only for an AIR OPS Mission.
 - c. PREP-Enter mission preparation time for this mission.
 - d. TRAVEL-Enter the travel time from home to where the mission starts and ends and return to home.
 - e. TRAINEE-Circle members listed on the mission, if they are present in a trainee status.
- 5. REMARKS-Use this space to enter any additional other relevant mission information pertaining to this mission. Put Patrol Order Number in this section.
- 6. MEMBER SIGNATURE-Signature of the LEAD Member submitting this form. Enter date member signed form.
- 7. REPORT NUMBER-Member should number reports consecutively for the calendar year and in accordance with district policy.

MEMBER ACTIVITY REPORT - CGAUX-31

A. GENERAL-This form is used to record hours spent on Auxiliary activities not reportable on CGAUX-26, Activity Report-Mission.

B. SECTION TYPE OF MISSION-All time reported on this form will be Mission Type 99, which is already completed.

1. MEMBER NUMBER-Enter your 10-digit member number.
2. NAME-Enter your full name as currently listed in AUXMIS.

C. SECTION II-MISSION INFORMATION

1. DATE-Enter the date you performed the mission/activity (MM/DD/YY, 01/10/97).
2. TYPE/LOCATION OF MISSION-Briefly state the type and location of Auxiliary related missions/activities *otherwise reported* on the Mission Activity Report, CGAUX-26. Examples of types of mission/activity hours reported are, but not limited to, the following:
 - a. Time spent attending all levels of Auxiliary meetings.
 - b. Time spent attending all Auxiliary Workshops and Training sessions.
 - c. Time spent performing Elected & Staff Officer duties.
 - d. Time spent performing Auxiliary Committee duties.
 - e. Time spent coordinating activities with other agencies/organizations.

**Time spent includes; Mission, Preparation & Travel as stated in the next paragraph.*

3. HOURS-The actual time spent performing a particular mission/activity; time is entered in whole hours, rounded to the nearest hour (Less than 30 minutes = zero).
 - a. Mission-Enter the actual time spent on the mission/activity.
 - b. Preparation-Enter the time spent preparing for the mission/activity.
 - c. Travel-Enter travel time from home to the mission/activity and return.
 - d. Total-Enter the total time accumulated for this particular mission/activity.
4. 24 HOUR MISSION/ACTIVITY-For this report only, when an Auxiliarist spends time on a mission/activity which lasts over 24 hours, all mission/activity, preparation and travel hours are reportable from the time the Auxiliarist leaves home until returning home again. Time spent sleeping or attending social functions is not reportable. National School, National and District meetings, workshops and training sessions that last several days, are some examples of when an Auxiliarist would report total time spent. When an Auxiliarist participates in a mission/activity and leaves and returns home on the same day, only the time spent away from home on the mission/activity would be reported.
5. TOTAL HOURS (CANNOT EXCEED 99 HOURS)-Enter the sum of the total hours column.
6. MEMBER'S SIGNATURE-Sign your name as entered on the form.
7. REPORT NUMBER-Forms should be consecutively numbered for the year. (001, 002, etc.)

DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
CGAUX-33 (4-97)

U. S. COAST GUARD AUXILIARY
CHANGE OF MEMBER INFORMATION

PRESENT MEMBER INFORMATION (Always complete this line)

MEMBER NUMBER

NAME: LAST, FIRST AND MIDDLE INITIAL

ENTER ONLY THE CHANGE INFORMATION BELOW THIS LINE

NAME: LAST, FIRST AND MIDDLE INITIAL

SPOUSE NAME

ADDRESS: STREET

CITY

STATE ZIP

PHONES: 1. H: () 2. B: () EXT. 3. FAX ()

4. BOAT () 5. PAGER () 6. CELL () 7. EMAIL

MAIL

NATIONAL

DISTRICT

DIVISION

FLOTILLA

LIST:

ADD

DELETE

ADD

DELETE

ADD

DELETE

ADD

DELETE

IN CASE OF EMERGENCY THE PERSON TO CONTACT IS:

NAME RELATIONSHIP

CITY STATE ZIP

PHONES: H: B: CELL:

OCCUPATION:

MEMBER SIGNATURE

DATE

REPORT
NUMBER

CHANGE OF MEMBER INFORMATION - CGAUX-33

- A. GENERAL**-This form is used to enter permanent changes to a member's personal information on record with the U.S. Coast Guard Auxiliary.
- B. PRESENT MEMBER INFORMATION**-*This line must always be completed.* Enter your *present* Auxiliary member number and name *exactly* as it appears in the Quarterly Roster or Annual Member Summary and Status Report.
- C. ONLY FILL IN THE INFORMATION REQUIRING CHANGES IN THE FOLLOWING BLOCKS.** If the information is not to be changed, leave the block or box blank; If information is to be deleted, write "delete" in the appropriate box.
1. **LAST NAME**-If JR., SR. or Numerals are used, include them in this block.
 2. **FIRST NAME AND MIDDLE INITIAL**-Enter normal as written,(Jo Ann M., Maryann R., etc.).
 3. **SPOUSE'S NAME**-Use spouse's given name, **no** nicknames. If not applicable, enter N/A.
 4. **STREET**-Enter *new* street or P.O. Box address.
 5. **CITY**-Enter *new* city where street or P.O. Box is located. Enter the country after city if the residence is outside the United States.
 6. **STATE**-Enter *new* official two-letter postal designation. If residence is outside the United States-leave blank.
 7. **ZIP**-Enter *new* five number ZIP code, plus ZIP+4, if known (63128-1903).
 8. **TELECOMMUNICATIONS**-Enter any *new* telephone numbers and E-mail addresses or "delete" to remove.
 9. **MAIL LIST**-Check the appropriate box to *change* whether to Add/Delete mail from the indicated Auxiliary level.
 10. **EMERGENCY CONTACT**-Enter new name, address, telephone number with Area Code and relationship of person to be contacted.
 11. **OCCUPATION OR STATUS**-Enter *new* occupation or status.
 12. **SIGNATURE AND DATE**-Signature as normally written and date.
 13. **REPORT NUMBER**-Consecutively number for your reference.(001, 002, etc.)

PRIVACY ACT STATEMENT

In accordance with 5 USC 552a(e)(3), the following information is provided to you when supplying personal information to the United States Coast Guard.

1. **AUTHORITY** which authorized the solicitation of the information: 14 USC Sec 823
2. **PRINCIPAL PURPOSE(S)** FOR WHICH INFORMATION IS INTENDED TO BE USED: To establish eligibility for enrollment and a record for the individual in the Auxiliary Information Management System.
3. **THE ROUTINE USES** which may be made of the information: Provide identification, address and personal information to the following: (1)Directors of Auxiliary. (2)Members of the Auxiliary.
4. **WHETHER OR NOT DISCLOSURE** of such information is mandatory or voluntary(required by law or optional) and the effects on the individual, if any, of not providing all or any part of the requested information: Disclosure of this information is voluntary, but failure to provide information will prevent enrollment of the person in the Auxiliary.