

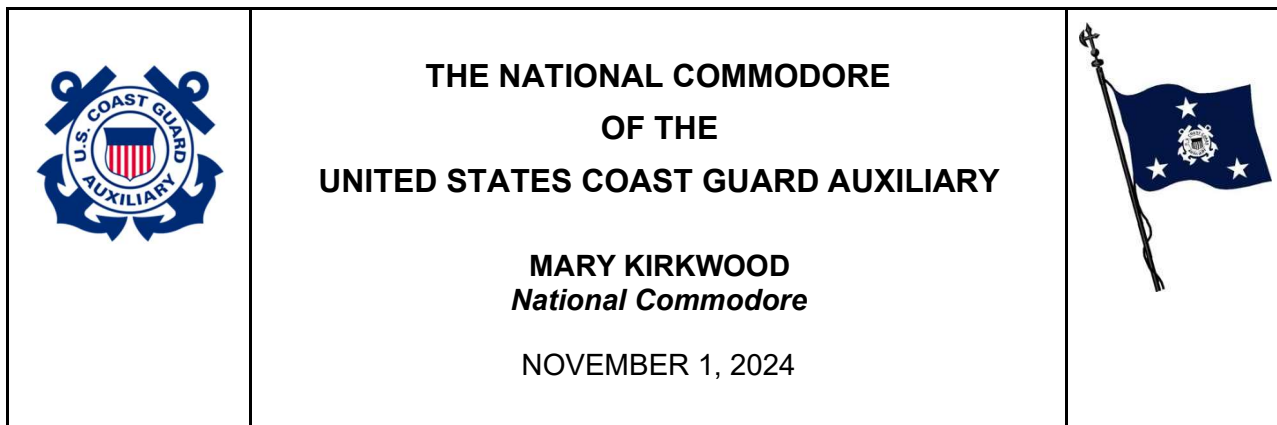


# STANDARD OPERATING PROCEDURES FOR THE NATIONAL BOARD AND NATIONAL STAFF



NOVEMBER 2024

NATIONAL BOARD & STAFF  
STANDARD OPERATING PROCEDURES



Subj: NATIONAL BOARD AND NATIONAL STAFF  
STANDARD OPERATING PROCEDURES

1. PURPOSE. This guide provides information and guidance for members of the National Board and the National Staff. It covers procedural requirements, actions to be taken, and reports required.
2. SCOPE AND AUTHORITIES. All changes approved as of November 1 2024 are included in this revision of the guide. All previous editions are superseded. This revision will assist members in the performance of their duties. All addressees will read and become familiar with the contents of this document. All Board and Staff members must be appropriately briefed on this document as they assume their new office. While circumstances may require deviation from some of these procedures, it is my intent to keep any such deviations to a bare minimum.
3. REQUESTS FOR CHANGES. Contents, corrections, and suggestions for additional subjects are welcome and should be submitted to the Vice National Commodore.

MARY KIRKWOOD  
NATIONAL COMMODORE

Dist:	National Board Members National Staff CG-BSX
-------	--

This page left intentionally blank.

NATIONAL BOARD & STAFF  
STANDARD OPERATING PROCEDURES

**REVISION HISTORY**

<b>Date</b>	<b>Nature of Revision</b>
1 Nov 2014	Updated with Change of Leadership
1 May 2015	Reformatted and updated staff appointment and communications processes
1 Nov 2016	Updated with Change of Leadership
28 Nov 2018	Added Appendix D, SOP for CGAUXNET Accounts
1 Nov 2018	Updated with Change of Leadership and revised communications plans procedures
11 May 2019	Updated with new Aux Association structure, Publications review, and National Flotilla of the Year processes
01 Nov 2020	Updated with change of leadership, amended consent releases in Appendix A, new Auxiliary Association address, and updates to national staff appointment process
28 Sept 2022	Updated to match CGAUX branding and communications guidelines
19 OCT 2022	Updated with change of leadership and new structure
05 JULY 2023	Updated 3. National Staff Appointment Procedure
05 JULY 2023	Updated 4. Procedures for National Staff Removal Prior To End of Term
05 JULY 2023	Updated Use Of Staff Reconciliation Spreadsheets
05 JULY 2023	Updated MANUAL AND PUBLICATION REVIEW POLICY
03 OCT 2023	Removed: Surveys Appendix. The process described is no longer in use.
09 MAY 2024	Updated: page 12, start date of offices for DVC, BC, and BA positions.
13 JUNE 2024	Update of Staff Reconciliation Spreadsheet.

01 NOV 2024	Update for change of leadership, organization changes, terms of office, uniforms, and Copyright form requirements.
10 NOV 2024	Minor corrections and clarifications

EFFECTIVE: 1 NOVEMBER 2024

LAST REVISED: 10 NOVEMBER 2024

NATIONAL BOARD & STAFF  
STANDARD OPERATING PROCEDURES

**STANDARD OPERATING PROCEDURES FOR THE NATIONAL BOARD AND  
NATIONAL STAFF**

**SECTION 1. NATIONAL ORGANIZATIONAL ENTITIES**..... 8  
    A. NATIONAL EXECUTIVE COMMITTEE (NEXCOM)..... 8  
    B. NATIONAL BOARD..... 8  
    C. NATIONAL STAFF OPERATING COMMITTEE (OPCOM)..... 8

**SECTION 2. COMMITTEE PROCEDURES** ..... 9  
    A. NATIONAL EXECUTIVE COMMITTEE (NEXCOM)..... 9  
        1. *Meetings* ..... 9  
        2. *Meeting Procedures* ..... 9  
        3. *Protocol*..... 10  
    B. NATIONAL BOARD..... 10  
        1. *Meetings* ..... 10  
        2. *Reports* ..... 11  
    C. NATIONAL STAFF..... 12  
        1. *Job Descriptions* ..... 12  
        2. *Review of National Staff*..... 13  
        3. *National Staff Appointment Procedure* ..... 13

**SECTION 3. USE OF STAFF RECONCILIATION SPREADSHEETS** ..... 18

**SECTION 4. MANUAL AND PUBLICATION REVIEW POLICY** ..... 29  
    A. GENERAL ..... 29  
    B. PROCEDURES ..... 29  
        1. *Commandant Instructions, Publications, and Qualification Guides* ..... 29  
        2. *Specialty Course Publications* ..... 30  
    C. REVIEW/RATIONALE ..... 30  
        1. *Major Comments*..... 31  
        2. *Suggested Improvements* ..... 31  
        3. *Editorial Comments* ..... 31

**SECTION 5. PROCEDURES FOR NATIONAL POLICY CHANGES** ..... 32

**SECTION 6. NATIONAL TRAVEL** ..... 34  
    A. TRAVEL PROCESS – AUXILIARY ASSOCIATION INC FUNDED..... 34  
    B. TRAVEL PROCESS – US COAST GUARD FUNDED ..... 39

**SECTION 7. AWARDS** ..... 40  
    A. GENERAL ..... 40  
    B. PROCEDURES ..... 40  
    C. FILES..... 41  
    D. NACO CERTIFICATE OF APPRECIATION..... 41  
    E. NATIONAL AND DSO SUPPORT AND RECOGNITION ..... 42

<b>SECTION 8. COAST GUARD AUXILIARY ASSOCIATION INC.</b> .....	43
A. US COAST GUARD AUXILIARY INTERFACE .....	43
<b>SECTION 9. MISCELLANEOUS</b> .....	45
A. DRESS CODE .....	45
B. INVITATIONS TO DISTRICT CONFERENCES .....	45
C. NATIONAL PUBLICATIONS AND NATIONAL MESSAGES .....	45
D. ILLNESSES AND DEATHS .....	48
E. AGREEMENTS WITH OTHER ORGANIZATIONS.....	49
<b>APPENDIX A-1. CHILD PHOTO POLICY AND CONSENT FORMS</b> .....	51
<b>APPENDIX B-1. COMMUNICATIONS PLAN REQUIREMENTS</b> .....	56
<b>APPENDIX C-1. STANDARD OPERATING PROCEDURE FOR CGAUXNET ACCOUNTS</b> .....	58
<b>APPENDIX D-1. NATIONAL FLOTILLA OF THE YEAR AWARD</b> .....	65

## STANDARD OPERATING PROCEDURES

### SECTION 1. NATIONAL ORGANIZATIONAL ENTITIES

#### A. National Executive Committee (NEXCOM)

NEXCOM consists of eight (8) members:

1. The National Commodore (NACO)
2. The Vice National Commodore (VNACO)
3. The four (4) Deputy National Commodores:
  - a. DNACO-Atlantic-East (AE)
  - b. DNACO-Atlantic-West (AW)
  - c. DNACO-Pacific (P)
  - d. DNACO-Information Technology and Planning (ITP)
4. The Immediate Past National Commodore (NIPCO)
5. The Chief Director of Auxiliary (CHDIRAUX)

#### B. National Board

The National Board consists of twenty-five (25) members:

1. The eight (8) NEXCOM members
2. The sixteen (16) District Commodores
3. The President of the National Association of Commodores (NAC)

#### C. National Staff Operating Committee (OPCOM)

OPCOM consists of thirty-five (35) members:

1. Eight (8) NEXCOM members listed above
2. National Executive Staff, which consists of the seven (7) Assistant National Commodores (ANACO-) [AS, CC, CF, FC, IT, RB, and RP]
3. Eighteen (18) Directorate Directors (DIR-) [A, B, C, D, E, G, H, I, O, P, Q, R, S, T, U, V, W and Y]
4. The National Executive Assistant (N-EA) and representatives from CG-BSX are technical advisors to the OPCOM
5. The President of the Coast Guard Auxiliary Association, Inc. is normally invited to participate in meetings at N-Train and NACON
6. Deputy ANACOs (ANACOd-) and Deputy Directors (DIRd-) are usually invited to participate in OPCOM meetings.



NATIONAL BOARD & STAFF  
STANDARD OPERATING PROCEDURES

**SECTION 2. COMMITTEE PROCEDURES**

**A. National Executive Committee (NEXCOM)**

1. Meetings

a. National Training Meeting (N-TRAIN) - N-TRAIN, normally held annually during March, includes NEXCOM and OPCOM meetings. The President of the Coast Guard Auxiliary Association, Inc. may be invited to attend the NEXCOM meeting.

b. Spring NEXCOM Meeting - A NEXCOM meeting may be scheduled in the April-June time frame each year. The National Executive Staff may be invited to attend.

c. National Convention (NACON) - NACON, normally held annually in August, includes NEXCOM and OPCOM meetings.

2. Meeting Procedures

a. Conduct of the NEXCOM meetings - NEXCOM meetings use a relaxed atmosphere conducive to free and open discussion of current events as well as policy matters. The discussion content should be considered CONFIDENTIAL and shall remain within the confines of the NEXCOM. Uniforms are normally not required. N-EA, BSX-1, BSX 11, BSX-12, and ANACO-CC are usually present for NEXCOM meetings. These are closed meetings for attendance only by members of the NEXCOM and those specifically invited by NACO.

b. Agenda Items - Participants submit topics to N-EA to include in the NEXCOM meeting agenda at least one week in advance of the meeting. Discussion topics are normally one-line items but may be more descriptive if desired. N-EA distributes the agenda with any reference material to the participants at the meeting. Last minute topics may be introduced at the meeting; however, other participants should be notified ahead of time to allow thoughtful discussion. If handouts are to be distributed, the originator is responsible for ensuring they are sent out ahead of the meeting (usually 2 weeks).

c. Meeting minutes - There is no verbatim keeping of minutes even though recording of the discussions at these meetings may occur. A condensed summary (notes) of the deliberations is prepared by N-EA after each NEXCOM meeting. Each member receives a copy of the summary along with a list of "Action Items" within three weeks after the meeting. The "Action Items" serve as a reminder or a work list of tasks for the various members to accomplish and report accordingly. Decisions Reached and Unresolved Issues, which are excerpts from the "Action Items" are provided to the NEXCOM members. Such notes are not to be forwarded to non-NEXCOM members except N-EA and ANACO-CC.

### 3. Protocol

The normal head table seating precedence for the NEXCOM at all National functions is NACO, CHDIRAUX, VNACO, NIPCO and DNACOs. ANACOs, along with other Headquarters representatives, usually will not be seated at the head table. They will, however, be afforded special seating.

#### **B. National Board**

##### 1. Meetings

a. National Area Planning Meetings/Flag Meetings – Face to face NAPMs will occur when funding permits. If funds are available, the following will occur: In the May/June and/or October/November time frames, the DNACOs may host a meeting with their respective DCOs and DIRAUXs. The DNACOs are responsible for all arrangements to include development of the NAPM agenda and selecting and contracting (an Auxiliary Association contract) the hotel. NACO (or VNACO) and the CHDIRAUX (or representative) usually attend.

