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## Chapter 4

### Auxiliary Organizational Structure

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**Introduction** The Auxiliary is a single organization with component units structured in four administrative/supervisory unit levels with Auxiliary elected and appointed leaders at each level. This chapter describes the organizational structure of the Auxiliary and contains the general management capabilities and duties of Auxiliary office holders. These duties may be further specified in other documents, provided they do not conflict with the provisions of this manual. Additional information may be found in Commandant instructions and publications, district instructions, procedure guides, and the National Program (a compilation of mail addresses, electronic mail addresses, and telephone numbers for distribution and contacting purposes). The four administrative/supervisory levels are:

1. Flotilla
2. Division
3. District/Region
4. National

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## Section A. Flotillas

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<b>Introduction</b>	The flotilla level is the basic Auxiliary organizational unit and the working level that translates programs into action. Each flotilla is led and managed by a Flotilla Commander (FC). All Auxiliarists must be members of a flotilla. The flotilla may have one or more detachments.
<b>A.1. Initial Charter</b>	For initial charter, a flotilla must consist of at least fifteen Auxiliarists. The required number of Auxiliarists may be waived by the Director, and then only when exceptional local conditions dictate a departure from the AUXMAN. The use of flotilla detachments (see paragraph A.7 below) should be considered before waiving the minimum flotilla membership requirements.
<b>A.2. Geographic Boundaries</b>	Geographic limits of flotillas are for administrative purposes only. Limits are assigned by the Director after considering input from the District Board. Usually, indefinite areas of primary responsibility or activity are preferred to rigid geographic boundaries. However, all steps shall be taken to ensure that Auxiliary services are available and provided for every geographic portion of the division. There are no prohibitions that prevent any Auxiliary unit from conducting activities in another's area. Auxiliary units in close proximity are expected to cooperate with each other in the coordination of Auxiliary unit activities. Locations for VSC stations, setting up PE courses, and recruiting Auxiliarists require flexibility and inter-unit coordination.
<b>A.3. Responsibility</b>	Primary responsibility for initiating efforts to start a new flotilla rests with the DCO or other such Auxiliary leaders as appointed by the DCO. Before taking any action, all plans should be submitted to the DCDR who will formulate the proposal. Assistance should be provided by other division officers and flotilla members who may have personal acquaintances or contacts in the proposed new flotilla area. The DCDR should clear the proposal, via the cognizant DCAPT, with the DCO. The DCO will obtain the concurrence of the Director before advertising for, or accepting, any Auxiliarist transfer or enrollment applications. Following this procedure for starting a new flotilla avoids duplication of effort and demonstrates correct procedure to new Auxiliarists.

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**A.4.  
Designation**

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Auxiliary flotillas are designated by Arabic numerals. The first numeral indicates the division, followed by the flotilla number. The name of the city or town in which the flotilla is located completes the designation. For example, Flotilla 32, St. Louis, is Division 3, Flotilla 2, located at St. Louis, Missouri. Different flotillas in the same area must, for record purposes, have different names. New flotillas should use the name of the community, body of water, or other name identified with the locale. When either the number of divisions or the number of flotillas exceeds nine, use a hyphen between the flotilla and division number. For example, 11-4 or 6-10.

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**A.5.  
Administration**

The purpose of a flotilla is to recruit, train and nurture Auxiliarists, conduct Auxiliary programs, and carry out the business of the flotilla. Flotilla business includes, but is not limited to, the following:

- a. Material Supply
- b. Recordkeeping
- c. Finance
- d. Information Services
- e. Fellowship
- f. Administration
- g. Managing Recruiting/Retention
- h. Training

The Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5 (series), details guidance for flotilla administration.

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**A.6. Authority  
to Establish or  
Disestablish  
Flotillas**

The authority to establish or disestablish a flotilla is vested in the Director. When established, each Auxiliary unit receives a formal Coast Guard charter signed by the Director authorizing formation and the effective date. Directors shall keep their respective district chains of command advised of any flotilla establishment or disestablishment actions.

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**A.7.  
Disestablishment**

Disestablishment must be considered if a flotilla falls below the required minimum acceptable membership level of ten Auxiliarists or the flotilla members' activity or inactivity are not deemed to be in the Coast Guard or Auxiliary's best interests. Flotillas may be recommended for disestablishment for a variety of reasons, such as:

- a. Failure to meet financial obligations to division, district, or national levels.
  - b. Continued under-strength membership (the Director may waive the required minimum acceptable membership level of ten Auxiliarists, if requested by the FC and favorably endorsed by the DCDR and DCO, for a period of no more than two consecutive years).
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- c. Failure to comply with Auxiliary, district, or Commandant policies or directives.

When there is a need to reorganize the division, there also may be a need to disestablish a flotilla. In this situation, the DCO and Director shall review and assess flotilla activity or inactivity, and decide on the need to retain flotillas as part of the division reorganization.

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- A.7.a. Probation Disestablishment action should be a last resort. Prior to disestablishment, consideration should be given to placing the flotilla on probation.

When placing a flotilla on probation, the DCDR shall inform each flotilla member of the reasons, probationary period, and conditions for probation removal. The probationary period will not exceed one year and may immediately follow one or both years of the two-year waiver period authorized by the Director for continued under-strength membership. If the problem is not resolved during the probationary period, the DCDR will initiate the disestablishment recommendation at the first Division Board meeting following the end of period. The DCDR shall inform the DCO and the Director of such action.

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- A.7.b. Division Board Meeting The DCDR shall enter the disestablishment recommendation as an agenda item at the next regularly scheduled Division Board meeting. The DCDR shall advise the FC and VFC of the flotilla in question of that action and request their attendance at the meeting. The DCDR must advise them of their right to submit a report outlining any matters in mitigation of their circumstance to the Division Board for consideration. Each Division Board member shall review the DCDR's report and those matters in mitigation presented by the flotilla. Upon completion of the review, the Board will vote on the recommendation to disestablish.

