

5. MAJOR CHANGES. This manual represents a major revision to the previous Auxiliary Manual promulgated in May 2004. Due to the extensive changes, units and Auxiliarists are encouraged to conduct a thorough review of it. This edition of the manual contains the following significant policy changes:

a. Introduction from the Chief Director of Auxiliary and the National Commodore including the Coast Guard Auxiliary Policy Statement (Foreword).

b. Updated Auxiliary organizational titles, designators, and program labels throughout the manual to reflect national and regional level reorganizations meant to align the Auxiliary with the modernized Coast Guard. This includes establishment of Deputy National Commodores (DNACO) to align with the Deputy Commandant for Operations (CG-DCO), Deputy Commandant for Mission Support (CG-DCMS), and the Atlantic Area and Pacific Area Commanders (Chapter 1).

c. Updated Coast Guard and Auxiliary organizational titles and designators throughout the manual to reflect recent organizational changes in conjunction with Coast Guard modernization.

d. Revised functional statements for the Chief Director of Auxiliary (CHDIRAUX), associated Auxiliary Division and Branch Chiefs, and Auxiliary National Executive Committee members including the National Commodore (NACO), the Vice National Commodore (VNACO), and the DNACOs (Chapter 1).

e. Revised functional statements for the regional Director of Auxiliary (DIRAUX) and the Operations Training Officer (OTO) (Chapter 1).

f. Redesignation of the Auxiliary Unit Liaison Officer as the Auxiliary Unit Coordinator (AUC) (Chapter 1).

g. Established functional statement and selection criteria for the Auxiliary Sector Coordinator (ASC) (Chapter 1).

h. Revised Auxiliary National organization chart (Chapter 1).

i. Revised Auxiliary District organization chart (Chapter 1).

j. Updated chain of leadership communication expectations (Chapter 1).

k. Updated authorized programs and activities for Auxiliarists including new programs for Academy Admissions Partner Program (AAPP), Auxiliary Chef (AUXCHEF) program, State Liaison Officer (SLO) program, Language Interpreter program, and Health Care Services Assistance program (Chapter 2).

l. Authorization for Auxiliarists to qualify and stand watch as Assistant Inport Officer-of-the-Deck on major cutters, and to qualify and stand watch as Assistant Watchstander on small cutters (Chapter 2).

m. Updated alignment of eligibility for membership provisions with Coast Guard active duty and Reserve policies (Chapter 3).

n. Clarification of enrollment eligibility criteria including circumstances for Auxiliary enrollment ineligibility (Chapter 3).

o. Updated Auxiliary personnel security program guidelines including establishment of the Direct Informational (DI) Personnel Security Investigation (PSI) for purposes of providing Auxiliary Logical Access cards (ALAC) to Auxiliarists who need them (Chapter 3).

COMDTINST M16790.1G 3

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

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

- kkk. Updated uniform component provisions including name tags, ball caps, Operations Polo shirt, alternative shirts for women, and wide-ranging specifics for Service Dress Blue, Winter Dress Blue, Undress Blue, Working Blue, Tropical Blue, AUXCHEF, and Operational Dress Uniforms.
- lll. Updated insignia qualification criteria and provisions including the Auxiliary Recreational Boating Safety insignia, the Auxiliary Marine Safety insignia, and the Boat Forces Operations insignia (Chapter 10).
- mmm. Updated uniform wear provisions including Operational Dress Uniforms (ODU), elimination of Service Dress Blue (Alpha), and forecast elimination of Undress Blue uniforms (Chapter 10).
- nnn. Updated Auxiliary award criteria and provisions including the Auxiliary Specialty Ribbon to reflect major changes to the Operational Auxiliarist (AUXOP) program and the Operations Program Ribbon eligibility to reflect inclusion of Telecommunications Operators and interpreters (Chapter 11).
- ooo. Establishment of Auxiliarist-of-the-Year, Commodore Greanoff Leadership, and Auxiliary Diversity award criteria and provisions (Chapter 11 and Appendix F).
- ppp. Memorialization of the Coast Guard Boating Safety Division's (CG-5422) Recreational Boating Safety Awards of Excellence (aka – Eagle Awards) (Chapter 11).
- qqq. Updated customs and courtesies provisions including salutes and Pledge of Allegiance (Chapter 12).
- rrr. Updated protocol provisions including seating arrangements and guest speakers (Chapter 12).
- sss. Established provisions for spiritual elements of Auxiliary functions (Chapter 12).
- ttt. Updated eligibility for elected officer criteria (Appendix C).
- uuu. Updated geographic boundary descriptions and diagram for Auxiliary regions (Appendix G).
6. PROCEDURES. Official distribution of this manual will be