- i. At NACO's discretion, the NAPMs may be combined into an Auxiliary Flag Meeting with the NEXCOM, DCOs, DCOSs, and DIRAUXs invited to attend. NACO may invite other persons to attend as well.
- ii. Planning for the Auxiliary Flag Meeting will also be the responsibility of the DNACOs with VNACO being the host. The NAPM and Auxiliary Flag Meeting provide an opportunity for face-to-face exchange of information among the District and National Auxiliary leadership.
- iii. Attendance at the NAPM by Coast Guard personnel is by invitation of the DNACOs with the purpose of observing and providing Coast Guard input when requested during the meeting.

b. National Training Meeting (N-TRAIN) - N-TRAIN is a training event for selected District Staff Officers normally held in March.

- i. Officers to attend N-TRAIN are normally selected by NEXCOM and confirmed at NACON.
- ii. In addition to the training sessions, there is normally a NEXCOM meeting, National Board meeting, National Board Committee of the Whole, and an OPCOM meeting.
- iii. N-TRAIN may also include DNACO Area meetings with their respective DCOs as well as DNACO meetings with the ANACOs and DIRs who report to them.
- iv. CHDIRAUX normally coordinates CG C-Schools for Auxiliary students and meetings with DIRAUXs and OTOs at N-TRAIN.
- v. It is the responsibility and an expectation of the District leaders and invited Officers in attendance to share the information gained at N-TRAIN with their district membership. Attendance is expected at all required meetings in order to receive full reimbursement authorized by travel orders.

c. National Convention (NACON) - NACON, like N-TRAIN, is a series of separate and distinct meetings. The purpose of NACON is sharing of information, training, input, and a forum for biennial national elections.

- i. The meetings include:
  - 1) NEXCOM Meeting
  - 2) OPCOM Meeting
  - 3) DNACO Area Meetings with their DCOs
  - 4) DNACO staff meetings with their ANACOs and DIRs
  - 5) National Board Committee-of-the-Whole Meeting
  - 6) National Board Meeting
  - 7) Directorate meetings, committee meetings, and Directorate-sponsored training sessions may also be scheduled.
- ii. Social events are scheduled to promote fellowship among attendees.
- iii. It is the responsibility of the District leaders and DSOs in attendance to share the information gained at NACON with their district membership. Attendance is expected at all required meetings in order to receive full reimbursement authorized by travel orders.

## 2. Reports

a. Quarterly Report to NACO. DNACOs should ensure that they receive quarterly reports from their respective DCOs and ANACOs in accordance with the following schedule. The DNACOs should consolidate the reports under one cover letter with their comments and forward to NACO with copies to VNACO, CHDIRAUX and N-EA not later than the dates listed below. NACO will forward as appropriate. (DNACOs should consult with the DIRs, ANACOs and DCOs to determine their report due dates.)

- i. 1<sup>st</sup> Quarter - Not later than 15 April
- ii. 2<sup>nd</sup> Quarter - Not later than 15 July
- iii. 3<sup>rd</sup> Quarter - Not later than 15 October
- iv. 4<sup>th</sup> Quarter - Not later than 15 January

b. The Quarterly Report to NACO is directed specifically to NACO and should be a “report card” indicating accomplishments during the quarter, plans for next quarter, and factors for success (things that might jeopardize success). It provides a vehicle for the Districts and National staff to formalize how they are progressing towards attaining the National goals and objectives. The report should have a one- or two-page Executive Summary. District reports should not include detailed flotilla and division reports but may include summaries of actions at those levels if relevant to accomplishment of District or National goals and objectives.

c. The Quarterly Report to NACO provides NACO with a picture of what is currently going on throughout the country in each district/region and each staff directorate. It should identify areas of success and areas of specific concern that may require greater focus by NACO and the senior leaders of the Auxiliary. Likewise, it provides a measurement that allows NACO to determine whether to stay the course or to make appropriate course corrections.

d. Report content - All written reports should include information regarding:

- i. Current progress relative to Auxiliary Business Plans, District Strategic and Tactical Plans, and Contingency Plans
- ii. Accomplishments in Recruiting and Retention
- iii. Program performance (Narrative, not AUXDATA II information)
- iv. Problems (known or potential) and suggested solutions
- v. Action items
- vi. Assistance needed from the Coast Guard, NEXCOM, and National staff
- vii. Future plans and milestones
- viii. Assessment of impacts and value of DSO attendance at the previous NTRAIN in the 3<sup>rd</sup> Quarter Report.

e. Special Reports - Each year Districts will be asked to update their District Operations Plans and submit to their respective DNACOs by 1 April.

## **C. National Staff**

### **1. Job Descriptions**

a. Each Director is responsible for maintaining a current job description for all Directorate Staff Officers. Additionally, a current organizational chart will be maintained in AuxOfficer.

b. Job descriptions include the following elements:

- i. Position title with acronym
- ii. Directorate in which the position is assigned
- iii. Reports to (Position to which this position directly reports)
- iv. Overall responsibility (Overarching reasons the position exists on the staff)
- v. Key areas of responsibility
  - 1) Specific items that are expected to be routinely accomplished as well as a sense of priorities and goals for the future
  - 2) Job descriptions, particularly for senior managers, should include latitude to exhibit initiative and develop long-term improvements in the organization and its processes
- vi. Interfaces with (positions with which the incumbent works on a regular basis)
- vii. Qualifications (necessary skills, traits, and experience required to be successful in the position)

c. Job descriptions can be used for multiple purposes:

- i. Advertising the position
- ii. Setting expectations with the incumbent
- iii. Communicating to others the function of the position

d. The chain of leadership must approve all newly proposed positions.

e. The Director (DIR) will send the newly proposed job description(s) for approval to the ANACO, who will then send to the DNACO and on to VNACO and NACO.

f. If approved, VNACO will email approval to the DNACO copying the ANACO and DIR.

g. The Director may then fill the position(s).

## 2. Review of National Staff

a. All National Staff serve at the pleasure of NACO as provided in the Auxiliary Manual, COMDTINST M16790 (hereinafter “the Manual”).

b. In election years:

1. The term for ANACOs, deputy ANACOs, Directors, and deputy Directors expires on *31 October*. Appointments made by the incoming NACO for the new term for these offices begin on 1 November.
2. Beginning with the 2024 term, the term for all other National Staff officers expires on *31 December*. Appointments made by the incoming NACO for the new term for these offices begin on 1 January.

c. New term appointments for all staff positions require proper paperwork submission according to the National staff appointment procedure in item c.

d. Completing at least one-half of the term of office is necessary to earn permanent wear of the past officer device.

## 3. National Staff Appointment Procedure

a. All staff appointments, promotions, transfers, and terminations shall be logged on the national staffing spreadsheets located on the Shared Google Drive. The National Bridge and each directorate have such a sheet. It is here where personnel changes are submitted and processed by the germane Chain of Leadership and Management.

b. All current positions and incumbents are to be listed on the national staffing spreadsheets. Instructions for the use of these spreadsheets are on the Document & Administrative Directorate website (<http://wow.uscgaux.info/content.php?unit=W-DEPT&category=staff-spreadsheets>); located under the National Staff Admin tab. There are separate instructions for both originating directors and approving officers.

c. Directors are charged with onboarding new deputy directors, division chiefs, branch chiefs, and branch assistants. ANACOs onboard new directors. DNACOs onboard new ANACOs.

- i. For a candidate currently on National Staff, in a different group, the onboarding officer will contact the applicant’s current ANACO informing them of the National Staff

pending application and request comments by the ANACO (required). The results of that contact, including no response, are to be documented and noted on the staffing spreadsheet.

d. For an appointee new to National Staff, the onboarding officer will collect a resume (electronic or paper). Form 7062 (National Staff Application) is no longer needed. If the appointee is in the A, B, C, E, S, U, and Y Directorate the onboarding officer will also collect a completed and signed original Copyright Form (ANSC-7063), retain a copy of same, and email the form to the BC-WNS at [auxcopyrightforms@cgauxnet.us](mailto:auxcopyrightforms@cgauxnet.us). Once received, the BC-WNS will document receipt on the appointment spreadsheet.

e. For an appointee new to National Staff, the onboarding officer will contact the applicant's District Commodore informing the DCO of the National Staff pending application and request comments by the DCO (required).

The results of that contact, including no response, are to be documented and noted on the staffing spreadsheet.

f. Amended spreadsheets are submitted up the line from the originator (usually the Director) to the BC-WNS for review, and in turn to the ANACO, VNACO, and NACO. At each echelon, approvals, disapprovals, and upward submissions are performed electronically.

The process completes with NACO approval for the Branch Assistant through Division Chief levels. For ANACOs, Directors, and their deputies, upon NACO approval, the list is submitted to the CHDIRAUX for concurrence.

#### 4. Procedures for National Staff Removal Prior To End of Term

i. As provided in the Auxiliary Manual and confirmed at paragraph 3. B. i. herein, all members of the National Staff serve at the pleasure of the National Commodore (NACO) who must approve all removals as well as appointments.

ii. A recommendation for the involuntary removal of a member from the National Staff may only be submitted to NACO by the cognizant Director, Assistant National Commodore (ANACO), or Deputy National Commodore (DNACO), through the chain of leadership and management (COLM) for action by NACO.

1. Such recommendation shall state the reason(s) for the recommendation, simultaneously provide the member with a copy of the recommendation, and state that the member has the right to respond to the recommendation within 14 calendar days of the date of the recommendation.

2. If the member desires to respond, the response shall be forwarded to NACO directly and in writing. The 14-day limitation may be extended by NACO for good cause shown.

3. NACO may temporarily suspend the member from office during consideration of the recommendation.

4. NACO may take such time as deemed necessary to consider the request or to obtain additional information before acting on the recommendation.
  5. NACO's decision is final. There is no appeal.
- iii. A member of the National Staff who wishes to leave office before expiration of the term of appointment shall submit a written letter of resignation to NACO through the COLM at least 30 days in advance, stating the date the member desires the resignation to become effective.
1. The member is encouraged to state the reasons for the decision to resign. If the member so chooses, that statement may be sent directly to NACO outside the COLM.
  2. NACO may accept the tendered resignation, request the member to withdraw the resignation, and/or may modify its effective date.
- iv. In the event of the death or incapacitation of a member of the National Staff, an officer identified in paragraph C. 3. g ii shall notify NACO of that event through the COLM. NACO shall take such action as deemed appropriate.
- v. The only officer authorized to document changes to the National Staff in AUXDATA II is the officer so designated by NACO as reflected on the national staffing spreadsheet unless otherwise authorized by NACO.

### **Procedures in order to change the National Staff SOP**

In order to address the issue of using stale copies and informality in updating and approving SOP changes, the following stricter policy changes will be implemented for the Coast Guard Auxiliary Staff:

The Coast Guard Auxiliary Staff SOP will now require all proposed changes to be submitted through the proper chain of command for approval. This includes submitting the request to your appropriate Director, ANACO, DNACO, and finally to NEXCOM for approval, rejection, or modification. All changes must be documented and approved in a timely manner to ensure the SOP is up to date and effective. Failure to follow this process may result in the rejection of the proposed changes.

1. All SOP changes must be submitted to a designated committee or individual for review and approval before submission and/or implementation.
2. Any outdated SOPs will be immediately replaced with the most current version.
3. Regular audits of SOPs will be conducted to ensure compliance with current policies and procedures.



NATIONAL BOARD & STAFF  
STANDARD OPERATING PROCEDURES

### SECTION 3. USE OF STAFF RECONCILIATION SPREADSHEETS

All Staff appointments, promotions, transfers, and terminations are processed via the Staff Reconciliation Spreadsheet, on the Shared Google Drive. The spreadsheet is also used to seek approval from the Chain of Leadership and Management for the personnel transaction requested, and to track to progress of the approval process.

#### Some important notes on using the national staffing reconciliation spreadsheets:

- **You must be logged in with your cgauxnet.us account for the spreadsheet process to work.**
- Use Calibri 11 point.
- Capitalize “Y”, “N”, and “N/A” entries
- When sending changes up the chain for approval, always use the Google Docs process detailed below in the “Approval Process” section. **Do Not** copy the spreadsheet and mail it outside of Google Docs – only the above procedure should be used.
- Do Not add or change any colored cells on the spreadsheets. Colored cells are used by the administrative staff for post-approval processing and should not be added or changed by Directors or approvers.

Directors are responsible for verifying Core Training. When applicable, indicate that the members Intro to Risk Management is current and the DCO or ANACO have been contacted.