The passage of a disestablishment recommendation requires a two-thirds majority Division Board members vote. The DCDR will inform the DCO and Director of the results within thirty calendar days. The report will include all statements from Board members concerning the intent to disestablish the flotilla.

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A.7.c. Disestablishment Request	<p>A flotilla may disband voluntarily and request disestablishment after a majority affirmative vote with a quorum present. When deciding on this course of action, the FC shall notify the DCDR, DCO, and Director. The DCDR will coordinate the transfer of all Auxiliarists wanting to remain in the Auxiliary to another flotilla or flotilla detachment. Those Auxiliarists not wanting transfer shall be retired or disenrolled.</p> <p>With DCO input, the Director will review and implement disestablishment action for those flotillas having requested disestablishment. The same action will be taken for flotillas under strength with no waiver in effect nor in a probationary status. In those flotillas recommended to be disestablished for other reasons, and after communication with the DCO, the Director shall take the necessary action to disestablish the flotilla and reassign Auxiliarists to another flotilla.</p>
A.7.d. Property and Assets	<p>A disestablished flotilla's property and assets immediately become division property and will be transferred to the SO-FN who will audit and account for them. Government property held within the flotilla will be returned to the division for assignment to another flotilla or returned to proper Coast Guard authority by the SO-MA. The DCDR shall ensure that the Coast Guard custodian of Government property is advised of such assignments or returns.</p>
<b>A.8. Flotilla Detachment</b>	<p>A detachment is a flotilla sub-unit, not an independent unit. Detachment formation enables a small group of three or more Auxiliarists to carry out some Auxiliary activities. Detachments allow the flotilla to recruit and keep Auxiliarists in remote areas not having enough Auxiliarists to charter or maintain a full unit.</p>
A.8.a. Sponsoring Flotilla	<p>The detachment takes advantage of the sponsoring flotilla's existing staff. Detachment members are subject to all Coast Guard and Auxiliary policies and procedures that govern the sponsoring flotilla. The detachment is not a means of bypassing unpopular regulations by attempting to convert a flotilla to a detachment in order to bypass disestablishment procedures.</p>
A.8.b. Detachment Leader	<p>The detachment has a leader, appointed by the FC, who holds the status of and wears the insignia of an FSO. Although this position is neither recorded nor tracked in AUXDATA, the Auxiliary detachment leader has the responsibility to assign detachment members to duty according to the provisions of this Manual. The detachment leader coordinates the activities of the detachment under the general supervision of the FC.</p>



A.8.c. Sponsoring Flotilla Responsibilities	<p>The sponsoring flotilla has the following responsibilities to the detachment:</p> <ol style="list-style-type: none"> <li>(1) The flotilla will recognize, accept, and nurture detachment members as full flotilla members.</li> <li>(2) The flotilla will provide full staff support, including member training and qualification.</li> <li>(3) The FC will maintain regular communications with the detachment leader. The FC will meet with the detachment leader and with as many detachment members as can attend at least twice a year at the detachment location.</li> <li>(4) The FC will ensure the detachment's activities and members support Auxiliary purposes and follow all established governing policies.</li> </ol>
A.8.d. Detachment Members	<p>Detachment members are full-fledged, voting members who pay dues and are entitled to all benefits of flotilla membership. Each is carried on the flotilla's roster in AUXDATA. Each is encouraged to attend flotilla meetings as often as possible. The detachment leader may desire some identification for communications. For this purpose, a geographic location followed by the flotilla designation is used, i.e., Grafton Detachment, Flotilla 63; or, Grafton DET, FL 63. In no case will more than one detachment be authorized in a single geographic location (e.g., local community).</p>
A.8.e. Detachment Formation	<p>A request to form a detachment may be initiated in writing by the sponsoring flotilla's FC. The request is sent via the chain of leadership and management to the DCDR and will state facts to support the request. The DCDR, with DCO concurrence and upon Director notification, may authorize detachment formation.</p>
A.8.f. Detachment Disestablishment	<p>A request for disestablishment of a detachment must be submitted to the DCDR. The request may be initiated by the detachment leader or by any Auxiliary elected or appointed leader in the chain of leadership and management. After full consultation with all parties, the DCDR may disestablish the detachment with the concurrence of the DCO. The DCO shall then advise the Director of the disestablishment.</p>
<b>A.9. Flotilla Voting Policy</b>	<p>Unless otherwise specified in the flotilla standing rules, a quorum of one quarter of the eligible voting membership must be present to conduct business. Additionally, one of the voting members present must be the FC, VFC, or Immediate Past Flotilla Commander (IPFC). If none of these individuals are present, then Auxiliary unit business cannot be conducted.</p>
A.9.a. Motions	<p>Provided a quorum is present, a majority of the eligible Auxiliarists voting can carry a motion.</p>



A.9.b. Absentee Voting

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Absentee voting may be allowed by the Director, after considering input by the DCO, in situations where flotilla members reside too far away to travel to flotilla meetings. For general purposes, travel more than fifty miles one way is considered too far. Ideally, absentee voting shall be conducted via telecommuting (i.e., the absentee voters view the meeting and vote via the Internet if available). If not, Directors may authorize telephonic voting, email voting sent to the Director's directed email address, and/or sealed, mailed-in votes. This may be useful for, but is not limited to, flotilla detachments.

In no case will the Director authorize absentee voting by proxy where the absent voter(s) authorize another Auxiliarist(s) to cast their vote(s). If absentee voting is authorized by the Director and DCO, it is also recommended that flotilla standing rules be changed or amended to allow it. Flotillas desiring to allow absentee voting must submit their proposal through the chain of leadership and management to the DCO and Director in writing, stating their reasons why absentee voting is needed for their circumstance.

