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Homeland Security

United States
Coast Guard



AUXILIARY OPERATIONS PROCESS GUIDE: VOLUME I: - GENERAL/SURFACE Proud Traditions – Worthy Missions



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AUXILIARY OPERATIONS PROCESS GUIDE: VOLUME 1 – GENERAL/SURFACE –
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Subj: AUXILIARY OPERATIONS PROCESS GUIDE: VOLUME 1–
GENERAL/SURFACE

- Ref:
- a. *Auxiliary Manual*, COMDTINST M16790.1 (series)
 - b. *Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)*, COMDTINST M16130.2 (series)
 - c. *Auxiliary Operations Process Guide: Volume II*, AOPG 16798.32 (series)
 - d. *Auxiliary Training Handbook – Aviation*. 16794.53 (series)
 - e. *Auxiliary Operations Process Guide: Volume III*, AOPG 16798.33 (series)
 - f. *Boat Crew Qualification Handbook, Volume 6 – Watchstander –BQH 16115.6 (series)*
 - g. *Vessel Safety Check Manual*, COMDTINST M16796.8 (series)
 - h. *Coast Guard Auxiliary Operational Excellence Program*, COMDTINST 16794.4 (series)
 - i. *Coatings and Color Manual*, COMDTINST M10360.3 (series)
 - j. *Financial Resource Management Manual – Procedures (FRMM-P)*, COMDTINST M7100.4 (series)
 - k. Health, Safety and Work-Life Service Center Technical Directive 2018-015 U.S.
 - l. *Auxiliary Boat Crew Qualification Handbook*, ABQH 16794.52 (series)
 - m. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual Volume I*, COMDTINST M16114.32 (series)
 - n. *Motor Vehicle Manual*, COMDTINST M11240.9 (series)
 - o. *Promulgation of the Navigation Rules and Regulations Handbook*, COMDTINST 16672.2 (series)
 - p. *Auxiliary Paddlecraft Safety Program Handbook*, 16794.11 (series)
 - q. *Pregnancy in the Coast Guard*, COMDTINST 1009.9 (series)
 - r. *Communications Manual*, COMDTINST M2000.3 (series)
 - s. *Auxiliary Training Handbook – Boat Crew*. 16794.51 (series)
 - t. *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series)
 - u. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
 - v. *Mishap Response and Reporting Tactics, Techniques, and Procedures (TTP, CGTTP 1-03.2 (series)*
 - w. *Coast Guard Boat Operations and Training (BOAT) Manual Volume II*, COMDTINST M16114.33 (series)
 - x. *Coast Guard Air Operations Manual*, COMDTINST M3710.1 (series)
 - y. *Coast Guard Claims and Litigation Manual*, COMDTINST M5890.9 (series)

1. PURPOSE.
 - a. This Process Guide prescribes overarching procedures for all Auxiliary operations. It applies to all members of Coast Guard Forces who are involved with Coast Guard Auxiliary operations, including Auxiliarists, and military and civilian personnel.
 - b. Every effort has been made to make this Process Guide useful and applicable to all aspects of Auxiliary operations. In situations where this Process Guide does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification from their reporting senior and advise the Office of Auxiliary and Boating Safety, Commandant (CG-BSX), through their unit's chain of command to clarify the provision in question.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates must comply with the policies contained.
3. AUTHORIZED RELEASE. Internet Release is Authorized.
4. DIRECTIVES AFFECTED.
 - a. Auxiliary Operations Policy Manual, COMDTINST M16798.3D, is hereby canceled.
 - b. Auxiliary Boat Crew Qualification Handbook, 16794.52B, PART 4, Chapter 1 is removed.
5. DISCUSSION. This Process Guide provides guidance to Auxiliary operations. The Process Guide shall be used as a guide for Auxiliary operational missions, planning and requirements. No provision in this Process Guide relieves personnel of their duty to use sound judgment or to take such emergency action as the situation may demand. When the need arises, the Office of Auxiliary and Boating Safety, Commandant (CG-BSX) may issue special instructions or waivers.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard Active Duty and Auxiliary personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES.
 - a. New Process Guide.
 - b. Removed Aviation Operations Annexes
 - c. Removed Telecommunications Operations Annex
 - d. Removed Marine Safety Operations Annex
 - e. Updated Coast Guard office designations.
 - f. Removed all references to the legacy POMS and replaced with AUXDATA II.
 - g. Updated AUXDATA II requirements for Offer for Use forms.
 - h. Added AUXDATA II Patrol orders approved by the OIA, with no mission activity logs, will be canceled by the system automatically 45 days after Patrol date.

- i. Removed Contingency “Pocket” Orders.
 - j. Updated Patrol Order verbal orders authorization requirements.
 - k. Updated reimbursement claim submission for Patrol Order from 30 days to 15 calendar days.
 - l. Updated receipt requirements for patrol orders.
 - m. Added use of Coast Guard assets for completion of qualification as an Auxiliary Boat Crewmember.
 - n. Added use of Coast Guard assets for maintaining annual currency requirements in a non-augmentation role.
 - o. Removed International Search and Rescue school. Replaced with Search Coordination & Execution school.
 - p. Increased time from alcohol consumption to reporting for operations duty from 10 to 12 hours for all facility-related operations.
 - q. Added facility condition statuses to better align with how Boat Forces tracks active duty assets.
 - r. Added disabling casualty list for facilities(boat) and requirements.
 - s. Added restrictive casualty list for facilities(boat) and requirements.
 - t. Added waivers section to include types of waivers, standards, and guidance.
 - u. Updated Personal Protective Equipment (PPE) requirements.
 - v. Removed Order Issuing Authority as Personal Protective Equipment waiver authority.
 - w. Added CO/OIC or Operational Commander as Personal Protective Equipment waiver authority.
 - x. Added Crew Endurance Management (fatigue) standards.
 - y. Updated fatigue standards to better align with Boat Forces current policies and requirements.
 - z. Removed PART 4, Chapter 1 from reference (1) and incorporated into this Process Guide.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Auxiliary and Boating Safety, Commandant (CG-BSX) reviewed this Process Guide and the general policies contained within and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Process Guide will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).

9. **DISTRIBUTION.** No paper distribution will be made of this Process Guide. An electronic version will be located on the Office of Auxiliary and Boating Safety (CG-BSX) SharePoint intranet site: <https://uscg.sharepoint-mil.us/sites/cg-bsx/cgbsx1/SitePages/Home.aspx> and posted on the Chief Director of Auxiliary section of the Coast Guard Auxiliary web site: <https://wow.uscgaux.info/content.php?unit=BX-GROUP>. All web sites in this guide are the most current available. If the cited web link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.
10. **RECORDS MANAGEMENT CONSIDERATIONS.** Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/CG611/SitePages/Home.aspx>
11. **FORMS/REPORTS.** The Coast Guard forms called for in this Instruction are available on the intranet at <https://play.apps.appsplatform.us/play/e/default-369ba0d5-02cb-4d2f-94fd-9212cc24b78c/a/449d74ad-9685-44e3-934b-46c72a05e1a2?tenantId=369ba0d5-02cb-4d2f-94fd-9212cc24b78c&source=portal>
Coast Guard Auxiliary forms can be found at <http://forms.cgaux.org/>

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Captain, U.S. Coast Guard
Chief, Office of Auxiliary and Boating Safety



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CHAPTER 1 Introduction

Introduction

The Auxiliary is an organization of volunteers promoting boating safety and supporting Coast Guard units and missions. The Auxiliary also provides support to state and local agencies and the boating public. The U.S. Coast Guard recognizes and highly respects all Auxiliarists who so generously donate their skills, time, and resources to support the full spectrum of Coast Guard operations and operational support missions. As such, the U.S. Coast Guard takes great pleasure in presenting the Auxiliary Operations Process Guide: Volume 1 to the volunteers of the U.S. Coast Guard Auxiliary.

In this Chapter

This chapter contains the following sections:

Section	Title	Page
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B	How to Use this Process Guide	1-3
C	Purpose	2-1



Section A. Purpose of this Process Guide

Introduction

The Process Guide prescribes procedures and doctrine requirements for Coast Guard Auxiliary, as well as Active duty, in general and surface Auxiliary operations.

In this Section

This section contains the following information:

Title	Page
Procedures	1-2
Updates and Changes to this	1-2

A.1. Procedures

The Process Guide is fashioned to guide Operational Commanders (OCs), Directors of Auxiliary (DIRAUX), Operational Training Officers (OTO), Order Issue Authorities (OIA), Commanding Officers (CO)/Officer in Charge (OIC) and Auxiliary members. This Process Guide is one of a series of Process Guides that support Auxiliary Operations.

In situations where this Process Guide does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification through their Chain of Leadership and Management (COLM) to the Office of Boating Safety and Auxiliary, Commandant (CG-BSX) to clarify the provision in question.

The diverse nature of operations by the Coast Guard Auxiliary also means that this Process Guide cannot and is not intended to cover every contingency that may arise. Ultimately, successful operations require the exercise of good safety practices, sound judgment, risk management, and common sense at all levels of command.

A.2. Updates and Changes to this Process Guide

Proposed changes to this Process Guide shall be submitted to the Office of Boating Safety and Auxiliary, Commandant (CG-BSX-12), via the Response Directorate, thru the requesting members COLM. CG-BSX has ultimate approval authority.



Section B. How to Use this Process Guide

Introduction

Each chapter that follows in this process guide includes its own table of contents which is divided into sections.

In this Section

This section contains the following information:

Title	Page
Chapter Layout	1-3
Warnings, Cautions, and Notes	1-3
Should vs. Shall	1-4
Forms	1-4

B.1. Chapter Layout

- (01) The first page of each chapter includes an *Introduction* and an *In this Chapter*.
 - (02) The first page of each section includes an *Introduction*, an *In this Section*, as applicable.
 - (03) In the left column of each page are block titles, which provide a descriptive word or phrase for the corresponding block of text to the right.
-

B.2. Warnings, Cautions, and Notes

The following definitions apply to “Warnings, Cautions, and Notes” found throughout the Process Guide.

WARNING 

Operating procedures or techniques that must be carefully followed to avoid personal injury or loss of life.

CAUTION !

Operating procedures or techniques that must be carefully followed to avoid equipment damage.

NOTE 

An operating procedure or technique that is essential to emphasize.



B.3. Should vs. Shall

To clarify guidance in this Process Guide revision, the terms “should” and “shall” are applied meticulously, so that, when applied in phrases of direction, “should” indicates a recommended course of action, whereas “shall” indicates a mandatory course of action. Personnel shall consider the full contextual circumstances in any paragraphs that contain these words.

B.4. Forms

Various Coast Guard forms and reports required for Auxiliary operations may be found and printed at: [Auxiliary Forms Warehouse \(cgaux.org\)](http://cgaux.org). This summary does not include forms required for other agencies, such as the FAA, to meet Auxiliary operational standards.

- (01) Vessel Facility Inspection and Offer for Use Form (ANSC-7003)
 - (02) Offer of Radio Use and Inspection (ANSC-7004)
 - (03) Auxiliary Aircraft Facility Inspection and Offer for Use Form (ANSC-7005)
 - (04) PWC Facility Inspection/Offer for Use (ANSC-7008)
 - (05) Mission Activity Report Form (ANSC-7030)
 - (06) Vehicle Offer for Use Form (ANSC-7065)
 - (07) Report of Violation of Radio Regulations or Communications Instructions Form (CG-2861)
 - (08) Offer of Custody and Control to Coast Guard ([APPENDIX C](#))
 - (09) Coast Guard Auxiliary Patrol Orders Form (CG-5132)
-



CHAPTER 2

Purpose

Introduction

This chapter describes the overall purpose of the Coast Guard Auxiliary.

In this Chapter

This chapter contains the following sections:

Section	Title	Page
A	Authority and Purpose of the Auxiliary	2-2



Section A. Authority and Purpose of the Auxiliary

Introduction

The use of the Auxiliary in supporting Coast Guard missions is essential. This section describes the authority and purpose of the Auxiliary in carrying out their roles and responsibilities within the Coast Guard organization.

In this Section

This section contains the following information:

Title	Page
Mission	2-2
Authority	2-2
Operational Use	2-3
Eligibility	2-4
Organization	2-4

A.1. Mission

The mission of Auxiliary operations is to provide operational, logistics, and training support to appropriate Coast Guard programs. 14 U.S.C. § 826 and 831 authorize the Coast Guard to utilize suitably trained Auxiliarists and Auxiliary facilities to carry out this mission

A.2. Authority

In accordance with the provisions of 14 U.S.C. 821(a), the Commandant has delegated authority for Auxiliary administration to other Coast Guard members and to certain Auxiliary leaders (reference (a)). The delegations pertaining to the Auxiliary operations program are stated throughout this process guide. Delegations authorized in this process guide may not be further re-delegated unless expressly authorized herein. Authority delegated to Division Commanders (DCDRs) or Flotilla Commanders (FCs) in accordance with this process guide may only be re-delegated to Vice Division Commander or Flotilla Vice Commanders, respectively, with no further re-delegation authorized.

Auxiliarists are engaged by the Coast Guard primarily in operational or administrative support roles. In accordance with 14 U.S.C. § 831, while assigned to authorized duty to assist, to augment, or to replace Coast Guard personnel in the performance of Coast Guard duties, including while assigned as crew on Coast Guard or Auxiliary vessels, Auxiliarists shall have the same power and authority in execution of those duties as an active duty Coast Guard member assigned or previously assigned to similar duties, except Auxiliarists shall have no direct law enforcement authority.



A.3. Operational Use

The operational use of Auxiliarists and their resources is encouraged and must be exercised within the scope of this process guide.

A.3.a. Command Determination

The use of any Coast Guard resource is a command determination by the responsible Operational Commander. Operational Commanders shall use Auxiliary resources based on their capabilities, limitations, experience, availability, and Coast Guard need.

A.3.b. Resource Assignment

In most cases, unit commanders may use Auxiliary resources only in those areas already authorized by Commandant policy as outlined in this process guide. Using Auxiliary resources outside of this policy must be coordinated through Commandant (CG-BSX). Coast Guard unit commanders may assign Auxiliary resources to authorized missions such as, but not limited to, using:

- (01) Certified auxiliarists as crewmembers on any Coast Guard cutter, aircraft, or boat in any authorized capacity. Auxiliarists may not serve as coxswain unless Chapter 10, Section E, paragraph E.3 applies.
 - (02) Qualified Auxiliarists to train or to assist in training Coast Guard personnel.
 - (03) Qualified Auxiliarists as watchstanders at Marine Safety Offices, Districts, Sectors, Station Operations Centers, Communications Centers, Joint Intelligence Centers, Command Centers, etc.
 - (04) Auxiliary facilities to supplement Coast Guard cutter, boat, air, or communications resources in a multi-mission environment including shore side logistics in support of Coast Guard cutters and aircraft.
 - (05) Auxiliary facilities to provide area familiarization and other mission related transportation for Coast Guard personnel.
 - (06) Individual Auxiliary facilities for duty independent of other Coast Guard resources.
-

A.3.c. Mission Execution

Auxiliary forces are a viable, trusted, security-vetted resource available to Coast Guard Operational Commanders in executing most Coast Guard missions. When consistent with Coast Guard policy, Auxiliary resources shall always be considered as one element of first response. Auxiliary resources should be given first priority for Coast Guard missions when active duty or reserve resources are not available. If Auxiliary resources are not available, then alternative resources (e.g., Civil Air Patrol, local agencies, etc.) may be considered.



A.4. Eligibility

All Auxiliarists may take part in operational activities, subject to meeting security, qualification, certification, and currency requirements. Members who participate in Auxiliary operations programs must first have passed or successfully challenged one of the following:

- (01) Boating Skills and Seamanship (BS&S),
- (02) Sailing Fundamentals (SF),
- (03) About Boating Safety (ABS),
- (04) America's Boating Course (ABC), or
- (05) United States Power Squadron (USPS) Public Boating or Boat Smart courses.

A.5. Organization

Auxiliary members are encouraged to work directly with Coast Guard units at their organizational level via the established local Auxiliary Unit Liaison (AUXLO). In geographic areas without a Coast Guard local unit presence, the cognizant district must ensure the appropriate Operational Commander exercises command and control. Auxiliary operational support of the Coast Guard might include administrative units, such as district offices, headquarters units, training centers, recruiting offices, security centers, etc.



CHAPTER 3 Responsibilities

Introduction

This chapter describes the responsibilities for the following positions.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Responsibilities of Directors	3-2
B	Responsibilities of the Order-Issuing Authority	3-5
C	Responsibilities of Facility Owners	3-7
D	Responsibilities of Facility Operator (Coxswain)	3-9
E	Responsibilities of Auxiliary Staff Officers	3-12



Section A. Responsibilities of Directors

Introduction

This section describes the responsibilities and authority of Directors. The responsibilities and authority contained in this section may only be delegated to other members of the Director’s staff, except as noted in paragraph A.8 of this section.

In this Section

This section contains the following information:

Title	Page
Special Purpose Facilities	3-2
SAR Assistance Policy	3-2
Certifications	3-2
Physical Limitations	3-2
Facility Inspection and Offer for Use Form	3-3
Aviation Program	3-3
Re-Delegation of Authority	3-3

A.1. Special Purpose Facilities

If special purpose facilities are accepted and authorized for use, the Director must publish policy, procedures, or requirements covering such use unless covered by national program requirements. The following areas should be covered:

- (01) Operation (Auxiliary call sign, when use is authorized, operating limitations, setting facility operational limitation standards, etc.).
 - (02) Crew (physical, qualification, and crew numbers, etc.).
 - (03) Equipment (communications, safety, clothing, survival, etc.) as required by operating conditions in each district.
-

A.2. SAR Assistance Policy

The Director must ensure each certified operator is aware of and has access to Reference (b).

A.3. Certifications

The Director must verify both the qualifications of Auxiliarists and their facilities relocating to their district/region prior to certifying those Auxiliarists or accepting their facilities.

A.4. Physical Limitations

The Director must consider any known physical limitations before certifying Auxiliarists for specific operational roles.



**A.5. Facility
Inspection and
Offer for Use Form**

The Director must ensure that the OIA is provided a copy of the appropriate Facility Inspection and Offer for Use Form (see [Chapter 5](#)) for each type of facility.

**A.6. Aviation
Program**

Additional responsibilities for aviation can be found in Reference (c). Working with the District Commodore, the Director must establish a District Aviation Board (DAB) and a Flight Examining Board (FEB), a subset of the DAB. This shall be done in accordance with References (c). and (d). Directors and Air Station Commanding Officers are encouraged to work together to capitalize on the benefits of the Auxiliary squadron concept.

**A.7.
Telecommunication
Program**

See reference (e).

**A.8. Re-Delegation
of Authority**

Directors are authorized to re-delegate any authority contained in this process guide, consistent with district policy, to other members of the Coast Guard or to members of the Auxiliary except the following:

- (01) The authority to accept vessels, aircraft, and radios as facilities may only be delegated to other paid government employees of the Director's staff.
 - (02) The authority contained in paragraph [A.4.](#) of this section to consider physical capabilities when certifying Auxiliarists for specific operational roles may only be delegated to the Operations Training Officer (OTO).
 - (03) The authority contained in [Section J](#) of Chapter 10 to establish policy, procedures, and requirements for the use of operational support equipment may not be delegated.
 - (04) The responsibility contained in [Chapter 4](#) to publish an OPORDER concerning the staffing of any authorized Auxiliary station or Auxiliary detachment may only be delegated to a Coast Guard unit commander.
 - (05) The authority to designate specific Auxiliary aviators to perform aircraft facility inspections may be delegated to the OTO (see reference (c)). This does not authorize an OTO to conduct inspections.
 - (06) The authority to suspend, remove, rescind, or downgrade an Auxiliarist's qualifications or certifications in the operations program may only be delegated to the OTO.
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- (07) The authority to appoint Auxiliarists as members to the DAB or as members to the FEB may not be delegated.
 - (08) The authority to grant a waiver of specific requirements in the Operations Program, unless stated otherwise in Chapter 10, [Section F](#), may only be delegated to the OTO.
-



Section B. Responsibilities of the Order-Issuing Authority

Introduction This section describes the responsibilities of the OIA.

In this Section This section contains the following information:

Title	Page
Auxiliary Capabilities	3-5
Call-Out List	3-5
Orders	3-5
Proper Uniform	3-5
Personal Protective Equipment	3-5
Crew Fatigue	3-5
Operational Limitation Standards	3-6
Navigation Standards Guidance	3-6

B.1. Auxiliary Capabilities The OIA shall become familiar with and utilize Auxiliary capabilities in their respective areas to the maximum extent possible.

B.2. Call-Out List The OIA shall maintain an updated call-out list of qualified Auxiliarists.

B.3. Orders The OIA shall issue orders to Auxiliarists for authorized activities (see Chapter 7, [Section A](#)). As certifying officer, OIAs shall be E-6/GS-7 and above.

B.4. Proper Uniform The OIA shall ensure Auxiliarists are always in the proper Auxiliary uniform when accomplishing operational missions. The wearing of hypothermia protective suits and other personal protective equipment (PPE), when required, constitutes a “proper” uniform.

B.5. Personal Protective Equipment The OIA shall ensure Auxiliarists have appropriate PPE prior to issuance of orders (see Chapter 10, [Section I](#)). For Air Operations see Reference (c).

B.6. Crew Fatigue The OIA shall ensure established crew fatigue standards are observed (see Chapter 10, [Section L](#)). For Air Operations see Reference (c).



**B.7. Operational
Limitation
Standards**

The OIA shall ensure compliance with facility operational limitations established by the Director and apply risk management principles in mission planning and execution. If necessary, the OIA shall establish additional operational limitation standards for the area of responsibility (AOR).

**B.8. Navigation
Standards
Guidance**

OIAs must publish Auxiliary Navigation Standards that include at least the following factors:

- (01) Speed Expectations
- (02) Known Hazardous Areas, and Areas requiring extra caution.

OIAs may include in their Auxiliary Navigation Standards, additional guidance, or requirements from their existing Command Navigation Standards.

OIAs are encouraged to use the applicable sections of the local unit Command Navigation Standards and may incorporate the Auxiliary sections into their existing Navigation Standards.

Auxiliary Facility Operators must read, understand, and operate their facilities in accordance with the OIA's Auxiliary Navigation Standards.



Section C. Responsibilities of Facility Owners

Introduction

This section describes the responsibilities of facility owners.

In this Section

This section contains the following information:

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Facility Inspection Cycle	3-7
Proof of Ownership	3-7
Facility Maintenance	3-7
Significant Changes in Status	3-7
Selling the Facility	3-8
Operational Limitations	3-8
Aborted Missions	3-8

C.1. Facility Inspection Cycle

Facilities, with the exception of radio, shall be inspected annually (see [Chapter 5](#)). For aircraft facility renewal requirements, see Reference (c). For radio facility renewal requirements, see Reference (e).

C.2. Proof of Ownership

A facility owner shall provide the inspector proof of ownership as outlined in [Chapter 5](#). The owner must present this documentation at the initial inspection and at each subsequent inspection.

C.3. Facility Maintenance

A facility owner shall maintain the facility with all required equipment in good working condition.

C.4. Significant Changes in Status

A facility owner of an operational facility shall immediately advise the Director of any significant changes to the offer for use, the non-owner use authorization, the facility, or its associated equipment. The owner must inform the Director of these changes using procedures specified by the Director for that district. The Director's office will then update the facility records in AUXDATA II.

For a non-operational facility, a new inspection shall be submitted and approved for the facility to be assigned operational status. Any required facility updates including non-owner use shall be included in the documentation attached to the next facility inspection to be submitted.



C.5. Selling the Facility

A facility owner shall remove all Auxiliary decals before selling a facility and shall notify the Director upon completion of the sale.

Auxiliary decals can remain on a facility which is sold to another Auxiliarist for use as a facility, as long as, another Offer for Use is entered within 30 days of the sale.

C.6. Operational Limitations

A facility owner shall recommend operational capabilities and limitations on the appropriate Facility Inspection and Offer for Use Form (ANSC-7003, ANSC-7004, ANSC-7005, or ANSC-7065) prior to acceptance as a facility. However, the facility will never be assigned to duty in conditions that exceed the limitations set by the OIA.

C.7. Aborted Missions

A facility owner shall abort a mission when any situation pertaining to the facility or crew may adversely affect the safety of the mission. The facility owner shall immediately notify the OIA of the reason and the action being taken to remedy the situation. Proper risk assessment and management is key to operational success.



Section D. Responsibilities of Facility Operator (Coxswain)

Introduction

This section describes the duties and responsibilities of facility operator (Coxswain).

In this Section

This section contains the following information:

Title	Page
Responsibilities	3-9
Crew	3-10
Orders	3-10
Crew Capability	3-10
Kill Switch	3-10
Crew Fatigue	3-10
Mission Requirements	3-10
Risk Management	3-10
Aborted Missions	3-11

D.1. Responsibilities

The Operator (lead coxswain) is responsible for all aspects of facility operation including those described below. Only the Auxiliarist listed as operator for the facility on a set of orders in AUXDATA II will get the credit as operator for the patrol.

Notwithstanding any other Directives and policies Auxiliary facility operators must:

- (01) Carry out assigned missions following Coast Guard policies, regulations, or orders of the OIA and must meet any additional qualifications specified by the District Commander.
 - (02) Maintain exclusive and total responsibility for the crew and the safe operation of the facility.
 - (03) Operate within the bounds of the orders.
 - (04) The operator of a surface facility must follow the requirements of Chapter 10, [Section B](#) concerning communications and position reporting during a patrol.
 - (05) The operator must be sure the facility properly displays all required flags, decals, and patrol signs (see).
 - (06) The operator must not use unauthorized lights, sirens, flags, or markings and must be sure the facility does not display unauthorized lights, sirens, flags, or markings.
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- (07) The operator should provide the names of all certified crewmembers, crew trainees, and passengers in AUXDATA II prior to the facility's departure. If unable to update certified crewmembers, crew trainees, and passengers in AUXDATA II prior to departure, operator **must notify the OIA** and provide all certified crewmembers, crew trainees, and passengers names to the OIA or OPCON (radio guard) prior to departure.
 - (08) Unless the operator is physically unable to continue the patrol, the designated lead operator shall remain in charge until mission completion.
 - (09) If the operator is physically unable to continue the patrol, the patrol must be aborted, and the OIA or Coast Guard command having tactical control (TACON) must be contacted immediately for further guidance.
-

D.2. Crew

The operator shall ensure at least the minimum number of certified crew is onboard prior to any underway operations (see Chapter 10, [Section E](#)).

D.3. Orders

The operator must ensure the facility is properly equipped and patrol orders have been approved in AUXDATA II prior to order execution (see Chapter 7, [Section A](#)).

D.4. Crew Capability

The operator shall ensure all boat crew members are capable of performing the mission (see Chapter 10, [Section G](#)).

D.5. Kill Switch

Operators shall ensure kill switches are operable and always utilized while underway on vessels so equipped.

D.6. Crew Fatigue

Operators shall comply with crew fatigue standards (see Chapter 10, [Section L](#)).

D.7. Mission Requirements

Operators shall comply with operational mission requirements (see paragraph [D.1.](#) of this section) and operational limitations.

D.8. Risk Management

Operators shall assume responsibility for supervising and safely carrying out the ordered mission in accordance with current Coast Guard policy, team coordination training, and principles of risk management.



**D.9. Aborted
Missions**

Operators shall abort a mission when any situation pertaining to the facility or crew will adversely affect the safety of the mission and cannot be mitigated. The facility operator shall immediately notify the OIA of the reason and the action being taken to remedy the situation.



Section E. Responsibilities of Auxiliary Staff Officers

Introduction

This section describes the responsibilities of Auxiliary Staff officers.

In this Section

This section contains the following information:

Title	Page
Functional Supervision and Oversight	3-12
Directives Compliance	3-12
Aborted Missions	3-13

E.1. Functional Supervision and Oversight

The Flotilla Staff officers, under the supervision and authority of the Flotilla Commander and Vice Flotilla Commander, have functional supervision of their respective operational activities of the flotilla. The FC, as the senior leader in the flotilla, is ultimately responsible for the direct oversight and supervision of applicable Auxiliary operational activities within the flotilla. Division and District Staff officers, under the supervision of their unit elected and appointed leaders, have functional oversight and supervisory authority for Auxiliary operations taking place within their respective programs.