Copyright forms are required for all Public Affairs (A-Directorate), Recreational Boating Safety Outreach (B-Directorate), Computer Software & Systems (C-Directorate), Public Education (E-Directorate), Student Programs (S-Directorate), IT User Support and Services (U-Directorate), and Cybersecurity (Y-Directorate) staff. The applicant is to complete and sign the form and email it to the Director. The member must maintain the original, signed copy while serving in any of the aforementioned positions. The Director should maintain a copy for their files and email a copy to the National Support Services Division of the W-Directorate. This is to be sent to the BC-WNS using the following email address - [auxcopyrightforms@cgauxnet.us](mailto:auxcopyrightforms@cgauxnet.us)

Once obtained, the BC–WNS will indicate receipt of the copyright form on the National Staff Appointment Spreadsheet by checking off the copyright form box. Copyright forms for all

Directorate spreadsheet entries must be received by the BC-WNS before it will be submitted up the COLM for approval and entry into AUXDATA.

The BC-WNS must have all copyright forms for each month's Directorate entries before the spreadsheet is sent up the COLM.

Once a Director signs a sheet and starts it up the approval chain, **Do Not MAKE ANY CHANGES TO THE SHEET** until the approval process is complete and AUXDATA has been updated. The Director/originator will be notified when the approval process is complete and new entries can be made.

- Make sure you are using the current year's spreadsheet. The Google Docs system contains Directories for prior years. Make sure you edit the current year's spreadsheet.
- Do not delete any rows in the spreadsheet. To delete a position, request "Deactivate position" in column A – **Action Requested**.
- You cannot change an Office Code on the spreadsheet once it's utilized. To change an Office Code, you must "Deactivate" the office and then create a New Position using the new Office Code.
- Check form for accuracy (spelling, ID number, action requested, comments, etc. The form **must** be sent to the BC-WNS on the National Staff Support team for review first, before being sent up the Chain for approval
- If there are any corrections/comments, the form will be returned to the originator
- If there are no corrections and the copyright form has been received, the BC-WNS will send the spreadsheet to the next approver on the list.

Since our staffing spreadsheets are based on Google Spreadsheet product, when using the staffing spreadsheets, the Google Chrome browser offers the best compatibility with the spreadsheet functionality.

#### **For new staff appointments, and before the appointment can be approved**

- Contact the members DCO for comments prior to entering the appointment on the Spreadsheet.
- Put a "Y" in the box on the spreadsheet that the DCO was contacted.

- If the DCO doesn't respond, put an "N" in the box. Then document an attempt was made in the Comments section.
- All A-Directorate, B-Directorate, C-Directorate, E-Directorate, S-Directorate, U-Directorate, and Y Directorate applicants must complete and sign the 7063 Copyright form and email to their Director. Once received, the Director must email the form to the BC-WNS who will indicate receipt of the form on the National Staff Appointment Spreadsheet. Copyright forms for all Directorate spreadsheet entries must be received by the BC – WNS before the spreadsheet will be submitted up the COLM for approval and entry into AUXDATA.
- The 7063 form should be emailed to: [auxcopyrightforms@cgauxnet.us](mailto:auxcopyrightforms@cgauxnet.us)

### **Submission Frequency**

Each directorate can send up only one spreadsheet change each month.

Exception - changes or new appointments at the DVC level or higher, more than one submission in a given month is allowed.

Each row of the spreadsheet has the following data elements:

- **Action requested** - This line is **critical** since it highlights what new changes you are asking to be entered into AUXDATA II.

### **Only the following Action Requested statements may be used:**

- New Appointment
- New Position
- Deactivate Position
- Office Vacated
- Update Position - office title
- Member resigned, office vacated
- Member resigned, new appointment
- Member resigned, deactivate position

- Member removed (involuntarily), new appointment
- Member removed (involuntarily), office vacant
- Multiple personnel actions can be requested at one time, (e.g., New Position, New appointment, Update Position)
- **AUXDATA Change** - Is a change in AUXDATA required - Y
- If you don't put 'Y' in this field, no AUXDATA change will be made!
- **Member ID Number** – please make sure the correct number is listed
- **Office to be Held** [Office Code Only such as BA-HAA or BC-HTR or DVC-HT]
- **Reports to** [Insert Office Code of Direct Supervisor] Normally, Branch Assistants report to a Branch Chief, and Branch Chiefs report to a Division Chief
- **First Name**
- **Middle Initial**
- **Last Name**
- **Office Title** - such as Division Chief, Recruiting
- **Start Date** – Beginning date of the action being requested (New Appointment, Office Vacant, New Position, Updated Position, Deactivated Position or Member Removed (**Required**))
- **DCO Consulted?** –
- Y or N [for members **new** to national staff, consult prior to placing name on Spreadsheet]
- If attempt has been made to contact the DCO, but no response received, put N in the column and document the attempt in the comment section
- **ANACO Consulted?** – Y or N
- The ANACO for the current directorate must be consulted prior to requesting the appointment **if:**

- The member already holds a national staff position in another directorate
- The member is leaving that Directorate to take a position in your Directorate
- If an attempt has been made to contact the ANACO, but no response is received, put an “N” in the column and document an attempt was made in the comment section
- **Position Description on File** - Y or N [Is there a job description for the position on file]
- **Core Training** –
- This must be checked for each member. Check the member’s record in AUXDATA II for the most current status
- **Introduction to Risk Management** –
- This must be checked for each member that is required to have it. Check AUXDATA II for the most current status.
- The following National Staff positions require Intro to Risk Management – NACO, VNACO, DNACOs, N-EA, ANACOs, ANACOd, DIRs, DIRd, and all staff in the following Directorates – A, G, I, P, Q, R, and T
- **Appointment Letter Sent** –
- Leave Blank for any new position/appointments.
- The BC-WNSC ( National Staff Support) fills that in when the letter is sent
- **Comments** - Brief note of clarification, if required
- If a member is being replaced, moved, or removed, the old member’s name and Member ID must be entered here
- If an office that was previously vacant is being filled, enter Office Vacant in comment section
- If a member resigns, put the member’s name and ID number here
- If a member is terminated, put the member name and ID number here
- Any other pertinent information

### **New Appointments (for a currently approved position, vacant or not)**

- Enter "New Appointment" in Action Requested Column
- Enter a "Y" in AUXDATA Change Column
- Enter all other required data elements as listed above
- Enter start date for the date the new appointment is to be effective
- Enter person being replaced, if any, with MemID, in Comments Column
- If office was previously vacant, enter that in the Comments Column
- If the member was promoted or transferred to the newly appointed position, enter the members prior position in the Comments Column
- For the prior position – if there is a replacement:
  - If a replacement is being newly appointed to the prior position, fill in the Member ID, Member's name, and any other required data elements for a new position
  - In the comment column, list the member leaving the position and their new position (e.g., "Position previously held by JQ Public, 1234567, promoted to position XX-YYY")
- If no replacement for the current vacated position:
  - Enter "Office Vacated" in the Action Requested Column
  - Enter a "Y" in AUXDATA Change Column
  - Remove Member ID
  - Enter "Office" in the First Name
  - Clear the MI cell
  - Enter "Vacant" in the Last Name cell

- Enter the date the office was vacated
- Clear the Copyright form Sent if applicable, DCO Consulted, ANACO Consulted, Core Training and Intro to Risk Management cells
- In the Comment field, show member being promoted, member ID and new office code/position.

### **Office Vacated**

- Enter “Office Vacated” in the Action Requested Column
- Enter a “Y” in AUXDATA Change Column
- Remove Member ID
- Enter “Office” in the First Name
- Clear the MI cell
- Enter “Vacant” in the Last Name cell
- Enter start date for the date the vacancy is to be effective
- Clear the Copyright form Sent if applicable, DCO Consulted, ANACO Consulted, Core Training and Intro to Risk Management cells
- Place Former Member’s name and Member ID in Comments Column, and the reason for the office being vacated (Promotion, Transfer, Resignation, Termination, Other)

### **Update Position – change an Office Title**

- Enter “Update Position” in Action Requested Column
- Enter a “Y” in AUXDATA Change Column
- Change the Office Title
- Enter the start date for the date the change is to be effective
- In the Comments Column, enter the old office title

## **Update Position - to Change an Office Code**

- To change an Office Code, you must **Deactivate the current position** and create a New Position using the updated Office Code
- Follow the guidelines on Deactivating a position and creating a New Position

## **Deactivate Position**

- Enter “Deactivate Position” in Action Requested Column
- Enter a "Y" in AUXDATA Change Column
- Enter “OFFICE” under First Name and “VACANT” under Last name
- Enter the start date for when the position is to be deactivated
- Clear all other cells (the Copyright form Sent if applicable, DCO Consulted, ANACO Consulted, Core Training and Intro to Risk Management cells, position description on file, appointment letter.
- If the position is currently filled, enter the Member’s Name and Member ID in Comments column, and the disposition of the member once the position is deactivated (Promotion, Transfer, Resignation, Termination, Other)
- When deactivating a position, do not delete a row on the spreadsheet. Doing so would leave the position still showing in AUXDATA. The position will be removed from the spreadsheet by the National Staff Support Team after NACO has approved the spreadsheet and the position has been deactivated in AUXDATA

## **New Position Created**

- Enter “New Position” in Action Requested Column
- If appointing someone to the new position:
  - Enter a "Y" in AUXDATA Change Column
  - Enter all other required data elements as listed above for New Appointments
  - Enter a start date the new position is effective.
  - When adding a new position, make sure it is entered in the proper sequence (alphabetically) with the



- other positions by inserting a row in the appropriate location. All spreadsheet entries are to be in black
- type.
- *The red letters below are for the example only.*

**Example:**

BA-WNA <b>A</b>	BC-WNA	Office	Vacant
BA-WNA <b>B</b>	BC-WNA	Office	Vacant
BA-WNA <b>D</b>	BC-WNA	Office	Vacant

**New position being added –**

BA-WNA <b>C</b>	BC-WNA	Office	Vacant
-----------------	--------	--------	--------

**Insert a row**

BA-WNA <b>A</b>	BC-WNA	Office	Vacant
BA-WNA <b>B</b>	BC-WNA	Office	Vacant
BA-WNA <b>D</b>	BC-WNA	Office	Vacant

**Insert the new position being added so it is in sequence with the other offices.**

BA-WNA <b>A</b>	BC-WNA	Office
Vacant BA-WNA <b>B</b>		
BC-WNA	Office	
Vacant BA-WNA <b>C</b>		
BC-WNA	Office	
Vacant BA-WNA <b>D</b>		
BC-WNA	Office	
Vacant		

If creating a New Position without a New Appointment, enter “OFFICE” under First Name and “VACANT” under Last – with no Middle Initial.

## **Member Removed From Office**

The National Standard Operating Procedures (SOP) Guidelines **MUST** be followed to remove a member from office.

- Enter “Member Removed” in the Action Requested Column
- Enter a “Y” in AUXDATA Change Column
- Remove Member ID
- Enter “Office” in the First Name
- Clear the MI cell
- Enter “Vacant” in the Last Name cell
- Enter start date for the date the vacancy is to be effective
- Clear the Copyright form Sent if applicable, DCO Consulted, ANACO Consulted, Core Training and Intro to Risk Management cells
- Place Former Member’s name and Member ID in Comments Column, with the reason for the office being vacated as “Member Removed”

**NOTE:** The National SOP guidelines must be followed prior to the removal of any member from a National Staff Office.

In order to use the approval process, you must be logged into your cgauxnet.us Google account. If you are not logged in, you will see the spreadsheet, but will not be able to edit it.

To approve a staff change and send it up the COLM for higher level approval:

A. Enter the current Date in the appropriate box to the right of your name at the bottom of the spreadsheet

B. Forward the request to the next higher approver via the following Google Sheets procedure:

1. Use your cursor to click on your approval date box, to make it the active cell. It must be the active cell before taking the next step.
2. Right click, and on the drop-down menu, select “Comment”.
3. On the resulting comment window:
  - a. Insert the @ symbol followed by the **cgauxnet.us** e-mail address of the next person in your COLM required to approve your personnel change.
  - b. If you don't see the address you need, start typing the first name after the '@' (with no spaces), and additional e-mail addresses will be displayed.
4. On the resulting comment window:
  - a. Click the Comment box on the bottom of the window, and an e-mail will be sent to your recipient(s) and a copy will be sent to you.
5. After entering the address, and any optional comment, press “Comment” to cause your approval request to be sent up the chain. An e-mail notification with a link to the spreadsheet will be sent to your recipient(s) and a copy will be sent to you. When the recipient clicks on the link in the e-mail, they are taken right to the sheet.
6. You can track the approval/AuxData entry process, by following the approval chain on the lower part of the spreadsheet.