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A.9.c. Voting Matters

A flotilla may vote on any matter of internal flotilla administration or finance. A flotilla may also vote to recommend a change in Coast Guard or Auxiliary policy, but such a recommendation must be forwarded to and adopted by the appropriate Coast Guard or Auxiliary level before becoming effective. A flotilla's vote on any matter inconsistent with Coast Guard policy or procedures, or affecting the duty or responsibility of Auxiliary elected and appointed leaders is not effective unless approved by authorized Coast Guard authority or Auxiliary leadership.

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A.9.d. Written Ballots

When the Auxiliary unit's standing rules do not require a written ballot be used to decide an issue, and if an Auxiliarist requests a written ballot be used, then the unit must, without further action, either agree by consensus or vote on the use of a written ballot for the specific question on the floor. A majority vote in favor is needed to require a written ballot.

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## Section B. Divisions

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<b>Introduction</b>	The division is the next higher administrative organizational level above the flotilla. It normally consists of several flotillas in the same geographic area, although there is no minimum number of flotillas required. The division provides administrative training, communication, and supervisory support to flotillas and promotes district policy. Each division is led and managed by a Division Commander (DCDR).
<b>B.1. Chartered Unit</b>	The very nature of a division requires considerable diversity and capacity among its elements in order to sustain its organization and purpose. The Director and DCO shall give due and deliberate consideration to establishment of a division, particularly one with fewer than five flotillas.
<b>B.2. Geographic Boundaries</b>	Geographic limits of divisions are for administrative purposes only. Limits are assigned by the Director after considering input from the District Board. Usually, indefinite areas of primary responsibility or activity are preferred to rigid geographic boundaries. However, all steps shall be taken to ensure that Auxiliary services are available and provided for every geographic portion of the region. There are no prohibitions that prevent any Auxiliary unit from conducting activities in another's area. Auxiliary units in close proximity are expected to cooperate with each other in the coordination of Auxiliary unit activities. Locations for VSC stations, setting up PE courses, and recruiting Auxiliarists require flexibility and inter-unit coordination.
<b>B.3. Responsibility</b>	While authority to charter a division is vested in the District Commander, the primary responsibility for establishing a new division rests with the Director and DCO. The DCO may appoint other Auxiliary leaders to help in recruitment efforts or in formulating the recommended procedure and plans for a new division. All plans must be submitted to the Director for concurrence/approval before any action is taken.
<b>B.4. Designation</b>	Auxiliary divisions use a numeral and geographic location for their designation. For example, Southern Idaho Division 4 indicates the Fourth Division with flotillas located in the southern part of Idaho.
<b>B.5. Administration</b>	The Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series), contains detailed guidance for division administration.

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**B.6. Disestablishment**

Disestablishment must be considered if a division's activity or inactivity are not deemed to be in the Coast Guard or Auxiliary's best interests. Divisions may be recommended for disestablishment for a variety of reasons, such as:

- a. Failure to meet financial obligations to district or national levels.
- b. Insufficient organizational mass to sustain effective activity.
- c. Failure to comply with Auxiliary, district, or Commandant policies or directives.

When there is a need to reorganize the district, there also may be a need to disestablish a division. In this situation, the DCO and Director shall adhere to the provisions of this section.

**B.6.a. Study Group Assessment**

If any of the above circumstances exist, the DCO shall appoint a study group to determine the division's viability and to develop a plan to rebuild the division or to recommend disestablishment.

**B.6.a.(1) Study Group Composition**

The study group will consist of the DCAPT in whose area the division is located and two Auxiliarists who have appropriate Auxiliary experience and ability to thoroughly assist with the study.

**B.6.a.(2) Study Group Findings and Recommendations**

Upon completion of their study, the DCAPT shall submit a written report of findings, opinions, and recommendations to the DCO. If sufficient promise in restoring the division to full operation exists, the study group may recommend probation for a period not to exceed one year. Otherwise, a recommendation to disestablish is the most reasonable option. The recommendation will include a plan for reassignment of existing flotillas.

**B.6.a.(3) Final Report Submission**

A copy of the study group's report shall be furnished to the DCDR and the Director. Email reports are permitted.

**B.6.b. District Reorganization or Activities of Negative Impact**

Similar action is required when a district pursues reorganization within or across its sub-areas, or when a division's activity, inactivity, or presence is not deemed to be in the Coast Guard/Auxiliary's best interest.

**B.6.b.(1) Study Group Assignment**

The DCO shall appoint a study group of at least three Auxiliarists with appropriate Auxiliary experience and ability to evaluate the situation. The study group should request statements from division and flotilla elected leaders to consider and include in the report.



B.6.b.(2) Study Group Findings and Recommendations	A written report of group findings and recommendations shall be submitted to the DCO. Copies of the report shall be furnished to the DCDR and the Director. The DCO will request from the DCDR that a written report be sent within thirty calendar days to the District Board, including any matters in mitigation, to help the Board in arriving at an impartial decision.
B.6.b.(3) District Board Meeting	<p>The DCO will enter the study group report as an agenda item at the next District Board meeting after receiving the DCDR's report. A letter will be sent to the DCDR advising of the agenda item and suggesting the DCDR and/or VCDR attend.</p> <p>The District Board will review the study group's report at the scheduled meeting. Attention will be given to the DCDR's letter of mitigation and appeal. The District Board shall vote on final action. Approval of a recommendation to disestablish requires a two-thirds affirmative vote of the voting Auxiliarists present. If the vote to disestablish fails, the DCO shall advise the Director of the District Board recommendation for probation for one year. The Director shall present the study group report and District Board recommendation to the District Commander for consideration/final approval.</p>
B.6.c. Recommendation for Probation	Whenever probation is recommended, the division may be placed on probation for up to one year from 1 January of the year following the probation decision. The District Commander will advise the Division Board of the probationary period. When placing a division on probation, the original study group will remain active, functioning as an advisory group to the DCDR and managing the district's effort to assist. At the end of each calendar quarter during probation, the DCAPT or study group chairman shall submit a written progress report to the DCO. Email reports are permitted.
B.6.d. Recommendation for Disestablishment	If the action is to disestablish, then disestablishment takes place as directed by the District Commander. The Director will transfer the division's flotillas to the nearest division.
B.6.e. Assets of Disestablished Divisions	Disestablished division property and assets will go to the district. The District Board shall determine appropriate allocation of some or all of the assets to divisions receiving flotillas from the disestablished division.
<b>B.7. Authority to Establish or Disestablish Divisions</b>	The authority to establish or to disestablish a division is vested in the District Commander. When established, each Auxiliary unit receives a formal charter signed by the District Commander authorizing formation and the effective date.