Air Operations is a district level program. Oversight, authority, command, and control responsibilities are specified in Reference c.

E.2. Directives Compliance

Although Auxiliary operational activity requires the issuance of orders by an OIA, Auxiliary Staff officers and unit elected leaders have the responsibility and obligation to ensure Auxiliarists participating in the operations program comply with all appropriate directives. These leaders are the persons with direct knowledge of the Auxiliary operation's program within their units. It is also these leaders' responsibility, together with all Member Training staff officers, to ensure Auxiliarists participating in the operations program are properly certified and maintain their respective currency maintenance requirements. They must also ensure facilities are properly inspected and equipped.



E.3. Aborted Missions

In addition to the operator, Auxiliary Operations Staff officers and unit elected, and appointed leaders have the responsibility and authority to abort any ordered mission. This should be done in the event they become aware of any situation pertaining to the facility or crew that may adversely affect the safety of the mission. The person aborting a mission shall immediately notify the OIA of the reason and the action being taken to remedy the situation. The OIA shall determine whether the mission should proceed with another resource or be canceled. When appropriate, the leader aborting the mission shall report the matter through the COLM to the Director.



CHAPTER 4

Auxiliary Station Establishment Guidance and Adoption of Coast Guard Owned Lighthouses

Introduction

District Commanders, with concurrence from Commandant (CG-BSX), may establish Auxiliary stations, use a decommissioned Coast Guard station as a base of operations for an Auxiliary station or establish detachments in areas where sufficient Coast Guard personnel are not available or when the District Commander deems such action desirable. This chapter provides guidance for the establishment of Auxiliary stations and Auxiliary detachments.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Auxiliary Stations	4-2
B	Auxiliary Detachments	4-5
C	Adoption of Coast Guard Owned Lighthouses	4-7



Section A. Auxiliary Stations

Introduction

The Coast Guard may augment existing Coast Guard stations with Auxiliarists or authorize Auxiliarists to use a decommissioned Coast Guard station as a base of operations for an Auxiliary station. The District Commander may use Auxiliarists to independently staff Auxiliary stations or Auxiliary detachments. When establishing Auxiliary stations or detachments, an OORDER must be promulgated establishing standard operating procedures, staffing (limitations/expectations), and command structure. Additionally, a Notice to Mariners shall be issued indicating operating hours, radio frequencies monitored, and geographic area of the Auxiliary station or detachment. Individual reimbursement for actual necessary operating expenses will follow the guidelines provided in Chapter 7, [Section A](#).

In this Section

This section contains the following information:

Title	Page
Stations	4-2
Local Notice to Mariners	4-2
Prohibited Functions	4-2
Required Actions by the Director	4-3
Required Actions by the Operational Commander	4-3

A.1. Stations

Auxiliary stations may be established to fulfil an operational need within a geographic area where the establishment of a fully manned Coast Guard station is not justified. The mission of an Auxiliary station is to provide service to the boating public utilizing Auxiliary personnel with Coast Guard and Auxiliary resources, which may include a Coast Guard owned boat authorized for Auxiliary use. A key consideration in establishing an Auxiliary station is determining that there are ample resources and sustainable support to meet long-term public expectations.

A.2. Local Notice to Mariners

The Coast Guard must publish a Local Notice to Mariners indicating the geographical area within which the Auxiliary will perform SAR, the radio frequencies guarded, and the dates and hours of operation.

A.3. Prohibited Functions

The Auxiliarist shall not perform any law enforcement or military functions.



**A.4. Required
Actions by the
Director**

The Director must be sure to perform the following:

- (01) Ensure the Coast Guard assigns Auxiliarists only to non-military missions and that Auxiliarists have no implied or actual law enforcement authority. The Coast Guard must limit Auxiliary augmentation of Coast Guard boats to duties that do not include the exercise of direct law enforcement authority.
- (02) Brief unit commanders on Auxiliary capabilities.
- (03) Liaison with the Coast Guard district chief of operations, unit commanders, and involved Auxiliary forces to carry out this policy.
- (04) Process any agreements for use of facilities by Auxiliary stations other than simple license agreements within the authority delegated to the Auxiliary in accordance with current Coast Guard regulations.

**A.5. Required
Actions by the
Operational
Commander**

The Operational Commander must be sure to perform the following:

- (01) Publish an OPORDER concerning the staffing of authorized Auxiliary stations.
- (02) Coordinate with appropriate Coast Guard district staffs to develop an OPORDER when establishing any authorized Auxiliary station. The OPORDER, in addition to other items, must specify the following:
 - i. Standard Operating Procedures.
 - ii. The Auxiliary leader responsible for administrative control - Flotilla Commander, Division Commander, or District Staff officer. The responsibility must fall clearly within the Auxiliary chain of leadership and management, even though the Auxiliary station may have its own command and control structure within the flotilla, division, or district.
 - iii. The Coast Guard unit commander responsible for operational control of all missions performed within the Auxiliary station's area of responsibility (AOR).
 - iv. If authorized, the Coast Guard delegates authority for ordering unscheduled sorties (i.e., Auxiliary station officer-of-the-day, Operations officer, FC, or division commander). Upon launching any sortie or other operational mission, the Auxiliarist authorizing the sortie must immediately notify the appropriate Coast Guard commander.



- (03) Ensure the Coast Guard assigns Auxiliarists only to non-military missions and that Auxiliarists have no implied or actual law enforcement authority. The Coast Guard must limit Auxiliary augmentation of Coast Guard boats to duties that do not include the exercise of direct law enforcement authority.
 - (04) Set up local qualification procedures for communications watchstanding. These procedures must be based on the Reference (f), as modified by the Director to meet local Auxiliary and operational needs. See Reference (e) for policies on communications watchstanders
-



Section B. Auxiliary Detachments

Introduction

District Commanders (with concurrence from Commandant (CG-BSX)) may establish Auxiliary detachments, manned solely by Auxiliarists, using donated or shared facilities such as docking areas, waterfront buildings, boats, and other equipment. However, District Commanders may consider implementing this program only in those areas where sufficient Auxiliary resources exist to sustain a continuous program. Directors and Operational Commanders must be aware that Auxiliary manned units may raise the public’s expectations for “Coast Guard” services.

In this Section

This section contains the following information:

Title	Page
Auxiliarist Participation	4-5
Local Notice to Mariners	4-5
Real Property Licensing Authority	4-5
Required Actions	4-6

B.1. Auxiliarist Participation

Auxiliarists desiring to become a part of this innovative concept must direct their interest through normal channels to the Director.

B.2. Local Notice to Mariners

Upon establishment, the Coast Guard may issue a Local Notice to Mariners, similar to that discussed in [Section A](#) of this Chapter.

B.3. Real Property Licensing Authority

FCs, division commander, district commodores, and the national commodore have the authority to sign licenses for the use of real property. This authority is valid only after review and approval of the license by the Auxiliary District Legal Officer (DLO) or, in the case of the national commodore, after review by the Department Chief - Legal (DC-L). This delegation is limited and does not include the authority to obligate appropriated funds or to establish or disestablish Auxiliary detachments. No Auxiliarist or Auxiliary corporations have the authority to enter into leases for the use of Auxiliary detachments. Proper Coast Guard authority, using the procedures for leasing of real property, must sign agreements for the use of Auxiliary detachment facilities which are beyond the Auxiliary’s license signing authority.



B.4. Required Actions

The required actions for establishing an Auxiliary detachment are the same as those required for an Auxiliary station. (see [Section A](#) of this Chapter)



Section C. Adoption of Coast Guard Owned Lighthouses

Introduction

The Auxiliary may help the Coast Guard in the operation and maintenance of Coast Guard owned and maintained lighthouses and other Coast Guard facilities as specified below. The duties and responsibilities of Auxiliarists (or the Auxiliary adopting unit) and the Coast Guard servicing unit must be clear and comprehensive. Agreements must clearly state the level and type of maintenance and upkeep that the Auxiliary will perform, with safety a cardinal consideration.

In this Section

This section contains the following information:

Title	Page
Auxiliarists vs. Private Citizens	4-7
Policy	4-7

C.1. Auxiliarists vs. Private Citizens

The Coast Guard Auxiliary may not maintain non-Coast Guard owned lighthouses or other Aids to Navigation (ATON) as “Auxiliarists”. Auxiliarists as “private citizens” may assist other organizations in maintaining non-Coast Guard lighthouses.

C.2. Policy

The Coast Guard may assign Auxiliarists and Auxiliary units to provide maintenance, upkeep, minor repairs, and conduct tours of Coast Guard lighthouses or other Coast Guard facilities. The following paragraphs outline the criteria for these adoptions:

C.2.a.1. OPORDER

The responsible primary Coast Guard ATON unit must publish an instruction or operations order (OPORDER) assigning the responsibility for operation and maintenance of lighthouses and other facilities. The instruction or OPORDER, in addition to other items, must clearly outline the level and type of maintenance and repairs the Coast Guard servicing unit and the Auxiliarist(s) (or the Auxiliary unit) will perform.



C.2.a.2. Required Topics

The following topics must be in the instruction or OPORDER:

- (01) Grounds keeping
 - (02) Tour coordination and execution
 - (03) General housekeeping
 - (04) Lens and window cleaning
 - (05) Repairs/painting supervised by the servicing unit
 - (06) Maintenance/safety problem identification and reporting
 - (07) Safety requirements
 - (08) Training requirements
-

C.2.a.3. Additional Items

The instruction or OPORDER must also specify, at a minimum, the following items:

- (01) Required coordination with the Coast Guard servicing unit or group, including provisions for covering necessary expenses.
 - (02) Maintenance requirements, including any requirements for proper preservation and maintenance of any historical site.
 - (03) Equipment and supplies the Coast Guard will provide to the Auxiliarist(s) or Auxiliary unit.
 - (04) Appropriate training necessary, including the proper safety precautions for Auxiliarists working on the facility, as well as any visitors touring the facility.
 - (05) Identification of any safety problems or hazards.
 - (06) Outline guidelines for conducting facility tours.
-

C.2.a.4. Identification Sign

The Coast Guard may authorize an Auxiliary unit that adopts a Coast Guard facility to place a standardized sign at each facility. The sign may identify the Auxiliary unit responsible for operation and maintenance of the facility and the telephone number to contact for information and tour scheduling.



CHAPTER 5

Acceptance of Facilities, Inspections, and Requirements

Introduction

This chapter describes the different types of facilities and ownership. In addition, outlines the requirements for Offer for Use, inspections, and Auxiliary unit vessel requirements.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Facility Ownership	5-2
B	General Facility Inspection	5-6
C	Offer and Acceptance of Facilities (Vessel/PWC)	5-8
D	Coast Guard Custody/Control of Auxiliary Facilities	5-11
E	Auxiliary Unit Vessel Requirements	5-13



Section A. Facility Ownership

Introduction

Facility ownership may fall into any one of the following categories:

- (01) Unit Owned
 - (02) Auxiliarist Owned
 - (03) Government Owned
 - (04) Corporation Owned
 - (05) Partially Auxiliarist Owned.
-

In this Section

This section contains the following information:

Title	Page
Unit Owned Facility	5-2
Auxiliarist Owned Facilities	5-3
Government Owned Facilities	5-3
Facilities Owned by Corporations or Partially Owned by Auxiliarist	5-4

A.1. Unit Owned Facility

An Auxiliary unit-owned facility may be any one of the following:

- (01) A facility purchased by an auxiliary unit for their use.
 - (02) A facility transferred to an auxiliary unit as a gift from a third party or from a corporation controlled by Auxiliarist(s) (after appropriate Coast Guard approval).
 - (03) A Coast Guard boat which is surveyed, and which Commandant (CG-83) has formally transferred to an auxiliary unit.
 - (04) A Commandant (CG-BSX) specifically endorsed; Coast Guard owned boat that is made available for Auxiliary use.
-

NOTE

All boats listed in this paragraph may only be used for Coast Guard or Coast Guard Auxiliary missions authorized in accordance with the provisions of 14 U.S.C. 826 and provided appropriate patrol orders have been issued/authority given by the Coast Guard. These boats may not be used under any other circumstance or for any other purpose.



A.2. Auxiliarist Owned Facilities

Auxiliarists offering a facility for use, including an auxiliary unit vessel, must show proof of ownership during initial and every subsequent facility inspection.

Auxiliarists offering facilities solely owned by a single Auxiliarist (or by spousal combinations) need only show the examiner (either Vessel, Flight or Radio Examiner) their documentation or registration papers during the facility inspection. The Examiner must then annotate the inspection form to show that proof of ownership has been verified.

Auxiliarists offering facilities not solely owned by a single Auxiliarist must submit a copy of the documentation or registration papers along with their completed Offer for Use to the Director. Proper authorization by all owners of the facility being offered for use (see [Section B](#) of this chapter) must be submitted to the Director in one package.

A.3. Government Owned Facilities

The following facility requirements shall be considered to determine acceptance and Auxiliary boat usage.

A.3.a. Facility Acceptance

A Director may accept as facilities those boats, aircrafts, and radio stations owned by any state government or political subdivision thereof provided:

- (01) The owner of the vessel enters an appropriate MOU that fully describes the responsibilities of the owner, the United States, the Coast Guard Auxiliary, and those associated potential liabilities and costs as to the use and operation of the vessel.
- (02) The Chief Director concurs that the offer for use of the governmental vessel is consistent with the operational objectives of the Coast Guard and the Coast Guard Auxiliary.

A.3.b. Coast Guard Owned Facilities

Commandant (CG-BSX) may specifically endorse certain Coast Guard owned boats be made available for Auxiliary use. These boats are Auxiliary unit vessels and are considered as Auxiliary facilities. The facility must meet the requirements outlined in [Section E](#) of this chapter.



A.4. Facilities Owned by Corporations or Partially Owned by Auxiliarist

The Director may accept facilities or special purpose facilities which are partially owned by Auxiliarist(s) or corporations, after considering the following information before acceptance:

- (01) Determine the legal name of the corporation or other owners and that the facility is properly documented or registered under that name.
- (02) For the facility in question, determine the percentage of ownership by either the corporation or the Auxiliarist(s).
- (03) Be presented evidence of an appropriate vote of the board of Directors or stockholders of the corporation or documentation from all of the multiple owners authorizing its offer for use (see [APPENDIX A](#) and [APPENDIX B](#)).
- (04) Refer the Auxiliarist(s) to [APPENDIX A](#) for the format to document the authorization for corporate owned facilities to be used as facilities.
- (05) In the case of multiple owners of a facility, all of the Auxiliary owners must sign the appropriate Offer for Use Form. Non-Auxiliarists who own part of the facility being offered for use must sign an Assent and Authorization Form (see [APPENDIX B](#)).
- (06) The Auxiliarist(s) offering a corporate owned facility or Auxiliary unit vessel for use as a facility must, in addition to other requirements, provide a copy of the registration or documentation that identifies the legal ownership of the facility to the Director.

A.4.a. Legal Considerations

Auxiliarists must be aware the Department of Justice (DOJ) is not likely to provide representation to the corporate owner if someone sues the corporation because of Auxiliary related actions. However, DOJ has not refused to represent individual owners for privately owned facilities under similar circumstances



A.4.b. Acceptance

Acceptance of corporate or multiple-ownership facilities must be as follows:

- (01) Directors may accept facilities owned by corporations which are 100% owned by an individual Auxiliarist (normally for business purposes).
 - (02) Directors may accept facilities owned by corporations with multiple stockholders or members in which Auxiliarists own at least 25% of the stock or at least 25% of the members are Auxiliarists.
 - (03) Directors may accept facilities owned by more than one person which are at least 25% owned by Auxiliarists.
 - (04) Directors must, unless Commandant (CG-BSX) grants a waiver, reject facilities owned by corporations in which Auxiliarists own less than 25% of the stock or less than 25% of the stockholders are Auxiliarists.
 - (05) Directors must, unless Commandant (CG-BSX) grants a waiver, reject facilities owned by more than one person that are less than 25% owned by Auxiliarists.
 - (06) Cases that require a waiver will be subject to scrutiny at the Headquarters level. Directors should consider liability (including third party), conflict of interest, and ethics issues prior to submitting a request for waiver.
-



Section B. General Facility Inspection Requirements

Introduction

This section will detail general requirements inspection for facilities.

In this Section

This section contains the following information:

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Initial and Annual Inspections (Vessel/PWC and Aircraft Only)	5-6
Vessels/PWC	5-6
Aircraft	5-6
Radios	5-6
Reauthorization of Offer for Use	5-7
Updates to an Operational Facility Offer for Use Form	5-7
Orders	5-7
Auxiliary Display	5-7

B.1. Inspection Prior to Coast Guard Custody

Before the Coast Guard assumes custody and control of any Auxiliary facility, the Operational Commander must direct a Coast Guard Officer/Petty Officer or authorized inspector to inspect the facility offered.

B.2. Initial and Annual Inspections (Vessel/PWC and Aircraft Only)

Facilities must be inspected and a new offer for use must be completed on an annual basis. The initial and each renewal inspection must be conducted by an appropriate facility type inspector. Inspectors must report inspection findings on the current version of the correct inspection form for the type of facility on an annual basis.

B.3. Vessels/PWC

See [Section C](#) of this chapter for details on vessel/PWC offer for use and inspection requirements

B.4. Aircraft

See Reference (c) for details on aircraft offer for use and inspection requirements

B.5. Radios

See Reference (e) for details on radio station offer for use and inspection requirements (see NOTE below) and Offer for Use.



NOTE 

Radio equipment permanently installed on operational boats and aircraft is boat/aircraft equipment. The boat or aircraft inspector must report the initial and each annual inspection on the appropriate Offer for Use Form, as appropriate.

B.6. Reauthorization of Offer for Use

To reauthorize a facility, offer for use, the facility owner should create a new facility inspection in AUXDATA II prior to expiration of the current authorization. Any changes in facility, the offer for use, non-owner use, or facility should be included as files attached to the facility inspection using procedures specified by the Director for that district.

The submitted inspection will be approved or rejected by each approver and the Director's office. And the Director's office will then update the facility records in AUXDATA II as needed

B.7. Updates to an Operational Facility Offer for Use Form

Refer to Chapter 3, Section C, paragraph [C.4](#)

B.8. Orders

Patrol orders will not be issued to a facility that does not have a current inspection. The OIA must ensure each facility is currently inspected and displays the appropriate type of facility decal(s) before orders are issued.

B.9. Liability Umbrella

The Coast Guard's liability umbrella will not cover Auxiliarists who use facilities without receiving an approved Offer for Use Form from the Director.

B.10. Auxiliary Display

Only facilities with a current inspection may display any Auxiliary flag, insignia, or decal. See [Chapter 6](#) for details on flag and insignia display.



Section C. Offer and Acceptance of Facilities (Vessel/PWC)

Introduction

The requirements outlined in this section must be followed for the Auxiliary to officially obtain use of a facility (vessel/PWC) offered for surface operations.

In this Section

This section contains the following information:

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Non-Owner Use of Facility	5-9
Authorized Inspectors	5-9
Unauthorized Inspections	5-9
Vessel Equipment Requirements	5-9
Call Signs	5-9
Summaries of Offer for Use Form	5-10
Unacceptable Facilities	5-10

C.1. Offer for Use Form and Facility Inspection

Auxiliarists offering facilities (vessel/PWC) must complete, sign and submit in AUXDATA II the current Vessel Facility Inspection and Offer for Use Form (ANSC-7003) or PWC Facility Inspection/Offer for Use (ANSC-7008) (see Chapter 1, Section B, paragraph [B.3](#)). The submitted inspection will be approved or rejected by each approver and Director’s office.

This authorization is valid for a specific mission or time period up to one year plus 45 days (410 days), unless specifically revoked by the owner. Auxiliarists offering special purpose facilities must forward the current Offer for Use letter to the Director for action in accordance with district procedures (see Chapter 5. Section A, paragraph [A.4](#)).

NOTE

Offers for use may not be accepted from retired Auxiliarists.



C.2. Non-Owner Use of Facility

When submitting Offers for Use which allow non-owner use of the facility must include that authorization on the Vessel Facility Inspection and Offer for Use Form (ANSC-7003) or PWC Facility Inspection/Offer for Use (ANSC-7008) and be recorded in the corresponding facility record in AUXDATA II. There is no limit to the number of individual names that the owner may list on the authorization. Follow District procedures on updating. However, for each individual authorized, the owner must stipulate that either the owner must be on board as a member of the crew, or the owner does not have to be on board.

The owner must submit an authorization prior to expiration of the previous authorization and/or notify the Director when changes occur for updates to facility records. Refer to Chapter 3, [Section C](#) for details.

For an auxiliary unit vessel, the Auxiliary unit commander must file a “non-owner use” authorization prior to expiration of the previous authorization. In addition, this authorization shall be documented in the facility record in AUXDATA II.

C.3. Authorized Inspectors

Only a certified Vessel Examiner (VE) may conduct vessel or PWC facility inspections. VEs must conduct facility inspections in accordance with current standards.

C.4. Unauthorized Inspections

Auxiliarists may not inspect their own facility, facility of which they are partial owners, or facility owned by members of their immediate family.

C.5. Vessel Equipment Requirements

Specific equipment requirements for Auxiliary surface facilities are found in Reference (g) and Vessel Facility Inspection and Offer for Use Form (ANSC-7003). The Director sets equipment requirements for special purpose facilities. Directors may require additional equipment based on the operational needs of their area.

C.5.a. PWC Equipment Requirements

Specific equipment requirements for Auxiliary PWC facilities are listed on the PWC Facility Inspection/Offer for Use (ANSC-7008) form. Directors may require additional equipment based on the operational needs of their area.

C.6. Call Signs

For an auxiliary surface facility, use a district approved number call sign. One example is a six-number call sign, where the first two digits are the boat’s length in feet, the third digit should be the type of propulsion, and the last three digits are in sequence with the acceptance of the facilities for use. A second example is a five-number system where the first two digits are the length in feet and the last three digits are the last three digits from the boat’s registration or documentation number.



C.7. Summaries of Offer for Use Form

Offer for Use forms shall be uploaded into the facility record in AUXDATA II as specified by the Director. Paper copies of Offer for Use form may be retained by the local Director's office.

C.8. Unacceptable Facilities

Directors must not accept any vessel used in commercial towing, salvage, or marine police work (e.g., vessels which may be vested with law enforcement authority such as harbor masters, constables, etc.)



Section D. Coast Guard Custody/Control of Auxiliary Facilities

Introduction

Auxiliarists may offer custody and control of facilities to the Coast Guard. Under 14 U.S.C. § 827-829, a facility offered for control and transferred to the Coast Guard is a public vessel of the United States and a vessel or aircraft of the Coast Guard, or a government and Coast Guard radio station, as applicable, from the time placed in Coast Guard service until released to the owner(s) or the owner's agent.

In this Section

This section contains the following information:

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Owner not Onboard	5-11
Emergency Situations	5-11
Facility Survey and Inventory	5-12
Coast Guard Service	5-12
Joint Survey Upon Return	5-12

D.1. Owner not Onboard

This offer applies only when custody and control of the facility are turned over to the Coast Guard without the owner being onboard. Patrol orders are not required for a facility under the custody and control of the Coast Guard and crew assignments (e.g., coxswain, crewmember, engineer, etc.) will follow procedures of the Coast Guard unit taking custody and control. Although this change in custody occurs very seldom, and only when authorized by the owner, it is important to have the procedures and resources identified well in advance.

D.2. Emergency Situations

The Coast Guard will ask to take custody and control of an auxiliary facility only in an emergency. These situations usually occur when normal Coast Guard resources are not available or are not sufficient to provide the necessary coverage in an area of operation.



D.3. Facility Survey and Inventory

If the facility is found suitable, the Coast Guard representative must conduct a survey and inventory of the facility in a manner suitable to all parties. The Coast Guard representative must provide a written copy of the survey and inventory to the facility owner as follows:

- (01) The Director must add the survey and inventory to the appropriate Facility Inspection Form on file in AUXDATA II.
- (02) The sample Offer of Custody and Control to Coast Guard format in [APPENDIX C](#) can be used as a guide for the survey and inventory or a locally developed format may be used. If possible, the survey and inventory should accompany a videotape or photographs of the facility.
- (03) If practical, the Auxiliarist owner must remove all equipment not necessary for Coast Guard operation of the facility (e.g., PPE, dishes, linens, etc.).
- (04) If the facility is transferred to the Coast Guard, miscellaneous items (such as those listed above) left onboard should be included in the survey and inventory. If a loss occurs, the facility owner may not receive compensation from the Coast Guard for the miscellaneous items.

D.4. Coast Guard Service

A facility offered under the above procedures will remain an Auxiliary facility until Coast Guard authority orders it placed into Coast Guard service.

D.5. Joint Survey Upon Return

The facility owner(s) and the Coast Guard representative must conduct a joint survey and inventory upon the return of the facility as follows:

- (01) The owner(s) and the Coast Guard representative must make note of all discrepancies between the original and return survey and inventory. Any problem areas not resolved on the spot must be submitted as a claim for investigation (see Chapter 10, [Section K](#)).
 - (02) The Coast Guard representative must take all necessary precautions to protect the interests of both the owner(s) and the United States.
-



Section E. Auxiliary Unit Vessel Requirements

Introduction

This section will discuss policy and requirements for Auxiliary owned unit vessels

In this Section

This section contains the following information:

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Authorized Missions	5-13
Marking Requirements	5-14
Liability Protection	5-14
Call Signs	5-14
Facility Status	5-14
Operational Limitation Standards	5-14
Required Published Guidance	5-14
Coast Guard Duty	5-14

E.1. General

Auxiliary owned unit vessels must adhere to the same requirements similar facilities meet. This includes being inspected, being offered for use (and being accepted by the Director) as a facility, submitting a “non-owner” use authorization, and using the appropriate markings (including the display of the facility decal). All required documents (e.g., Vessel Facility Inspection and Offer for Use Form (ANSC-7003), Non-Owner Use Authorization, etc.) shall be signed by the Auxiliary unit commander on behalf of the unit that was given the facility. Coast Guard owned vessels specifically made available for Auxiliary use remain Coast Guard vessels. Coast Guard vessels do not need to be offered for use nor display the facility decal. The provisions of this paragraph do not apply to boats owned by corporations, whether controlled by Auxiliarists or not.

E.2. Authorized Missions

Auxiliary unit vessels may only be used for Coast Guard, or Coast Guard Auxiliary missions as authorized by Commandant. This includes transportation to and from maintenance or repair facilities. Appropriate patrol orders must be issued by the OIA. These facilities may not be used under any other circumstance or for any other purpose.



E.3. Marking Requirements

Auxiliary unit vessels must comply with the Auxiliary marking requirements outlined in Chapter 6, [Section F](#). These markings shall be in lieu of any state or federal requirement for registration, documentation, numbering, or marking of boats.

E.4. Liability Protection

Auxiliary units are not required to carry personal, hull, or liability insurance. Hull insurance coverage is recommended for Auxiliary unit owned vessels during non- ALPHA status. Other governmental owned facilities (i.e., vessels owned by a state or political subdivision) must either carry private insurance or have a valid memorandum of understanding (MOU) with the owner of the vessel which holds the Coast Guard, the Auxiliary, and Auxiliary members harmless regarding the use and operation of the vessel.

E.5. Call Signs

The Director must issue call signs for Auxiliary owned vessels. The Coast Guard call sign with “Auxiliary” prefix may be used for Coast Guard owned vessels assigned to an auxiliary unit.

E.6. Facility Status

Auxiliary unit owned vessels shall be assigned a facility condition status (e.g., FMC, PMC, NMC) (see Chapter 9, [Section B](#)) at all times by the OIA, including winter storage.

E.7. Operational Limitation Standards

Coast Guard owned vessels specifically made available for Auxiliary use and Coast Guard owned vessels must be operated in accordance with established operational limitation standards or limitations specified by the cognizant Coast Guard authority.