**PLEASE NOTE:** Use of the comment feature not only forwards the request to the next level of the COLM but also:

- Serves as verification of who has approved each step in the approval chain;
- Allows any member of the Directorate leadership team and NEXCOM to review the status of the approval request up the COLM, without sending additional inquiries; and likewise
- Allows approving officers to send questions or inquires back down the COLM for action.

Use of separate emails does not retain this information, increases the overall effort, and increases the likelihood that the approval process will be delayed.

After a new personnel action has been given final approval, the sheet is sent by NACO to the national staff support team for AUXDATA entry, for Directorate org chart updating and preparation of the appointment letter to the member. Once completed, the DIR/Originator will receive a notification email from the BA-WNSA to indicate the process is complete and any appointment updates for the next month can be entered.

## **SECTION 4. MANUAL AND PUBLICATION REVIEW POLICY**

### **A. General**

The following procedure will be followed to ensure a complete and thorough review of all manuals and publications produced and/or revised.

Changes in one manual or publication may impact several other existing documents. For example, a change in the Auxiliary Manual impacts the New Member Course and the Administrative Procedures Course. In order to keep all U.S. Coast Guard manuals for the Auxiliary and other publications correct and current, all changes or revisions need a thorough review and coordination prior to approval. The originator of the proposal is responsible for clearly stating and justifying why a change is needed.

### **B. Procedures**

#### **1. Commandant Instructions, Publications, and Qualification Guides**

- a. Someone identifies that change needs to be made.
- b. Directorate or Program area that is responsible for the Instruction, Publication, or Qualification Guide is identified. NEXCOM is made aware through routine reports that action is planned.
- c. Directorate or Program area assigns a project officer to identify content that needs changing and to identify members to make changes. Work begins, ANACO-CC is consulted, and changes are made. Then, they are shared with any stakeholders at the National and/or District levels. Milestone progress is reported in routine reports.
- d. Once work is completed, it is sent to the Director and Deputy Director. DIR sends to ANACO.
- e. ANACO sends to NEXCOM a copy to ANACO-CC for comment. After NEXCOM concurrence, ANACO sends it to CGHQ for concurrence and promulgation.
- f. Any content that is incorrect is corrected and sent back through all stakeholders for review. Once content and revisions are made, headquarters provides a number if it is an Instruction or Publication, and appropriate people sign the document. (CG Personnel)
- g. Once the document is signed it is published and shared.
- h. Master copy should be given to CGHQ or ANSC.

## 2. Specialty Course Publications

- a. Changes are made by Directorates responsible for the course.
- b. Everyone in the Division is responsible for rewrites or edits and makes/ discusses changes.
- c. When changes are complete, the DVC sends them to the Director and Deputy Director.
- d. DIR sends to the ANACO and DNACO, who share with NEXCOM and ANACO-CC for concurrence.
- e. Following NEXCOM concurrence, NACO (or VNACO) sends documents to the CHDIRAUX Training Program Manager (CG-BSX-11) for review.
- f. The CHDIRAUX Training Program Manager sends comments and suggestions for changes back to the NACO (or VNACO), who sends them to the Director for edits
- g. Beta testing should occur prior to final CHDIRAUX approval/promulgation.
- h. If additional edits are made, electronic copies are created and distributed to ANACO, DNACO, NEXCOM, ANACO CC and CHDIRAUX Training Program Manager.
- i. Once document is approved and signed by CHDIRAUX, the Division develops the final document, turns it into PDF, and sends it to ANCS. The CHDIRAUX Training Program Manager gets a final copy for their office.
- j. The CHDIRAUX Training Program Manager should have a copy of all training materials and documents.
- k. Once the Specialty Course is completed the DIR-T notifies the DSO-MTs and asks them to beta test material and provide input and suggestions. Errors are corrected and test questions revised etc.
  - i. After publication, if an error is found and brought to the proponent Directorate's attention, an error report is sent forward to CHDIRAUX Training Program Manager, and an errata sheet is made noting the change.
  - j. The CHDIRAUX Training Program Manager should have a copy of all training materials and documents.

## **C. Review/Rationale**

The reviewer shall provide the reason and/or rationale for each comment submitted. Each reviewer is responsible for clearly stating and justifying why a change is needed. Comments should not be made in the form of questions (e.g., “why is this here?”). Clearly state the problem and offer a suggested revision if appropriate. This is especially important when identifying a comment as major. Comments submitted during the review will be provided in three categories as follows:

### Major Comments

These are significant errors, omissions, or procedures that, if adopted, will adversely impact the Auxiliary and/or its members. Additionally, these may be changes that are not in accordance with existing U.S. Coast Guard and/or Auxiliary policy or that contradict other existing manuals or publications.

### Suggested Improvements

These are major clarifications and suggested improvements addressing items from a judgmental, experiential, and/or impact assessment on member morale, acceptance, and financial cost. These comments serve to ensure the policies and/or procedures enhance the purpose, quality, professionalism, member support, and participation in Auxiliary programs.

### Editorial Comments

These are minor comments addressing items from an opinion basis or items of grammatical errors, clarity, etc. While these are minor, they are most important in ensuring the publication is professionally done and clearly communicates its contents to the Auxiliary and U.S. Coast Guard.

NATIONAL BOARD & STAFF  
STANDARD OPERATING PROCEDURES

## **SECTION 5. PROCEDURES FOR NATIONAL POLICY CHANGES**

INTRODUCTION. Recommendations may be submitted by the National Board for consideration by the Commandant in developing national policies for the Auxiliary. Guidance for doing so can be found in Section 3.E. of the Manual and as follows.

RECOMMENDATIONS SUBMITTED BY DISTRICT BOARD. Recommendations made by District Boards may be considered and voted upon at National Area Meetings, provided they are received by the Deputy National Commodore of the Area at least thirty (30) days prior to the first day of such meeting. The Deputy National Commodore who receives such recommendation(s) shall forward copies thereof to each voting member of the Area Meeting within ten (10) days prior to the first day of the Area Meeting.

RECOMMENDATIONS FROM OTHER SOURCES. Recommendations originating from the sources listed below may be considered and voted upon at Regular Meetings of the National Board or any Special Meeting called for that purpose, provided they are received by the National Commodore at least sixty (60) days prior to the first day of such meeting. The National Commodore shall forward copies of all such recommendations to each member of the National Board with the Agenda for such meeting. Such recommendations can be submitted to the National Commodore:

- (1) by a voting member of the National Board;
- (2) by the National Executive Committee;
- (3) if submitted through the National Commodore and approved by the National Executive Committee, by
  - (i) the National Staff,
  - (ii) a National Committee, or
  - (iii) the National Association of Commodores.

FORMAT. All recommendations submitted from any source must be in the format required by the National Board and must contain all the required information.

PROCESS. All recommendations submitted to the National Board shall first be considered by the voting members at the National Area Meetings or at the Area Meetings conducted prior to the Committee of the Whole Meeting, and then by the Committee of the Whole Meeting held in conjunction with and just prior to a Regular Meeting of the National Board or any Special Meeting called for that purpose.

These meetings shall be informal without Robert's Rules of Order, with no voting conducted, and any discussion and/or conclusions reached shall not be binding upon the National Board. Proposed amendments to recommendations that are to be voted on at the National Board Meeting that are developed during the preceding Area Meetings may be offered for general discussion by the Board.



Notwithstanding any other provisions of the standing rules, items of concern to one or more members of the Board, other than recommendations and/or motions, shall be discussed as set forth above whether or not such items of concern are enumerated on the agenda.

NATIONAL BOARD & STAFF  
STANDARD OPERATING PROCEDURES

**SECTION 6. NATIONAL TRAVEL**

**A. Travel Process – Auxiliary Association, Inc. Funded**

**1. Purpose**

To describe policies and procedures for requesting, authorizing, and issuing travel orders to Auxiliary/Association members for authorized travel funded by the Coast Guard Auxiliary Association, Inc.

**2. Scope**

Provisions apply to all members of the U. S. Coast Guard Auxiliary for official travel as authorized in the annual budget approved by the Board of Directors of the Auxiliary Association.

**3. Process**

**i. National Staff Directorate Travel**

- a. All directorate staff travel requests will be submitted to the Director (DIR), who will determine if the travel is required and whether it is within the directorate's approved budget or whether it should be submitted to the U. S. Coast Guard for orders issuance (see item 2 below for USCG procedures).
- b. If the Director (DIR) determines the requested travel is required and within the directorate approved budget amount, the Director will submit the Orders Request – Travel Plan spreadsheet, to the Coast Guard Auxiliary Center (AUXCEN) Travel Section for preparation of Auxiliary Association funded orders.
- c. If the directorate's approved budget amount does not include the proposed travel, then the Director (DIR) will forward the request through his/her Assistant National Commodore (ANACO) for consideration by the VNACO, or NACO.
- d. If approved, then the approving officer (VNACO or NACO) will forward the spreadsheet to the AUXCEN Travel Section for preparation of Auxiliary Association funded orders.
- e. The AUXCEN Travel Section prepares the orders form.
- f. Signed orders will be distributed electronically by the AUXCEN Travel Section directly to the individual(s) listed on the orders.

**ii. National Staff Non-Directorate Travel**

- a. NACO (or VNACO) will determine if the travel is required, if it is within their staff element's approved budget, or whether it should be submitted to the U. S. Coast Guard for orders issuance (see item 2 below for USCG procedures) for all non-directorate National Staff Senior Officers (N-C, N-D, N-EA, etc.) staff travel

requests.

- b. If they determine the requested travel is within the approved budget, they will submit the Orders Request – Travel Plan spreadsheet to the Coast Guard Auxiliary Center (AUXCEN) Travel Section for preparation of Auxiliary Association funded orders.
- c. If the approved budget does not include the proposed travel, then the requester will submit the request to the VNACO, who will consult with the NACO on whether to approve the request.
- d. If approved by VNACO or NACO, then the approving officer will determine to what budget account the expense is to be charged and forward the spreadsheet to the AUXCEN Travel Section for preparation of Auxiliary Association funded orders.
- e. The AUXCEN Travel Section prepares the orders form.
- f. Approved/signed orders will be distributed electronically by the AUXCEN Travel Section directly to the individual(s) listed on the orders.

iii. NEXCOM and ANACO Travel

- a. NACO, VNACO, NIPCO, each DNACO, and each ANACO will determine if the travel is required and is within their approved budget or whether it should be submitted to the U.S. Coast Guard for orders issuance (see item 2 below for USCG procedures).
- b. If they determine the requested travel is within the approved budget, they will submit the Orders Request – Travel Plan spreadsheet to the Coast Guard Auxiliary Center (AUXCEN) Travel Section for preparation of Auxiliary Association funded orders.
- c. If the ANACOs or DNACO's approved budget does not include the proposed travel, then they will submit their request to the VNACO, who will consult with the NACO on whether to approve the request.
- d. If approved by VNACO or NACO, then the approving officer will determine to what budget account the expense is to be charged and forward the spreadsheet to the AUXCEN Travel Section for preparation of Auxiliary Association funded orders.
- e. The AUXCEN Travel Section prepares the orders form.
- f. Approved/signed orders will be distributed electronically by the AUXCEN Travel Section directly to the individual(s) listed on the orders.

iv. National Board Travel

- a. DNACOs will coordinate with their respective District Commodores any National Board travel (N-TRAIN, NACON, NAPM, Flag Conference) requests that are within the approved budget, or they will coordinate with the VNACO and NACO if it is to be submitted to the U. S. Coast Guard for orders issuance (see item 2 below for USCG procedures).
- b. If the requested travel is within the approved budget, they will submit the Orders Request – Travel Plan spreadsheet to the Coast Guard Auxiliary Center (AUXCEN) Travel Section for preparation of Auxiliary Association funded orders.
- c. The AUXCEN Travel Section prepares the orders form.
- d. Approved/signed orders will be distributed electronically by the AUXCEN Travel Section directly to the individual(s) listed on the orders.

v. District Staff N-TRAIN Participants

- a. The AUXCEN Travel Section will provide each District Commodore (DCO) with an Orders Request – Travel Plan form that lists the designated Staff Officers to attend N TRAIN.
- b. Each DCO, as soon as they identify the specific Officers, will complete the Orders Request – Travel Plan form including the Officer’s full name, member ID number, the staff position, mailing address and e-mail address and submit the form to the AUXCEN Travel Section for preparation of Auxiliary Association funded orders.
- c. The AUXCEN Travel Section prepares the orders form.
- d. Approved/signed orders will be distributed electronically by the AUXCEN Travel Section directly to the individual(s) listed on the orders.
- e. The Auxiliary Association orders normally cover the Officer’s Per Diem/lodging. DCOs must coordinate with their respective Director of Auxiliary (DIRAUX) the issuance of orders to cover all other travel related expenses. Occasionally, some program areas may sponsor special training in conjunction with N-TRAIN. Such special training sessions are funded by that program manager. The respective Directors (DIRs) will coordinate such training and order issuance with the sponsoring program manager.

vi. Actual Cost Orders

- a. All requests for actual cost orders will be submitted to NACO for approval through the appropriate DIR, ANACO, and DNACO. Sufficient justification to support the request must be submitted.
- b. Generally, actual cost orders are only issued to NACO.