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## Section C. Districts/Regions

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**Introduction** The district is the next higher administrative organizational level above the division. It may be sub-divided into two or more regions. Each district/region may be sub-divided into two or more geographical sub-areas that are covered by a whole number of divisions. The district level of administration contains the EXCOM, presided over by the DCO in close coordination with the Director. The district provides administrative training, communication, and supervisory support of divisions and promotes National policy. Each district/region is led and managed by a DCO.

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**C.1. District Chief of Staff (DCOS)** Each district/region shall have one DCOS. The DCOS is second to the DCO, supervises the District Staff Officers (DSOs) and District Directorate Chiefs (DDC), oversees the administration and management of district/regional Auxiliary programs, and, when directed, acts for and on behalf of the DCO in linkage to the district/regional Coast Guard. Duties and responsibilities of the DCOS shall be consistent with provisions of district/regional Standing Rules and this Manual, and shall be in accordance with specific functions as defined by the NACO or designated representative.

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**C.2. District Captain (DCAPT)** Each district/region must have a minimum of two DCAPTs, except Districts 14 and 17 that may have a minimum of one DCAPT. DCAPTs may be assigned specific geographical areas of responsibility, or they may be assigned specific program areas of responsibility, or some locally devised combination of the two. Area staff officers are not authorized.

DCAPTs report to the DCO and supervise Division Commanders (DCDR) and Auxiliary Sector Coordinators (ASC) within their respective geographic or specific program areas of responsibility. Duties and responsibilities of the DCAPT shall be consistent with provisions of district/regional Standing Rules and this Manual, and shall be in accordance with specific functions as defined by the DCO. The DCAPT shall ensure effective communication and coordination between all Auxiliary and Coast Guard units within their area of responsibility. AUCs, as appointed by the DCO, shall work closely with and assist the DCAPT in achieving this objective.

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**C.3. District Directorate Chief (DDC)**

If determined to be appropriate for the region, the DCO may appoint, with Director concurrence, three DDCs to oversee, coordinate, and support district/regional departments and programs. DDCs report to the DCOS and supervise District Staff Officers (DSO) within their respective program areas of responsibility. Duties and responsibilities of each DDC shall be consistent with provisions of district/regional Standing Rules and this Manual, and shall be in accordance with specific functions as defined by the DCO or designated representative. DDCs are authorized to wear the same insignia as a DVC.

DDCs are identified as follows along with corresponding DSO assignments (as authorized and described in paragraph G.13 of this chapter) to their respective directorates:

- a. District Directorate Chief – Logistics (DDC-L): DSO-CS, DSO-IS, DSO-HR, DSO-MA, DSO-PB, and DSO-SR.
- b. District Directorate Chief – Prevention (DDC-P): DSO-MT, DSO-NS, DSO-PA, DSO-PE, DSO-PV, DSO-VE, DSO-MS, and DSO-SL.
- c. District Directorate Chief – Response (DDC-R): DSO-AV, DSO-CM, and DSO-OP.

The DSO-DV, DSO-FN, DSO-LP, and DFSO may organizationally report to the DCO, DCOS, or a DDC as district/regional needs dictate.

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**C.4. District Planner (D-PL)**

The DCO may appoint, with Director concurrence, a District Planner (D-PL). The D-PL shall report to the DCO and maintain liaison with Coast Guard district planning counterparts and regional Auxiliary program managers to effectively develop and coordinate regional planning as an integral part of regional program execution. Authorized insignia for this appointed position shall be the same as that for a DSO.

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**C.5. District Staff Officer (DSO)**

The DCO appoints, with Director concurrence, DSOs and assistants (ADSOs) to manage district/regional departments and programs.

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**C.6. Unit Disestablishment**

The District Board may be asked to conduct hearings and make recommendations to the Director on requests for a unit's disestablishment.

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**C.7. Past Division Commanders Association (PDCA)**

The District Commander may authorize a PDCA where such an association can be of district/regional benefit. The association's president (PPDCA) may be allowed a vote on the District Board provided the DCO and the Director have approved the association's Standing Rules and attendant bylaws. Further, the district/regional Standing Rules must authorize such a vote.

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**C.8.**  
**Geographical**  
**Boundaries**

Geographical boundaries are determined as follows:

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C.8.a. District

Geographical limits of the districts are for administrative purposes only. Auxiliary districts are aligned with Coast Guard districts. Due to geographical and/or membership issues, districts may be further sub-divided into regions so as to enhance the relationship and oversight between the Coast Guard and Coast Guard Auxiliary. Auxiliary district boundaries are determined by Commandant based on recommendations/requests from the impacted District Commanders.

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C.8.b. Region

Geographical limits of a region are for administrative purposes and are assigned by the District Commander.

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**C.9.**  
**Administration**

Administration at the district/regional level is in accordance with a combination of the Auxiliary district/regional Standing Rules and applicable district/regional policy as written into district/regional directives. Coast Guard district policy shall always supersede Auxiliary Standing Rules.