E.8. Required Published Guidance

The procedures governing the use of Coast Guard owned, Auxiliary operated vessels must be contained within a published Standard Operating Procedures (SOP) or Operational Order (OPORDER). This shall include the operating costs, dockage, and maintenance. The SOP or OPORDER should also specify the Auxiliary unit’s responsibility and include such matters as operating restrictions, minimum and maximum crew levels, uniform requirements, optional equipment, call signs, and facility condition status (e.g., FMC, PMC, NMC).

NOTE 

The operating costs, dockage, and maintenance for Auxiliary unit owned vessels are the responsibility of the Auxiliary unit.

E.9. Coast Guard Duty

Auxiliary unit owned facilities will always be deemed to be assigned to authorized Coast Guard duty and be public vessels of the United States and vessels of the Coast Guard or government stations, as applicable.



CHAPTER 6

Flags, Signs, Insignia, and Markings

Introduction

This chapter describes flags, signs, insignia, and markings authorized for use by the Coast Guard Auxiliary.

In this Chapter

This chapter contains the following information:

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C	Decal Insignia	6-16
D	Air to Surface Marking and Coast Guard Identification Insignia	6-18
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Section A. Flags

Introduction

This section describes the flags authorized for Auxiliary use.

In this Section

This section contains the following information:

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Auxiliary Ensign Displayed by Coast Guard Units	6-6
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National Ensign Notes	6-7
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Auxiliary Leader Flag Notes	6-8

A.1. Authorization

U.S.C. 891 authorizes Auxiliary flags. District Materials Centers and the Auxiliary Center (AUXCEN) stock the flags described in this section. Auxiliarists may purchase these flags through their FSO-MA.

A.2. National Ensign

The following policy applies when flying the National Ensign:

All surface facilities underway must fly the National Ensign.

- (01) While there is no law against flying the National Ensign at night, it is customary to fly it only between sunrise and sunset when not underway.
- (02) All facilities must fly the National Ensign whenever the Auxiliary Ensign is flown.
- (03) The National Ensign must be about one inch on the fly for each foot of overall boat length. [Table 6-1](#) provides standard National Ensign sizes relative to boat length.



(04) Auxiliarists must never display the National Ensign upside down on Auxiliary facilities. This is not a recognized international distress signal because the flags of many nations appear the same when flown upside down.

Vessel Length (Feet)	National Ensign (Inches)	Auxiliary & Patrol Ensigns (Inches)
14 – 18	12 x 24	9 x 15.5 (#5)
18 – 24	16 x 24	12 x 21 (#4)
24 – 30	20 x 30	15 x 24 (#3)
30 – 36	24 x 36	24 x 36 (#2)
Over 36	30 x 48	30 x 48 (#1)

Table 6-1
Recommended Flag Sizes

A.3. Coast Guard Ensign

A surface facility must fly the Coast Guard Ensign when assigned to duty and there is a Coast Guard officer or petty officer aboard on official duty. Auxiliarists must not fly it when the Coast Guard personnel are on board for a social event, personnel or logistics transportation, area familiarization, or similar activities. Auxiliary surface facilities must only fly the National Ensign and the Coast Guard Ensign in the above situations. They must strike all other flags, pennants, burgees, etc.

A.4. Union Jack

The union jack is a flag composed of white stars on a blue field of the National Ensign. Only government vessels that are commissioned vessels may fly the union jack. When assigned to duty, an auxiliary facility becomes a government vessel, however, it is not a commissioned vessel. The union jack may not be displayed from an auxiliary surface facility at any time.



A.5. Auxiliary Ensign

The Auxiliary Ensign ([Table 6-2](#)), also called the “Blue Ensign,” has a blue field and white slash, on which is the Auxiliary emblem. The following policy applies when flying the Auxiliary Ensign:

- (01) Auxiliarists may fly the Auxiliary Ensign on any currently inspected facility that displays a current facility decal, including vessel, aircraft, or radio facilities. Those Auxiliarists may fly the Auxiliary Ensign day and night. However, while underway, an Auxiliarist must be onboard when flying the Auxiliary Ensign.
- (02) Auxiliarists may also fly the Auxiliary Ensign on their own vessels that are not offered/accepted for use as long as the vessel has successfully completed a Vessel Safety Check (VSC) and displays a current VSC decal. While underway, at least one Auxiliarist must be on board when flying the Auxiliary Ensign.
- (03) Auxiliarists must fly the Auxiliary Ensign from the main truck, if the boat has a mast. If there is no mast, Auxiliarists may fly the Auxiliary Ensign from the bow staff, or, if equipped with a radio antenna, from the antenna at a point approximately two-thirds the height of the antenna. Auxiliarists must never fly the Auxiliary Ensign at the stern, so as not to confuse it as a flag of nationality.
- (04) [Table 6-2](#) provides the proper Auxiliary Ensign size in relation to boat length. Auxiliary Ensigns are available from the Auxiliary Center (AUXCEN) or District Material Centers in five standard sizes. Dimensions of the Auxiliary Ensign flying on a boat may not exceed those of the National Ensign flown at the same time.



Table 6-2
Auxiliary Ensign

A.6. Auxiliary Patrol Ensign

The Auxiliary Patrol Ensign ([Table 6-3](#)) is a modification of the Auxiliary Ensign, established to promote recognition during operational activities. The Patrol Ensign field is white with an auxiliary emblem centered on a broad diagonal Coast Guard red stripe. The stripe has two narrow stripes to the right or left, first a white stripe and then a Coast Guard blue stripe. The following policy applies when flying the Auxiliary Patrol Ensign:



-
- (01) Auxiliarists may fly the Auxiliary Patrol Ensign only when on inspected vessel facilities that display the current facility decal.
 - (02) The Ensign may be flown day or night, but only when the facility is assigned to duty.
 - (03) Auxiliarists must fly the Patrol Ensign in the same manner as, and in place of, the Auxiliary (blue) Ensign.
 - (04) Boats must display the largest practical size using the recommendations from [Table 6-1](#). Patrol Ensigns are available from the Auxiliary Center (AUXCEN) and District Materials Center in five sizes.
 - (05) An Auxiliarist may not fly a Patrol Ensign on a boat if its dimensions exceed the dimensions of the National Ensign flown on the same boat.
 - (06) When operating under orders, Auxiliarists may fly the Auxiliary Patrol Ensign and National Ensign, plus one leader's flag. See [A.7](#) of this section for restrictions on flying flags.

Patrol Ensigns are available from the Auxiliary Center (AUXCEN) and District Materials Center in five sizes.



Table 6-3
Auxiliary Patrol Ensign

A.7. Auxiliary Leader Flags

Only inspected and approved surface facilities may fly elected or appointed leader pennants and past leader's burgees. Auxiliarists may fly these flags day and night when the leader is aboard.

A vessel facility must not display more than one leader's flag, pennant, or past leader's burgee. If an incumbent leader and past leader (of the same position level) are on board a facility, the operator must fly the incumbent leader's flag or pennant rather than the past leader's burgee. However, if a senior leader is on board as a visitor, it is a courtesy to display the flag of the senior leader, whether it is a flag, pennant, or burgee. Past leaders may fly the burgee of the highest office held, or the flag or pennant of the present office.



-
- (01) Auxiliarists must fly a pennant or burgee from the starboard yardarm, if the boat has yardarms (spreaders). If the boat has a mast, but no yardarms (such as a power boat's mast), Auxiliarists may fly the Auxiliary Ensign from the truck of the mast and the leader's pennant or burgee from the bow staff. If the boat does not have a mast, an Auxiliarist may fly the pennant or burgee instead of the Auxiliary Ensign from the bow staff.
 - (02) A vessel facility assigned to duty may fly only a leader's flag, pennant, or burgee, and the National and Patrol Ensigns. The operator must remove all other flags, yacht Ensigns, U.S. Power Squadron Ensigns, yacht club burgees, squadron pennants, windsocks, or like items.
 - (03) Auxiliary leaders, past or present, may not fly their flags, pennants, or burgees on land.
-

A.8. Auxiliary Ensign Displayed by Coast Guard Units

Coast Guard units may and should display the blue Auxiliary Ensign to emphasize the Commandant's "Coast Guard Forces" concept. Coast Guard units may fly the Auxiliary Ensign whether an Auxiliarist is on board or not. Display shall be in accordance with normal flag protocol.

A.9. Auxiliary Ensign Displayed by Auxiliary Land Facilities

Currently, certified Auxiliary land facilities may display the blue Auxiliary Ensign at their base location. The Ensign may only be displayed during the time that the location or facility is in service.

A.10. Flag Display

[Table 6-4](#) summarizes Auxiliary surface facilities and their requisite flag display rules. [Table 6-5](#) and [Table 6-7](#) show the proper display of flags on Auxiliary surface facilities and non-operational facilities.



	National Ensign	Coast Guard Ensign	Auxiliary Ensign	Auxiliary Patrol Ensign	Auxiliary Leader
Not Under Orders	Optional	No	Optional w/ National Ensign	No	Optional w/ National Ensign
Assigned to Duty	Yes	No	No	Yes	Optional
Ordered Coast Guard Aboard	Yes	Yes	No	No	No
Ref Paragraph	A.2	A.3	A.5	A.6	A.7
Use Notes	A.11		A.12	A.13	A.14

Table 6-4

Summary of Flag Display by Auxiliary Surface Facilities

A.11. National Ensign Notes

All surface facilities and non-operational facilities must fly the National Ensign whenever the Auxiliary Ensign is flown.

A.11.a. Power Boats

The National Ensign is flown aboard power boats from the stern staff except when it has a gaff, in which case the Ensign must fly from the stern staff at anchor and the gaff when underway.

A.11.b. Sailboats

The National Ensign is flown aboard sailboats from the stern staff while underway or at anchor. It may optionally fly, when under sail, from peak of aftermast sail on a gaff-rigged boat, or from two-thirds up the leech of aftermost sail on a Marconi rigged boat ([Table 6-5](#), Configuration B).

A.12. Auxiliary Ensign Notes

The Auxiliary Ensign will be flown on board surface facilities and non-operational facilities as follows:



A.12.a. Power Boats	<p>The Auxiliary Ensign is flown aboard power boats:</p> <ul style="list-style-type: none">(01) From the main truck when boat has a mast(s).(02) Without a mast, from the bow staff (Table 6-7, Configuration A).(03) (Optional) Without a mast, but with a radio antenna, display the Auxiliary Ensign from the antenna. The uppermost portion of the Ensign must be put at a point about two-thirds the way up the antenna (Table 6-7, Configurations B and F).
A.12.b. Sailboats	<p>The Auxiliary Ensign is flown aboard sailboats:</p> <ul style="list-style-type: none">(01) At mainmast head of catboat, cutter, sloop, ketch, or yawl; foremost masthead of a schooner.(02) At the principal starboard spreader/shroud when Auxiliary leader flag/pennant/burgee is at masthead/shroud (Table 6-5, Configuration A and Table 6-6 Configuration E1).
A.13. Auxiliary Patrol Ensign Notes	<p>The Auxiliary Patrol Ensign will be flown in place of the Auxiliary (blue) Ensign when assigned to duty.</p>
A.14. Auxiliary Leader Flag Notes	<p>A surface facility assigned to duty may fly an auxiliary leader's flag, pennant, or burgee (see Figure 11-6 of Reference (a)), in addition to the national and Patrol Ensigns as follows:</p>
A.14.a. Power Boats	<p>An Auxiliary Leader's flag, pennant, or burgee is flown aboard power boats:</p> <ul style="list-style-type: none">(01) From starboard yardarm when boat has yardarms (spreaders). If the boat has a mast but no yardarms (such as a power boat's radar mast), fly the Auxiliary Ensign from the truck of the mast and the leader's flag, pennant, or burgee from the bow staff (Table 6-7, Configuration D).(02) With one flag, pennant, or burgee at any one time.
A.14.b. Sailboats	<p>An Auxiliary Leader's flag, pennant, or burgee is flown aboard sailboats:</p> <ul style="list-style-type: none">(01) At masthead of boat without spreader halyard instead of Auxiliary Ensign (Table 6-5, Configuration A).(02) At masthead of single-masted boat when Auxiliary Ensign is at starboard spreader or shroud (Table 6-5, Configuration C1).



- (03) At aftermost masthead of multi-masted boat when Auxiliary Ensign is carried on foremost masthead (Table 6-6, Configuration E2).
- (04) On port/starboard spreader/shroud under Auxiliary Ensign when electronic equipment at masthead (Table 6-6, Configurations D1 and D2).

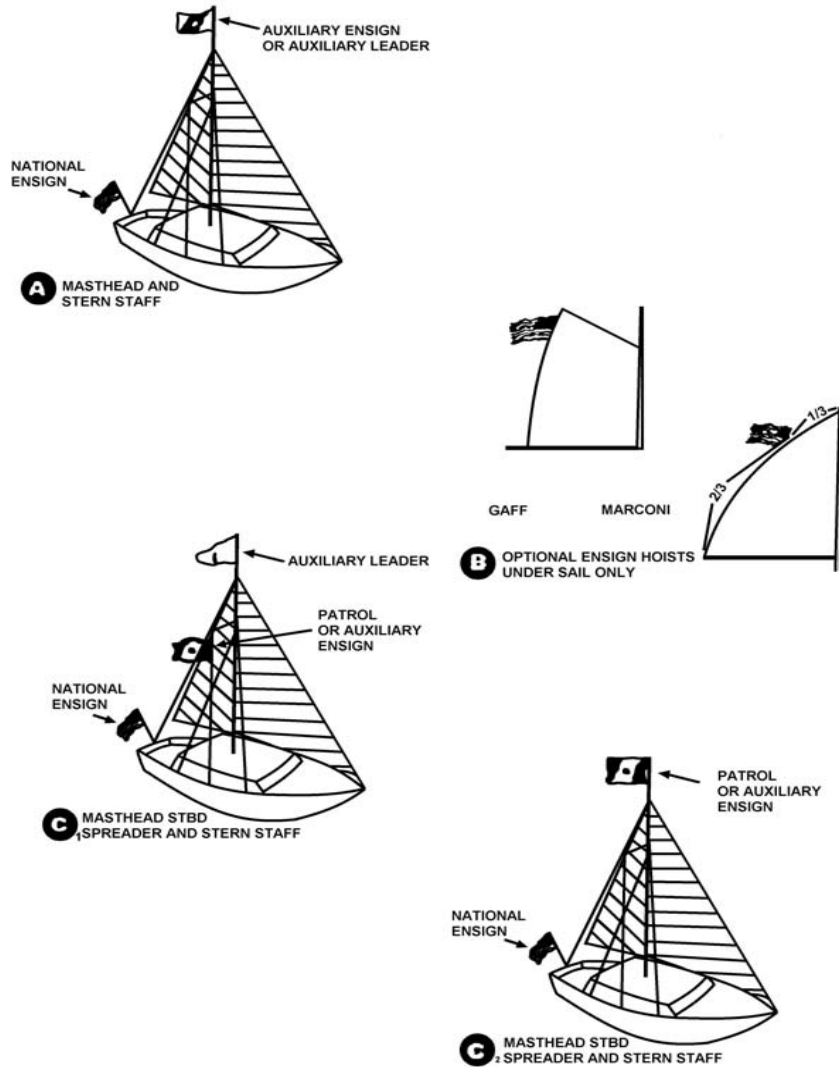


Table 6-5
Sailboat Flag Display

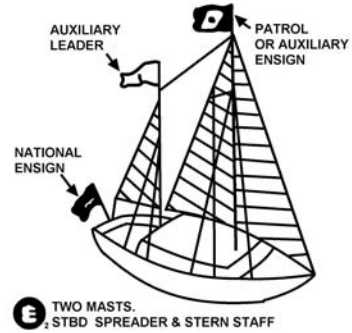
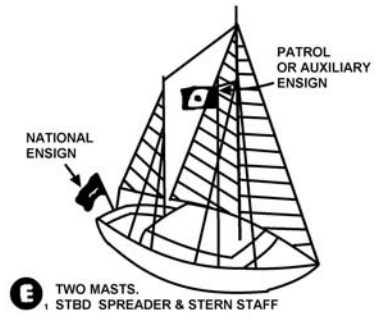
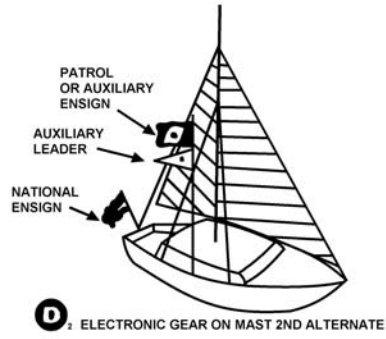
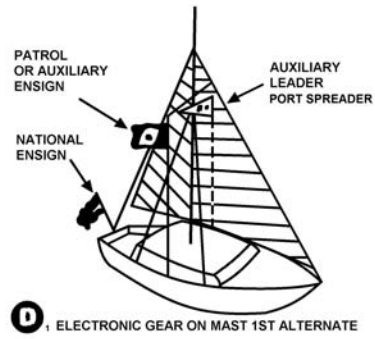


Table 6-6
Sailboat Flag Display - Continued

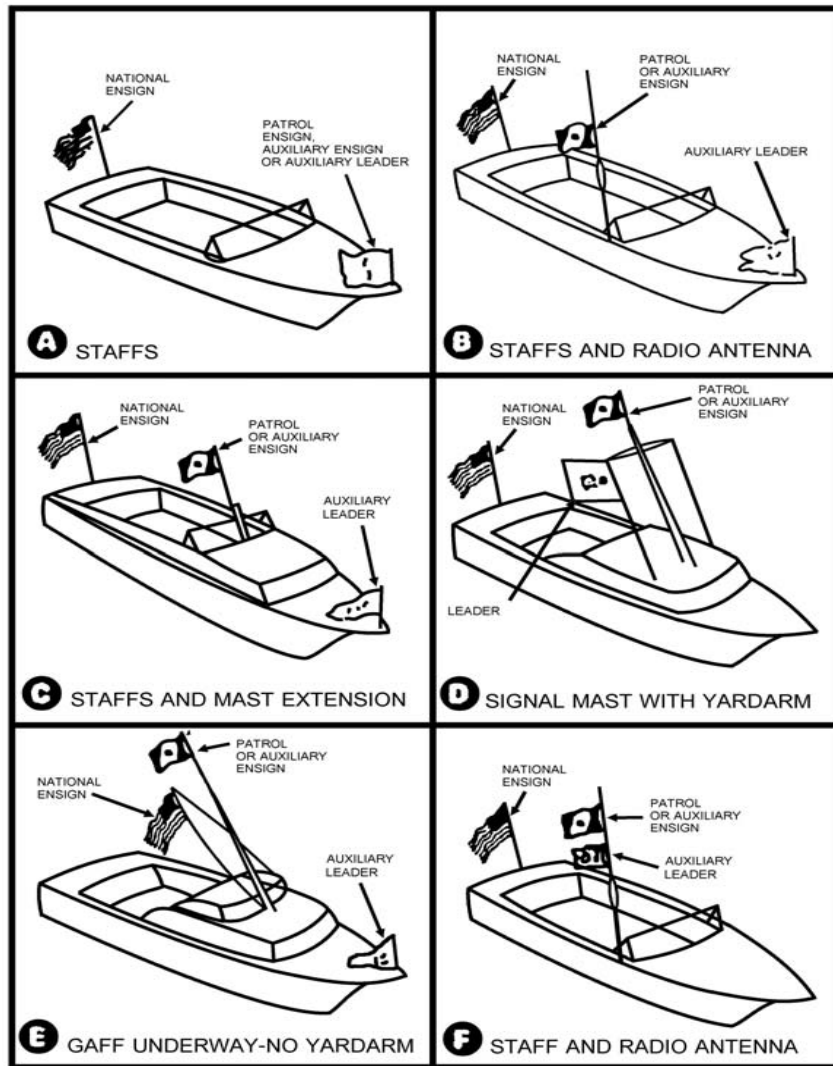


Table 6-7
Powerboat Flag Display



Section B. Patrol Signs

Introduction

This section describes the patrol signs authorized for Auxiliary use.

In this Section

This section contains the following information:

Title	Page
Surface Facility Patrol Signs	6-12
Vessel Controls Signs	6-14
Mobile Unit Patrol Signs	6-15
Commercial Advertisements/ Identification	6-15

B.1. Surface Facility Patrol Signs

Auxiliarists operating Auxiliary surface facilities on patrol must prominently display the patrol signs shown in [Table 6-8](#). These signs must be visible on both sides of the facility. A facility must not display patrol signs while it is not assigned to duty. If a facility is on ordered patrols for consecutive days, patrol signs may remain displayed during periods of non-use.

NOTE

PWCs and special purpose facilities are exempt from the provisions of this section. If patrol signs are used by a PWC, the PWC must remove or temporarily cover patrol signs while it is not assigned to duty.



8-82137 Left Patrol Banner, Front Side



8-82137 Left Patrol Banner, Back Side

Table 6-8
Auxiliary Facility Patrol Signs

B.1.a. Sizes

Patrol signs are available in three sizes. [Table 6-9](#) provides the approximate dimensions and [Table 6-10](#) provides the recommended sign size for the corresponding facility length.

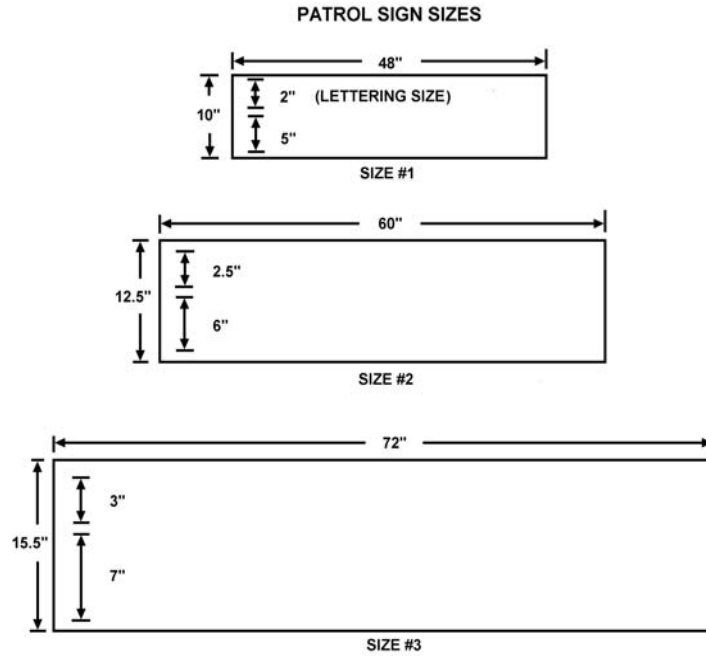


Table 6-9

Auxiliary Facility Patrol Sign Dimensions

Facility Length, Overall	14' – 24'	20' – 30'	Over 30'
Recommended	#1	#2	#3

Table 6-10

Auxiliary Facility Patrol Sign Sizes

B.1.b. Letting Color Patrol sign lettering must be black or dark blue. A similarly colored sign border or oversized mounting board is optional.

B.1.c. Director Authorization Directors may authorize appropriate placement and size of sign boards on a case-by- case basis. Additionally, the Director may approve modifications to signs, but only after review of the submitted specifications.

B.2. Vessel Controls Signs Auxiliary facilities conducting regatta patrols are encouraged to carry and use control signs. Auxiliarists may construct or purchase control signs ([Table 6-11](#)). Control signs must have solid black (or dark blue) block



letters (minimum 4 inches in height) on a yellow, orange, or red background.

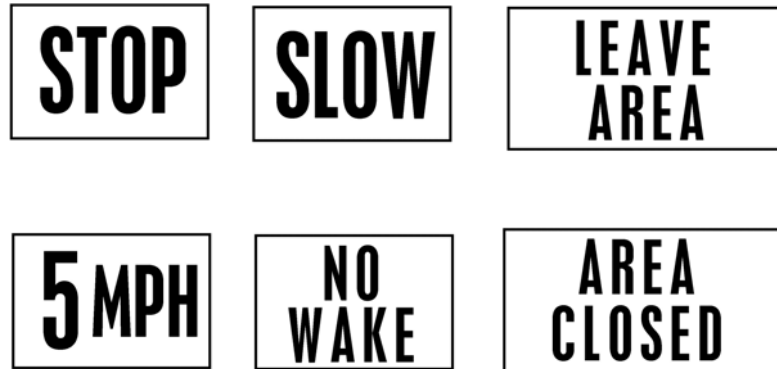


Table 6-11
Control Signs

**B.3. Mobile Unit
Patrol Signs**

Operators of Auxiliary land mobile radio units may display the Auxiliary land mobile radio unit patrol signs. These signs are made with plastic magnetic tape and similar in design to the Auxiliary facility patrol signs in [Table 6-8](#). The following policy applies:

- (01) Auxiliarists may only display mobile unit patrol signs while assigned to duty.
 - (02) Auxiliarists must only use the manufactured patrol signs, which are available from the Auxiliary National Supply Center (ANSC). No substitutes are acceptable.
 - (03) Auxiliarists may not permanently affix a patrol sign to their personal vehicle.
 - (04) Auxiliarists must place patrol signs on the upper half of the front doors on both sides of the vehicle, as much as the vehicle design will permit.
-

**B.4. Commercial
Advertisements/
Identification**

Commercial advertisement signs on any facility may not be visible while under patrol orders.



Section C. Decal Insignia

Introduction

Facilities may display only the decal insignia and markings authorized below and only on those specific facility types listed.

In this Section

This section contains the following information:

Title	Page
Surface Facility	6-16
Special Purpose Facilities	6-16
Radios	6-16
Aircraft	6-17

C.1. Surface Facility

Auxiliary surface facilities must display the facility decal insignia with the operational wreath and may display the Operational Excellence Decal if awarded.

C.1.a. Facility Decal and Wreath

The facility decal and wreath must be displayed on the port side of the facility. They must be visible when meeting other vessels in the typical “port to port” situation. The wreath must be positioned immediately underneath the facility decal causing them to blend together. Auxiliarists may not display a VSC decal on any Auxiliary facility.

C.1.b. Operational Excellence Decal

The Operational Excellence (“E”) decal is awarded to those surface facilities that have demonstrated their operational excellence level in accordance with Reference (h). The decal will be displayed on the port side forward window, just aft of the operational decal and wreath if possible. For vessels with no port side window, the E-decal may be displayed on the port side of the operating console, above the viewing line of the vessel’s gunwale.

C.2. Special Purpose Facilities

Special purpose facilities may display a VSC decal but are not authorized to display a surface facility decal.

C.3. Radios

Auxiliary radio facilities may only display the miniature decal on the exterior or interior of the building in which the radio equipment is housed, on any legal place on a motor vehicle containing the radio equipment, or on the radio itself. Radio facilities must not use the large size facility decal.



C.4. Aircraft

Display of the Auxiliary decal must be in conformance with the following guidelines:

- (01) The facility decal and wreath must be displayed on the port side of the aircraft fuselage, forward of the pilot's door or wing (see [Table 6-12](#)).
- (02) Since an aircraft does not lend itself to the flying of the Auxiliary Ensign, owners may place the Auxiliary blue logo decal on the aircraft.
- (03) Auxiliarists must only place this logo on both sides of the vertical stabilizer (outside of the stabilizer for twin-tail aircraft) or on both sides of the fuselage, aft of the wing.
- (04) The Auxiliary blue logo must not be in both positions (see [Table 6-12](#)).

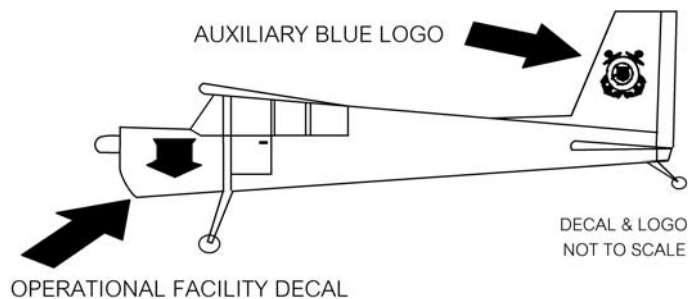


Table 6-12
Aircraft Operational Facility Decal



Section D. Air to Surface Marking and Coast Guard Identification Insignia

Introduction

This section describes authorized air to surface marking and Coast Guard identification insignia.