#### 4. Travel Claim Submission

##### i. Reimbursement Process

- a. Each individual traveler using Auxiliary Association funded orders must submit a travel claim, form AuxA-3, to the AUXCEN Travel Section within 7 days of completing the travel. Claims not received within a timely manner may be rejected.
- b. The traveler completes AuxA-3 through Expense Type line 10 as well as line 14. The traveler dates the form but leaves it unsigned in the Signature of Claimant section.
- c. The Traveler then submits the unsigned AuxA-3 (preferably electronically) in accordance with the instructions on page 2 of the form. The Traveler must attach a copy of the orders authorizing the travel along with all required receipts to the claim. The AUXCEN Travel Section completes lines 11, 12, 13, and 15 when processing the claim based on the authorizations on the orders.
- d. The AUXCEN Travel Section processes the claim ensuring all required documentation is included and verifies the travel was as authorized on the travel orders.
- e. Once the travel claim is approved, it is routed for check issuance. A copy of the completed claim will be included with the check that is mailed to the traveler.

##### ii. General Guidelines on Auxiliary Association Travel Reimbursement

- a. Auxiliary Association reimburses expenses, which usually includes Per Diem, M&IE (meals and incidental expenses), and the authorized lodging rate. A copy of the final paid hotel receipt is required to support the claim.
- b. The following applies to reimbursement for meals and incidental expenses related to subsistence for a portion of a day:
  - (1) Reimbursement is three-quarters (3/4) of the day's subsistence (M&IE) portion of the Per Diem for the travel days (first day and last day) authorized on the orders.
  - (2) When a hosted meal is received or when the registration fee includes meals, an adjustment to the daily Per Diem meals rate occurs based on 20% for breakfast, 35% for lunch, and 45% for dinner meals.
- c. Reimbursement for use of private conveyance (when authorized) is limited to: gasoline, oil, ferry fares, highway and bridge tolls, and parking fees provided the aggregate of such expense does not exceed the cost of transportation and per diem by the most efficient common carrier (generally coach class airfare). Mileage is NOT reimbursed on Auxiliary Association orders – actual gas/oil receipts are required regardless of whether the amount is less than \$75.00.
- d. Members receive reimbursement for airfares at a price not to exceed the cost of coach class unless the orders provide specific authorization for other fare rates. Members on Auxiliary Association orders will obtain the lowest possible fares including senior

discounts, when eligible, and purchase their tickets at least thirty (30) days in advance. DO NOT USE the U.S. Coast Guard's designated travel agency for Auxiliary Association funded orders due to their higher costs. Attach a copy of the ticket or itinerary form documenting prior payment and showing the amount paid for the ticket to the travel claim form. Do not return any unused airfare tickets with claims. Unused tickets may entitle you to a claim with the airline, not Auxiliary Association. For reimbursement of train and bus fares, follow the same process as airfares including prior approval on the orders.

- e. When a member purchases an airline ticket in advance in order to obtain the most favorable fare and it commits significant personal funds for more than thirty days and if the member desires, he or she may request an INCREMENTAL reimbursement. Submit the incremental reimbursement claim by completing a Claim for Reimbursement Travel (AuxA-3), indicating "Incremental Claim" in the remarks section, along with a copy of the Temporary Duty (TD) Request and Travel Order (AuxA-1) and a copy of the ticket or itinerary showing the cost of the ticket to the AUXCEN Travel Section at [auxcen@cgauxa.org](mailto:auxcen@cgauxa.org). Be sure to attach a copy of the incremental claim to the AuxA-3 submitted for the final claim. If the orders are changed or cancelled, the traveler receives reimbursement for any fees/charges associated with the ticket adjustment.
- f. Reimbursement may be claimed for commercial fares and expenses incident to transportation such as Limousine service between terminal, home, and/or hotel. Do not use taxis when less expensive travel services are available (shuttle buses, etc.). If total incidental transportation costs (not individual trips) exceed \$75.00, receipts are required.
- g. Orders must authorize excess baggage fees when traveling on commercial carriers and will include justification for that expense when requesting orders. Excess baggage is for equipment or other materials required for assigned duty. Baggage charges for one or two bags normally used for travel should be claimed as an "OTHER" reimbursable expense on the AuxA-3 form.
- h. When two or more Auxiliarists travel together by privately owned conveyance, that fact must be noted on the claim form together with the names of the other individuals. The member who is the owner/operator of the vehicle, receives reimbursement for the expenses incurred in using the vehicle for the travel.

- i. Remarks by claimant necessary to support any claim will be included in the remarks section of the claim form or by attaching a separate memorandum to the claim. If a required receipt is lost, the statement below will be prepared, signed, and attached to the claim form:

I \_\_\_\_\_, certify that the receipt for \_\_\_\_\_ has been lost and that all expenses claimed were incurred by me in connection with official travel for which I have not been reimbursed. If the receipt is subsequently found, I will forward it to the AUXCEN Travel Claim Section to attach to my original claim.

Signed \_\_\_\_\_

Date \_\_\_\_\_

#### **B. Travel Process - US Coast Guard Funded**

1. When the U.S. Coast Guard provides funded orders for a National Staff member(s) to travel to an event, the Auxiliary will not normally fund other staff member(s) to the same event.
2. When there is a need for an exception to this policy, the appropriate ANACO will prepare detailed justification and forward it along with form AuxA-1 to the DNACO for approval.
3. For travel of NEXCOM members and ANACOs, each will provide the detailed justification for their own travel under these circumstances and send it along with form AuxA-1 to NACO for approval.
4. In the justification in addition to stating why travel for additional members is required, state why the U.S. Coast Guard did not provide the funding for sending the additional members.
5. In accordance with Coast Guard policy, members traveling on Coast Guard orders are to make their air travel reservations through the Coast Guard's travel agency in order to receive fully refundable tickets in the event of rescheduling or cancellation.
6. Some DSOs may be issued order and funded to attend N-Train or NACON by a distinct Coast Guard program office (e.g. DSO-MS may be funded by the Coast Guard Office of Commercial Vessel Compliance (CG-CVC)). In such cases, the respective DIRs will coordinate such training, order issuance, and subsequent claim processing, with the sponsoring Coast Guard program office.
7. Foreign Travel is not covered by this Standard Operating Procedures Manual.

NATIONAL BOARD & STAFF  
STANDARD OPERATING PROCEDURES

**SECTION 7. AWARDS**

**A. General**

1. As stated in the Auxiliary Manual, COMDTINST M16790.1(series), the recognition of an Auxiliarist's service through presentation of timely and appropriate awards and recognition is essential to the success of the Auxiliary programs.
2. It is the responsibility of the DNACOs/ANACOs to see that such recognition is made for the National Staff members for their efforts and accomplishments as National Staff Officers.

**B. Procedures**

1. Chapter 11 of the Auxiliary Manual, COMDTINST M16790.1 (series), discusses awards.
2. Section 11-D of the AUXMAN, Making a Recommendation, outlines the procedures required in making an award recommendation.
3. The U. S. Coast Guard Award Recommendation, CG-1650, is normally prepared by the elected or appointed leader for members of the National Staff. A one-page Summary of Action or Service is required for the Auxiliary Meritorious Service Medal or higher. Paragraph 11.D.6b. of the AUXMAN outlines the material required in the summary. When no summary is required, a draft citation that supports the proposed award is to accompany the CG1650 form. Sections 11.A. and 11.B. of the AUXMAN describe the applicable awards along with key words to be used for each.
4. The Director, Document and Administrative (DIR-W), will serve as the central processing point for National Staff awards and provide liaison for such with CXHDIRAUX award processing staff. For awards recognizing members for service performed while on National Staff, the following additional procedures apply:
  - i. Directors are to be the originator of the recommendations for members of the National Staff serving in their directorate.
  - ii. DNACOs and ANACOs are to be the originator of awards for the National Staff Directors under their supervision.
5. The recommendation form CG-1650 and summary are to be forwarded at least 90 days in advance of presentation. Awards packages should be processed so that NACO can provide them to CHDIRAUX not later than 01 MAY for awards to be presented at National Convention and by 01 NOV for awards to be presented at N-TRAIN. Forward the CG-1650 and summary via email in the following chain:
  - i. DIR -> ANACO
  - ii. ANACO -> DNACO
  - iii. DNACO -> AWARDS REVIEW TEAM
  - iv. AWARDS REVIEW TEAM -> VNACO
  - v. VNACO -> NACO



vi. NACO -> CHDIRAUX

6. Awards received after the 90-day cutoff will be at the discretion of NACO.
7. Each official reviewing the recommendation is to give careful consideration to the following items before signing the CG-1650 form:
  - i. Appropriateness - Is a U. S. Coast Guard Auxiliary award appropriate for the action or service?
  - ii. Level of Award - The level of the award is to be reviewed looking at other awards presented for corresponding action or service. Is the level appropriate or would a lesser award be more appropriate?
  - iii. Reduced Level of Award – If an award is reviewed and is determined to not be the appropriate level, the originator will be contacted and informed of the decision. The award may be re-written and resubmitted by the originator.
8. Individual awards for NEXCOM members and ANACOs will be initiated by their DNACO.
9. The CHDIRAUX will initiate any award for NACO.
10. When any award recommended by NACO is to be downgraded or disapproved, CHDIRAUX award processing staff will advise the DIR-W of such intention, who will in turn inform the originator of downgrade or disapproval action.

#### **C. Files**

1. The CHDIRAUX Office will provide the N-EA, DIR-W, and appropriate DIRAUX a copy of all Coast Guard Awards to be presented at National Convention and N-TRAIN.
2. CHDIRAUX will make appropriate AUXDATA II entries for these awards.
3. N-EA will maintain a file of all award recommendations along with final action on each.

#### **D. NACO Certificate of Appreciation**

1. The NACO Certificate of Appreciation is available for recognition of service that does not warrant a U. S. Coast Guard or Auxiliary award.
2. Members of the National Board and National Staff Operating Committee may recommend members of the U. S. Coast Guard, Auxiliary, or non-members for such recognition. This is a way to give special recognition for service that does not meet the criteria for one of the awards described in paragraph 11.B. of the Auxiliary Manual, COMDTINST 16790.1(series).
3. A draft letter is to be prepared by the individual making the recommendation. The draft letter is to contain the same information as required in a Summary of Action or Service

as described in 11.D.6.b. of the Auxiliary Manual, COMDTINST 16790.1(series). This letter will be provided to NACO at least 90 days prior to the intended presentation date.

4. Once approved by NACO, the N-EA will prepare the certificate and the accompanying NACO letter.

#### **E. National and DSO Support and Recognition**

1. Job performance by staff members and DSOs is critical for accomplishing all of the tasks expected of the Auxiliary. It is necessary that the correct information is passed down the chain to members and up the chain through directorates. It is necessary that staff members and DSOs be energetic, enthusiastic, and proficient in their area of responsibility. Directors and District Directorate Chiefs continually evaluate the job performance of staff members and DSOs in order to provide mentoring for improvement. The following criteria is to be used:
  - i. Job Knowledge – Do they demonstrate the required knowledge of their program area? If they are new, are they learning?
  - ii. Program Management – Do they employ management techniques, records, reports, and controls to guide their program? Is continuing guidance and encouragement provided to those with whom they work?
  - iii. Communications – Do they maintain effective and continuous communications both upward and downward?
  - iv. Responsiveness – Are they responsive to requests made by the National Staff? Are they responsive to other DSO's and SO's?
  - v. Program Support – Do they support the program positively and enthusiastically including decisions made by the National Board, NEXCOM, and National Senior Staff?
2. These questions serve to identify National Staff and DSO "Top Performers." Use them to request a NACO Letter of Appreciation.