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## Section D. National

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**Introduction** The national level of administration contains the National Executive Committee (NEXCOM) presided over by the NACO and composed of the Chief Director, the Immediate Past National Commodore (IPNACO), VNACO, and the four DNACOs. The Assistant National Commodores (ANACOs) may attend NEXCOM meetings upon invitation of the NACO, but are not voting Auxiliarists of the NEXCOM. The NEXCOM functions as the Auxiliary's senior leadership and management team. The NEXCOM, National Board, and National Executive Staff comprise the Auxiliary national organization that maintains general Auxiliary leadership and management over all Auxiliary programs and activities.

**D.1. Deputy National Commodore (DNACO)**

There shall be four DNACOs: DNACO-Operations (O), DNACO-Recreational Boating Safety (RBS), DNACO-Mission Support (MS), and DNACO-Information Technology and Planning (ITP). Three DNACOs shall be elected officers in accordance with the provisions of Appendix C. These three DNACOs shall be elected to represent the three Auxiliary Areas (Atlantic Area – East, Atlantic Area – West, and Pacific) among the DNACO-O, DNACO-RBS, DNACO-MS offices. The NACO, in consultation with the VNACO and IPNACO, shall select these three DNACOs for their specific O, RBS, or MS office.

The NACO, in consultation with the VNACO and IPNACO, shall select the DNACO-ITP. Minimum eligibility criteria for this appointment shall be: completion of a term of office as a DNACO-ITP or ANACO, or completion of a term of office as DCO or above. Completion of any such term must have occurred within the past eight years. As an appointed position, DNACO-ITP shall not be eligible for the office of NACO or VNACO strictly by having served in this office.

All DNACO appointments shall only be made upon concurrence of the Chief Director.

**D.2. Assistant National Commodores (ANACO) and National Directors**

The NACO shall appoint, with Chief Director concurrence, all ANACOs and national Directors and their deputies in order to define the national staff for administration and management of Auxiliary programs. Associated office functional statements shall be appended to the Auxiliary National Program and the Auxiliary web site, [www.cgaux.org](http://www.cgaux.org).

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D.2.a.  
Organization

The National Staff shall be organized, as displayed in Figure 1-2, with the following titles and staff symbols:

- (1) ANACO - Chief Counsel (CC)
- (2) ANACO - Diversity (DV)
- (3) ANACO - Response and Prevention (RP)
  - (a) Director - Response (DIR-R)
  - (b) Director - Prevention (DIR-P)
  - (c) Director - Incident Management and Preparedness (DIR-MP)
  - (d) Director - International Affairs (DIR-IA)
- (4) ANACO - Recreational Boating (RB)
  - (a) Director - Vessel Examination (DIR-V)
  - (b) Director - Public Education (DIR-E)
  - (c) Director - RBS Outreach (DIR-B)
- (5) ANACO - FORCECOM (FC)
  - (a) Director - Government and Public Affairs (DIR-GP)
  - (b) Director - Training (DIR-T)
  - (c) Director - Human Resources (DIR-H)
- (6) ANACO - Planning and Performance (PP)
  - (a) Director - Strategic Planning (DIR-S)
  - (b) Director - Performance Measurement (DIR-M)
- (7) ANACO - Information Technology (IT)
  - (a) Director - Information Engineering (DIR-IE)
  - (b) Director - Information Users (DIR-IU)

Directorates shall be functionally divided into divisions and the divisions into branches, with division chiefs (DVC), branch chiefs (BC), and branch assistants (BA), respectively, who are able to assist the Directorate Chief. Staff structure and assignments for each Directorate may be seen in the annual Auxiliary National Program.

D.2.b. ANACO  
Duties

ANACOs shall assist the NACO, the VNACO, and DNACOs in the performance of various duties including:

- (1) Plan, organize, and coordinate all activities within their program areas.
- (2) Ensure policies established by the Coast Guard, the National Board, and the NACO are effectively implemented.
- (3) Keep the NACO, the VNACO, DNACOs, and the Chief Director informed of directorate matters and provide correspondence copies to NEXCOM.



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- (4) Consult via electronic communications, telephone, or mail with their directorate chiefs to proactively coordinate their activities.
  - (5) Work continuously toward immediate and long-term Coast Guard and Auxiliary goals that are specific directorate responsibilities.
  - (6) Submit progress reports to the NEXCOM and appropriate Coast Guard Headquarters offices of their directorate activities.
  - (7) Effect direct coordination with the NACO, the VNACO, and DNACOs on specific problems or requests for assistance.
  - (8) Consult and coordinate with appropriate Coast Guard Flag officers and program managers, in coordination with the Chief Director, to determine requirements for Auxiliary resources used within their directorate and to develop and manage Auxiliary programs consistent with Coast Guard needs and objectives.
  - (9) In consultation with NEXCOM and respective Directorate Chiefs, develop plans, policies, and procedures to achieve and maintain Auxiliary capabilities consistent with identified Coast Guard requirements.
  - (10) Ensure compliance with Coast Guard and Auxiliary policy using the chain of leadership and management.

The ANACO-CC shall be a licensed attorney who shall serve as legal advisor to the NACO, and provide counsel to the Chief Director, on Auxiliary issues. A Deputy Chief Counsel is authorized (ANACO-CCd) to assist ANACO-CC as assigned. ANACO-CCd shall be a licensed attorney authorized to wear the DIR insignia. Additionally, there shall be Area Assistant Chief Counsels for Atlantic Area – East, Atlantic Area – West, and Pacific Area to assist DNACOs and DSO-LPs in their respective areas. The Area Assistant Chief Counsels shall be licensed attorneys authorized to wear the DVC insignia. Assistant Chief Counsels may also be appointed to address specific legal subject areas (e.g., tax, corporate, copyright, legislative). Such Assistant Chief Counsels shall be licensed attorneys authorized to wear the DVC insignia.