In this Section

This section contains the following information:

Title	Page
Air to Surface Marking	6-18
Coast Guard Identification Insignia	6-20

D.1. Air to Surface Marking

To provide easier identification of Auxiliary aircraft from the surface, owners may place the word “RESCUE” or “PATROL” on the underside of the wing or fuselage. In lieu of the words “RESCUE” or “PATROL”, Auxiliary air facilities may be marked with an auxiliary stripe and 12-inch Auxiliary logo decal using the dimensions provided in [Table 6-13](#). The placement shall be under the wing as shown in [Table 6-14](#).

The Coast Guard color numbers are as follows:

- Wide Stripe - CG Blue 15182
- Narrow Stripe - CG Red 12199
- Separator - CG White 17925

Colors are found in Reference (i).

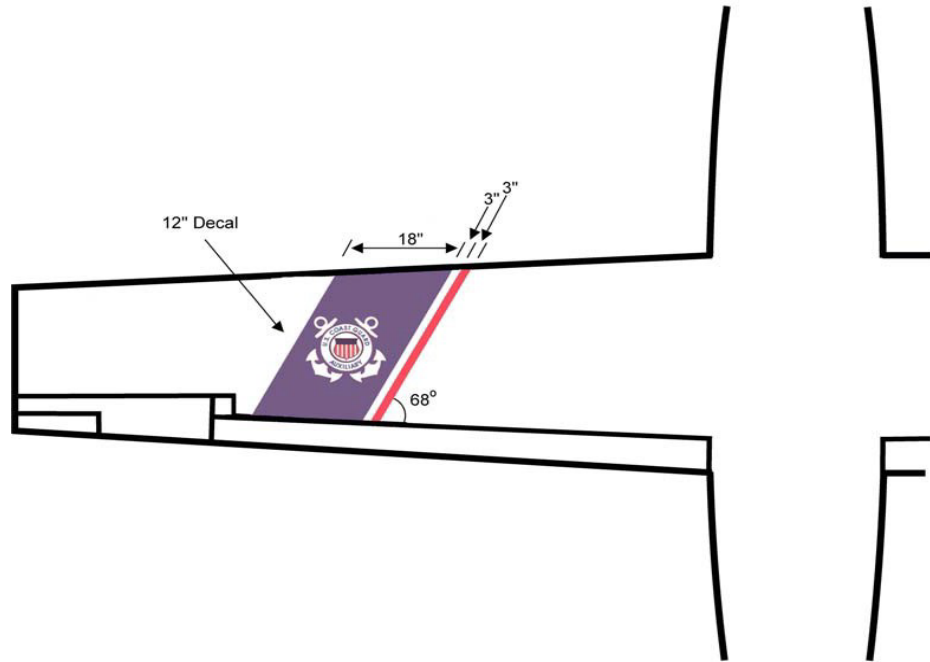


Table 6-13
Auxiliary Aircraft Marking Dimensions

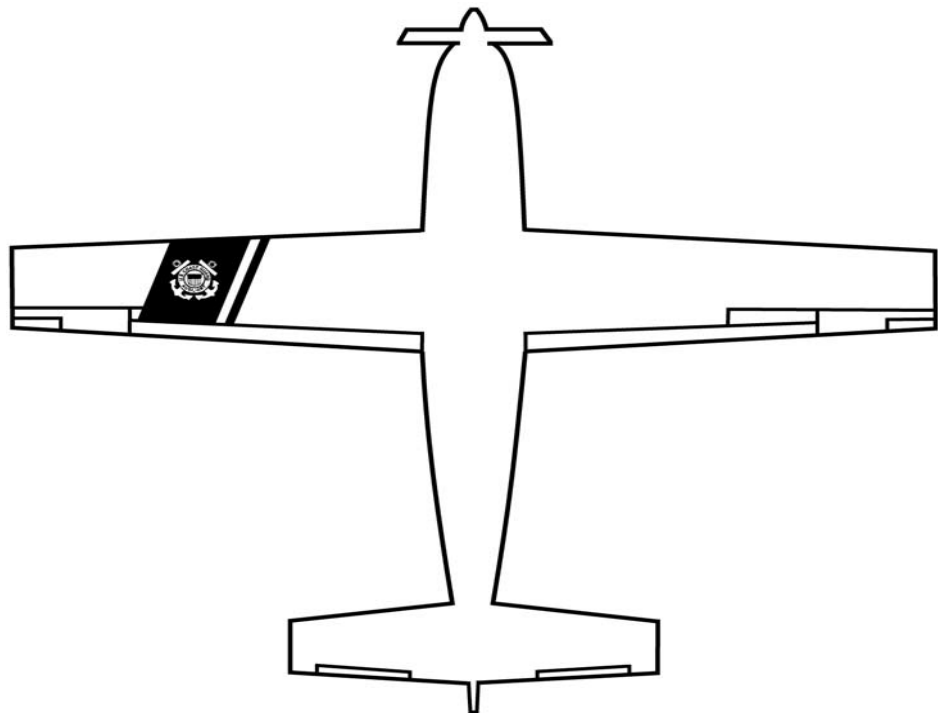


Table 6-14
Auxiliary Aircraft Marking Placement



D.2. Coast Guard Identification Insignia

Auxiliarists, individuals, or groups may not use the Coast Guard’s well-known stripe (properly known as the Coast Guard Identification Insignia) without prior authorization from the Commandant. The Coast Guard stripe is for identifying Coast Guard boats, cutters, aircrafts, and units. The Coast Guard also uses it on semi-official and official publications, stationery, etc., and on such items as authorized Coast Guard jewelry.



Section E. Surface to Air Recognition Banner

Introduction

This section describes the purpose, use, and construction of the surface to air recognition banner.

In this Section

This section contains the following information:

Title	Page
Purpose	6-21
Use	6-22
Construction	6-22

E.1. Purpose

To provide the best view for and identification from other surface locations, operators must display Auxiliary Ensigns, flags, lights, and patrol signs in a vertical plane. However, identification of an auxiliary surface facility by an aircraft is difficult. This is due to the limited time, near vertical viewing angle, and altitude restrictions an aircraft has available. Using the surface to air recognition banner ([Table 6-15](#)) in a horizontal plane will help air crewmembers identify an auxiliary facility.

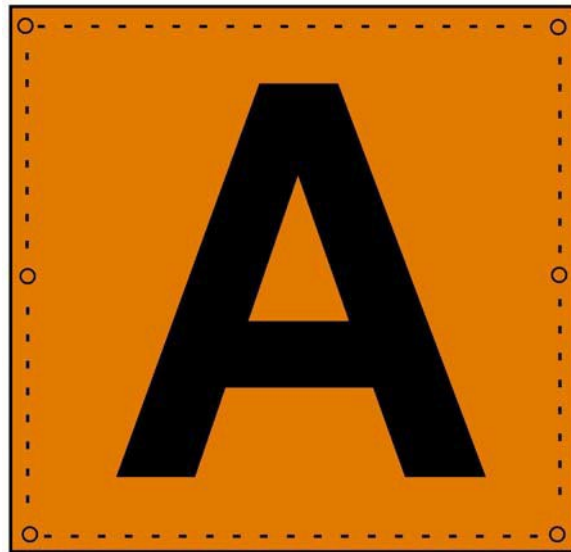


Table 6-15
Surface to Air Recognition Banner



E.2. Use

Auxiliarists may display the surface to air recognition banner in the following manner:

- (01) Use it only on a surface facility that is assigned to duty.
 - (02) Do not permanently affix the banner to any facility.
 - (03) Use the banner as an optional display.
 - (04) Display the banner in a horizontal plane, on the foredeck, pilothouse, or Bimini top. The base of the “A” must be towards the stern of the boat.
-

E.3. Construction

Auxiliarists may make a surface to air recognition banner under the following guidelines:

- (01) The banner must be 36 inches by 36 inches in size. Use a larger banner only if adequate display area is available on the facility.
 - (02) Make the banner using nylon, hemmed edges, and grommets for fastening banner to display location.
 - (03) Sew on the letter “A” (for better durability) or use the silk-screening process.
 - (04) Use international orange color for the background and black for the letter “A”. The “A” must be 80% of the banner’s height.
-



Section F. Auxiliary Markings

Introduction

This section describes the requirements for Auxiliary unit vessels and vehicle markings.

In this Section

This section contains the following information:

Title	Page
Mandatory Markings	6-23
Optional Markings	6-24
Coast Guard Owned and Commercially Maintained Boats	6-24
Vehicle Markings	6-24

F.1. Mandatory Markings

In addition to complying with flag and sign provisions in this chapter, Auxiliary unit vessels owned by the unit shall be marked on each side of the hull (and, if feasible, marked on the transom) with the words “U.S. COAST GUARD AUXILIARY”, “U.S. COAST GUARD AUX”, or “USCGAUX”. The facility call sign, required to be issued by the Director of Auxiliary in accordance with provisions of Chapter 5, Section E, paragraph E.5, shall be placed directly below the Auxiliary markings if space permits. Otherwise, the number should be placed aft of the Auxiliary markings so as not to be confused with state registration numbers. The letters and numbers shall be affixed to the vessel and be “block type, 4 inches in height, and either white or black (contrasting to the hull color). (see [Table 6-16](#))

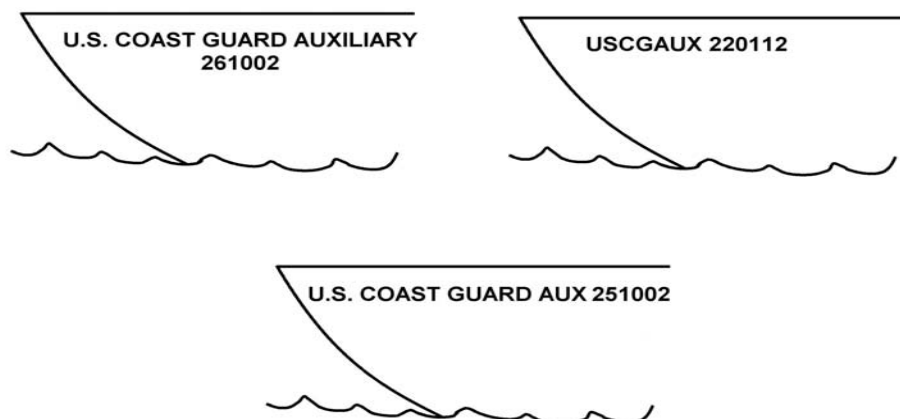


Table 6-16
Auxiliary Unit Vessel Call Sign Display



F.2. Optional Markings

Auxiliary unit vessels may display a Coast Guard Auxiliary identification insignia consisting of a broad diagonal blue stripe followed towards the stern by two narrow stripes, first white then red. The Auxiliary emblem shall be centered within the confines of the broad blue diagonal stripe.

F.3. Coast Guard Owned and Commercially Maintained Boats

The Coast Guard markings on Coast Guard owned boats, endorsed by Commandant (CG-BSX) to be specifically made available for Auxiliary use, must be replaced with Auxiliary markings in accordance with this Chapter.

F.4. Vehicle Markings

The permanent marking of private, auxiliary, or corporate owned facilities with any text and/or graphics related to the Department of Homeland Security, the United States Coast Guard, or the United States Coast Guard Auxiliary is not authorized for any purpose. Unless permanent markings are specifically required by a Commandant Instruction (COMDTINST), all vehicle markings shall be temporary in nature and removable. The local DIRAUX may authorize public education, public outreach, and public affairs trailers to be permanently marked.

When assigned to orders, vehicle markings are limited to manufactured magnetic patrol signs procured through the Auxiliary Center (AUXCEN). No substitutions are authorized. Additional descriptive text, Auxiliary/CG/DHS Logos, or Auxiliary/CG stripes are not authorized and shall not be displayed with patrol signs.

Patrol signs shall only be displayed on the vehicle during the period of time in which the vehicle is under orders. Patrol signs shall be displayed on the upper half of the front doors on both sides of the vehicle, as much as the vehicle design will permit.

Public safety lights or law enforcement lights shall not be visible on a vehicle engaged in Auxiliary activities or which displays any text /graphics related to the Coast Guard Auxiliary. Any lights such as fog lights or equipment such as public address speakers must meet all local and state regulations for private motor vehicles.



CHAPTER 7

Operations Program Administration

Introduction

This chapter will discuss administration requirements and guidelines for issuing orders for both operational support and operational missions.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Orders	7-2
B	Standard Auxiliary Maintenance Allowance (SAMA)	7-9
C	Foreign Travel	7-10
D	Additional Administrative Items	7-11



Section A. Orders

Introduction

This section will describe the different types of orders Auxiliarists may be issued and requirements.

In this Section

This section contains the following information:

Title	Page
Types of Orders	7-3
Patrol	7-3
Authorized Patrol Orders	7-4
Patrol by Vessel (including PWC)	7-4
Patrol by Aircraft	7-4
Patrol by Land Mobile Facility	7-5
OPORDER	7-5
Order Acceptance/Non-Acceptance	7-5
Aborted Missions	7-5
Completed Missions	7-5
Verbal Orders	7-5
Non-Reimbursable Orders	7-6
Reimbursable Orders	7-6
Operational Actives Not Requiring Orders	7-8
Personal Services	7-8



A.1. Types of Orders

Two general kinds of Coast Guard orders may be issued to Auxiliarists:

- (01) Orders issued to individuals for duty assignments such as operational, logistics, or training support.
- (02) Orders for facility movement, whether for vessel or aircraft movement, or radio facility activation and/or movement (Patrol Orders).

Both types of orders issued to Auxiliarists are considered “assignment to duty”. These orders may be either written or verbal and may be reimbursable or non-reimbursable. In the case of orders to an individual for support activities, benefiting program managers are encouraged to support Auxiliary travel via Temporary Duty Travel Orders. Specific Auxiliary activities may also be considered “assignment to duty” as detailed in Reference (a), Chapter 5, Section J.

Auxiliarists may not use any facility or special purpose facility for any Coast Guard or Coast Guard Auxiliary purpose or mission unless appropriate patrol orders have been issued and the facility has been properly offered and accepted for use.

NOTE

Auxiliarists must understand that orders do not guarantee liability coverage. The legal process bases coverage on a review of the course and scope of employment and specific facts involved. Orders are issued for the legal protection of the Auxiliarist assigned as operator and crew. Auxiliarists operating without orders may not be entitled to Coast Guard benefits if there is loss or damage to an Auxiliary facility, a third-party claim, or an injury or death of a passenger (see Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 5, Section J).

A.2. Patrol

A patrol is the movement of an operational facility under orders to conduct an ordered mission. The Coast Guard issues the orders to the facility operator, who may not always be the owner.

The owner or operator is authorized to refuse the orders.



**A.3. Authorized
Patrol Orders**

AUXDATA II is the mandatory method of issuing patrol orders to operational facilities. AUXDATA II is an online web-based tool to assist OIAs with planning, preparation of orders, and reimbursement of claims. An OIA shall issue or authorize orders before an Auxiliarist conducts any patrol activity. An Auxiliarist operating a facility without approved AUXDATA II patrol orders are doing so as a private citizen and not as an Auxiliarist

AUXDATA II Patrol orders approved by the OIA, with no mission activities in the activity logs, will be canceled by the system automatically 45 days after Patrol date.

A.3.a. Order-Issuing
Authority

A Coast Guard authority overseeing or directing Auxiliary operations is an OIA (see Chapter 3, [Section B](#)).

NOTE 

Only Air Station COs may issue orders to Auxiliary aircraft.

A.3.b. Operator

An OIA must issue orders only to the operator who will be in charge for an ordered mission, not the owner who provides the facility. All authorizations must be documented in AUXDATA II before the ordered mission.

A.3.c. Limitations of
Orders

Orders must not exceed the known facility capabilities and must not go beyond the scope of Auxiliary duties.

**A.4. Patrol by
Vessel (including
PWC)**

A patrol order for a vessel includes any of the following:

1. Trailing a facility to and from a launch location.
 2. Pre/Post underway activities (i.e.: marina, dock, or launch ramp).
 3. Any Stand-by time.
 4. Underway time of the mission.
-

**A.5. Patrol by
Aircraft**

A patrol order for an aircraft includes any of the following:

1. Taxi to and from hanger.
 2. Pre/Post underway activities (i.e.: safety inspection, securing and un-securing of aircraft).
 3. Any Stand-by time.
 4. Underway time of the mission.
-



A.6. Patrol by Land Mobile Facility

A patrol order for a land mobile radio includes any of the following:

1. Trailering a facility to and from a patrol location.
2. Radio operation time of the mission.

A.7. OPORDER

The lack of local Coast Guard resources or size or duration of an operation may require use of an OPORDER. An OPORDER must provide the same information for an Auxiliarist or group of Auxiliarists as would be provided in an individual patrol order for a typical patrol (e.g., operator names, facility names, and patrol areas, times, and dates). If the OPORDER is for reimbursable patrols, AUXDATA II generated patrol orders are still required for each facility, each 24-hour period, unless individual travel order numbers (TONOs) are issued.

A.8. Order Acceptance/Non-Acceptance

An Auxiliarist is not required to accept orders. Auxiliarists and the OIA must apply risk management principles as part of their decision-making process to issue, accept, or decline orders. If an Auxiliarist accepts orders, they must promptly notify the OIA if they cannot carry out the mission.

A.9. Aborted Missions

Aborted missions are officially terminated upon return to the point of departure. Patrol orders for aborted missions remain in effect until return to the point of origin (i.e., home).

A.10. Completed Missions

Completed missions are officially terminated upon return to point of departure. Patrol orders for completed missions remain in effect until return to the point of origin (i.e., home).

A.11. Verbal Orders

The Director is authorized to give verbal orders authorization to the OIAs in emergencies and when necessary, in non-emergencies (funds availability). Verbal orders may be either reimbursable or non-reimbursable. OIAs shall ensure verbal order authorization is documented, by the Auxiliarist member receiving the verbal orders, in the “Requested” patrol order in AUXDATA II. If AUXDATA II is unavailable, the OIAs shall document the Verbal orders in one of the following: Auxiliary log, Unit log, Radio Log, etc. The OIAs must approve patrol orders in AUXDATA II as soon as possible for reimbursable orders and for non-reimbursable orders where injury, damage, or a mishap occurs.



A.12. Non-Reimbursable Orders

Non-reimbursable orders do not provide any reimbursement of expenses, but do provide death benefits, disability/medical coverage, and meal reimbursement, if authorized, for Auxiliarists onboard a facility. The orders also provide financial protection against facility damage and financial protection in case of damage to other property or personal liability.

This kind of order is appropriate for missions where an Auxiliarist is willing to carry out the mission without reimbursement.

Consistent with the District Commander's policy, OIAs may issue non-reimbursable orders to surface facilities underway for personal reasons within the district (e.g., fishing area, vacation cruise, etc.) for the transit to and from the intended destination. The appropriate requirements for an operational mission must be met while underway during the transit (e.g., display patrol signs, conduct communications checks, wear uniforms, etc.). Once reaching the recreational spot, the operator must remove all patrol signs, flags, and uniforms. The operator must then tell the controlling Coast Guard unit that the facility is standing down. If the non-reimbursable patrol is resumed on the return trip, the operator must then restore patrol items and advise the Coast Guard unit.

A.13. Reimbursable Orders

All features of non-reimbursable orders apply to reimbursable orders. The only difference is the Coast Guard reimburses the operator for certain authorized expenses for an operational mission. OIAs are authorized and encouraged to issue reimbursable orders to Auxiliarists engaged on sole state waters provided the State has formally requested Auxiliary patrols on inland lakes (see Chapter 8, Section F, paragraph F.5).

A.13.a. Operation Expenses

If authorized, reimbursement for a patrol may include the actual necessary expenses of operation (e.g., payment of fuel, oil, landing or ramp fees, meals, and ice, chargeable against the appropriate district accounting data). When trailering/hauling a facility, tolls, ramp, or hoist fees, parking, and park entrance fees may also be reimbursed. The calculated reimbursement for trailering/hauling costs is based on current mileage allowance rates. [Mileage Rates \(dod.mil\)](http://dod.mil)

A.13.b. SAMA

See [Section B](#) of this chapter for details on SAMA.



A.13.c. Meals

As with non-reimbursable orders, the Coast Guard provides payment to an Auxiliarist for meals based on current Coast Guard Standard Meal rates. These rates may be found in [Pay Rates and Benefits \(uscg.mil\)](http://uscg.mil). If available, the Coast Guard may furnish subsistence in kind (e.g., food furnished by the Coast Guard, or a Coast Guard authorized vendor) instead of reimbursement for meal costs.

A.13.d.
Reimbursement
Claims

Auxiliarists must submit claims for the reimbursement of authorized out-of-pocket mission expenses via AUXDATA II. All claims must be submitted to the Coast Guard Finance Center within 15 calendar days after completing the mission. Members unable to submit claim, due to AUXDATA II system issue, should submit a service request and notify the OIA.

To receive reimbursement, the Coast Guard may require the operator to submit receipts (regardless of amount). It is a good idea to retain receipts just in case there is ever a question about cost.

A.13.e. Receipts

All receipts must be dated, paid, receipted bills. Bank Statements and Credit Card bill/statements are not authorized receipts. While assigned to duty, Auxiliarists must substantiate any single authorized expenditure of \$75.00, unless otherwise required by Reference (j). Any associated claim for lodging reimbursement, regardless of amount, must be accompanied by the receipt.



**A.14. Operational
Actives Not
Requiring Orders**

Auxiliarists are also authorized to perform various types of operational activities without Coast Guard orders, provided the activity does not require the movement of any Auxiliary facility. Such activities include, but are not limited to:

- (01) Attending Auxiliary meetings.
- (02) Performing ashore training.
- (03) Participating in disaster relief.
- (04) Performing vessel safety checks (VSCs).
- (05) Operating fixed land, land mobile, or radio direction finding facilities.
- (06) Performing duty ashore at a Coast Guard unit or facility adopted by an Auxiliary unit.

Qualified Auxiliarists, and Auxiliarists in training who are authorized to perform these activities, are considered to be assigned to duty while performing them. These activities must be scheduled by the appropriate Auxiliary leader or Staff officer. Auxiliarists performing these activities are authorized to use operational support equipment reasonably required to facilitate the mission activity (see Chapter 10, [Section J](#)). The legal protections for assignment to duty are detailed in Reference (a), Chapter 5.

NOTE 

The movement of a mobile radio facility may be involved to attend a meeting, but only require orders if its usage is required for a mission

**A.15. Personal
Services**

The Coast Guard may not authorize compensation for personal services of Auxiliarists.



Section B. Standard Auxiliary Maintenance Allowance (SAMA)

Introduction

This section will describe the policy for SAMA.

In this Section

This section contains the following information:

Title	Page
Standard Auxiliary Maintenance Allowance (SAMA)	7-9
Reimbursement Rate	7-9

B.1. Standard Auxiliary Maintenance Allowance (SAMA)

This reimbursable allowance, although authorized by policy, is subject to the availability of funds. Formerly known as hourly maintenance allowance (aviation program), Standard Auxiliary Maintenance Allowance (SAMA) was established as a standard actual and necessary reimbursement rate for the expenses of Auxiliary facilities while operating under official orders in support of the Coast Guard. SAMA is based on an hourly rate of underway/airborne operational mission hours for each facility. Hours are logged or recorded by an installed mechanical device (hour meter, etc.). Underway mission hours shall be the time the vessel, aircraft, or communications facility starts the patrol, or activity until the end of the patrol excluding standby periods such as moored during the evening awaiting the second day of duties of a multi-day marine event. Underway hours will also include time moored or anchored in direct support of the orders such as moored to an aid to navigation for servicing, or strategically anchored in an area to warn mariners of a danger such as boat races, marine disasters, or military support.

B.2. Reimbursement Rate

The rates established reimburse the facility owner for routine maintenance costs incurred while assigned to Coast Guard duties. The SAMA rate is not based on expenses currently payable under patrol orders, or those expenses eligible for payment under the claims process (including the wear and tear claims policy), or any expense that is either purely service or prospective in nature. For example, the SAMA rate helps cover more minor/routine expenses such as oil and filter changes, transmission fluid replacement, and air filter replacement. Reimbursement rates are based on categories including vessel length, single or multiple engines, and a horsepower rating, etc. SAMA is not intended to reimburse 100% of the facility maintenance costs.



Section C. Foreign Travel

Introduction

Auxiliarists may travel to foreign countries while assigned to duty or under patrol orders with the approval of cognizant Coast Guard authority.

In this Section

This section contains the following information:

Title	Page
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C.1. Risk Assessment

Prior to authorizing an Auxiliary member to travel to a foreign country, the cognizant Coast Guard authority shall assess the threat level to the member and ensure the mission is low risk.

C.2. Requirements

The cognizant Coast Guard authority shall ensure the following requirements are met:

- (01) The mission or visit is needed.
 - (02) The member shall possess appropriate orders for the mission and means of travel.
 - (03) The member shall possess a valid U.S. passport (blue), when appropriate.
 - (04) A country clearance has been submitted and approved, when appropriate.
 - (05) The member shall possess a current Auxiliary identification card.
 - (06) If transporting equipment or supplies via commercial means, the member must possess a signed Performa Invoice in triplicate. This invoice must list the number and approximate value of each item and the total value.
 - (07) The member should possess the emergency contact information for Coast Guard and U.S. government officials in the foreign country.
 - (08) For SAR response efforts into foreign waters, see Chapter 8, Section G, paragraph [G.10](#).
-



Section D. Additional Administrative Items

Introduction

This section provides additional administrative items related to operations program administration.

In this Section

This section contains the following information:

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Solicitations, Gifts, and Donations	7-11

D.1. Security Clearances

Auxiliary operations do not normally require the use of classified material. However, personnel standing watches in Operations Centers may need to hold a security clearance due to the open storage of classified material or classification of missions. Unit commanders who anticipate using Auxiliary watchstanders in these areas are responsible for initiating the Auxiliary clearance process. Reference (a) contains guidance for Auxiliary personnel security investigation procedures.

D.2. Solicitations, Gifts, and Donations

Occasionally, a person who has been helped by the Auxiliary insists on giving a monetary contribution. Policy regarding solicitations, gifts, and donations acceptance procedures is found in Reference (a), Chapter 5, Section H.



CHAPTER 8

Operational Missions

Introduction

This chapter describes a variety of Coast Guard Auxiliary ordered operational patrol missions. For additional aviation ordered operational patrol missions and requirements see Reference (c).

All mission activities for the order use of a facility shall be reported in AUXDATA II. Auxiliarists conducting an operational activity which does not fall within the definition of a patrol (Chapter 7, Section A, paragraph A.2.) must report it as one of the operational support mission types (see Chapter 9).

Activities can be found on the Activity Report - Mission Form (ANSC-7030) in Chapter 1, Section B, paragraph B.3.)

In this Chapter

This chapter contains the following sections:

Section	Title	Page
A	Multi-Mission Patrols	8-2
B	Maritime Safety Missions	8-5
C	Marine Safety and Marine Environmental Response	8-8
D	Navigation Systems Patrol	8-10
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F	Law Enforcement	8-12
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Section A. Multi-Mission Patrols

Introduction

A variety of operational patrol ordered missions can be assigned by the OIA to an Auxiliary facility.

In this Section

This section contains the following information:

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Multi-Mission Patrols	8-2
Operational Mission Requirements	8-2
Multi-Mission Diverts	8-3
Missions in State Waters	8-3
Maritime Domain Awareness	8-4
Detection and Monitoring of Unusual Events/Scenarios	8-4

A.1. Multi-Mission Patrols

The OIA must make every effort to use the Auxiliary in a multi-mission manner.

With few exceptions all patrols are capable of being multi-mission in nature and may include some or all of the following listed in this section. Each mission is subject to the applicable operational guidelines in this process guide.