## **SECTION 8. COAST GUARD AUXILIARY ASSOCIATION, INC.**

### **A. US Coast Guard Auxiliary Interface**

#### **1. Purpose**

This section provides information regarding U.S. Coast Guard Auxiliary (CGAUX) activities involving the Coast Guard Auxiliary Association, Inc.

#### **2. Scope**

Provisions apply to all members of the USCGAUX with regards to the activities of the Coast Guard Auxiliary Association.

#### **3. General Information**

##### **i. Policy:**

- a. A proper division between activities of the USCGAUX and those of the Auxiliary Association is required to comply with various legal and accounting requirements. Activities conducted in the name of Auxiliary Association including correspondence and position titles will be in accordance with the by-laws and directives of the Auxiliary Association. Use of government postage for such activities is prohibited.
- b. The following activities are conducted as Auxiliary Association activities not USCGAUX activities unless otherwise specifically authorized:
  - (1) Serving as the fiscal agent for the USCGAUX National Board including all monies or funds paid to and deposited into accounts of Auxiliary Association such as but not limited to national dues, conferences, registration fees, donations, reimbursements, grants, and monies received by the Coast Guard Auxiliary Center (AUXCEN). The Fiscal Committee is a function of the Auxiliary Association as defined in its by-laws. All funds raised or collected by the Auxiliary Association are restricted to exclusive use for the authorized activities of the USCG Auxiliary
  - (2) Depositing all monies and funds into the account of Auxiliary Association in accordance with the by-laws as well as paying all bills, expenses, reimbursements, and other payables paid from such accounts. No monies or funds at the national level will be held or deposited to the account of the United States Coast Guard Auxiliary.
  - (3) All activities of the AUXCEN including without limitation leasing of space, acquisition of inventory, hiring of employees, sales, and receipt of funds.
  - (4) All national level contracts, leases, and agreements will be in the name of Auxiliary Association unless specifically authorized by Chairman of the Board for Auxiliary Association.
  - (5) All persons responsible for running the Auxiliary national level meetings will ensure that all registrations and other fees are payable to Auxiliary Association and such funds are deposited in the proper accounts maintained

by Auxiliary Association.

- (6) The Coast Guard Auxiliary Association will oversee all national level printing activities for pamphlets, books, and other materials except those that may be specifically licensed to others by the Auxiliary Association.
- (7) All national level real estate, personal property, copyrights, trademarks, service marks, and patents will be held in the name of Auxiliary Association. All surplus property accepted and received on behalf of the Auxiliary national organization will be held in the name of Auxiliary Association.
- (8) All contracts, leases, or agreements in the name of Auxiliary Association including LOIs are reviewed by the Coast Guard Auxiliary Association General Counsel prior to signature by a designated Auxiliary Association officer in accordance with Auxiliary Association's bylaws and policy.

NATIONAL BOARD & STAFF  
STANDARD OPERATING PROCEDURES

**SECTION 9. MISCELLANEOUS**

**A. Dress Code**

1. The civilian dress code for all National Functions is:
  - a. Civilian Formal
    - i. Males – Black tie, tuxedo, or evening suit
    - ii. Females – Long or short dresses or evening suits
  - b. Civilian Business Casual
    - i. Males – Slacks or collared shirt (jacket optional), or casual suit
    - ii. Females – Slacks with blouses or collared shirt (jacket optional), dresses, or casual suit.
  - c. Informal Casual
    - i. Males – Bermuda shorts, slacks, or jeans, polo (collared) shirt.
    - ii. Females – Bermuda shorts, slacks, capris, casual skirt, dress, or jeans, polo (collared) shirt or uncollared short sleeve top.
2. You may dress up but not dress down.
3. The military dress code for all National functions will be prescribed for various events by NACO.

**B. Invitations to District Conferences**

1. The DNACOs will obtain the dates for District Meetings and send to N-EA to be placed on the National Calendar. At a NEXCOM meeting NACO will assign a VNACO, DNACO, NIPCO, PNACO, or NACO to attend each meeting.
2. A National representative will be assigned for each election meeting for a new DCO with or without a specific invitation.

**C. National Publications and National Messages (The Auxiliarist, Waves, Interchange, Leadership Link)**

1. Please observe the deadlines established by the editor.
2. Each issue of any NATIONAL PUBLICATION or MESSAGE will be reviewed using the following process:
  - a. Purpose of Review: To ensure information published by any Auxiliary National Staff Directorate is consistent with the Auxiliary Manual and all other policies and procedures established for each program area, the Coast Guard Public Affairs Manual, the Coast Guard Stylebook, all federal laws and regulations, and operational security issues.

b. Included Items:

- i. This policy applies to all written articles, notices, videos, photographs, and other information intended to be disseminated in a mass publication by any means by a Directorate to Auxiliary members or other recipients.
- ii. Links to stories, articles, photographs, or other information must go through this same review process and will not be allowed if the site linked to has any product advertisement or contains other information that is not consistent with the policies, procedures, and values of the Coast Guard.
- iii. This policy does not apply to internal Directorate, Directorate to Directorate, or Directorate to National Leaders information and correspondence sent by email or other means.
- iv. Press Releases are excluded from this policy. By Coast Guard policy they are made immediately and thus could not go through a rigorous review policy. To protect against error in Press Releases from National, they will only emanate from the "A" Directorate and will be reviewed within the "A" Directorate and by the ANACO-FC.

c. Procedure – NATIONAL PUBLICATIONS:

- i. All draft publications will be first reviewed within the originating Directorate by the Editor, DVC, DIR-d, and DIR. DIRs will then forward to their ANACO. Attention should be paid to grammar, syntax, spelling, and sentence structure as well as content.
- ii. Final review will be coordinated by the ANACO having oversight of the publishing Directorate. The coordinating ANACO will ensure that the publication is furnished to all ANACOs and NEXCOM at least seven (7) days prior to desired publication date.
- iii. Concurrence of ANACO-RP, ANACO-RB, and ANACO FC, NEXCOM, and ANACO-CC is always required prior to publication and shall be sent by them to the coordinating ANACO, and the National Staff member designated by NACO to transmit the publication.
- iv. ANACOs are expected to thoroughly review draft publications for content related to their Directorates and to involve DIRs and their content staff specialists to the degree that it is necessary to ensure publication content accurately reflects the policies and procedures of their program area. If the "A" Directorate is not the publishing Directorate, the coordinating ANACO will ask the "A" Directorate for assistance, if necessary, to ensure conformity with the Coast Guard Public Affairs Manual and Coast Guard Stylebook.
- v. The CHDIRAUX Office will be included in the review of any draft publications referencing state boating law issues.  
CHDIRAUX Office concurrence is required prior to publication of the same.
- vi. Upon completion of the review process, the final version of a publication intended to be sent to the membership will be forwarded by the coordinating ANACO to the National Staff member designated by NACO to transmit the publication. The coordinating ANACO will state that the review process has been completed, the publication is in its final form, and it is ready to be transmitted.

- d. Messages intended to be published by a Directorate to all or large segments of the Auxiliary will be reviewed using the following process:
  - i. Purpose of Review: To ensure information published across the Auxiliary is consistent with the Auxiliary Manual, all other policies and procedures established for each program area, and all federal laws and regulations.
  - ii. Included Items:
    - (1) This policy applies to all messages intended to be disseminated in a single, non-repeating, internet publication to the entire Auxiliary or to large segments of the Auxiliary (e.g., to members holding specific offices, certifications, or qualifications). This policy shall also apply to notices intended for multiple districts or regions within the Auxiliary.
    - (2) This policy does not apply to internal Directorate messaging, Directorate to Directorate messaging, or Directorate to National Leaders information and correspondence sent by email or other means.
  - iii. Procedure - Internet Messages (e.g., Leadership Link Messages)
    - (1) Draft messages proposed by a member of NEXCOM:
      - (i) A message proposed by a member of NEXCOM other than NACO shall be circulated among NEXCOM and ANACO-CC for their review, concurrence, or suggested modification.
      - (ii) Concurrence/non-concurrence or suggested amendments of the draft shall be circulated among all members of NEXCOM and ANACO-CC.
      - (iii) When a final draft is approved, the NEXCOM member who proposed the message shall send it to the member of the National Staff responsible for publishing the notice with instructions to transmit the message.
    - (2) Proposed messages originating outside of NEXCOM
      - (i) A proposed message originating outside of NEXCOM will be forwarded to NEXCOM and ANACO-CC through the COLM only if it has been approved at each level of review within the cognizant Directorate.
      - (ii) Concurrence/non-concurrence or suggested amendments of the draft shall be circulated among all members of NEXCOM, ANACO-CC, and the ANACO responsible for the Directorate that proposed the notice.
      - (iii) The cognizant ANACO will coordinate any modifications of the message required by NEXCOM and will forward the modified message to NEXCOM and ANACO-CC through the COLM for final review.
      - (iv) Once approved by NEXCOM the final draft will be sent to the member of the National Staff responsible for publishing the message with instructions to transmit the message.
  - iv. See Appendix C, Communications Plan Requirements, for instructions on completing and forwarding message requests up the COLM for review and approval.

## **D. Illnesses and Deaths**

### **1. Expressions of Sympathy – Hospitalization**

- a. The President of the National Association of Commodores will arrange for cards when any of the following are hospitalized:
  - i. Current member of the National Board and Executive Staff
  - ii. Current National Staff Director
  - iii. PNACO
  - iv. Spouse of a current member of NEXCOM
  
- b. Advise NACO, VNACO, N-EA, and President of any known hospitalizations.

### **2. Expressions of Sympathy – Deaths**

- a. Flowers will be sent from the Auxiliary when any of the following cross the bar:
  - i. A current member of the National Board and ANACOs
  - ii. A current member of National Staff
  - iii. A PNACO
  - iv. The spouse of a current member of the NEXCOM
  
- b. A donation of \$50.00 will be made in the member's memory to O. W. "Sonny" Martin, Jr., U.S. Coast Guard Auxiliary Records Endowment Fund. The President of the National Association of Commodores arranges for and sends the flowers and/or cards, and donations.
  
- c. Advise NACO, VNACO, President, and N-EA regarding deaths. A card will be sent if the current spouse of one of the above passes away.
  
- d. N-EA will send a card on behalf of the National Board and NACO for the passing of PDCOs.

### **3. Death Notices**

- a. A death notice will be sent by N-EA via email upon the death of any of the following:
  - i. A current member of the National Board or Executive Staff
  - ii. A past member of the National Board or Executive Staff
  - iii. A current National Staff Director
  
- b. Notify NACO, the President, and N-EA of any of the above deaths.
  
- c. N-EA sends notification to National Board, PNACOs, ANACOs, Directors, N-C, and DVC-AM and includes the deceased's obituary when available.

### **4. Obituaries in the National Publication**

- a. Obituaries for current NEXCOM members, Executive Staff, and PNACOs will be published in the National Publication.
  
- b. DVC-AM will maintain biographical information and photographs of PNACOs and current NEXCOM members



## **E. Agreements with other Organizations**

1. The Coast Guard Auxiliary participates in partnership agreements with outside agencies. Normally, a Letter of Intent (LOI) is used to ensure all parties involved in a cooperative effort or partnership are aware of the associated objectives, plans, and expectations. Each LOI will be composed and formatted in accordance with Memoranda of Understanding/Agreement, COMDTINST 5216.18 (series), and other guidance provided by the Chief Director and the Coast Guard Office of General Law (CG-LGL).
2. No member of the Auxiliary may, on behalf of the Auxiliary, enter into a LOI or other legally binding agreement with an outside agency without adhering to the following procedure.
  - a. District - The member (originator) suggesting consideration of such an agreement will utilize the chain of leadership and management to send all information about the proposed agreement to the DCO and Director of Auxiliary (DIRAUX), who will both ensure that the proposed agreement does not conflict with preexisting agreements, is in compliance with all Coast Guard policies and procedures and is beneficial to the Auxiliary. The DCO will have the proposed agreement reviewed and approved by the DLO and appropriate DSOs while the DIRAUX will do the same with appropriate district program offices and the district legal office, which may perform a prohibited source determination. The DCO shall ensure review and approval by the NACO. The DCO, DCAPT, DCDR, or FC as appropriate, may serve as signature authority for such LOIs. This authority may be delegated to the DCOS, VCDR, or VFC if the corresponding elected leader is unable to sign. If after such review, the DCO and DIRAUX agree that the proposed agreement should be approved, they will have the DLO prepare the agreement in a LOI format as applicable. If the proposed agreement has service-wide implications for the Auxiliary, it will be sent by the DCO to the Auxiliary Chief Counsel for review and approval. If the proposed agreement has service-wide implications for the Coast Guard, it will be sent by the DIRAUX to the Chief Director, who will ensure a similar review at the Coast Guard Headquarters level. After all applicable reviews of the proposed agreement have been completed, the DCO will notify the originator of the final decision, and if the agreement is approved, it will be signed by the appropriate Auxiliary leader in accordance with the provisions of the Auxiliary Manual, COMDTINST M16790.1 (series). The applicable DLO will maintain a copy of all such agreements and will forward a copy to the Area Assistant Chief Counsel.
  - b. National - The national staff officer (originator) suggesting consideration of such an agreement will utilize the national chain of leadership and management to send a copy of the proposed agreement and all pertinent supporting information to the VNACO, who will determine that the proposed agreement does not conflict with preexisting agreements and is beneficial to the Auxiliary. If that determination is made, the VNACO will refer the proposed agreement to the ANACO-CC for a legal review to determine whether the proposed agreement is in compliance with all Coast Guard policies and procedures. If the proposed agreement has service-wide implications for the Coast Guard, NACO will send it to the Chief Director, who will ensure a similar review at the Coast Guard Headquarters level. After receiving a legal review, ANACO-CC will send the proposed agreement and the results of the legal review to the NACO for approval or disapproval. The NACO

will inform NEXCOM of all approved agreements. The VNACO will inform the originator of the final determination regarding the agreement. The NACO may serve as signature authority for such LOIs. This authority may be delegated to the VNACO or an elected DNACO if the NACO is unable to sign.