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### **D.3. Deputy Directorate Chief**

A Deputy Directorate Chief shall be designated for each Directorate. This position shall wear the insignia of a DVC. The Deputy designation shall be the same as the Directorate Chief's designation with a "d" added (i.e., DIR-Td).

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**D.4. Special Projects and Liaison Officers**

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Subject to the Chief Director's concurrence, NACO may appoint one or more Special Project and/or Liaison officers with appropriate insignia to be determined based on the level of responsibility (e.g., liaison to the Presidential Inaugural Committee). NACO, with concurrence of the Chief Director, may nominate Auxiliarists for appointment to Coast Guard committees, boards, etc.

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**D.5. NACO Staff**

NACO may appoint NACO support staff officers to include an Executive Assistant to NACO (N-EA). As determined by NACO, with Chief Director concurrence, support staff officers shall wear insignia that is commensurate with the level of responsibility of the office to which they are appointed.

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## Section E. Supervisory Administration and Duties of Boards, Committees, and Leaders

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<b>Introduction</b>	Boards, committees, and offices are extremely important aspects of the Auxiliary organizational structure. This section describes their overall purpose, administration, and duties in support of the Auxiliary.
<b>E.1. Administrative Boards</b>	The division, district, and national levels each have administrative boards. A majority of the members of any board must be present to transact business. Board meetings are normally open and all Auxiliarists are welcome and invited to attend national or their district, division, and flotilla meetings. In rare situations, a closed meeting may be needed. This action will be taken only when authorized by a Director or the Chief Director for National Board meetings.
E.1.a. Flotilla and Division Board Meeting Attendance	If the FC or DCDR is unable to attend the applicable Board meeting, the Vice should attend and has a vote on the Board. If the Vice is also unable to attend, the immediate past unit leader should attend and will have a vote on the Board unless specified otherwise in writing by that unit's senior elected leader. When none of these leaders can attend, the senior leader of that unit will designate another member of that Auxiliary unit to represent the unit. This representative will not have a vote on the Board.
E.1.b. Ex Officio Status	<p>The DCO, when present at a meeting, is an ex officio voting member of all Division Boards in the district. The NACO, when present at a meeting, is an ex officio voting member of all District Boards.</p> <p>The DCO may delegate in writing the ex officio voting status to the DCOS, DCAPT, or Immediate Past District Commodore (IPDCO). The NACO may delegate in writing the ex officio voting status to the IPNACO, the VNACO, and any DNACO. Additionally, the NACO may delegate in writing the ex officio voting status to any ANACO under certain circumstances such as, but not limited to, numerous district elections held on the same date as well as others typified by scheduling or travel conflicts. A copy of any such written authorization from the DCO or NACO shall be provided in advance to the presiding Auxiliary leader for the associated meeting minutes.</p>
E.1.c. Voting by Boards	A Board vote inconsistent with current Coast Guard or Auxiliary policy or procedure is not effective unless approved by authorized Coast Guard authority or Auxiliary leadership and management.

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Except in those instances where a two-thirds majority is required, an affirmative vote of a majority of an administrative board present and actually voting is necessary to carry a motion. A majority of the votes actually cast will determine the outcome of the issue on which the vote was taken. No board member will have more than one vote. Blank votes or abstentions do not count in the total for determining votes cast. A count is necessary for both those in favor of and those opposed to a motion. No absentee or proxy voting is permitted, except as outlined in paragraph A.9.b of this chapter.

Whenever voting by written ballot is not required by the standing rules, voting will be by voice or a show of hands. If a voting member requests a written ballot be used, the Board will follow the procedure in paragraph A.9.d of this chapter.

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## **E.2. Division Board**

The Division Board is composed of the following:

- a. DCDR
- b. VCDR
- c. Immediate Past DCDR (IPDCDR)
- d. Every FC in the division

The DCO is an ex officio member of this board.

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### **E.2.a. Purpose**

The division organization exists to support the flotillas by providing administrative, training support and supervision. The division provides Auxiliary activity support within their area of responsibility (AOR) and, where necessary, assumes responsibilities for conducting programs that a flotilla is unable to support. The Division Board performs these duties to promote Auxiliary policy within the division and helps the Director provide administrative support to foster growth of the Auxiliary, organize and administer division activities, conduct election of division officers, and manage activities within the division AOR. When appropriate, the Division Board guides flotillas within their AOR.

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### **E.2.b. Meetings and Elections**

Division Board meetings are held according to division standing rules. The DCDR, DCO or Director may call additional meetings. The DCDR will publish an agenda for each Board meeting. The Division Board should meet at regular intervals determined locally to be most responsive to Auxiliarists' needs. To conduct business, the DCDR, VCDR, or IPDCDR must be present. In instances where attendance is impractical, the Division Board may transact routine business by mail or electronic means. Regular annual elections shall not be held by mail or electronic means unless specifically authorized by the Director. Only in unusual circumstances, and when approved by the Director, may a regular election be held in either of these ways.

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### **E.3. District Board**

The District Board is composed of the following:

- a. Director of Auxiliary (DIRAUX)
- b. DCO
- c. IPDCO
- d. DCOS
- e. DCAPT's
- f. All DCDR's in the District

The NACO is an ex officio member of this board.

The President of the Past Division Commander's Association, if authorized by the district's standing rules, is also a member of the Board. The association's president may be allowed a vote on the District Board, provided the DCO and the Director have approved the association's standing rules and attendant bylaws.

#### **E.3.a. Purpose**

District Board duties include implementation of established Coast Guard and Auxiliary policy within the district. The Board helps the DCO to develop and carry out district policy. The Board also recommends changes in national policy to the National Board. When appropriate, the District Board guides, directs, and supervises units.

The District Board may also be asked to conduct hearings and to make recommendations on requests for an Auxiliary unit's disestablishment.