A.2. Operational Mission Requirements

Auxiliarists on assigned missions and the facilities used on those missions must meet the following requirements:

A.3.a. Facility

Auxiliary facilities must have the minimum required certified crew onboard (or in the immediate vicinity, if on standby), in accordance with Chapter 10, [Section E](#) for vessels (reference (c) for aircraft) and the following:

- (01) Only a currently inspected facility accepted for use by the Directors shall be used.
 - (02) The facility must have on board all equipment and publications required for designation as a facility.
-



A.3.b. Crew

All crewmembers shall wear:

- (01) The appropriate uniform authorized in Reference (a), or OPOORDERS. The OIA may, for emergency callouts only, waive the requirement for being in appropriate uniform and displaying patrol sign boards. **This does not apply to PPE.**
- (02) Wear appropriate PPE in accordance with Chapter 10, [Section I](#). For aviation see Reference (c).
- (03) The same uniform (normally).

A.3.c. Operator
(Coxswain)

The Operator duties and responsibilities are defined in Chapter 3, [Section D](#).

**A.3. Multi-Mission
Diverts**

Virtually all missions should be thought of in the multi-mission context since, whether or not the patrol starts out with multiple tasks assigned; it is possible for a facility to be diverted to other missions. It is then the responsibility of the operator, working with the crew, to determine if the facility and crew are trained and equipped for the new mission and if the conditions for accepting the new mission are suitable. This will involve a review of the risk assessment matrix for the changed conditions. Things to be aware of when accepting a diversion:

- Fuel supply
- Crew fatigue
- Survival equipment suitable to the task and environmental conditions
- Communications capabilities
- PPE onboard
- Pilot and crew capabilities

**A.4. Missions in
State Waters**

In addition to promoting boating safety on state waters, Auxiliarists may conduct all authorized missions. This includes the use of Auxiliary facilities, on either reimbursable or non-reimbursable orders, on state waters and municipal waters over which the state has jurisdiction (see Chapter 8, Section F, paragraph [F.5](#)).



**A.5. Maritime
Domain Awareness**

MDA is defined as “the effective understanding of anything associated with the global maritime environment that could impact the security, safety, economy or environment of the United States.”

Maritime Domain Awareness (MDA) underscores all operational missions in the Coast Guard Auxiliary. Auxiliarists carry out MDA as follows:

- Increase vigilance in the maritime environment.
 - Observe, detect, report, and monitor the normal and the abnormal.
 - Enhance the presence of Coast Guard Forces.
 - Carry out specific tasking from cognizant Coast Guard authority
-

**A.6. Detection and
Monitoring of
Unusual
Events/Scenarios**

During a multi-missioned patrol, Auxiliarists should observe their surroundings and report any unusual events or scenarios to the unit commander. District Commanders may place Auxiliary assets under orders to observe and to report information, but only under the following conditions:

- (01) Appropriate safeguards are set up to maintain the confidentiality of information received from the Auxiliary and the reporting source identity.
- (02) Unit commanders thoroughly brief Auxiliarists, who voluntarily accept such duty, on the nature and conduct of these assignments.

Unit commanders use Auxiliarists and their facilities in information gathering only on a carefully screened case-by-case basis.



Section B. Maritime Safety Missions

Introduction

Maritime safety is a generic term for a class of missions with a focus on keeping the boating public safe. This section will discuss some patrol ordered missions covered under Maritime Safety.

In this Section

This section contains the following information:

Title	Page
Maritime Observation Mission (MOM)	8-5
Training	8-5
Agency Support	8-5
Regatta Support	8-6
Safety Zone Support	8-6
Security Zone Support	8-6
Exercise Support	8-7
Logistics Missions	8-7

B.1. Maritime Observation Mission (MOM)

Auxiliarists carry out the maritime safety mission as follows:

- Promote safe boating.
 - Provide SAR response.
 - Render assistance to distressed persons in the marine environment.
 - Record information about ships, facilities, and critical infrastructure as directed by cognizant Coast Guard authority.
 - Identify hazards or potential hazards in a port or waterway.
 - Report any port, waterway, or coastal activity/incident that affects the safety of the area or jeopardizes the critical infrastructure.
-

B.2. Training

Auxiliarists conduct training missions to qualify other Auxiliarists in the tasks required for the different Auxiliary programs (e.g., all levels in the surface and air crew programs, etc.)

B.3. Agency Support

Auxiliarists provide support to other agencies as directed by the OIA.



B.4. Regatta Support

A “regatta” or “marine event” is an organized water activity approved by the Coast Guard or other agencies. It is of limited duration and is conducted on a prearranged schedule and has public interest. Auxiliarists conduct regatta missions to enhance safety during approved regattas or other marine events as follows:

- Operational Commanders may assign an Auxiliary Patrol Commander (AUXPATCOM) to carry out the regatta mission.
 - The Coast Guard generally limits its control over regattas or marine events to those events which may introduce hazards to navigation, may endanger protected species, or which may impede marine traffic flow.
 - The District Commander may issue special local regulations and set up special aids to navigation to ensure the safety of life and property in the regatta or marine event area.
 - The District Commander may assign Coast Guard units and/or Auxiliary facilities for a regatta or marine event to control spectator and transient watercraft and to minimize safety hazards in the event area.
 - The sponsoring organization is primarily responsible for protecting participants from the hazards of the event.
-

B.5. Safety Zone Support

The Coast Guard may deploy Auxiliary facilities to patrol safety zones. The Auxiliary may conduct these patrols with or without Coast Guard Boarding officers (officers or petty officers authorized to conduct law enforcement) onboard. Auxiliarists operating facilities without Coast Guard Boarding officers onboard may function only in an advisory or informational mode when directing the movement of boats in the vicinity of the zone and may not exercise law enforcement authority.

B.6. Security Zone Support

The Coast Guard may deploy Auxiliary facilities in support of security zones established by the Captain of the Port (COTP). While not a part of the security zone enforcement, Auxiliary facilities may be used to advise the public of the existence of the security zone. The Auxiliary may conduct these patrols with or without Coast Guard Boarding officers (officers or petty officers authorized to conduct law enforcement) onboard. Auxiliarists operating facilities without Coast Guard Boarding officers onboard may function only in an advisory or informational mode when directing the movement of boats in the vicinity of the zone and may not exercise law enforcement authority.



B.7. Exercise Support

The Coast Guard may assign Auxiliary facilities and personnel to support defense and non-defense exercises and training evolutions (i.e., ready for ops, harbor defense, incidents of regional and national significance, air intercept, etc.).

B.8. Logistics Missions

Auxiliarists may use an Auxiliary facility in any logistics mission with the approval of the OIA. Logistics missions are primarily for moving equipment and, except for air facilities, personnel when the resources of the agency requesting transportation are unable to provide the necessary platform.



Section C. Marine Safety and Marine Environmental Response

Introduction

Auxiliarists conduct environmental protection missions to support Coast Guard Sectors, Activities, Groups, MSOs, and other operational units and the various programs for which they are responsible (e.g., pollution response, marine environmental missions, aircraft overflights, and environmental education and outreach programs). This section will detail some patrol ordered missions that fall under Marine Safety and Marine Environmental Response

In this Section

This section contains the following information:

Title	Page
Initial Pollution Response	8-8
Marine Environmental Protection (MEP)	8-8
Vessel Verification	8-8
Waterway Management Support	8-8
Marine Safety Observation	8-9

C.1. Initial Pollution Response

Auxiliary facilities can help in this mission by responding to reported spills, monitoring clean-up operations, and/or patrolling harbors or other areas for unreported spills.

C.2. Marine Environmental Protection (MEP)

MEP may include locating, identifying, and reporting abandon vessels and barges from the air, water or land: and any activity, water, air, or land-based, related to the ANS Mitigation program, including multi-mission patrols, educating the boating public, and any activity pertaining to the protection of marine mammals, marine protected species and fisheries, and habitats on oceans, coastal and/or inland waters.

C.3. Vessel Verification

This mission may involve the verification of a vessel’s location, loadline, name, hailing port or other information.

C.4. Waterway Management Support

This mission may include activities supporting waterways management, supporting harbor safety committees, VTS, ice patrols, support of safety and security zones.



**C.5. Marine Safety
Observation**

Hours spent conducting Marine Safety (Prevention) patrols under USCG orders, of Anchorage Areas, Oil and Hazardous Materials Transfers, Designated Waterfront Facilities, Liquefied Natural Gas (LNG) Facilities, Liquefied Hazardous Gas (LHG) Facilities, Bulk Liquid Transfer Facilities (BLTF), Mobile Bulk Liquid Facilities, MARPOL Reception Facilities, Passenger Terminals, Commercial Fishing Facilities, Recreational Boating Facilities environmentally sensitive areas, and any activity related to port safety activities.



Section D. Navigation Systems Patrol

Introduction

The Coast Guard Navigation Systems helps to ensure the safety, security, and efficiency of the maritime transportation infrastructure. Aids to Navigation include lighted and unlighted buoys, lighted and unlighted fixed structures such as day beacons and lights, ranges, bridges, and lighthouses. This section will detail missions that fall under Navigation Systems.

In this Section

This section contains the following information:

Title	Page
Navigation Systems Patrol	8-10
Bridge Administration	8-10

D.1. Navigation Systems Patrol

Auxiliarists carry out aids to navigation/chart updating, as follows:

- Verify private aids to navigation or support Coast Guard ATON efforts.
 - Conduct chart updating missions to verify the accuracy and completeness of information published on charts and related navigation publications.
 - Report all ATON discrepancies to the Coast Guard.
-

D.2. Bridge Administration

Auxiliarists carry out bridge administration as follows:

- Support and augment bridge surveys.
 - Investigate and provide information regarding waterways safety and navigation situations pertaining to the bridge program.
 - Provide direct assistance and support to the bridge program personnel.
-



Section E. Ice Reconnaissance

Introduction

Ice reconnaissance missions are conducted primarily by Auxiliary air facilities to ensure shipping channels are safe and free of ice

In this Section

This section contains the following information:

Title	Page
Ice Reconnaissance	8-11

E.1. Ice Reconnaissance

Auxiliarists carry out ice reconnaissance as follows:

- Observe and report ice conditions.
 - Monitor ice fishing and other winter activities.
-



Section F. Law Enforcement

Introduction

This section will cover guidelines and policies for Auxiliary in Law Enforcement. For additional aviation Law Enforcement support requirements see Reference (c).

In this Section

This section contains the following information:

Title	Page
Law Enforcement	8-12
Prohibited Support	8-12
Authorized Law Enforcement Support	8-13
Coast Guard Personnel on Auxiliary Facilities	8-14
Jurisdiction	8-15

F.1. Law Enforcement

Auxiliarists may not be used to exercise general law enforcement or military authority.

The Coast Guard unit involved, however, may take all appropriate law enforcement action, notwithstanding the presence of Auxiliarists. In no event shall any Auxiliarist carry firearms or be made a member of any actual boarding party deployed during law enforcement action.

The key restriction is that no command can vest Auxiliarists with general police powers (e.g., power to search, seize, or arrest) or give Auxiliarists any direct role in law enforcement police action.

F.2. Prohibited Support

Auxiliarists are prohibited from conducting the following activities:

- (01) Actual boarding of a boat for law enforcement purposes other than for language interpretation.
 - (02) The carrying of firearms (by hand or holster) or any related law enforcement equipment (e.g., handcuffs, pepper spray, etc.) on their person.
 - (03) Investigating complaints of negligent operations or serving of subpoenas.
 - (04) Covert operations.
-



**F.3. Authorized
Law Enforcement
Support**

A unit commander may request an Auxiliarist employ an operational facility to:

- (01) Provide transportation of logistics support to armed Coast Guard personnel enforcing general vessel safety laws (e.g., conducting CG-4100 boardings) where there is a low chance of detecting criminal activities.
- (02) Employ Auxiliarists as interpreters for boardings when language barriers exist. Auxiliary interpreters may join boarding teams on low risk (as determined by the Operational Control (OPCON)) boardings aboard vessels to facilitate communications only after the initial safety inspection is complete and the subject vessel is deemed safe/secure.
- (03) Sorties for regattas, marine parades, safety/security zones, or pollution reporting or monitoring sufficiently relate to promoting boating safety and protection of the marine environment to be considered missions not involving the exercise of direct law enforcement powers
- (04) Logistics support of Coast Guard investigations or transportation of investigators.

Unit commanders must thoroughly brief Auxiliary crews on the nature and conduct of these assignments.

NOTE 

For a law enforcement boarding, Auxiliarists are only authorized to assist law enforcement officials (Coast Guard, federal, state, or local) as translators and by providing their facilities as boarding platforms. Auxiliarists assisting these law enforcement officials, other than as outlined in this process guide, will be acting outside the scope of the employment set for the Auxiliary and probably will not be covered by the Coast Guard’s legal umbrella. In the event any problem occurs on board a vessel being boarded, the only option available to the Auxiliary crew and facility is to stand off and to request assistance from the Coast Guard unit commander.



**F.4. Coast Guard
Personnel on
Auxiliary Facilities**

Coast Guard officers and petty officers may conduct boardings from an auxiliary vessel facility which is crewed by Auxiliarists but only under the conditions listed below:

- (01) There is a low chance of detecting unlawful/criminal activities or conduct during the boarding; and
- (02) The Coast Guard will not request or require Auxiliarists to take any direct law enforcement actions.

Coast Guard personnel onboard Auxiliary facilities, even those assigned to operate the facility, do not have the authority to compel Auxiliarists to follow any requests.

**F.4.a. Facility
Movement**

Coast Guard personnel may request the Auxiliary operator take certain actions in the movement of the facility but should not violate navigational rules nor create a situation that places any vessel in navigational extremis. In following such requests, the Auxiliary operator has sole responsibility for the safety of the facility and crew. If the requested movement(s) are not within the capability of the facility or crew, or in the Auxiliarist's judgment would hazard the facility or crew, the Auxiliarist must decline the request.

**F.4.b. Public
Understanding**

To avoid a false interpretation by the public that the Auxiliary is directly involved in law enforcement, Coast Guard boarding personnel must ensure those being boarded understand:

- (01) The boarding party consists only of U.S. Coast Guard personnel;
- (02) Under U.S. law, the Boarding officer is a federal law enforcement officer and can enforce U.S. laws;
- (03) The boat operator and crew are members of the U.S. Coast Guard Auxiliary and only provide a platform to transport the boarding party; or
- (04) The interpreter is U.S. Coast Guard Auxiliary and only present to facilitate communication between the boarding party and crews of vessels being boarded.

Unit commanders may print a credit card sized card to supplement the Boarding officer's discussion with a boat "operator." These cards must bear the Coast Guard logo and contain the following text as shown in [Table 8-1](#).



You have been boarded by the United States Coast Guard. The individual conducting the boarding is a member of the Coast Guard and is duly authorized to perform law enforcement duties.



The boat operator and crew (or interpreter) are (is a) member(s) of the Coast Guard Auxiliary. Members of the Auxiliary do not have law enforcement authority. Their sole duty is to provide the platform from which the Boarding officer can carry out assigned duties (or to facilitate effective communications across the language barrier).

Table 8-1

U.S. Coast Guard Boarding Officer Supplemental Card

F.5. Jurisdiction

The Coast Guard has either sole or joint jurisdiction upon the “navigable waters of the United States,” as defined by federal regulations. Sole state waters are those upon which only state and/or municipal authorities have jurisdiction. The Coast Guard governs Auxiliary operational missions on navigable waters of the United States.

F.5.a. Promotion if Boating Safety

Auxiliarists may aid states in the promotion of boating safety on sole state waters or waters on which the states share jurisdiction (joint jurisdiction). This assignment includes assignments of surface or air patrol duties. However, the appropriate state boating law administrator (or the equivalent) must request this aid from the Director, who may authorize Auxiliary support, if available. In an emergency, this assistance may be a verbal agreement, however, in the normal course of events, comprehensive MOUs or letters of agreement should be executed and should be on file. Each agreement should include a request from the state for Auxiliary support and a written letter from the Director authorizing the assistance and articulating the conditions and parameters that are expected of all parties involved.

F.5.b Assisting State or Local Officials

Auxiliarists assisting state or local officials on sole state waters may conduct any authorized mission. Coast Guard OIAs may authorize the transporting of state or local officials if the guidelines of paragraphs **F.1** and **F.5** of this section are met. When working with state boating officials, Auxiliarists must be particularly careful not to assume or imply any law enforcement authority (federal, state, or otherwise).



Section G. Search and Rescue

Introduction

This section will cover guidelines and policies for Auxiliary in supporting Search and Rescue. For additional aviation Search and Rescue requirements see Reference (c).

In this Section

This section contains the following information:

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Maritime SAR Assistance Policy	8-16
Request for Assistance	8-16
Safety Considerations	8-17
Non-Emergency Assistance	8-17
Search and Rescue (SAR) Call- Out	8-17
Commercial Assistance	8-18
Happen Upon Cases	8-18
Emergency Medical Response	8-19
Automated External Defibrillator (AED) Program	8-19
Foreign Waters	8-19

G.1. Maritime SAR Assistance Policy

Auxiliarists on orders and operating an auxiliary facility must follow the Coast Guard’s Maritime SAR Assistance Policy. Reference (b), Chapter 4 sets forth policy and procedures for handling requests for any type of SAR assistance. It also defines Coast Guard relationships with other possible sources of assistance. Unit commanders must provide Auxiliarists on orders the necessary guidance to understand the policy.

G.2. Request for Assistance

When an auxiliary vessel on routine patrol or otherwise on orders discovers a vessel requesting assistance, but is not in contact with the Coast Guard, the Auxiliarist will relay the request for assistance to the Coast Guard Operational Commander and may undertake to provide assistance, if capable.



**G.3. Safety
Considerations**

If a tow is undertaken, the Auxiliary vessel is required to notify the Operational Commander of the identity of the vessel, location of the vessel, and the destination to which the vessel is being towed. No Auxiliary vessel may undertake the tow of another vessel unless the operator is reasonably assured of the safety of both vessels and the persons aboard. If the Auxiliary vessel cannot safely tow a disabled vessel that is standing into danger, it may endeavor to remove the persons from the threatened vessel and stand by until a more capable resource arrives on scene.

In cases involving towing by the Coast Guard Auxiliary, the vessel being assisted will normally be taken to the nearest safe haven. Coast Guard Auxiliary resources should not tow the vessel beyond the nearest safe haven when there are commercial resources that could perform this function. Exceptions to this policy may be made in specific cases if, in the judgment of the SAR mission coordinator (SMC), they are warranted by humanitarian or other concerns.

NOTE 

In accordance with reference (b), a safe haven is considered a place that can accommodate and will accept the safe mooring of the vessel.

**G.4. Non-
Emergency
Assistance**

In cases involving towing by the Coast Guard Auxiliary where no emergency exists, the assisted vessel may be released to another provider who appears capable provided that;

- (01) The SMC and operator of the assisting vessel determine that a hand-off can be carried out safely, and either
 - (02) Alternative assistance is desired and arranged by the operator of the vessel being assisted; or
 - (03) The Operational Commander has a higher need for the Auxiliary resource.
-

**G.5. Search and
Rescue (SAR) Call-
Out**

A SAR call-out is the unscheduled movement of an Auxiliary facility for purposes of SAR. The movement is at the specific request of a unit commander for a SAR mission. If the unit commander cancels a SAR call-out before movement, the mission time shall be reported as operational support (see Chapter 9, [Section A](#)). Auxiliarists usually perform movements of a facility engaged in storm, flood, and other disaster or emergency response in conjunction with the Coast Guard or local agencies.



G.5.a. SAR Standby SAR standby is the wait time of an Auxiliary facility and crew upon request of an OIA in preparation for launching on an active SAR mission. The facility must be ready for launch within 30 minutes and the crew in the vicinity in uniform with all necessary equipment.

G.6. Commercial Assistance In cases when a Coast Guard Auxiliary facility under orders arrives on scene nearly simultaneously with a commercial provider, the Auxiliary operator should report to the SMC, remain on scene until it is confirmed the provider is capable of providing the required assistance and safely completing the case and the disabled vessel owner/ operator accepts the assistance; then clear the area and take no further part in the incident.

When a mariner requesting assistance rejects the first arriving commercial assistance, Coast Guard or Coast Guard Auxiliary units should not assist in these cases so long as the situation remains classified below the DISTRESS phase (Reference (b)).

G.7. Happen Upon Cases Cases discovered by the Auxiliary are a particularly sensitive section of the SAR policy. How the situation is dealt with is the end product of sustained negotiations and compromise efforts on the part of all concerned parties. It intends that the Auxiliarist, not the SMC, will make the judgment as to whether the Auxiliarist can safely assist. When the Auxiliarist notifies the SMC that they intend to assist the vessel, it's not "asking for permission". The Auxiliarist has already determined that they can safely provide assistance, and the notification to the SMC is a courtesy. This policy does not reduce the operational commander's authority and responsibility to exercise command and control over all assigned forces, including Auxiliary vessels on ordered patrols. The operational commander may override the Auxiliarist decision if warranted by an evaluation of the circumstances. However, unless there is a specific reason to do so, such as an indication of unusual risk or hazard, or an operational need to assign the Auxiliary vessel to a higher priority mission, the decision to assist should be left to the Auxiliarist.

NOTE 

Auxiliarists not under orders may act freely as "Good Samaritans" to provide help. (See Chapter 9, Section C, paragraph C.1.)



**G.8. Emergency
Medical Response**

First aid training (beyond a basic awareness of emergency situations) is not a part of the Auxiliary boat or air crew qualification process. Auxiliarists, while on orders (verbal or written) or while assigned to duty, can give first aid. In cases of boating emergencies, Auxiliarists shall advise the unit commander of any emergency medical situation. If unable to contact the unit commander, then seek guidance from competent medical authority.

NOTE 

The Auxiliarist may only provide first aid that they are trained to give, and which is within the scope of their assigned duties. For example, an Auxiliarist on an authorized patrol who is not CPR, qualified must not perform CPR but an Auxiliarist who is CPR qualified may.

**G.8.a. Operations
Without Orders**

Any medical aid given by an Auxiliarist operating without orders (verbal or written) or not assigned to duty is given as a private citizen and not as an Auxiliarist. (See Chapter 9, Section C, paragraph C.1.)

**G.8.b. Assigning
Certified EMTs**

Unit commanders may assign Auxiliarists certified as EMTs under Coast Guard standards to augment Coast Guard forces as EMTs. A unit commander must first issue the Auxiliarist a “letter of certification” (upon proof that Coast Guard EMT standards were met). The Auxiliarist is then eligible for orders. Only the Coast Guard unit which issued the “letter of certification” may issue orders assigning the Auxiliarist as an EMT.

**G.9. Automated
External
Defibrillator (AED)
Program**

Currently, only specific CG entities are authorized to carry and use AED by current instruction or directive. Auxiliarists interested in the AED program shall work with their COLM to their local Coast Guard SECTOR for policies and guidelines in accordance with Reference (k).

**G.10. Foreign
Waters**

An Auxiliarist under orders may not respond to SAR incidents in foreign waters without specific Coast Guard authority for foreign operations. Action necessary to prevent imminent loss of life may be taken without prior approval. However, Auxiliarists must report such actions to the OIA and Director by the most rapid means available



CHAPTER 9

Operations Support Missions and Not Under Orders

Introduction

This chapter will discuss requirements and guidelines for operational support missions. Both under orders and not under orders.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Operational Support Missions	9-2
B	Disaster Relief	9-4
C	Missions Not Under Orders	9-6



Section A. Operational Support Missions

Introduction

An operational support mission is a service provided for/to operational Coast Guard units (e.g., Sectors, Groups, Stations, Air Stations, MSOs, etc.) in support of Coast Guard programs. This service does not involve the movement of an Auxiliary facility. An Operational Commander must specifically authorize missions requiring the movement of Auxiliary facilities

In this Section

This section contains the following information:

Title	Page
Examples of Operational Support Missions	9-2
Requirements for Coast Guard Support	9-3

A.1. Examples of Operational Support Missions

Examples (but not an inclusive list) of operational support missions include:

- (01) Support to a Coast Guard unit, such as a communications watchstander, culinary services.
 - (02) Coast Guard approved operational activities in support of state, local, or other federal agencies (other than patrols or public education).
 - (03) Operational administration duties (e.g., chart corrections, MISLE entry, etc.).
 - (04) Watchstanding, Operations officer, or person in charge of Auxiliary operated facilities, such as Auxiliary stations or detachments (see [CHAPTER 4](#)).
 - (05) Aiding (other than while on patrol) the Coast Guard during pollution incidents.
 - (06) SAR standby, when on call under the authority of an Operational Commander. Standby is the time spent near the facility, in uniform, while moored, or in the case of aircraft, when near the facility at the airport, awaiting orders to deploy.
 - (07) Communications watchstanding at Auxiliary facilities, such as: Fixed land communications or direction finding (DF) support provided to either Coast Guard units or Auxiliary facilities.
 - (08) A communications watch at an Auxiliary radio facility specifically requested by the Coast Guard.
-



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- (09) Monitoring of a radio frequency, specifically requested by the Coast Guard or in support of a facility on patrol.
 - (10) The time spent on Auxiliary training net drills.
 - (11) Participation in an Auxiliary administrative traffic net, an Auxiliary amateur radio (HAM) net, or Federal Shared HF Program (SHARES) other entities operating under a current MOU with the Coast Guard or Coast Guard Auxiliary.
 - (12) Miscellaneous support such as a lighthouse watchstander or tower watches, marine licensing, and inspection missions, or conducting administrative license and marine document examinations.
-

A.2. Requirements for Coast Guard Support

The relationship between the Auxiliarist assigned to perform an operational support mission at a Coast Guard unit and the Coast Guard unit leadership must be clear. Everyone must understand the relationship, so the assignment does not infringe on the authority or responsibility delegated to Auxiliary elected leaders. To provide for the proper use and conduct of Auxiliarists, follow the below procedures:

- (01) The Auxiliarist must inform their respective FC when a Coast Guard unit initially accepts the Auxiliarist for Coast Guard support missions at the unit.
 - (02) The Auxiliarist must wear an appropriate uniform while on the assigned mission.
 - (03) The Auxiliarist must report their activities in AUXDATA II.
 - (04) No Coast Guard unit may vest Auxiliarists with any titles or duties which entail direct law enforcement duties or responsibilities.
 - (05) Only the unit commander may assign any titles or duties to an Auxiliarist (e.g., communications watchstander, boat crewmember, etc.). Both the unit commander and the appropriate Auxiliary elected leader must mutually agree to the assignment when the assignment includes position “seniority” over other Auxiliarists, active duty, or reserve members (e.g., Junior officer of the day (JOOD), etc.) or active duty members.
 - (06) No Auxiliary Staff officer or elected or appointed leader may delegate any authority or duties to any other Auxiliarist on missions assigned by Coast Guard authority.
 - (07) Complaints concerning Auxiliarist misconduct, while serving on a Coast Guard support mission, must be referred, in writing, to the Auxiliarist FC, with a copy to the Director, for appropriate action as recommended or required by any provisions of Commandant policy or instructions.
-



Section B. Disaster Relief

Introduction

Modern weather forecasting makes possible the early detection of hurricane, storm, and flood conditions. Rapid dissemination of this information to the public comes via the press and radio. Timely preparation for these natural disasters and the understanding of their characteristics can lessen damage and loss.

In this Section

This section contains the following information:

Title	Page
Auxiliary Assistance	9-4
Emergency Plans	9-5

B.1. Auxiliary Assistance

The Coast Guard may use qualified Auxiliary units or individual Auxiliarists and facilities to:

- (01) Warn personnel on waterfronts and in isolated areas.
- (02) Transport supplies, equipment, or personnel.
- (03) Evacuate personnel or property.
- (04) Coordinate boat traffic by dispersing and guiding to safe moorings.
- (05) Secure small craft and waterfront facilities.
- (06) Conduct other tasks to expedite preparations for, or in relief of, emergency conditions (e.g., emergency communications networks).
- (07) Support state and local emergency response operations, including assistance in staffing emergency response centers.

This list is not intended to be all-inclusive, but rather give viable examples of properly employing the Auxiliary.