## **APPENDIX A. CHILD PHOTO POLICY**

1. When the mission of the Auxiliary requires taking or using images of minors (persons under the age of 18 years), parental consent for taking and using the image of the minor must be obtained as follows:
  - A. If the minor is located on private property at the time the image is taken, or
  - B. if the minor is located on public property and participating in a Coast Guard or Auxiliary sponsored or supported event, or
  - C. if local or state law requires parental consent.
2. No minor's image will be taken or used in a manner contrary to law.
3. If a minor's image was captured in a group photograph or video recording and parental consent could not be obtained, the photograph or video may be used if the minor's image is unrecognizable.
4. If written consent is required, the forms provided for the same by the Auxiliary Chief Counsel will be used. There are two different forms, one for Sea Scouting activities and one for other minors' activities. Both forms are located in the Forms Warehouse on the National website.

**PHOTOGRAPHY/VIDEO/AUDIO CONSENT FORM, SEA SCOUTING\***

**PARENTAL RELEASE FOR MINOR CHILDREN (Under 18)**

I, (print name) \_\_\_\_\_, represent that I am the parent of (print child's name) \_\_\_\_\_, with the legal right to grant permission to the U.S. Coast Guard Auxiliary and the Boy Scouts of America to take and publish images and/or sound recordings of my child in news releases, and/or educational and promotional materials in any medium of expression without limitation and without compensation of any kind to me or my child. I understand that all such images and sound recordings shall remain the joint property of the U.S. Coast Guard Auxiliary and the Boy Scouts of America which have the exclusive right to their publication, and that the U.S. Coast Guard Auxiliary may assign the rights granted to it herein to the Coast Guard Auxiliary Association, Inc.

\_\_\_\_\_  
\_\_\_\_\_  
(Date )

(Signature of parent)

\_\_\_\_\_  
\_\_\_\_\_  
Zip)

(Address) (City, State,

**ADULT RELEASE**

I, (print name) \_\_\_\_\_, hereby grant permission to the U.S. Coast Guard Auxiliary and/or the Boy Scouts of America to take and publish images and/or sound recordings of me in news releases and/or educational or promotional materials in any medium of expression without limitation and without compensation of any kind. I further agree that my name and other identifying descriptions may be revealed in descriptive text or commentary in connection with the image(s) and/or recordings. \_\_\_\_\_ (Initial here only if permission to identify the subject is granted.) I understand that all such images and sound recordings are the joint property of the U.S. Coast Guard Auxiliary and the Boy Scouts of America which have the exclusive right to their publication, and that the U.S. Coast Guard Auxiliary may assign the rights granted to it herein to the Coast Guard Auxiliary Association, Inc.

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of  
parent) (Date)

\_\_\_\_\_  
\_\_\_\_\_  
(Address) (City,  
State, Zip)

*\*This consent form/release is to be used when photographing and/or recording joint U.S. Coast Guard Auxiliary and Boy Scouts of America activities if identifiable images of minors are being recorded.*

**PHOTOGRAPHY/VIDEO/AUDIO CONSENT FORM / RELEASE**

I, (print name) \_\_\_\_\_,  
hereby grant permission to the United States Coast Guard  
Auxiliary to take and publish images and/or sound recordings of  
me in news releases and/or educational and promotional materials  
in any medium of expression without limitation and without  
compensation to me of any kind. I further agree that my name and  
identity may be revealed in descriptive text or commentary in  
connection with the image(s) and/or recordings. \_\_\_\_\_ ***(initial  
here only if permission to identify the subject is granted)*** . I agree  
that all such images and sound recordings shall remain the  
property of the United States Coast Guard Auxiliary with  
exclusive right to their publication and that the United States  
Coast Guard Auxiliary may assign the rights granted herein to the  
United States Coast Guard Auxiliary Association, Inc.

\_\_\_\_\_  
\_\_\_\_\_  
adult subject) (Signature of  
(Date)

\_\_\_\_\_  
\_\_\_\_\_  
Zip) (Address) (City, State,

**PARENTAL RELEASE FOR MINOR CHILDREN (Under 18)**

I, \_\_\_\_\_ (print name) \_\_\_\_\_, represent that I am the parent of (child's name) \_\_\_\_\_ with the legal right to grant permission to the United States Coast Guard Auxiliary to take and publish images and/or sound recordings of my child in news releases and/or educational and promotional materials in any medium of expression without limitation without compensation to me or to my child. I further specifically agree that my child's name and identity may be revealed in descriptive text or commentary in connection with the image(s) and/or recordings. \_\_\_\_\_ (***Parent initials here only if permission to identify the child is granted.***) I agree that all such images and sound recordings shall remain the property of the United States Coast Guard Auxiliary with exclusive right to their publication and that the United States Coast Guard Auxiliary may assign the rights granted herein to the United States Coast Guard Auxiliary Association, Inc.

\_\_\_\_\_  
\_\_\_\_\_  
parent) (Date) (Signature of

\_\_\_\_\_  
\_\_\_\_\_  
Zip) (Address) (City, State,

## **APPENDIX B. COMMUNICATIONS PLAN REQUIREMENTS**

The Communications Plan will identify and detail:

### **A. Circumstances that require a Communications Plan**

1. A Communications Plan is required when a change in a program, policy, regulation, law, or SOP requires a change in a member's actions as an Auxiliarist.
2. A Communications Plan is required when information is to be disseminated to ALL Auxiliarists, or mass groupings of Auxiliarists across Directorate lines of communications, other than for regularly scheduled publications.

### **B. Communications Plan functions**

1. A communications plan describes the intended methods to accurately convey any required change to each affected member. Typically, most issues will be communicated utilizing email or message along the Chain of Leadership (COL) and Parallel Staffing.
2. Issues that reflect changes in Manuals or policy require initial approvals of NEXCOM and BSX and might use other means of promulgation, such as an ALAUX, which would be vetted through NACO. However, additional messages may be required or desirable to introduce the changes or details to the membership.

### **C. Identify affected parties (stakeholders)**

1. The Communications Plan will identify the members or organizational elements that will be affected by the required changes.
2. Messages sent to DSOs must also be sent to the DCOS. Multiple messages may be appropriate, with or without differing content, to different organizational elements.

### **D. Scope of the message(s)**

1. The Communications Plan will include a statement of Desired Outcome that describes the issue at hand, how it will affect the stakeholders and the desired outcome of the communication.
2. Additional or separate messages may be required for different responsibilities or level in the COL. (e.g.: A message to the DCO, informing of the change and staff responsibilities for implementation; a message to the DSO, informing of the change and the implementation procedure, a message to the FC for information.)

### **E. Plan Originator Responsibility**

1. The Communications Plan originator is responsible for preparation and validation of the message(s), detailing the timing and delivery information and obtaining necessary Director and ANACO approvals
2. The originator is responsible for Plan development, including timing and delivery requirements, and review of the Plan with the ANACO-CC. Communications plans and requirements for mass mailings will be directed to the VNACO, via the ANACO-CC, for review by NEXCOM. After obtaining NEXCOM approval, the VNACO will forward the message and communications plan instructions to the ANACO-IT, or their designee, for transmission as specified in the Communications Plan.

**F. FORM is found in CGAUX.ORG Forms Warehouse at <http://forms.cgaux.org/forms1.php>.**



## **APPENDIX C. STANDARD OPERATING PROCEDURE FOR CGAUXNET ACCOUNTS**

**INTRODUCTION.** This *Standard Operating Procedure* (SOP) for *CGAUXNET Accounts* establishes policies and procedures concerning the use, program management, and procedures for the administration of CGAUXNET e-mail accounts, hereinafter referred to as cgauxnet.us accounts, for the Coast Guard Auxiliary. It provides this guidance for the use of account administrative personnel and end users.

**AUTHORITY.** Responsibility for management and oversight of this SOP has been delegated to the Assistant National Commodore, Information Technology (ANACO-IT) by the National Commodore. All cgauxnet.us account users and administrators are expected to adhere to the provisions of the SOP for the duration of their use and administration of accounts.

**OWNERSHIP AND LICENSE.** Google's *G Suite* of cloud-based software collaboration products is licensed to the Coast Guard Auxiliary Association under the terms of the *G Suite for Education Terms of Service*. The Auxiliary has internally rebranded the *G Suite* system as *CGAUXNET*, the name by which it will generally be referred throughout this document in reference to associated accounts.

**CGAUXNET ACCOUNT FUNCTION.** Members possessing an active cgauxnet.us account are encouraged to use their account for Coast Guard Auxiliary business. Although use of the account is not mandatory, from a practical aspect its use may be necessary in order to access the various CGAUXNET *G Suite* drives and services used by the National Staff when conducting staff business.

### **Roles and Responsibilities**

**ASSISTANT NATIONAL COMMODORE, INFORMATION TECHNOLOGY (ANACO-IT).** As directed by NACO, the Assistant National Commodore, Information Technology (ANACO-IT) has oversight of the policy and procedural guidance concerning the use, management, and procedures for the administration of cgauxnet.us accounts for the Coast Guard Auxiliary. The responsibilities within the IT Group are as follows:

**COMPUTER SOFTWARE AND SYSTEMS DIRECTORATE (C Directorate).** The C-Directorate is responsible for technical administration of cgauxnet.us accounts. Specifically:

- Maintains the @cgauxnet.us domain and related DNS entries;
- Assigns system roles and privileges for account management;
- Performs other technical duties necessary to ensure the system's efficient and secure operation.

**USER SUPPORT AND SERVICES DIRECTORATE (U-Directorate).** The U-Directorate is responsible for account management and provides Help Desk support for account users. Specifically:

- Creates cgauxnet.us accounts for eligible members upon request
- Provides temporary passwords for new accounts;
- Provides Help Desk support to include resetting passwords;
- Recommends deactivation of inactive accounts to ANACO-IT;

- Performs other system administrative duties necessary to ensure the system's efficient operation.

**Account Administrative Guidelines**

ACCOUNT ELIGIBILITY. Personnel in the positions listed in the table below are eligible to receive cgauxnet.us accounts. Additional personnel may be granted an account with the approval of ANACO-IT. All new cgauxnet.us accounts may only be created by the IT Group administrators.

Staff Level	Position	Note
National	NACO, VNACO, DNACO, ANACO, DIR, DIR-d, DVC, BC, BA, NACO Staff	Granted upon request.
	National Staff Project Team Member	Requires DIR-level endorsement.
District	DCO / DCOS	Granted upon request.
	Association Staff	Requires Auxiliary Association President endorsement.

ACCOUNT NAMING CONVENTION. A cgauxnet.us account is granted to an individual user in the form of a named account. Each named account utilizes one of the licenses available in the system. Users that have been suspended do not consume a license. All user accounts (unless authorized by ANACO-IT or grandfathered in due to having been created prior to 1 February 2018) will conform to the following naming standards: First.MI.Last@cgauxnet.us where First = First Name, MI = Middle Initial, and Last = Last Name. When duplicates exist, a sequential number will be added to the end of the username until a unique value is achieved, i.e. First.MI.Last2@cgauxnet.us, followed by First.MI.Last3@cgauxnet.us.