#### **E.3.b. Meetings and Elections**

District Board meetings are held under district standing rules. The District Commander, Director, or DCO may call additional meetings. To conduct business, the DCO, DCOS, or IPDCO must be present. The DCO will prepare and publish, in advance, an agenda for each District Board meeting. If a meeting is impractical, business may be transacted by mail or electronic means. Only in unusual circumstances, and when approved by the District Commander, may a regular election be conducted in either of these ways.

### **E.4. District Executive Committee**

The District Executive Committee (EXCOM) is comprised of the following:

- a. DCO
- b. DIRAUX
- c. DCOS
- d. DCAPT's
- e. IPDCO

The EXCOM is charged with managing Coast Guard Auxiliary district day-to-day operations and meeting according to district standing rules.



### **E.5. National Board**

All District/Regional Directors along with Commandant (CG-542) and Commandant (CG-5421) are expected to be present at National Board meetings in an advisory capacity.

The National Board is composed of the following:

- a. NACO
- b. Chief Director
- c. VNACO
- d. 4 DNACOs
- e. IPNACO
- f. All DCOs
- g. President NAC

A National Association of Commodores (NAC) president is authorized a National Board seat and is entitled to one vote as long as the NAC standing rules and subsequent board of officers are approved by the Chief Director and NACO.

All members of the National Board are voting members.

#### **E.5.a. Purpose**

The National Board's purpose is to lead and oversee the Auxiliary and to develop, approve, and carry out Auxiliary national policies. In this leadership role, the National Board proposes new policies for Commandant approval. Policy proposals should be brought before the National Board for a vote when they involve the following:

- (1) Establishment, title change, or elimination of any elected office.
- (2) Amendment of the standardized Standing Rules for any organizational level per section H of this chapter.
- (3) Establishment, title change, or elimination of any Auxiliary program (e.g., change of title of the Courtesy Marine Exam (CME) program to the Vessel Safety Check (VSC) program).
- (4) Establishment or elimination of an Auxiliary unit or uniform item for general wear, display, or accoutrement (i.e., creation of a new ribbon, medal, badge, device, or insignia; authorization to wear the Tilley hat; creation of the 50-year Flotilla streamer).
- (5) Change to organizational structure at any organizational level (e.g., changing organizational reporting of DSOs to District Directorate Chiefs (DDC)).
- (6) Change to enrollment or retirement eligibility criteria.
- (7) As determined upon preliminary review and subsequent direction by the NEXCOM.




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All other policy proposals with potential national impact should be pursued through the chain of leadership or, if in existence and having operated within the past 18 months, through the appropriate Auxiliary program committee, board, or team (e.g., air or surface operations Standardization Team; AUXDATA Requirements Review Board).

The VNACO is responsible for the coordination and direction of the National Staff through the DNACOs in carrying out the NACO's policies.

For national administration, the Auxiliary and its regional National Board representatives are divided into three areas:

- (1) Atlantic East
- (2) Atlantic West
- (3) Pacific

See the map in Appendix G for delineation of areas of responsibility.

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**E.5.b. Meetings** The National Board will meet at least twice each year, normally in February and September. Subject to the Chief Director's concurrence, the NACO is responsible for selecting meeting times and locations. Meetings are open to all Auxiliarists to attend and observe.

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**E.6. National Executive Committee** The National Executive Committee (NEXCOM) is comprised of the following:

- a. NACO (as chairperson).
- b. Chief Director (normally accompanied by the Deputy Chief Director in an advisory role).
- c. VNACO and the four DNACOs.
- d. Immediate Past National Commodore (IPNACO).

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**E.6.a. Purpose** The NEXCOM is charged with managing the national aspects of day-to-day Auxiliary operations as well as the responsibility for strategic and long-range planning. It is responsible for those items not otherwise assigned in this Manual, the national standing rules, or as part of the national program. The NEXCOM monitors, evaluates, and manages progress toward Coast Guard and Auxiliary objectives and programs. Within the limitations established by this Manual and the national standing rules, the NEXCOM shall set into motion the implementation of programs required by the Commandant and the National Board. The NEXCOM will set policies and provide routine guidance to ensure efficient and timely functioning of the Auxiliary organization.

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- E.6.b. Meetings      The NEXCOM will meet during National Board meetings. The NEXCOM will also meet on such other occasions as determined by the NACO and the Chief Director.
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- E.6.c. NACO Duties      The NACO occupies the Auxiliary's senior most elected position and has precedence, by his/her leadership and management position, over all other Auxiliarists. In addition to the functional duties described in section D of Chapter 1, the NACO shall:
- (1) Represent the Auxiliary to the Commandant and the Coast Guard Headquarters Flag Corps in all matters concerning Auxiliary activities.
  - (2) Represent the Auxiliary on other occasions as directed by the Commandant.
  - (3) Preside over National Board meetings.
  - (4) Maintain close liaison, through the VNACO and DNACOs, with all DCOs.
  - (5) Provide the Chief Director with advice and counsel, and work closely with the Chief Director to ensure authorized policy and programs are followed and promoted by membership.
  - (6) Coordinate with the Chief Director in calling National Board meetings.
  - (7) Prepare and publish an agenda for each National Board meeting. Distribute the agenda to each member of the National Board and each Director at least thirty days before the first date of the meeting. This action is needed to provide sufficient time to review all agenda items.
  - (8) Appoint the ANACOs and DNACO – Information Technology and Planning with the Chief Director's approval.
  - (9) Appoint the Directorate Chiefs and their Deputy Chiefs with the Chief Director's approval.
  - (10) Appoint all other members of the National Staff in coordination with the VNACO who acts for NACO by direction.
  - (11) Develop an annual program stating the goals of the organization for approval by the Chief Director. The program will specify and amplify the staff officers' and committee members' duties in attaining these goals.
  - (12) Serve as an ex officio voting member of each national standing committee and District Board.
  - (13) Supervise Auxiliary activities using the Auxiliary chain of leadership and management.
  - (14) Oversee management and operation of Auxiliary activities using the Auxiliary chain of leadership and management to ensure compliance with all Coast Guard and Auxiliary policies and directives as directed by the Commandant.
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E.6.d. VNACO  
Duties