B.2. Emergency Plans

Directors/Operational Commanders are highly encouraged to use Auxiliarists in the development process and in the actual execution of plans. With Coast Guard approval, FCs:

- (01) With proper coordination, may liaison with local representatives of sheriff, police, and fire departments, American Red Cross, Civil Air Patrol, Federal Emergency Management, Federal Highway Administration, U.S. Power Squadrons, commercial and sport fishermen groups, marine operators, and any other entity operating under a current MOU with the Coast Guard or Auxiliary.
 - (02) May prepare an auxiliary emergency response plan. The plan must interface with the district/sector commander's plan and must include a list of flotilla members and facilities, with crews assigned and available for emergency work. Also, the plan must identify and set up a call-out system to organize this group quickly. While the Coast Guard does not prohibit Auxiliarists from enrolling in local emergency response organizations, flotillas must consider any involvement with these groups during emergencies in contingency planning.
 - (03) Must ensure proper Coast Guard orders have been issued prior to the movement of any vessel, aircraft, or mobile radio facility and Auxiliarists have been properly assigned to duty by the Coast Guard prior to undertaking any activities listed in this Section.
-



Section C. Missions Not Under Orders

Introduction

This section describes the assistance activities Auxiliarists may engage in while not under orders.

In this Section

This section contains the following information:

Title	Page
Good Samaritan	9-6
Auxiliary Actions	9-7

C.1. Good Samaritan

46 U.S.C. § 2303 requires the operator of a boat involved in a marine casualty to give aid, when able to be done without serious danger to the operator's boat or to individuals on board. In addition, most states have Good Samaritan laws that protect people who render such assistance, without objection from the person assisted, from liability for any civil damages. The Volunteer Protection Act of 1997 also provides liability protection for Good Samaritans. The assisting person must be acting in an ordinary, reasonable, and prudent manner. The extent of a rescuer's liability for injuries resulting from Good Samaritan actions depends on the circumstances of a particular case and the applicable law.

Any Auxiliarist acting in response to a potential SAR incident, before receipt of verbal or written orders from competent Coast Guard authority, is taking action as a Good Samaritan private boater. Without orders, their actions will fall outside the Coast Guard's liability umbrella, even if in uniform. The Coast Guard bears no responsibility and will not intervene for the Auxiliarist who acts as a Good Samaritan (e.g., an Auxiliarist not under orders helps in a boating rescue). See Chapter 7, [Section A](#) for details while assigned to duty.

Auxiliarists may not submit an AUXDATA II report where an Auxiliarist gives aid as a private citizen.



C.2. Auxiliary Actions

The Coast Guard serves as SAR coordinator for all maritime emergencies. If a boater has a non-emergency situation but needs some help, the Coast Guard will normally coordinate the effort to locate an alternative source of assistance.

Auxiliarists not under orders, having information concerning an actual or potential distress (emergency or non-emergency), must advise the nearest Coast Guard unit without delay. The Coast Guard will need the below information:

- (01) Identify yourself as an Auxiliarist and give your radio call sign or instructions on how the Coast Guard can reach you.
 - (02) Describe the situation. Give position, nature of the distress, number and condition of persons in distress, number or name of the distressed (surface or air) craft, type of craft (e.g., sailboat, PWC, airplane, etc.), approximate length, color (of hull, of deck house, of fuselage, etc.). If informed of a distress by another person, also give pertinent data as to who provided the information.
 - (03) Advise what you intend to do as a Good Samaritan. Use good judgment and do not take any action that might endanger your passengers or vessel/aircraft. Consider the Duty officer's advice. If possible, remain on scene until other help arrives or until released.
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CHAPTER 10

Operational Guidance, Training and Readiness

Introduction

This chapter will discuss requirements and guidance for operations, facility condition and readiness, minimum crewing, waivers, physical fitness, certification, and fatigue standard.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	General Operational Guideline	10-2
B	Communications	10-8
C	Facility Condition Status	10-10
D	Readiness Status	10-13
E	Minimum Crew Requirements	10-14
F	Waivers	10-16
G	Physical and Health Requirements	10-19
H	Operational Training	10-21
I	Personal Protective Equipment	10-23
J	Operational Support Equipment	10-30
K	Mishap Reporting, Damage Claims, and Personal Injury	10-33
L	Crew Endurance Management (Fatigue) Standards	10-40
M	PWC Facility and Operating Policies	10-44



Section A. General Operational Guideline

Introduction

This section will cover guidelines and policies for Auxiliary in support functions.

In this Section

This section contains the following information:

Title	Page
Auxiliarist on Coast Guard Units	10-2
Active Duty Coxswain Appointment	10-3
Use of Government Vehicles	10-4
Public Safety Vessel ID Lights	10-4
Towing Lights	10-5
Guest/ Passengers on Auxiliary Facilities	10-6
Entering The Water	10-6
Surf Zones	10-7
Pregnancy	10-7
Alcohol, Drug and Medication Use	10-7
Toxicological Testing	10-7

A.1. Auxiliarist on Coast Guard Units

Any Auxiliarist may be authorized to train on Coast Guard units/assets and replace or augment authorized Coast Guard boat crew positions or augment Coast Guard air crews provided that the Auxiliarist is Basically Qualified (BQ), meets applicable local Auxiliary requirements, and meets all necessary Coast Guard requirements.

Auxiliarist may train as a break-in Auxiliary crewmember onboard a Coast Guard asset in the qualification process of Reference (I) in a non-augmentation manner. Authorization must be obtained from the DIRAUX and/or OTO. In addition, authorization must be obtained from the unit's CO/OIC.

Annual currency hours and task completed on a Coast Guard asset(boat), as a certified Auxiliary Boat Crewmember in a non-augmentation role, will count towards annual currency maintenance requirements.



A.1.a. Boat or Cutter Support
Auxiliarists may be qualified and certified in accordance with current Coast Guard standards for any position on a Coast Guard boat or cutter and may be assigned to any position, **except those requiring the exercise of direct command authority (e.g. Officer of the Day, coxswain)**, in accordance with the Reference (m), unless the Auxiliary has been specifically authorized use of a Coast Guard owned boat (see Chapter 2, Section A, paragraph A.3), the Auxiliarist's lack of law enforcement and military authority prevents the member from performing the duties of a coxswain on a Coast Guard boat. Auxiliarists, in support of Coast Guard cutters, may earn the Auxiliary Cutterman Insignia in accordance with Reference (a), Section 10.

Auxiliary members that are Coast Guard certified on a Coast Guard asset and are certified Auxiliary boat crewmember can use the hours and task performed on a Coast Guard asset towards Auxiliary boat crew annual currency maintenance requirements.

A.1.b. Law Enforcement Support
See Chapter 8, [Section F](#).

A.1.c. Aviation Support
Auxiliarists may be used for aviation augmentation (Reference (c)).

A.1.d. Shore Unit Support
Auxiliarists may be qualified, certified, and assigned duties in accordance with current Coast Guard standards at Coast Guard shore units. These duties should assist with any day-to-day tasking necessary to keep the unit at an operational performance level. These duties may vary widely and may include, but are not limited to, communication or OPCEN watchstanding, participative or instructional training, administrative support, or facility maintenance with the unit commander's approval. Mutual agreement and creativity between the Auxiliarist and the unit commander are key factors here.

A.2. Active Duty Coxswain Appointment
With the concurrence of the facility owner, unit commanders may appoint a Coast Guard coxswain on an Auxiliary operational facility. The designation shall be done in AUXDATA II using the Active Duty crew identifier. This Coast Guard coxswain is not to exercise any law enforcement authority or take any actions that would jeopardize the Auxiliarist or the facility. No other Coast Guard personnel may operate any Auxiliary facility. The provisions of this paragraph (except the law enforcement provision) do not apply to a facility under the custody and control of the Coast Guard in accordance with Chapter 5, [Section D](#).



**A.2.a Support
Equipment**

A Coast Guard officer or petty officer, on official duty and on board an auxiliary facility which is under orders, may bring and use all necessary portable Coast Guard equipment to ease the execution of the duty except for blue lights. Also, on vessel facilities, the coxswain must fly the Coast Guard Ensign instead of the Auxiliary Operational Ensign to signify the Coast Guard is on board. However, the coxswain must not display the Coast Guard Ensign when Coast Guard personnel are on board only as crewmembers, for familiarization, for training, for a social event, or for similar activities.

**A.3. Use of
Government
Vehicles**

An Auxiliarist with a valid state driver's license may use government vehicles for official business only after obtaining permission from the Commanding Officer (CO), Officer in Charge, or their designee. Specific rules governing the use of government vehicles may be found in Reference (n). The guiding authority is 14 U.S.C. § 821, 831, and 832.

**A.4. Public Safety
Vessel ID Lights**

Reference (o) allows use of an optional alternately flashing red and yellow (amber) light by public safety vessels engaged in public safety activities. The use of the light serves only as an identification signal and conveys no special privileges. Vessels using the identification light during public safety activities must abide by the Promulgation of the Navigation Rules and Regulations and must not presume that the light or the nature of the activity (emergency or otherwise) gives them precedence or right of way to complete the activity.

A.4.a Optional Use

The public safety vessel ID light is optional for Auxiliary vessel facilities. Absence of this light does not affect the Auxiliary facility's certification to perform operational missions unless it is required by the Coast Guard unit commander. Purchase of the public safety vessel ID light is the responsibility of the facility owner – unless it is otherwise required by the Operational Commander, who would provide an ID light for the ordered mission.

**A.4.b. Light Use
Allowed**

Auxiliary vessel facilities may use the public safety vessel ID light while under orders in the following situations:

- (01) When patrolling regattas and marine events.
 - (02) When helping Coast Guard forces in maintaining security zones during such events as shuttle launches and hazardous cargo transfers.
 - (03) When needed for brief periods of identification of the Auxiliary facility. These periods include helping a boat in distress locate the Auxiliary facility during a SAR case, warning boats away from a
-



hazardous situation, or when SAR activity takes place within the boundaries of regattas, marine events, or security zones.

A.4.c. Light Use Prohibited

An auxiliary vessel facility may not display the public safety vessel ID under the following circumstances:

- (01) As a towing light (see paragraph A.5) of this section for guidance on towing lights). Unless the vessel is not properly equipped with the required towing lights in accordance with Reference (o).
- (02) During the prosecution of a SAR case, except as authorized above

NOTE 

No law enforcement light configuration (i.e., blue lights) or siren are authorized.

A.5. Towing Lights

Auxiliarists must follow Rule 24 of Reference (o) regarding regulations for all vessels when towing. Rules 24 (j) and 36 discuss alternatives to follow when it is impracticable to display the required towing lights. The following applies to Auxiliary facilities:

- (01) The Coast Guard may accept the use of Auxiliary surface facilities for towing under all visibility conditions. Unit commanders may accept these facilities even though their configuration may be such that they cannot reasonably follow the towing light requirements of Rule 24.
 - (02) Auxiliary vessel facilities are basically for recreational use and do not normally engage in towing. Therefore, it is often impracticable for most facilities to exhibit required towing lights.
 - (03) Operators must make every effort to show other boats that their auxiliary facilities are towing a disabled boat. An operator might “visually” show other boats the tow by illuminating the towline or tow.
 - (04) Owners of Auxiliary surface facilities are encouraged to install proper towing lights onboard their facilities when, due to the nature of their operating area, they are likely to conduct tows after dark.
-



A.6. Guest/ Passengers on Auxiliary Facilities

Operators may not allow non-Auxiliary guests or passengers (including family members) onboard any Auxiliary surface facility under orders unless the OIA authorizes their presence specifically for that event or patrol. For Auxiliary air facility requirements see Reference (c). However, the total number of persons onboard must not exceed the manufacturer's stated maximum capacity. All individuals' names onboard (guests/passengers as well as crew) must be given to the OIA before getting underway and must be documented in AUXDATA II. Guest/passenger names will be documented in the "Comments" section. Guests and passengers may be authorized only for limited purposes (e.g., training, indoctrination, public affairs, and other circumstances reasonably linked to the Auxiliary's purpose and mission). When guests or passengers are contemplated in advance of orders being issued, the below must be followed:

- (01) Guest/passenger authorization must be in writing. Authorization can be by title (e.g., members of WYXX-TV news team, on-water training students of flotilla X) or by name (e.g., Mrs. Martha C. Cranberry, prospective Auxiliarists).
- (02) Operators may not involve guests or passengers in any crew activity except as authorized in Chapter 8, Section F, paragraph [F.5](#)
- (03) All guests/passengers must wear appropriate flotation and hypothermia protective equipment when underway (see [Section I](#)).
- (04) Auxiliarists who are not assigned to duty as crewmembers are not guests within the meaning of this restriction. Facility operators may take these Auxiliarists onboard at their discretion, consistent with district policies.
- (05) The passenger carrying requirements of this paragraph do not apply to persons recovered from the water or assisted during a patrol.

A.7. Entering The Water

Auxiliarists on an Auxiliary facility that is under orders shall not enter the water during any operations. Members may be subject to disciplinary actions in accordance with Reference (a), Chapter 3, Section G. This restriction also applies to PWC operators, except when necessary to mount or dismount to allow normal operation, remount if involuntary ejected, or while performing PWC operator qualification task "dismount/remount/re-right in deep water" under the supervision of a mentor in accordance with Reference (l). For paddle craft operations see Reference (p).



A.8. Surf Zones

Auxiliarists shall not operate surface facilities in surf zones. Members may be subject to disciplinary actions in accordance with Reference (a), Chapter 3, Section G.

A.9. Pregnancy

While not specifically disqualified from any Auxiliary missions, unit commanders (or operators) must not place pregnant Auxiliarists in high-risk situations. Unit commanders shall follow the guidelines in Reference (q), Enclosure (1). These guidelines provide measures to help determine what assignment limits are appropriate. For additional aviation guidelines see Reference (c).

A.10. Alcohol, Drug and Medication Use

Auxiliarists shall not consume alcoholic beverages on any mission. Auxiliarists are restricted from missions for 12 hours after last alcohol use and must have no residual effects. This includes the use of “low” and “no” alcohol beverages. Residual effects include light-headedness, headache, sleepiness, fatigue, nausea, and lack of alertness. A zero-alcohol level is essential for personnel to meet the demands of a mission.

This prohibition includes prescribed or over-the counter (OTC) medications that may diminish the ability of an Auxiliarist to function safely. Responsibility for advising the Operator/OIA of prescribed medications, or any medications having possible adverse side effects, lies solely on the members who are taking the drugs/medications.

Failure to abide by these rules may be grounds for disenrollment in accordance with Reference (a). Further, failure to abide by these rules could constitute gross negligence and may subject Auxiliarists to personal liability.

NOTE 

See Reference (c) for additional alcohol, drug, and medication use restrictions for air operations.

A.11. Toxicological Testing

Toxicological testing is in accordance with Commandant policy applicable to Coast Guard Operations and National Transportation Safety Board (NTSB) recommendations. To ensure Auxiliarists are provided complete liability protection, operators under orders and directly involved in a vessel accident may be subject to an immediate post-accident toxicological testing.



Section B. Communications

Introduction

This section describes the communication requirements when on an ordered patrol mission.

In this Section

This section contains the following information:

Title	Page
Communication	10-8
Communication Reporting Requirements	10-8
Alternate Communications Plan	10-9
Lost Communications	10-9
Cell Phone Usage	10-9

B.1. Communication

For a patrol, a facility must maintain two-way communications with any Coast Guard unit; any Auxiliary station or detachment; any federal, state, or local agency (e.g., Army Corps of Engineers, police, fire department, etc.); or any local marina that agrees to maintain the scheduled communication guard, relay official information between the Coast Guard and Auxiliary facility, and must understand and agree to immediately report a communications loss to the Coast Guard if the reporting period is exceeded.

B.2. Communication Reporting Requirements

Facility operators must follow all current Coast Guard communication reporting requirements, during a patrol, as follows:

- (01) Surface vessels must report OPS normal and position every 30 minutes.
- (02) Helicopters and single-engine fixed-wing (SEFW) aircraft must report OPS normal and position every 15 minutes.
- (03) Multi-engine fixed-wing (MEFW) aircraft must report every 30 minutes.

See Reference (r) for addition requirements. The OIA may impose a more stringent reporting requirement.

NOTE

Auxiliary communications reporting requirements shall be the same as the Active Duty reporting requirements for a given area of operation.



B.3. Alternate Communications Plan

In areas where there are known communication gaps, the OIA may authorize an alternate communications plan. At a minimum, the facility operator must notify that OIA, or designee, before beginning the mission, of the patrol's start and end times and the names of all individuals aboard. The facility operator must notify the OIA, or designee, immediately upon return from the mission. At any time, the mission is expected to run more than 15 minutes beyond the estimated end time (ETA), the facility operator must communicate a new ETA to the OIA, or designee, as soon as practicable, but in no case later than 15 minutes from the original ETA.

B.4. Lost Communications

If communications are lost for more than the designated reporting period, the mission must be aborted, the facility moved to a safe haven, and the OIA advised of the situation. Facilities en route to or from assigned areas are subject to call and assignment, if needed.

B.5. Cell Phone Usage

VHF-FM is the primary method for communications during ordered patrols. The use of cell phones/texting devices and phone applications aboard Auxiliary surface facilities (vessels) is prohibited unless specifically authorized by the operator and only on a case-by-case basis. The operator should take into consideration a variety of factors using risk management principles before allowing the use of cell phones/texting devices. When a boat crew member is allowed to use a cell phones/texting device, the operator will assure that there is a proper lookout posted and the rest of the crew are attentive to their duties. The helmsman is prohibited from using a cell phones/texting device.

NOTE 

Cell phones/texting devices and phone applications may be used in assisting with navigation functions. SHALL NOT BE USED AS A PRIMARY MEANS OF NAVIGATION.



Section C. Facility Condition Status

Introduction

This section discusses facility (boat) condition status and the handling of discrepancies. This should not be confused with readiness status ([Section D](#)) of the facility and its crew: Alpha, Bravo, and Charlie

In this Section

This section contains the following information:

Title	Page
Facility Condition Status	10-10
Facility Condition Status Definitions	10-10
Disabling Casualties	10-10
List of Disabling Casualties	10-11
Restrictive Discrepancies	10-12
List of Restrictive Discrepancies	10-12

C.1. Facility Condition Status

An auxiliary facility (boat) condition status indicates the status of the facility. A facility may have a facility status classification of FMC, PMC or NMC.

C.2. Facility Condition Status Definitions

- (01) Fully Mission Capable (FMC): An FMC facility is capable of getting underway and performing all missions.
 - (02) Partially Mission Capable (PMC): PMC restricts the operation of the facility such that it can perform some, but not all, activities safely and a waiver was provided in support of some missions.
 - (03) Not Mission Capable (NMC): A facility classified as NMC shall not get underway to conduct any operations or training.
-

C.3. Disabling Casualties

Disabling casualties are those that make the boat Not Mission Capable (NMC). A list of Disabling Casualties can be found in paragraph [C.4](#) below.



C.3.a. Actions
(Underway)

In the event a facility sustains a disabling casualty while underway, the OIA shall immediately be notified to determine whether to continue the mission or return to home port or safe mooring.

In many cases, a disabling casualty will require assistance from another vessel in order to limit potential damage of continued operation.

Most of the time, continuing the mission will not be an option and therefore the OIA will have to decide if transiting back to homeport or securing the facility to wait for assistance is the best option. The OIA shall notify the Operational Commander as soon as possible once a disabling casualty is identified and what actions are being taken to mitigate any further damage. The Operational Commander will have the final authority to authorize the facility to transit back to home port or safe mooring after an evaluation of the potential risk.

C.3.b. Actions
(Dockside)

If a disabling casualty is identified while the facility is moored, the facility is not authorized to get underway for a mission until the discrepancy is fully repaired.

**C.4. List of
Disabling Casualties**

The following is a list of disabling casualties for auxiliary facility:

Engine and vessel systems

- Engine(s) metallic/non-metallic noises: abnormal metal on metal/knock/clicking.
- Engine(s) fail to start
- Engine(s) overheat (uncontrollable).
- Engine kill switch (motor safety lanyard) inoperable or missing.
- Engine controls (throttle and shift) inoperable.
- Engine(s) fail to shift into and out of gear (forward or reverse).
- Battery system won't charge.
- Steering system inoperable or restricted (binding or less than full movement).
- Any fuel leaks on gasoline engines.

Electronics / Navigation

- No electronic means of signaling distress (i.e. no radio or PLB).

Boat Outfit

- Bilge pump fails to operate or clearing ports clogged or restricted, (if installed).

Safety and General Materiel

- Any electrical arcing and sparking.



-
- Any hull breach below the waterline or structural damage that weakens the transom.
 - No means of firefighting (i.e., no portable fire extinguishers plus installed fire system inoperable)
 - Backfire flame arrester inoperable or missing, if required.
-

C.5. Restrictive Discrepancies

Restrictive discrepancies are those which restrict the operation of the facility such that it can perform some, but not all, activities safely. Facilities with restrictive discrepancies shall be in a NMC status. The DIRAUX, after conducting risk management, may issue a written waiver in accordance with Chapter 10, [Section F](#). If a waiver is issued, the facility's status will be upgraded to PMC.

C.5.a. Actions (Underway)

In the event a facility sustains a restrictive discrepancy while underway, the coxswain shall immediately notify the OIA with all pertinent information. After the boat crew evaluates potential risks, the coxswain provides a recommendation of whether or not to continue that mission. A waiver, in accordance with Chapter 10, [Section F](#), is required to continue the mission.

C.5.b. Actions (Dockside)

Facilities shall not get underway until the discrepancy is repaired, or a waiver has been granted in accordance with Chapter 10, [Section F](#).

C.6. List of Restrictive Discrepancies

The following is a list of restrictive discrepancies for non-standard boats:

Engine and vessel systems

- Engine(s) alarms inoperative (i.e., high water temperature, VRO).

Electronics / Navigation

- Radio inoperable.
 - Radar inoperable, if so equipped (for night operation or less than one mile visibility).
 - Fathometer inoperable. (if installed)
 - GPS/DGPS inoperable. (if installed)
 - Navigation light(s) inoperative.
-



Section D. Readiness Status

Introduction

Facilities may be in any one of the three readiness statuses:

- ALPHA
 - BRAVO
 - CHARLIE
-

In this Section

This section contains the following information:

Title	Page
ALPHA Status	10-13
BRAVO Status	10-13
CHARLIE Status	10-13

D.1. ALPHA Status

An Auxiliary aircraft or vessel facility is in ALPHA (operating status) when performing an ordered mission or task, except when on standby. An Auxiliary aircraft or vessel facility is not considered to be in ALPHA status solely because of absence from its home station (e.g., an aircraft or vessel temporarily deployed from its assigned station for operational reasons).

D.2. BRAVO Status

An Auxiliary aircraft or vessel facility is in BRAVO status (readiness/standby/ potential working status) when under orders, but not in ALPHA status. The OIA determines level of BRAVO status. A facility in BRAVO status must be ready to proceed within the stated period, defined as follows:

- (01) BRAVO ZERO (B-0): Ready to proceed without delay.
 - (02) BRAVO-n (B-n): Ready to proceed within (n) hours/minutes (e.g., a BRAVO-2 SAR standby facility would be underway in two hours).
-

D.3. CHARLIE Status

CHARLIE status applies to facilities in a maintenance, repair, or storage status and not available for mission execution



Section E. Minimum Crew Requirements

Introduction

This section describes the minimum crew requirements for normal operating conditions.

In this Section

This section contains the following information:

Title	Page
Aircraft	10-14
Boats	10-14
Crew Position	10-15
Additional Requirements	10-15

E.1. Aircraft

Minimum crew requirements for aircraft are provided in Reference (c).

E.2. Boats

Minimum crew requirements for boats shall be:

- (01) Coxswain and
 - (02) Specified minimum number of certified crewmembers, who may be certified crewmembers of the Coast Guard (see [Table 10-1](#)).
-

NOTE

Coxswains cannot substitute trainees or uncertified members for any of the crew requirements on surface facilities.

Vessel Length (Feet)	Coxswain	Crew
< 26	1	1
≥ 26 < 40	1	2
≥ 40 < 65	1	3
≥ 65	1	4
PWC	1	0

Table 10-1
Minimum Crew Requirements



E.3. Crew Position

Qualified Auxiliarists may crew, including the coxswain position:

- (01) Any Auxiliary vessel accepted as an operational facility.
- (02) Any government or corporation owned vessel that has been accepted for use as an operational facility.
- (03) Coast Guard owned boats authorized to be specifically for Auxiliary use.

E.4. Additional Requirements

Notwithstanding the requirements found above, the OIA may impose additional crewing requirements taking into account the facility size and capabilities, mission, crew experience, and environmental factors.



Section F. Waivers

Introduction

Waivers allow the Operational Commander, DIRAUX and/or OIA to provide deviations from published operational policy, standards, or guidance.

In this Section

This section contains the following information:

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Restrictive Discrepancy Waiver	10-16
Minimum Boat Crew Requirements Waiver	10-17
Night Certification Waiver	10-17
Fatigue Waiver	10-17
PPE Waiver	10-17
Requesting a Waiver	10-18
Waiver Documentation	10-18

F.1. Types of Waivers

Waivers fall into five separate categories:

- (01) Restrictive,
 - (02) Minimum Crew Requirements,
 - (03) Night Certification,
 - (04) Fatigue,
 - (05) PPE
-

F.2. Restrictive Discrepancy Waiver

A facility(vessel) with restrictive discrepancies may be operated only if a waiver has been issued.

Authority for restrictive discrepancy waivers resides with the DIRAUX thru the OIA. The waiver will specifically state what operations and functions the facility is restricted from conducting and what mitigating actions are put in place to reduce risk.

Restrictive discrepancy waivers may be granted to execute any specific mission(s) on a case by case basis or may be permanent to the facility. If a permanent waiver for the facility is issued, the waiver documentation shall be uploaded to the facility record in AUXDATA II.



Additionally, all restrictive discrepancies shall be taken into account and briefed before and during each mission as part of the risk management process.

F.3. Minimum Boat Crew Requirements Waiver

Waivers for the minimum boat crew requirements may be granted by the DIRAUX in cases where the OTO is satisfied that a smaller crew can safely operate the facility. A waiver shall not be granted to allow single-handed operation of an Auxiliary vessel while conducting Auxiliary missions.

F.4. Night Certification Waiver

In accordance with Reference (s), only nighttime certified boat crew members may perform nighttime operations. Authority for nighttime waivers resides with the DIRAUX only after the OIA requests a waiver. The requirements for a fully nighttime certified boat crew may be waived, on a case-by case basis in order to complete the mission,

This waiver shall not be taken lightly and done in conjunction with the OIA and operator. In instances where the waiver has been granted, the final decision regarding the safety of continuing the mission rests with the operator and OIA.

F.5. Fatigue Waiver

In accordance with Reference (m), authority for fatigue waivers resides with the Operational Commander) only after the OIA requests a waiver. Fatigue waivers allow boat crews to operate beyond the established maximum underway hours.

Boat crew members may exceed crew fatigue guidelines only after receiving a waiver in accordance with Reference (m).

F.6. PPE Waiver

In accordance with Reference (t), the Operational Commander or the CO/OIC may waive, on a single sortie basis, the wearing of hypothermia protective device, if the degree of risk of hypothermia is minimal (e.g., non- hazardous, daylight operations in calm water). The operator may request a waiver, thru the OIA, when there is concern about the adverse effects of “thermal stress”. If the Operational Commander or the CO/OIC waives the wearing of hypothermia protective device, documentation of the waiver shall be in accordance with Reference (t). Auxiliarists are still required to carry waived hypothermia protective device onboard the facility.



F.7. Requesting a Waiver

Waivers requiring Operational Commander or DIRAUX approval shall include:

1. Facility identification (e.g. hull number, Patrol Order number),
 2. Type of waiver (e.g. disabling casualty, fatigue),
 3. Specific condition to be waived (e.g. inop bilge pump, Nighttime certification),
 4. Conditions and risk management measures under which the boat may be operated (e.g. stay within sight of CG asset, additional coxswain).
-

F.8. Waiver Documentation

Waiver approvals may be a letter, memorandum, e-mail, or AUXDATA II entry and shall include:

1. Date and time waiver was granted,
2. Name and rank of who granted the waiver,
3. Detail capturing what operations are restricted and mitigating actions taken to reduce risk.