**Administrator Roles**

Privileges for system administration are segmented into Admin Roles in order to ensure that no user has more admin privileges than necessary in order to perform their job function. Personnel with cgauxnet.us administrative management responsibilities are assigned one or more of the system admin roles listed in the table below. Note that no one in any Administrator role has the ability to read the content of e-mails unless the e-mail is addressed to them.

ROLE	EXPLANATION
Super Admin	Super Administrators can create, update and delete users, read user lists, and manage security settings for individual users. ANACO-IT, DIR-U, DIR-Ud, DIR-C, DIR-Cd, and DVC-UM are normally assigned as super administrators for cgauxnet.us accounts. Additional super administrators must be approved by ANACO-IT with the understanding that only the IT group may create, suspend, or delete users.
User Mgmt. Admin	User Management Administrators can create, update and delete users (except for super administrators), and can read user lists. Normally UM Division personnel will be assigned as user management administrators for cgauxnet.us accounts.
Help Desk Admin	Help Desk Administrators can read user lists and reset passwords. Normally UM Division personnel will be assigned as Help Desk Administrators for cgauxnet.us accounts.

A complete description is available at <https://support.google.com/a/answer/1219251?hl=en>.

### **Standard Operating Procedure**

INDIVIDUAL USER ACCOUNT POLICY. User accounts are assigned to specific individuals vice positions. Normally a member will be assigned only one cgauxnet.us account, even if the member holds more than one eligible position. A cgauxnet.us email account is provided only while a user is in an eligible position. Once a user is no longer in an eligible position, the user will be notified by an administrator that they have 30 days to retrieve information from their account. After that time, they will only have continued access to their account with the approval of ANACO-IT. Once an account is deactivated, the content of the account is no longer available; the content is not retained or archived by the Auxiliary.

Active members who have held a position of Commodore (DCO, ANACO, DNACO, VNACO, NACO, PNACO) may retain their cgauxnet.us account after they have left the respective position. Users may only use accounts for which the user has authorization. Users may not use another individual's account or attempt to capture or guess other users' passwords. Using the cgauxnet.us account for personal communication is no different than using other CG Auxiliary property, assets, or equipment for personal use: Use of the account for personal business is not permitted. An email communication from a "cgauxnet.us" address can easily be misinterpreted as an official government message without the Auxiliarist intending to convey that impression. All members with cgauxnet.us accounts should maintain a separate account for personal communication, just as those with uscg.mil accounts may not use that account for personal communication.

GROUP ACCOUNT POLICY. Under certain circumstances, with the approval of ANACO-IT, a group account may be established to support a special activity, for example “HurrHarveySupport@cgauxnet.us”. These accounts will be assigned to a specific individual who will manage account access by other personnel.

### **Account Actions**

The possible actions for cgauxnet.us accounts are as follows:

- Create account (for newly eligible members who request an account be established). Assign temporary passwords and reset passwords. Change username. Note that the account name itself cannot be changed, only the name of the user in the user list.
- Retain account (for reappointments, or at the discretion of the ANACO-IT if requested by the member).
- Temporarily suspend or block account.
- Deactivate account.

### **Establishing an Account**

For members appointed to the National Staff or elected/appointed as DCO/DCOS: Once a member’s name has been entered in AUXDATA II to an eligible position, that member may submit a ticket to the National Help Desk requesting an account and temporary password.

For National Staff Project Team Members and Auxiliary Association staff: An eligible member may submit a ticket to the National Help Desk requesting an account and temporary password. The ticket must include a statement that the need for an account has been endorsed by the National Staff Director or U.S. Coast Guard Auxiliary Association President respectively.

Due to the technical aspects of how accounts are created, accounts must be requested by the member; accounts cannot be requested on behalf of a member. Requests to change an account name or to deactivate an account are also made through the National Help Desk.

An electronic copy of this SOP will be provided to each user. Use of the account implies that the user has read and understood the policies and procedures in this SOP. Although not required to do so, a cgauxnet.us account holder may establish the account as their primary Auxiliary e-mail address. Doing so is with the understanding that the account may be deactivated, and the user removed from the user list when the account eligibility criteria are no longer met.

### **Passwords**

All cgauxnet.us passwords should meet the following minimum standards:

- Be at least eight characters in length;
- Contain at least one lowercase character;
- Contain at least one number;
- Cannot contain first name, last name, or username.

It is recommended that passwords be changed at least every six months.

### **Account Activity Review**

A User Management Administrator will periodically run a report of account logins and will notify users who have not logged into their cgauxnet.us account within the previous 60 days that their accounts will be suspended due to inactivity. Users may request their suspended account be re-activated by sending a Help Desk ticket. The account will be reactivated if the member still meets cgauxnet.us account eligibility criteria. After 30 days, if a user has not requested that their suspended account be re-activated, the account will be recommended for deactivation and the user will be removed from the user list.

### **Account Deactivation**

A cgauxnet.us email account is provided only for active members in an eligible position or who have been authorized by ANACO-IT to retain the account. Retired members are not eligible to retain their cgauxnet account. Once an account is deactivated, the content of the account is no longer available within the cgauxnet.us e-mail system.

### **Notification Regarding Account Action**

Users will be notified by ANACO-IT when the account manager intends to take any administrative action regarding the user's account. Should action be required, the ANACO-IT may:

- Temporarily suspend use of the account;
- Extend a temporary suspension or permanently block use of the account;
- Commence a disciplinary proceeding by submitting a Request for Investigation, on the basis of a reported single e-mail or pattern of e-mail behavior, to the appropriate leader identified in the Auxiliary Manual, COMDTINST M16790.1(series), Chapter 3 subsection F.2.a. Any of the above actions may also be directed by a member of NEXCOM. Actions taken are logged for future reference. Any member who disagrees with a decision by the account manager may contact the DNACO-ITP.

### **End User Acceptable Use Policy**

This Acceptable Use Policy is intended as guidance and is designed to be consistent with the Auxiliary Manual including core values and code of conduct.

### **Rights and Responsibilities**

Authorized users have a reasonable expectation of unobstructed use of a cgauxnet.us account, including a degree of privacy and protection from abuse and intrusion by others. Users can expect the right to access information and to express opinion to be protected as it is for paper and other forms of non-electronic communication, within the guidelines of the Coast Guard and Auxiliary Core Values. In turn, users are responsible for knowing the regulations and policies of the Auxiliary that apply to appropriate use of a cgauxnet.us account. Users are responsible for exercising good judgment in the use of the account, especially when representing the Auxiliary National Staff or communicating external to the Auxiliary.

### **Email and Attachment Content**

Users should be professional and respectful when using the account to communicate with others; use of the account to defame or harass any other person is not allowed and could lead to disciplinary action as well as legal action by those who are the recipient of these actions. Users

shall not send e-mail or attachments that are obscene, hateful, harmful, malicious, hostile, threatening, abusive, vulgar, defamatory, profane, or racially, sexually, or ethnically objectionable. Under no circumstances will the Auxiliary e-mail system be used to foster commercial interests or individual profit.

Users should use discretion when providing personal information. Do not provide personal information about another member including information defined as “personally identifiable information” by Chapter 5, Section E (page 5-23) of the Auxiliary Manual. Members seeking this information may use the AuxDirectory.

Users should protect operational security (OPSEC). Do not share time, location, or other details of upcoming operational missions. Do not share information on the movement of Coast Guard assets or personnel, particularly Flag officers.

If a user believes that another user has violated Coast Guard Commandant or Auxiliary Policy, Core Values, or has seen content that may otherwise require attention, send a private message to the account manager with a link to the content or a copy of the offending communication and a brief description of what is believed to be wrong. Notification is voluntary, but in no case should a user respond to a situation personally, thereby aggravating the situation further. Responding to a violation in an inflammatory manner is a violation in itself and will result in appropriate action.

### **Signature Block Content**

The e-mail signature block shall not contain any non-Auxiliary or commercial information including personal titles, links, logos, product, or service advertisements, or political or religious statements. When linking to outside websites, users must ensure that the content of the link is appropriate and in line with these guidelines. This includes mentioning or referencing a site, even if the mention is not hyperlinked. Links to the Coast Guard Auxiliary Association sites are permitted.

Personal images associated with the user’s signature should be in an approved, current, and complete Auxiliary uniform and must be in good taste. Do not use non-Auxiliary photos such as photos of pets, other hobbies, etc. Likewise, images of non-Auxiliary organizations to which the user belongs should not be used. Quotations at the end of the signature block are allowed, as long as the quotation conforms to the same guidelines as above regarding content.

Do not change the username or identifying information except to include a nickname, add to a legal name, or reflect a legal name change. Attempts to obscure one’s identity or assume the identity of another member will result in suspension and potentially a request for investigation.

### **Passwords**

To help prevent identity theft, personal or fiscally useful information such as Social Security or credit card numbers must never be used as a password. The same password should not be used for access needs external to the Auxiliary (e.g., online banking, benefits, etc.).

All passwords are to be treated as sensitive information and should therefore never be written down or stored on-line unless adequately secured. Users should make a reasonable effort to protect passwords and to secure resources against unauthorized use or access. Passwords should not be inserted into email messages or other forms of electronic communication without the

consent of the Account Manager.

Individual passwords should not be shared with anyone. Necessary exceptions may be allowed with the written consent of the account manager and must have a primary responsible contact person.

Shared passwords used to protect shared folders or files require a designated individual to be responsible for the maintenance of those passwords, and that person will ensure that only appropriately authorized members have access to the passwords.

If a password is suspected to have been compromised, it should be changed immediately and the incident reported to the account manager.

### **Inappropriate Activities**

Users are individually responsible for appropriate use of the account and are accountable to the Auxiliary for use of the account. As authorized Auxiliary account holders, users may not enable unauthorized users to use the account.

Use the account for those activities that are consistent with the mission of the Auxiliary. The account shall not be used for the purposes of sharing jokes, political satire, advertisements, or any other material that has no relevant relationship to official Auxiliary business. Other prohibited activities include:

- Activities that would jeopardize the Auxiliary's tax-exempt status;
- Use of the account for political purposes or personal economic gain

## **APPENDIX D. NATIONAL FLOTILLA OF THE YEAR AWARD**

The NATIONAL FLOTILLA OF THE YEAR AWARD (FOTY) annually recognizes the most exemplary flotilla in the nation. Submissions for FOTY will be solicited from all Districts. Only recipient flotillas of the current Flotilla Meritorious Achievement Award will be eligible for the FOTY thus limiting the maximum number of annual submissions to sixteen.

The four DNACOs and the President of the National Association of Commodores (PNAC) will comprise the FOTY Award Committee; the DNACO-ITP will serve as Committee Chairperson. Submissions will be made by each District's Commodore and will be routed electronically to their respective Area's Deputy National Commodore (DNACO) no later than 01 March. The Area DNACOs will review the submissions for compliance with the guidelines. Completed submissions will be sent to the FOTY Award Committee no later than 15 March for their subjective evaluation. Each DNACO and the PNAC will select their top three choices. The Committee will consult in conjunction with the Vice National Commodore (VNACO) to determine the top three candidates that will be forwarded by 01 April to the National Commodore (NACO) for final selection of the winning flotilla.

Submissions should be in narrative form and include significant flotilla accomplishments i.e., recruitment, retention, RBS, PE, VE, PV, Paddlecraft outreach, MT, OP, PA, number of new members who have completed core training and RM 2.0, active-duty support, etc. Narratives may be supported with data. A current AUXDATA II print out or chart containing relevant data on each candidate will be required. The FOTY Awards Committee may give special consideration for various programs and/or accomplishments, i.e.: As directed by NACO such as recruitment & retention. Number of new members, and number of new members completing BQII, and Core Training will be submitted. Leadership courses completed should be considered as a factor. As an example, the flotilla with the most Leadership Courses completed including the Flotilla Leadership Course and AUXLAMS and up as considerations.

A flotilla may not win the FOTY in consecutive years.

The National Commodore will present the FOTY Award to the Flotilla Commander at an appropriate ceremony on a date agreed to by NACO and the Flotilla Commander. The winning flotilla will receive the NATIONAL FLOTILLA OF THE YEAR streamer and the award's certificate for each member of the flotilla who has been a member for a minimum of six months and a day during the award period.

For Reference - FROM THE AUX MANUAL, Chapter 11.A.17

### **FLOTILLA MERITORIOUS ACHIEVEMENT MEDAL**

This award is given annually to one flotilla in each district or region. The winning flotilla is subjectively judged by the DCO and Director to have made the most significant contributions to the Auxiliary program that year. Auxiliarists, who have been flotilla members for at least six months and a day during the award period, are eligible to wear the award's ribbon and receive the award's certificate. Auxiliarists indicate multiple awards by adding 5/16-inch gold or silver stars.



This page left intentionally blank.