A verbal waiver is authorized but shall be followed with a written waiver within four hours of request.

When documented in AUXDATA II, paper copies are not required.



Section G. Physical and Health Requirements

Introduction This section will explain physical fitness and health requirements.

In this Section This section contains the following information:

Title	Page
Physical Fitness	10-19
Auxiliary Aviators	10-19
Health Concerns	10-19
Supplementing Active Duty Crews	10-20
Crew of Coast Guard Owned Boats Authorized for Auxiliary Use	10-20

G.1. Physical Fitness

Auxiliarists must have demonstrated the ability to successfully accomplish each qualifying task found in applicable qualification guides and, in a broader sense, demonstrated the mobility and endurance necessary to perform in a challenging and often stressful environment. Each Auxiliarist is charged with an ongoing responsibility to use good judgment and common sense when evaluating their continuing ability to carry out their assignments. Each individual's responsibility to exercise sound judgment requires each operator or crewmember, prior to departing on an ordered mission, to evaluate their own physical status and decline orders when unable to perform the required duties or when a physician has advised a condition exists which may preclude reliable and safe performance. This policy is not an attempt to establish either a requirement or an expectation for a person to schedule a physical exam solely for the purpose of evaluating physical capabilities. This policy is intended to ensure the safety of the member, the crew, the facility, and the public.

G.2. Auxiliary Aviators

See Reference (c).

G.3. Health Concerns

In the event a boat crew member becomes aware of a physical or mental condition in one of the other boat crew members or in them self, which may jeopardize the safety of the mission, said person has a responsibility for immediately bringing the condition to the attention of the coxswain, FC, and Director via the chain of leadership and the OIA. The Director may inquire into the circumstances.



**G.4. Supplementing
Active Duty Crews**

Individual Auxiliarists, desiring to augment Coast Guard boat or air crews, are required to meet the same physical standards for those specific crew positions as their Coast Guard active duty counterparts in accordance with Reference (w) and Reference (x)

**G.5. Crew of Coast
Guard Owned
Boats Authorized
for Auxiliary Use**

Since Coast Guard owned boats authorized for Auxiliary use are considered to be Auxiliary facilities, physical requirements are the same for crews and coxswains of privately owned facilities. This does not preclude the Director or OIA from promulgating policy to establish reasonable physical requirements for Auxiliarists who operate, or crew Coast Guard owned boats authorized for Auxiliary use



Section H. Operational Training

Introduction

The Coast Guard offers operational training, available through various formal and informal sources, to enhance or refresh an Auxiliarist operational skills and knowledge. Coast Guard units may help provide this training, time and resources permitting. Interested Auxiliarists may contact their Flotilla Staff Officer - Member Training (FSO-MT) for additional information. Cross-training with other organizations should be accomplished in accordance with applicable MOUs. The following operational training is available.

In this Section

This section contains the following information:

Title	Page
Boat Crew	10-21
Air Crew	10-21
Communication Watchstander	10-21
Search Coordination & Execution (SC&E) School	10-22
Experiential Training	10-22
Operations Workshops	10-22

H.1. Boat Crew

The qualification/certification requirements for the boat crew program are listed in the Reference (s). The Reference source for task performance is found in Reference (l).

H.2. Air Crew

Reference (c) details the training and qualification/certification standards for air crew.

H.3. Communication Watchstander

Reference (e) details the training and qualification/certification standards for communication watchstanding.



H.4. Search Coordination & Execution (SC&E) School

The purpose of the Search Coordination and Execution Course (SC&E) is a five day course to provide the basic SAR knowledge for Coast Guard/Auxiliary certified personnel to properly coordinate and execute a SAR response on scene.

Prerequisites: No educational requirements; however, prospective students must be certified by their command to fill one of these assigned positions: Communications Watch Stander, Boat Crewman, Aircraft Pilot, Aircrew or CG Aux equivalent.

Attendees: Auxiliarists assigned to operational units with a SAR responsibility who are required to coordinate and/or execute a maritime Search Action Plan (SAP).

H.5. Experiential Training

Auxiliarists may participate in experiential (hands-on) training such as local, regional, or national level schools or competitions, e.g., Coxswain Academy, International Search and Rescue Competition (ISAR), spatial disorientation training, or crew resource management (CRM).

NOTE

Competitions may be supported by Coast Guard appropriated funds.

H.6. Operations Workshops

Operations workshops may be mandated on an annual basis by Commandant (CG-BSX) or by the Director. When operations workshops are mandated, the requirements apply to all personnel participating in operations and those programs requiring them. References (d) and (s) will detail additional information on operations workshops.



Section I. Personal Protective Equipment

Introduction

This section contains policy and requirements for Personal Protective Equipment (PPE).

In this Section

This section contains the following information:

Title	Page
General	10-23
Roles and Responsibilities	10-23
Government Property	10-24
PPE Issue	10-24
PPE Documentation	10-24
Inspections	10-24
Personal Flotation Device	10-25
Survival Equipment	10-26
Hypothermia Protective Clothing	10-26
PPE Waivers	10-28
Bloodborne Pathogen Program	10-28
Bloodborne pathogen (BBP) protective clothing	10-29
Bloodborne pathogen (BBP) Training	10-29

I.1. General

All Personal Protective Equipment (PPE) requirements shall be in accordance with Reference (t) for boat operations.

For aviation PPE requirements see Reference (c).

I.2. Roles and Responsibilities

Commanding Officers (CO), Officers in Charge, (OIC), Order Issue Authority (OIA), and Operators (coxswains) responsible for Auxiliary facilities have responsibilities and considerations when it comes to Rescue and Survival:

- (01) The Order-Issuing Authority (OIA) must carefully weigh the urgency of each mission. Mission planning for underway operations shall include an assessment of personnel survivability and risk management. This analysis shall be based on the possibility that personnel might be forced into a survival situation during any phase of the mission. If sea and weather conditions are unknown, CG Auxiliary personnel should always be prepared for the most adverse conditions by carrying extra thermal protection.
-



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- (02) Personnel shall be appropriately outfitted for the environmental conditions expected to be encountered.
- (03) In accordance with Reference (t), CO/OIC shall designate at least one Auxiliarist recommended by the Flotilla Commander in writing as the Rescue and Survival Systems Officer within each flotilla to manage PPE issuance, training, and maintenance. Ordering Issue Authority (OIAs) shall train and guide the designated flotilla members on how to conduct maintenance of rescue and survival equipment.
-

I.3. Government Property

All PPE items required by the policies listed in this section remain Coast Guard property

I.4. PPE Issue

All break-in and certified Auxiliary members filling boat crew positions shall be issued all required PPE in accordance with Reference (t) prior to any underway operations.

All break-in and certified Auxiliary members filling Air crew positions shall be issued all required PPE in accordance with Reference (c)

I.5. PPE Documentation

All PPE issued and inspections shall be documented in AUXDATA II (see: **NOTE** below) in accordance with the applicable Maintenance Procedure Card (MPC).

NOTE 

Monthly PLB inspections are required to be documented via PLB MONTHLY TRACKING RECORD. Completion of the form shall be verified by the members PPE manager every six months during completion of MPC KB0107.0. Member shall retain all PLB maintenance documentation throughout life of PLB.

I.6. Inspections

The protective clothing and equipment issued to Auxiliarists are subject to inspection and associated maintenance procedures to ensure high quality is maintained and prolong product longevity. Personnel issued PPE are responsible for maintaining that issue, including performing the required inspection and associated maintenance. Prior to each use, personnel who are issued PPE shall inspect each item for any discrepancies that would compromise integrity. Discrepancies shall be corrected prior to use. Seawater rapidly degrades protective clothing and equipment. After each use, protective clothing and equipment shall be fresh water rinsed, at a minimum, to remove all traces of seawater and allowed to completely dry before stowage.



**I.7. Personal
Flotation Device for
Surface Operation**

All Auxiliarists on a surface facility or special purpose facility that is underway, assigned to duty shall wear the appropriate Coast Guard approved Type I, II, or III PFD at the Operational Commander's discretion.

I.7.a. Inflatable PFD

Only Coast Guard approved automatic/manual inflatable devices, in accordance with Reference (t), may be used in lieu of inherently buoyant PFDs and boat crew survival vest combination.

The MD-3183 v34 is the only CG approved inflatable PFD authorized for CG Auxiliary use. The Mustang Survival MD-3183 v34 with survival equipment pockets may be used by members of the Coast Guard Auxiliary for all surface operations by members who have completed the Mustang Survival MD-3183 (series) PQS. The survival items in the Mustang Survival MD-3183 v34 survival equipment pockets shall not be transferred to other devices. The Mustang Survival MD-3183 v34 can be worn over ODU, AWU, or dry suits on all missions.

NOTE 

Auxiliarists utilizing an automatic/inflatable PFD must check before donning that the device is armed and packed, and that a fully charged CO2 cylinder is in place, in accordance applicable MPC. Scheduled maintenance recommendations, in accordance with applicable MPC, must be completed. Uncharged or manual only inflatable PFDs are not authorized for Auxiliary use while on orders.

I.7.b. Within
Enclosed Engine
Space

Requirements for wearing PFDs within an enclosed engine space, or enclosed living space on vessels constructed with overnight accommodations, may be relaxed by the operator on a case-by-case basis after careful consideration of risk factors.

I.7.c. On board
Personal Watercraft

Auxiliary personal watercraft (PWC) operator (including passengers) shall only use inherently buoyant Type I, II, or III PFDs with a minimum dynamic strength test rating of 50 miles per hour.

I.7.d. While
Performing
Evolutions Near
Water

Auxiliarists must also wear PFDs when performing evolutions near the water (Non underway operations such as when embarking or disembarking, line handling, or refueling). In addition, each person on a boat being towed by an auxiliary facility must wear an approved PFD meeting Type I, II, or III Coast Guard standards.



I.8. Survival Equipment

Auxiliarists shall wear a Coast Guard approved PFD while conducting a mission or evolutions under orders or assumed to duty. The PFD shall be equipped with certain survival equipment identified below.

NOTE

Directors of Auxiliary may issue boat crew survival vests with required non- pyrotechnic equipment to boat crews, or Auxiliarists may carry their non- pyrotechnic equipment in pockets built into the authorized Type III or inflatable PFD. The waist belt pocket part number found on the Inflatable PFD Maintenance Procedure Card (MPC) is the only authorized model.

I.8.a. Required Equipment

The following survival equipment must be attached to each PFD or boat crew survival vest during surface operations:

- (01) Signal mirror,
- (02) Strobe light,
- (03) Whistle,
- (04) Survival knife,
- (05) Personal Locator Beacon (PLB)

I.9. Hypothermia Protective Clothing

Hypothermia protective clothing permits personnel to function in cold weather and to reduce the loss of body heat in cold water. The different types of clothing are:

- (01) Anti-Exposure Coveralls
- (02) Maritime Cold Weather Suit System (MCWSS) (provides Layer III protection) or Industrial type Dry Suit (provides Layer II & III protection).
- (03) Wet Suit

WARNING

Dry suits alone do not provide adequate insulation for hypothermia protection. Personnel shall wear Layers I and II moisture-wicking thermal underwear beneath the dry suit to provide protection from cold temperature, wind, sea spray and rain.

WARNING

Cotton shall not be worn for thermal protection under the dry suit. Cotton absorbs and retains moisture, robbing body heat and can cause rapid onset of hypothermia.



WARNING 

When donning the Boat Crew Survival Vest over the Anti-Exposure Coverall and Industrial Dry suit, ensure that the inflatable head support is placed outside of the Survival Vest.

I.9.a. Usage
Requirements

The following usage requirements apply to hypothermia protective clothing:

- (01) Boat crew members may not use the wet suit as an on-deck work garment. Wet suits are authorized for PWC operations only.
 - (02) Dry suits, with proper undergarments, as outlined in Reference (t), provide the best protection for crewmembers in adverse weather conditions and in cold water immersion. However, dry suits are not inherently buoyant, so crewmembers must wear PFDs over them.
 - (03) **Inflatable PFDs are not authorized to be worn with anti-exposure coveralls** because it creates too much buoyancy to safely egress out of a capsized boat. **Harnesses of all types shall not be used with automatically inflating PFDs.** Harnesses can restrict the outward inflating action and may prevent breathing or cause crushing injuries to the upper torso.
 - (04) Boat crew members and all other persons onboard must wear hypothermia protective devices (dry suit or anti-exposure coveralls) if the water/air temperatures meet the requirements in [Table 10-2](#).
-

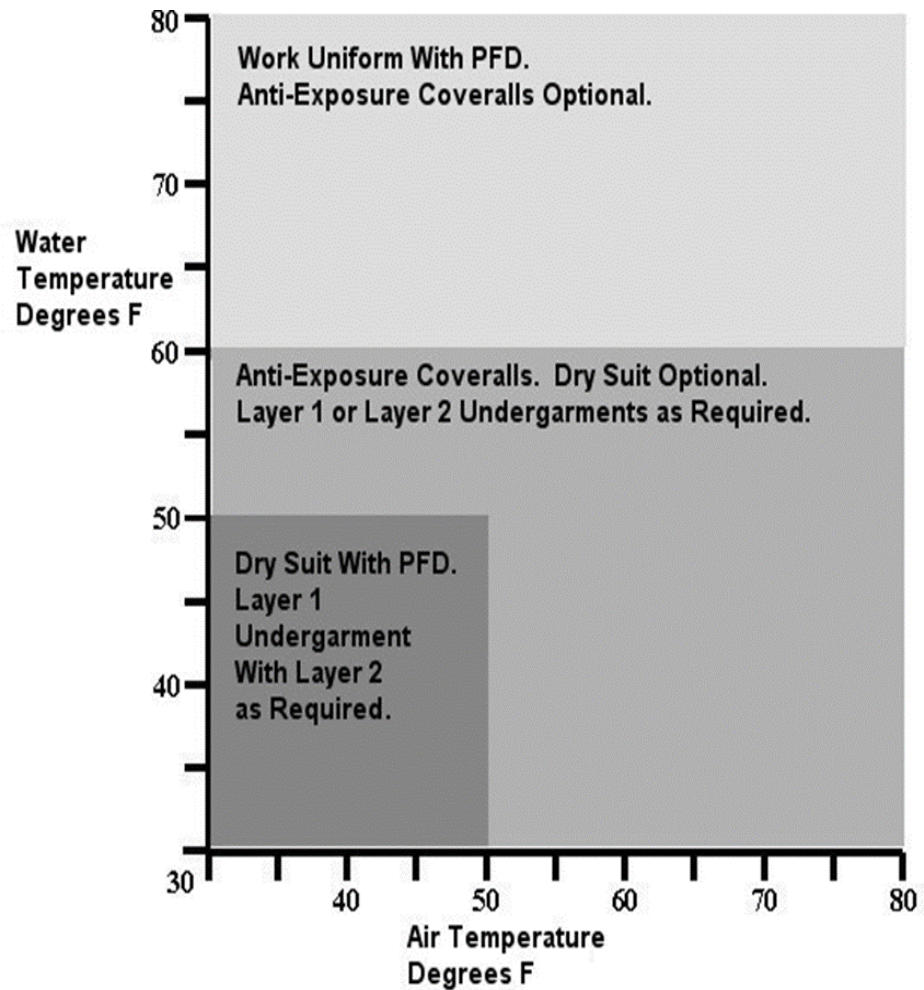


Table 10-2
Hypothermia Protective Device Requirements

I.10. PPE Waivers

PPE waiver guidance can be found in Chapter 10, [Section F](#).

I.11. Bloodborne Pathogen Program

In accordance with Reference (u), Chapter 15, Auxiliary personnel who incur or may incur occupational exposure to blood or other potentially infectious material (OPIM) regardless of frequency. The determination of who is covered under the BBP Program is made by the unit and documented in the unit’s Exposure Control Plan (ECP). Auxiliarist under orders shall work with their OIA on Bloodborne pathogen (BBP) protective clothing and annual Bloodborne pathogen (BBP) training.



I.12. Bloodborne pathogen (BBP) protective clothing

Bloodborne pathogen (BBP) protective clothing provides protection from accidental contact with HIV and hepatitis organisms, helping to prevent Auxiliarists from acquiring those diseases. The OIA's unit Bloodborne pathogen (BBP) Program will detail a list of required PPE.

I.13. Bloodborne pathogen (BBP) Training

Bloodborne pathogen (BBP) training. is an annual requirement that should be coordinated through the OIA. Documentation of completed training will be in accordance with the Coast Guard unit's Exposure Control Plan (ECP).



Section J. Operational Support Equipment

Introduction

This section will discuss use of Coast Guard owned and personally owned equipment for Auxiliary operations.

In this Section

This section contains the following information:

Title	Page
General	10-30
Coast Guard Loaned Equipment	10-30
Typical Items Provided	10-31
Personally Owned Equipment	10-32

J.1. General

The Coast Guard considers operational support equipment to be pertinent to the execution of authorized Auxiliary missions.

Coast Guard policy permits the issue or loan of equipment as dictated by district policy and local Auxiliary activity if the equipment is available. The benefiting units must provide all equipment necessary for the performance of the mission beyond regular Auxiliary equipment. The goal is to ensure safe and efficient prosecution of Coast Guard and Auxiliary missions to one consistent level regardless of whether crews are active duty, reserve, or Auxiliary.

Operational Commanders must consider the operating conditions in their district/region in developing policy, procedures, and operational support equipment requirements.

J.2. Coast Guard Loaned Equipment

Unit commanders may issue or loan equipment under the following conditions:

- (01) Issuing or loaning the equipment does not impair the response capability of Coast Guard units.
 - (02) The Auxiliarist and the Coast Guard maintains, inspects, and tests the equipment to the same standards as the equipment used by the issuing unit.
 - (03) The Coast Guard trains and qualifies Auxiliarists to use the equipment. Appropriate active duty, reserve, or Auxiliary personnel may carry out qualification procedures.
 - (04) Appropriate property lists and records shall be maintained by the receiving entity. Transfer documents (e.g., Form DD-1149) shall be used to document any Coast Guard property transfer.
-



**J.3. Typical Items
Provided**

Typical items (but not an all-inclusive list) provided to operational Auxiliarists may include the following:

- (01) Dewatering pumps
 - (02) Towing equipment (line, bridles, fenders, etc.)
 - (03) Consumable safety equipment such as visual distress signals (exceeding minimum legal boat requirements), dye markers, or first aid kits
 - (04) Portable loudhailers
 - (05) Fire extinguishers (exceeding minimum legal requirements)
 - (06) Equipment for aircraft operating beyond gliding distance to shore (emergency position indicating radio beacons (EPIRBs), life rafts, and PFDs)
 - (07) Portable direction finding equipment
 - (08) Portable VHF-FM radios for: Communications relay points.
 - i. Use during repair of an Auxiliarist's equipment.
 - ii. Use by a crewmember transferred to a distressed unit.
 - iii. Air facilities to provide a communications link between air and surface/shoreside facilities
 - (09) Flight suits
 - (10) Air crew anti-exposure coveralls
 - (11) Bloodborne pathogen (BBP) Protection
 - (12) Navigation gear (charts, plotters, etc.)
-



J.4. Personally Owned Equipment

Auxiliarists may use personally owned operational support equipment with the following:

- (01) Any Auxiliary facility
- (02) Any Coast Guard unit
- (03) Any state or federal agency authorized by the Director

Operational support equipment includes the following:

- (01) Vessels that use only oars and sail power, designed to transport people (e.g., row boats, dinghies, rubber rafts) and are not otherwise eligible for a facility decal.
- (02) Other equipment not routinely required of operational facilities but certified by the unit commander to be or have been necessary to the execution of the mission. This equipment includes portable electronic devices, optical equipment, and safety equipment.

Auxiliarists may use this equipment to further the execution of any authorized mission in accordance with unit commander policy.

Operational support equipment must be:

- (01) Maintained in a working and serviceable condition.
 - (02) Used in accordance with policy, procedures, and requirements set by the Operational Commander.
-



Section K. Mishap Reporting, Damage Claims, and Personal Injury

Introduction

This section describes the mishap reporting and damage claims procedures and requirements. See Reference (a) for additional policies and procedures.

In this Section

This section contains the following information:

Title	Page
Mishap Classes	10-33
Mishap Reporting	10-33
Damage Claim Procedures	10-34
Facilities and Equipment Eligible for Damage Claims	10-35
Catastrophic Failure	10-36
Gross Negligence	10-36
Results of Claim Investigation	10-36
Written Explanation of Denial	10-36
Auxiliary Investigators	10-36
Loss or Damage to Personal Property	10-36
Personal Injuries	10-37
Third Party Claims	10-37
Civil or Criminal Charges	10-39

K.1. Mishap Classes

Mishaps are divided by class (A, B, C, D and E) according to resulting severity of injury or cost of property damage/loss. Class A mishaps are the most serious while class D mishaps are the least severe. Class E mishaps are reserved solely for aircraft engine damage mishaps. Reference (v) provides detailed definition.

K.2. Mishap Reporting

An individual or unit with first-hand knowledge of an accident or incident while assigned to duty must report all available information in accordance with Coast Guard and District requirements. This report is normally made to the OIA, who then must pass the information to the appropriate Coast Guard commands and Auxiliary leadership. The Coast Guard will direct appropriate investigations as necessary. For additional mishap reporting information with aviation (see Reference (c)).



K.3. Damage Claim Procedures

Damage claim procedures can be found in Chapter 8 of Reference (y) and include the following:

- (01) Report of Loss or Damage
- (02) Insurance Company Involvement
- (03) Claim Investigation

For claims submission use the Auxiliary Claims Process Guide found at [Auxiliary Manuals \(uscgaux.info\)](http://uscgaux.info)

K.3.a. Report of Loss or Damage

The Auxiliarist should report the loss or damage sustained or caused by an Auxiliary facility operating while assigned to duty to the OIA as rapidly as possible by any available means and the Director via the chain of leadership within 48 hours.

- (01) Take steps necessary to safeguard the crew and damaged facility from further damage or loss without waiting for further instructions.
 - (02) Except as noted above, do not begin repairs (except in emergencies) until the investigation is completed and authorized to do so by the Coast Guard.
-

K.3.b. Insurance Company Involvement

The Auxiliarist should notify their own insurance company of the incident. The Auxiliarist may or may not be required to file a claim with their own insurance company, but this process helps protect the Auxiliarist in case the Coast Guard, after any required investigation, denies the claim. If an insurance payment is made and a damage claim has been paid, the insurance payment must be remitted to the Coast Guard.

K.3.c. Claim Investigation

The Coast Guard OIA shall investigate the claim in accordance with Auxiliary Claims Process Guide found at [Auxiliary Manuals \(uscgaux.info\)](http://uscgaux.info). However, no investigation is required for a minor claim (a claim whose total does not exceed \$200) unless the OIA is not satisfied with the information provided (e.g., the claim does not support a finding that the “ordered” facility was the cause of the damage/loss).



K.3.d. Patrol Cause In addition, the damage/loss must be linked to some identifiable patrol cause during the “ordered” activity. If the damage/loss has no identifiable patrol cause, the Coast Guard presumes the claim arose from normal wear, a defect in the facility, or improper maintenance. Auxiliarists may choose to submit a claim which totals \$200 or less (a minor claim) without the necessity of investigation or proof of an identifiable link between the “ordered” activity and the minor damage/loss. If a facility suffers a catastrophic failure/damage that is not patrol related, the Auxiliarist involved should review Reference (a) to determine if the loss may be claimed and reimbursed.

K.3.e. Minor Claim Payments Payment for a minor claim may be authorized by the OIA. If approved by the OIA, payment comes from the OIA’s normal operating expenses. It is strongly recommended that maintenance records be kept for the facility.

K.4. Facilities and Equipment Eligible for Damage Claims The following types of facilities and equipment which are lost or damaged may be eligible for reimbursement under appropriate circumstances:

- (01) Auxiliary facilities.
 - (02) Special purpose facilities, facility equipment, and operational support equipment.
 - (03) In the case of a mobile radio and trailered Auxiliary facility, the motor vehicle and trailer being used to transport the facility are considered equipment for which a claim may be made. Such a claim will be payable only if the vehicle or trailer are damaged under the following circumstances:
 - a) While transporting the facility from its normal storage location on a reasonably direct route to its assigned location of duty; or
 - b) During a similar trip to return the facility to storage; or
 - c) While the vehicle is parked or being used during the assigned mission. Further guidance can be found in Reference (y).
 - (04) Damage claims beyond any deductible will not typically be approved, except as noted above for damage to a privately owned motor vehicle.
-



K.5. Catastrophic Failure

When there is a catastrophic failure to an Auxiliary facility, where the facility is damaged by reason of its use, such a claim may be payable for repair and replacement of the facility or equipment subject to the availability of funds. More information about catastrophic failure is available in Reference (y). An Auxiliarist shall maintain a facility logbook documenting all (including personal and CGAUX) hours of use.

NOTE 

Logbook pages must be continuous and not capable of removal or insertion. Common green fixed page logbooks are acceptable; loose leaf ring binders are unacceptable.

K.6. Gross Negligence

A claim is not payable if such results wholly or partly from the gross negligence or wilful misconduct of the claimant.

K.7. Results of Claim Investigation

An OIA may give the Auxiliarist(s) the benefit of the doubt in recommending payment of a claim that may have resulted from negligence or other questionable conduct of the Auxiliarist(s) involved, but the recommendation shall also take into account the results of the claim investigation. The results of the claim investigation may require the Auxiliarist(s) involved to undergo additional training, re-qualify for all or part of their qualification level, and/or pass a check-ride for recertification prior to orders. In such cases, an Auxiliarist refusal to reply in a timely fashion shall result in revocation of their certification. The investigation may also recommend, as appropriate, an Auxiliarist certification be suspended or revoked.

K.8. Written Explanation of Denial

If the OIA is not going to recommend full payment of the claim, a written explanation of the denial (whether in whole or in part) shall be sent to the claimant. The claimant has 15 days to provide additional information to the OIA to substantiate full payment of the claim. A copy shall also be sent to the Director.

K.9. Auxiliary Investigators

Directors are authorized to designate and assign Auxiliarists to investigate Auxiliary facility damage claims only if it is not practical to assign an Active Duty Coast Guard member.

K.10. Loss or Damage to Personal Property

Auxiliarists must, to the best extent possible, reduce the risk of loss or damage to personal property by removing all personal property from Auxiliary facilities while assigned to duty. Personal property includes items of a personal nature not considered to be facility equipment or equipment necessary for the Coast Guard mission. The Coast Guard



realizes in some circumstances it may be impractical to remove and to safeguard these items before using the facility for Coast Guard purposes.

K.10.a. Appropriate Reimbursement

The responsibility to determine whether reimbursement for loss or damage is appropriate rests with the Coast Guard. The Coast Guard will consider the facility's civilian use in determining what is reasonable to be on board. However, personal items reasonable to be on an Auxiliary facility do not include high value items. Usually, the Coast Guard will not reimburse Auxiliarists for such loss or damage.

K.10.b. Limits for Reimbursement

The limits for reimbursement for authorized items are found in the Allowance List- Depreciation Guide, enclosure (1), and the Appreciation table, enclosure (2), Reference (y). The depreciation rates and maximum payment amounts in these tables are set by the U.S. Government as guides and are subject to variation and frequent change. Therefore, copies of these tables are not included in this process guide.

K.10.c. Computing Reimbursement

Auxiliarists should understand the Coast Guard computes reimbursement for authorized items in the same way an insurance company computes payment for losses. In most cases, reimbursement does not compensate the Auxiliarist for the full cost of lost or damaged items; normally there is a significant difference.

K.10.d. Filing Claims

The Coast Guard Authorization Act of 1996 provides that a member of the Auxiliary, while assigned to duty, shall be deemed a Federal employee for the purpose of resolving, under the Military Personnel and Civilian Claims Act of 1964 (31 U.S.C. § 3721), claims relating to the damage or loss of personal property of the member incident to such duty. Such claims must be filed in accordance with the procedures set forth in Reference (y).

K.11. Personal Injuries

Chapter 5 of Reference (a), provides the policy regarding Auxiliarists who receive personal injuries while assigned to duty. If necessary, Auxiliarists should seek medical attention immediately. As soon as possible, Auxiliarists should notify the OIA and Director via the chain of leadership if appropriate, of all personal injuries that occur while assigned to duty.

K.12. Third Party Claims

A third party claim is a claim against the Coast Guard, the Auxiliary, or an Auxiliarist. Such claims come from incidents occurring while the Auxiliarist is assigned to duty.



K.11.a. Defence
Against Third Party
Claims

To defend against third party claims, Auxiliarists must fully document each incident that may lead to a third party claim being filed. The following procedures apply:

- (01) Obtain witnesses' names and addresses as soon as possible, take a liberal number of quality photographs; and get a comprehensive written statement from each crewmember (in their own words).
- (02) Complete a Boating Accident Report Form (CG-3865) or the appropriate State Boating Accident Form (or FAA report for aircraft accidents) and a Report of Potential Third Party Liability Form (CG-4899).
- (03) Report the incident to the OIA and Director who will then notify the Coast Guard Legal officer.
- (04) Inform appropriate Auxiliarists (e.g., District Commodore, District Legal officer, etc.) as soon as possible, without using the chain of leadership.
- (05) Report any incident or accident no matter how small or insignificant it seems at the time.
- (06) Immediately forward to the Director any claim letter or lawsuit paperwork received (including a subpoena).
- (07) Forward all inquiries from third parties, including lawyers, to the Director's office without comment (49 CFR Part 9). The Director must then forward the papers to the district or Commandant legal staffs, as appropriate.
- (08) Auxiliarists shall send duplicate copies of all pertinent documents to their insurance company until the government establishes whether or not it will defend the Auxiliarist.

K.11.b. Scope of
Employment
Determination

When a lawsuit is filed against an Auxiliarist alleged to have negligently injured someone, the suit is handled in the same way as a personal injury suit against any government employee. The United States Government is normally substituted for the defendant, provided the act allegedly causing the injury occurred while the individual was acting within the scope of his or her employment. For an Auxiliarist, this normally means being assigned to duty. When the Department of Justice makes a "scope of employment" determination, the usual basis for such decision is the recommendation of the Coast Guard. When the government is substituted as the defendant, the Auxiliarist is usually dismissed from the suit.



**K.13. Civil or
Criminal Charges**

The Coast Guard Authorization Act of 1996 provides that Auxiliarists, while assigned to duty, may be entitled to the protection of the Federal officer Removal Statute (28 U.S.C. § 1442). Auxiliarists in the performance of authorized operational duties may, as a result of the performance of a particular mission, be ordered to or authorized to perform in such a manner that state or municipal law may be violated. If these operational duties result in subsequent civil or criminal charges being brought against the Auxiliarist, the Auxiliarist must immediately notify the OIA and the Director of Auxiliary. If it is determined the Auxiliarist was properly authorized to violate such law in performing authorized duties, a hearing on those charges will be moved from the state or municipal court to Federal court to be heard by a federal magistrate or judge.



Section L. Crew Endurance Management (Fatigue) Standards

Introduction

Evidence has shown that a high percentage of mishaps are due to prolonged operations and fatigue. As fatigue adversely affects operational capability and safety, it is necessary to establish reasonable boat crew utilization criteria through the use of mandatory boat crew mission hour limits.

In this Section

This section contains the following information:

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Crew Endurance Management (CEM)	10-40
Underway (Fatigue) Hours	10-41
Underway Time Computation	10-41
Crew Fatigue Time Computation	10-41
Maximum Underway (Fatigue) Hours	10-42
Fatigue Status	10-43
Fatigue Waivers	10-43
Hours of Crew Rest	10-43
Sufficient Rest-Recovery Time	10-43

L.1. Fatigue Personnel

Fatigued personnel may not realize when their physical or mental state is compromised. A fatigued boat crew is physically and mentally unprepared for the rigors of a mission or to safely manage an underway emergency. They exhibit decreased coordination, a narrowed attention span, and a lower standard of performance. This leads to judgment errors in boat handling, seamanship, and mission related decisions. In addition, they show a decreased concern for safety and a willingness to “cut corners.”

L.2. Crew Endurance Management (CEM)

Crew Endurance Management (CEM) can be used to control fatigue - related decrements in safety and performance. CEM is based on operational experience, analysis of boat crew missions, and a wealth of information derived from a variety of studies on the effects of shift work on human performance.



**L.3. Underway
(Fatigue) Hours**

Table 10-3 establishes maximum underway(fatigue) hours for Auxiliary boat crew members. These totals may be an accumulation of several missions (SAR, TRA, MS, etc.) over a 24-hour period. Underway (fatigue) hour limits are established to ensure that all Auxiliary boat crew members are not operating the boat, performing boat crew duties, or trailering in a fatigued status that might impair their judgment or subdue their motor skills during normal or emergency mission requirements.

**L.4. Underway
Time Computation**

Underway time, not to be confused with crew fatigue time computation, begins when the facility gets underway. Underway time ends when the facility is moored, and the mission is complete. Time spent underway or at anchor will count as 100% for underway time and accumulated crew fatigue time. Pre and post-mission activities, temporary mooring for breaks and meals, are considered standby time and do not count towards underway time computation.

**L.5. Crew Fatigue
Time Computation**

Crew fatigue time includes and is the total cumulative of:

- (01) Underway time and anchored time (100%)
- (02) Pre and post-mission activities (Codes 01D) (50%),
- (03) Stops and breaks during an ordered patrol mission (Codes 01D) (50%),
- (04) Trailering (Code 01B) (50%),
- (05) Stand-by time (Codes 01D and 23A) (50%)

Crew fatigue time computation begins when the crew member reports to the designated place to prepare for a specific mission. Computation of such time ends when the mission is complete.

**L.5.a Trailering
hours**

Trailering hours (Code 01B) start when a crew member begins towing a boat or any type of Auxiliary facility to a launch site (boat ramp, marina, or designated location) and ends when the crew member towing a boat, or any type of Auxiliary facility has secured at its final destination (storage location) and the patrol order is complete. Trailering hours apply to the driver of the towing vehicle only.



L.5.b Standby Activities

Time spent on standby status (Codes 01D and 23A) is computed at 50% towards total crew fatigue time.

Standby time (01D and/or 23A) must be entered in AUXDATA II Patrol Order itinerary by the operator to account for crew fatigue. Itineraries with no standby time must be returned by the OIA to the operator for correction.

L.6. Maximum Underway (Fatigue) Hours

Unit Commanders and OIAs shall comply with the policies set forth in this chapter.

Boat Size	Maximum Underway(Fatigue) Hours (within a 24-hour period)			Rest Hours Required
	Seas < 4 FT	Seas > 4 FT	Heavy WX	
30 FT and above	8	6	N/A	8
Less Than 30 FT	8	0	N/A	8
PWC (Note 1)	6	N/A	N/A	1
Trailing	350 miles(total) or 8 hours (Note 2)(Note 3)			8

Table 10-3
Underway Limits

Note 1: PWCs may not be operated in seas greater than 3 feet. PWC patrols may operate for a maximum of 6 hours during any 24-hour period. A mandatory 1-hour off-the-water rest is required after 3 hours of PWC operations. See Reference (1) for operational limitations.

Note 2: Trailing hours shall be counted towards crew fatigue limitations for boat crews. (For fatigue standards, 1 hour of trailing counts as 30 minutes towards crew fatigue time computation.).

Note 3: Trailing for any Auxiliary activity under orders shall not exceed 350 miles (total) or 8 hours in a 24-hour period.



L.7. Events of Extended Durations

When issuing orders to Auxiliarists for events of extended duration, the Coast Guard must consider the extent of responsibility for the crew and facility during rest, break, or standby periods. An OIA must clearly authorize such details in assigning the crew to duty and in any pertinent OORDER, etc. Further information concerning legal authorization and entitlements may be found in Reference (a).

The Coast Guard considers Auxiliarists assigned to duty for events of extended duration in the same manner as other Coast Guard personnel assigned to those duties. The OIA must consider Auxiliary facilities dedicated to Coast Guard use during extended operations as being on duty during the entire period of the event (including rest, break, or standby periods), subject to reasonableness, course, and scope of employment review, even though not continually underway/airborne.

L.8. Fatigue Status

The lead coxswain is responsible for keeping track of crew fatigue time for themselves and the entire boat crew and must advise the OIA when crew fatigue time is approaching the limits for any of the individual crew member(s) on board. When a crew member(s) has reached or exceeded their maximum underway hours, a Fatigue Status notification shall be sent and documented in the unit's log by the OIA in accordance with Reference (m).

L.9. Fatigue Waivers

Fatigue waiver guidance can be found in Chapter 10, [Section F](#)

L.10. Hours of Crew Rest

Crews are recommended to have a minimum of eight continuous hours of crew rest before assuming alert duty, and eight continuous hours of crew rest in every 24-hour duty period.

L.11. Sufficient Rest-Recovery Time

Sufficient rest-recovery time is defined as a period of at least eight hours of sleep. Fatigued crews will have achieved sufficient rest and no longer be considered fatigued once they have had sufficient rest-recovery time.



Section M. PWC Facility and Operating Policies

Introduction

A Personal Watercraft (PWC) is a small vessel that is propelled by an internal combustion engine powering a jet pump or propeller. It is designed to carry from one to three persons, and operated by a person sitting, standing, or kneeling on the vessel rather than sitting or standing inside the vessel.

A PWC may be offered for use and accepted as operational facilities, in accordance with [Chapter 5](#). PWCs do not need to be designated as special purpose facilities.

PWCs offered for use as a facility must be of the “sit down” type, designed for at least two riders.

In this Section

This section contains the following information:

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Tandem Operator Requirement	10-45
Passengers	10-45
Weather Limitations	10-45
Fatigue Limits	10-45
Patrol Procedures	10-46
Communications	10-46

M.1. Patrol Orders

PWC facilities are assigned to patrol duty by obtaining patrol orders in accordance with [Chapter 7, Section A](#)

M.2. Personal Equipment

In addition to the required PFD in [Section I](#) of this Chapter, the following personal protective equipment (PPE) is required:

- Polarized, impact resistant goggles (sunglasses).
 - Foot protection (wet suit booties or similar).
 - Hat/helmet.
 - Gloves with non-slip palms
-



M.3. Tandem Operator Requirement

PWCs offer no protection against the elements and can eject the operator or capsize, prudent risk management requires that a PWC always train and patrol in tandem with another patrol craft. The second craft can be another Auxiliary PWC facility, an Auxiliary operational vessel facility, a Coast Guard boat, or a law enforcement/public safety agency boat. If operating more than one nautical mile from shore, the second craft may not be a PWC, but must be a boat or vessel. The minimum distance from shore requirement for a boat or vessel may be extended at the discretion of the Order Issuing Authority or Coast Guard Operational Commander.

Single PWCs may respond to Search and Rescue (SAR) incidents where there is the possibility of saving a life or property.

M.4. Passengers

A certified crewmember or trainee may be carried on a PWC facility during training missions only. Passengers or guests are not authorized on PWCs on patrol orders unless they are victims from a SAR case.

M.5. Weather Limitations

PWC patrols will normally only be conducted during summer months. When the water temperature is below 60° F, PWC operators are required to wear additional hypothermia protective clothing in accordance with the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).

PWC may **not** operate in the following conditions:

- In or near “white water” rapids, running, or swift water.
 - In winds greater than 25 knots
 - In seas greater than three feet. currents greater than ten knots.
 - In or near restricted visibility.
 - When lightning is present.
 - Breaking inlets or surf.
 - Prior to 30 minutes after sunrise or later than 30 minutes before sunset or in accordance with (IAW) State laws and regulations if more restrictive
-

M.6. Fatigue Limits

See Chapter 10, Section L, paragraph [L.6](#).



M.7. Patrol Procedures

Immediately after launching, each PWC operator will establish contact and a radio guard with a Coast Guard unit, local law enforcement agency, Coast Guard Auxiliary vessel facility, or Auxiliary shore/mobile radio facility.

One of the PWC operator's missions is to educate, both by example and through the distribution of boating literature, all members of the boating public.

While on patrol, all Auxiliary PWC operators will conduct themselves and operate their PWCs in a professional and courteous manner. They will comply with all state/local regulations and abide by any posted speed restrictions. They shall be sensitive to operating in environmentally sensitive areas and act responsibly.

M.8. Communications

All PWC operators, while under official patrol orders, will carry a working, waterproof radio with communications capabilities sufficient to meet the requirements of the order issuing authority.

Upon commencing patrol, securing from patrol, and every thirty minutes during the patrol, as operations permit, all PWC operators will conduct an Operations Normal and Position Report with the unit maintaining their radio guard.

If, during the patrol, a PWC operator loses communications, the patrol shall be secured. When communications have been restored, the PWCs may resume patrol.



APPENDIX A

Corporate Ownership Format - Sample

Introduction

This appendix provides a sample format for corporate ownership.

In this Appendix

This appendix contains the following information:

Topic	Page
Corporate Ownership Format - Sample	A-2



Corporate Ownership Format - Sample

(Name of Corporation)

CORPORATE RESOLUTION

I, _____, duly elected Clerk/Secretary of below hereto were duly adopted by all of the existing Directors holding office at a meeting held on _____, 20__.

I further certify that said Votes are in accordance with law, the By-Laws and Articles of Incorporations/Organization of said Corporation, and that said Votes are presently in full force and effect and have not been adversely affected by any other Vote of the Directors or Stockholders of this Corporation.

Voted: That the Corporation offer the Vessel/Aircraft/Radio Station described in the attached U.S. Coast Guard Offer of Use Form as an Auxiliary Facility/Operational Facility (hereinafter referred to as “the Facility”), in accordance with the provisions of Title 14, U.S.C. 826 and applicable regulations, and that the President, Treasurer or any Vice President of this Corporation, acting singly, be and is hereby authorized and empowered, in the name of and on behalf of this Corporation, and with or without corporate seal, to execute and deliver to the United States Coast Guard, or Coast Guard Auxiliary, now or at any time in the future, such forms, applications, documents, instruments and writings, without the said President, Treasurer or any Vice President shall deem it necessary or desirable pertaining to the use of the Facility, and the execution thereof shall be sufficient evidence of the determination authorizing the transaction by the Board of Directors.

Voted: That the Facility may be utilized and operated by the attached list of Coast Guard Auxiliarists who may use the Facility for any authorized Coast Guard or Coast Guard Auxiliary purpose, provided the Coast Guard issues reimbursable or non-reimbursable patrol orders.

Voted: That the Corporation understands that the Facility may be used in circumstances which could result in damage to the Facility and/or third-party claims. The Corporation understands that pursuant to Title 14 U.S.C. 80. and Coast Guard Regulations promulgated thereunder that loss or damage to the Facility and/or third-party claims could occur which would not be paid for or reimbursed by the Coast Guard. The Corporation has determined that it has adequate insurance in the event the Facility is so damaged or if such a claim results or has sufficient finances available to assume this risk.



I further certify that the Corporation is validly existing and in good standing, and the person(s) named as officers and Directors of this Corporation, as set forth in the Corporate-Owned Facility Application, are true, complete, and correct.

A true copy Attest.

Secretary/Clerk

DATED: _____



APPENDIX B

Multiple Ownership Format - Sample

Introduction

This appendix provides a sample format for corporate ownership.

In this Appendix

This appendix contains the following information:

Topic	Page
Multiple Ownership Format-Sample	B-2



Multiple Ownership Format-Sample

ASSENT AND AUTHORIZATION FOR USE

The understanding, being a partial owner of the vessel/aircraft/radio station described below and in the attached United States Coast Guard Offer for Use form as an Auxiliary facility/operational facility (hereinafter referred to as “the Facility”), in accordance with the provisions of Title 14 U.S.C. 826 and application regulations, assent to the Facility being utilized and operated by the attached list of Coast Guard or Coast Guard Auxiliary purpose, provided the Coast Guard issues reimbursable or non-reimbursable patrol orders. The undersigned understands that the Facility may be used in circumstances which could result in loss or damage to the Facility and/or third-party claims, which under Title 14 U.S.C. 830 and applicable Coast Guard regulations may not be paid for or reimbursed by the Coast Guard. The undersigned has determined that there is adequate insurance to cover this risk or that they are prepared to assume this risk.

DESCRIPTION OF FACILITY OFFERED FOR USE

Vessel:	Aircraft:	Radio:
Year, Make, Model:		
ID/Registration/Documentation Number:		

OWNERS ASSENT AND AUTHORIZATION

{add enough date, name, address, percent owner, signature lines to cover ALL owners}

Date: _____ Name (type or print): _____

Address: _____

Percent Owner: _____ Signature: _____

Date: _____ Name (type or print): _____

Address: _____

Percent Owner: _____ Signature: _____

Date: _____ Name (type or print): _____

Address: _____

Percent Owner: _____ Signature: _____



APPENDIX C

Offer of Custody and Control to Coast Guard: Facility Survey & Inventory - Sample

Introduction

This appendix provides a sample format for Offer of Custody and Control to Coast Guard: Facility Survey & Inventory.

In this Appendix

This appendix contains the following information:

Topic	Page
Offer of Custody and Control to Coast Guard: Facility Survey & Inventory - Sample	C-1



Offer of Custody and Control to Coast Guard: Facility Survey & Inventory - Sample

NOTE: This sample Offer of Custody and Control to Coast Guard format can be used as a guide for the survey and inventory, or a locally developed format may be used. If possible, the survey and inventory should accompany a videotape or photographs of the facility.

Owner Name:	Owner Number:
Facility Name:	Facility Reg. Number:

Complete an updated Offer for Use form. Use this facility survey and inventory to indicate all equipment condition(s) (G=Good, F=Fair, P=Poor). Expand with written comments where necessary.

Equipment:	Mfgr, Type, Serial Number:	Remarks:
Hull		
Superstructure		
Doors and windows		
Center Console		
Whistle or Horn		
Bell		
Compass		
Searchlight		
Radios		
Depth sounder		
Navigation Equipment		
Fire Extinguishers		
Anchor and anchor gear		
Engine(s)		



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I (we) hereby authorized the Coast Guard to use this facility. I understand that the Coast Guard will be responsible for the operations and upkeep of the facility while in their custody and this it will be returned to me in its present condition, as summarized in this report, or I will be remunerated for any damages. I further understand that I may withdraw this authorization at any time.

Date of Survey: _____

Owners Signature(s)

CG Representative Signature:
(incl: Name, Grade, & Title)



APPENDIX D

Glossary

Introduction	This Appendix contains a list of terms that may be useful when reading this Process guide. This glossary also includes standard active-duty terminology to enhance the professional knowledge of Auxiliary members.
TERM	DEFINITION
Actual Cost	All costs associated with the use and operation of a Coast Guard Auxiliary aircraft, in accordance with Attachment A of Improving the Management and Use of Government Aircraft, Office of Management and Budget (OMB) Circular A-126.
Alert Duty	A person is on alert duty when engaged in underway operations or is on SAR readiness standby, with a boat response time of 30 minutes or less.
Annual Requirements	Annual requirements must be met within 12 calendar months, with expiration on the last day of the calendar month.
AOR	Area of responsibility. Refers to a geographic area in which a Coast Guard commander is responsible for carrying out missions.
AUXDATA II	Auxiliary Data Information System. The national membership, qualification, and mission performance database.
Boat Crew	Includes the Coxswain, Boat Crewmembers, and all other personnel required on board a boat acting in an official capacity.
Boat Crew Program	A general term referring to the overall program of training, qualifying, and certifying members in any boat crew position: crewmember, coxswain, or PWC operator.
Certification	Formal command verification that an individual has met all requirements and is authorized to perform the boat crew duties at a specific level aboard an Auxiliary Facility.
COMDTINST	Commandant Instruction. A directive issued by the Commandant to establish policies and procedures.
Commander	A Coast Guard officer in command of a Coast Guard unit. As used in this handbook, refers to any Coast Guard Unit Commander, Commanding Officer, or Officer in Charge.



Crew Endurance Management (CEM)	A systematic process for balancing organizational and mission (e.g. environmental factors, time -of-day, etc.) requirements with the physical and mental capabilities and needs of the crew.
Crew Rest	Time during which alert crews do not engage in any operations. Crews are allowed to recreate and sleep.
Currency Requirements	Tasks which are required to be repeated a certain number of times at regular intervals to maintain currency.
Currency Requirements	Tasks which are required to be repeated a certain number of times at regular intervals to maintain currency.
Director	Director of Auxiliary. An officer assigned to a district commander's staff, responsible for directing and managing Auxiliary programs in the Auxiliary district or region. Also referred to as DIRAUX.
Designated Trainer	A Designated Trainer is a certified member who has successfully completed the resident training course for their competency, is designated in writing by the CO/OIC, and demonstrates the maturity and demeanor to teach
Fatigue	A condition of impaired mental and physical performance brought about by extended periods of exertion and stress which reduces the individual's capability to respond to external stimuli. Some factors contributing to fatigue are sleep loss, exposure to temperature extremes (hypothermia and heat stress), motion sickness, changes in work and sleep cycles, physical exertion, workload, illness, hunger, and boredom. While an individual or crew may be fatigued at any time, at a minimum, they are considered to be fatigued when they exceed the underway or alert posture standards.
Fatigue Waiver	A waiver, granted by the Operational Commander, allowing boat crews to operate beyond the established maximum underway hours.
Guests	Referring to persons aboard a boat, those who are civilians not associated with the Coast Guard.
Night	The period from ½ hour after sunset until ½ prior to sunrise.
Operational Commander	For the purpose of this process guide, Operational Commanders are defined as those who exercise direct operational control of a Boat Forces unit. This definition specifically does not include the Station CO/OIC exercising operational control of a Station (small).



Operational Control (OPCON)	Those functions involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, & the authoritative direction necessary to accomplish the mission. It does not include such functions as administration, discipline, internal organization, and unit training, except when a subordinate commander requests assistance.
Operations	Time spent on pre-mission planning, underway, and post mission reporting or follow-up.
Proficiency	Status of a crew currency.
Qualification	The satisfactory completion of the appropriate qualification tasks.
Readiness	The ability of a boat to perform the functions and missions for which it was designed.
Rest-Recovery Time	That period of time after operations which is allocated for rest and recovery and during which no other duties are assigned or performed.
Sleep Period	A period of time available for an individual to devote to sleeping that is not interrupted by official responsibilities.
Unit Commander	A CO or OIC of a unit with a standard or non-standard boat assigned.



APPENDIX E

List of Acronyms

Introduction

This appendix contains a list of terms that may be useful when reading this process guide. In addition to standard Auxiliary terminology, this glossary also includes standard active-duty terminology to enhance the professional knowledge of Auxiliary members.

ACRONYM	DEFINITION
ADF	Automatic Direction Finder
ADSO-AVM	Auxiliary District Staff Officer for Aviation Management. Squadron Administrative Officer.
ADSO-AVT	Auxiliary District Staff Officer for Aviation Training. Squadron Training Officer.
ALMIS	Asset Logistics Management Information System
ANACO	Assistant National Commodore
AOR	Area of Responsibility
APU	Auxiliary Power Unit
ASC	Auxiliary Sector Coordinator
ATON	Aids to Navigation
AQEC	Area Qualification Examine Coordinator
AUX	Auxiliary
AUXLO	Auxiliary Liaison
AWL	Above Water Level
BLOS	Beyond Line of Sight
C2	Command and Control
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance
CFR	United States Code of Federal Regulations
CGIS	Coast Guard Investigative Services
CISM	Critical Incident Stress Management
CO	Commanding Officer
COA	UAS Certificate of Authorization
CONUS	Continental United States
BECCE	Basic Engineering Casualty Control Exercises
CHDIRAUX	Chief Director of Auxiliary
CO	Commanding Officer
COLM	Chain of Leadership and Management



ACRONYM	DEFINITION
COMDTINST	Commandant Instruction
CQEC	Chief Qualification Examine Coordinator
CS	Creeping Line Search
CSP	Commence Search Point
CRM	Crew Resource Management
DCDR	Division Commanders
DCO	District Commodore
DGPS	Differential Global Positioning System
DHS	Department of Homeland Security
DIRAUX	Director of Auxiliary
DIW	Dead in the Water
DME	Distance Measuring Equipment
DOD	Department of Defense
DR	Dead Reckoning
DSO	District Staff Officer
DSO-AV	Auxiliary District Staff Officer for Aviation
DSO-OP	District Staff Officer, Operations
DSS	Decision Support System
DVC-RA	Auxiliary Division Chief of Air Operations
EBD	Emergency Breathing Device
E-SAR	Electronic Search and Rescue Fundamentals Course
EBL	Electronic Bearing Line
EMT	Emergency Medical Technician
ENG	Engineer
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FC	Flotilla Commander
FOD	Foreign Object Debris
FSO	Flotilla Staff Officers
FSO-OP	Flotilla Staff Officers for Operations
GAR	Green-Amber-Red
GPS	Global Positioning System
HELP	Heat Escape Lessening Position
HF	High Frequency Radio
ICS	Intercommunication System
ICW	Intracoastal Waterways
IFF	Identification, Friend or Foe
IMO	International Maritime Organization



ACRONYM	DEFINITION
IR	Infra-Red
IP/FE	Auxiliary Instructor Pilot /Flight Examiner Qualification
IR	Infrared
KTS	Knots
LE	Law Enforcement
LOP	Line of Position
LOS	Line of Sight
LRS	Long Range Surveillance
MAB	Mishap Analysis Board
MARB	Marine Assistance Request Broadcast
MEDEVAC	Medical Evacuation
MEP	Marine Environmental Protection
MHz	Megahertz
MOB	Man Overboard
MPC	Maintenance Procedure Card
MRR	Medium Range Recovery
MRS	Medium Range Surveillance
MSL	Mean Sea Level
NACO	National Commodore
NAVRULS	Navigation Rules
NDB	Non-directional Beacon
NM	Nautical Miles
NMC	Not Mission Capable
NMCM	Not Mission Capable - Maintenance
NMCS	Not Mission Capable - Supply
NTSB	National Transportation Safety Board
NVG	Night Vision Goggles
OCONUS	Outside Continental United States
ODO	Operations Duty Officer
OIA	Order Issuing Authority
OIC	Officer-in-Charge
OPAREA	Operational Area
OPBAT	Operation Bahamas and Turks and Caicos
OPCEN	Operations Center
OPCON	Operational Control
OPFAC	Operating Facility
OPS	Operations Officer
OTO	Operations Training Officer



ACRONYM	DEFINITION
ORM	Operational Risk Management
PED	Portable Electronic Device
PFD	Personal Flotation Device
PIW	Person-in-the-Water
PLB	Personal Locator Beacon
POB	Person Onboard
PPE	Personal Protective Equipment
PPS	Precise Positioning Service
PQS	Personnel Qualification Standard
PS	Parallel Search
PWC	Personal Watercraft
QA	Quality Assurance
QE	Qualification Examiner
RM	Risk Management
RNAV	Area Navigation
RPM	Revolutions per Minute
RS	Rescue Swimmer
SAR	Search and Rescue
SCUBA	Self-Contained Underwater Breathing Apparatus
SMC	SAR Mission Coordinator
SOG	Speed Over Ground
SOP	Standard Operating Procedures
SPE	Severity-Probability-Exposure
SPE/GAR	Severity-Probability-Exposure/Green-Amber-Red
SPS	Standard Positioning Service
SRR	Short Range Recovery
SS	Expanding Square Search
SSB-HF	Single Side Band-High Frequency
SWET	Shallow Water Egress Training
TACON	Tactical Control
TCT	Team Coordination Training
TD	Time Difference
TOI	Target of Interest
TSN	Track Line Single-Unit Non-Return
TSR	Track Line Single-Unit Return
U/W	Underway
UHF	Ultra-High Frequency
UTC	Universal Coordinated Time



ACRONYM	DEFINITION
VHF	Very High Frequency
VOX	Voice Operated Transmitter
VRM	Variable Range Marker
VS	Sector Search
WX	Weather
XTE	Cross Track Error