In addition to the functional duties described in section D of Chapter 1, the VNACO shall assist the NACO in the performance of various duties including:

- (1) Assist the NACO in all duties and, when circumstances warrant, shall act as NACO by direction.
- (2) In the NACO's absence, preside over National Board meetings.
- (3) Coordinate and direct the DCOs through supervision of the DNACOs.
- (4) Serve as an ex officio voting member of each national standing committee.
- (5) Supervise the Assistant National Commodore – Chief Counsel (ANACO-CC), Assistant National Commodore – Diversity (ANACO-DV), the NACO staff, and all special committees.
- (6) Coordinate and direct the national staff through the DNACOs in carrying out Auxiliary policies.
- (7) Plan and execute two to three meetings each year of the national Operating Committee (OPCOM), serve as liaison between the OPCOM and NEXCOM, and periodically review and update the OPCOM Procedures Guide.
- (8) Coordinate overall plans for department training sessions, the general session, and the National Board meeting at the National Training Conference (N-Train).
- (9) Plan and oversee National Staff involvement in training sessions and other venues to promote Auxiliary programs among membership at NACON.

E.6.e. DNACO  
Duties

In addition to the functional duties described in section D of Chapter 1, DNACOs shall assist the NACO and the VNACO in the performance of various duties including:

- (1) Be responsible for Auxiliary program conduct within their AOR.
- (2) Become familiar with and support Auxiliary related policies established by the Coast Guard and the National Board.
- (3) Represent their area on the NEXCOM and other areas where appropriate. Attend district conferences when directed by the NACO.
- (4) Preside over the area meetings at the National Board's semi-annual meetings.
- (5) Preside over the National Area Planning Meetings (NAPM) held in their area.
- (6) Maintain close liaison with the DCOs and provide needed advice and counsel. Assist DCOs in addressing problems not resolvable at district/regional levels.
- (7) Ensure Coast Guard and Auxiliary policy compliance using the chain of leadership and management.



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(8) Represent assigned Auxiliary districts/regions to the respective Coast Guard Area Commanders.

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**E.6.f. IPNACO Duties**

The IPNACO shall assist the NACO, as directed. This leader, because of past service and experience, should provide program continuity to the National Board and NEXCOM and be a valuable asset to the Chief Director and the NACO.

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**E.6.g. Chief Director Duties**

The Chief Director's responsibilities are defined in paragraph D.1 of Chapter 1. This office fulfills the Commandant's duty under law to train, qualify, and examine Auxiliarists before they are assigned to duty.

In coordination with other Headquarters program managers, the NACO, and Auxiliary National Board and staff, the Chief Director develops training materials and operating policies for the Auxiliary program.

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**E.7. Appointing Committees**

Auxiliary unit elected leaders are authorized to appoint committees to provide help and advice in the execution of those duties or activities not delegated to staff officers. The elected leader appointing the committee shall be an ex officio member of that committee. They may delegate committee responsibility to the Vice, as needed.

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**E.8. Aides**

Aides are authorized for the NACO, the VNACO, DNACOs, and DCOs.

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**E.8.a. NACO, VNACO, and DNACO Aides**

The NACO may appoint one or more Administrative Assistants (N-As) and NACO aides (N-Ds) as necessary. Because of its unique position demands, NACO is authorized additional aides or assistants as approved by the Chief Director. The NACO may also appoint an aide for the VNACO and each DNACO.

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**E.8.b. DCO Aides**

The DCO may appoint an Administrative Assistant (D-AA) and one or more DCO Aides (D-ADs) as necessary. Because of its unique position demands, the DCO is authorized additional aides as approved by the Director. The aides will be considered district staff members. Aides may also hold simultaneous elected or appointed office.

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## Section F. Elections

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**Introduction** Every Auxiliary administrative level holds annual elections, except the national level. Appendix C defines an Auxiliarist's eligibility for election, the terms of office, who votes in the elections, and when elections are held for specific offices.

**F.1. Assumption of Office** Newly elected Auxiliary leaders, except at the national level, assume office on 1 January of the year following their election. National elected leaders take office on 1 November of the year of their election and their term runs for two years until 31 October. For those leaders elected in an interim election to fill a vacancy, their term begins upon election and approval (where appropriate) by the Director.

**F.2. Eligibility** Appendix C outlines the specific eligibility requirements for elected offices. Except as defined in paragraph F.7 below, all election eligibility criteria shall be verified, certified, and reported by a nominating committee that is designated by the Auxiliary unit for which the election is to be held. The Director may waive any and all prerequisites and eligibility criteria for regional elections, as appropriate and with all due consideration for regional needs, circumstances, and potential impacts, including if eligible Auxiliarists are unavailable or unwilling to seek elected office. The Chief Director may similarly do so for national elections.

The following are general eligibility requirements applicable to all elected offices:

- a. To ensure Auxiliarists have sufficient knowledge concerning requirements of the various elected offices, the completion of a one-year regular term of office at one level (flotilla, division, or district) is required before advancement to the next higher level.
  - b. An individual must serve a minimum of one year as an Auxiliarist prior to the date of election as FC or VFC.
  - c. Successful completion of the Administrative Procedures Course (APC) or the Flotilla Leadership Course (classroom or online version) is a specific election eligibility requirement for any Auxiliarist who pursues their first elected office (level of office does not matter). The Elected Officer Course (EOC) and Auxiliary Administration Specialty Course (AUXMIN) are no longer offered, but credit for proof of successful completion may be accepted only for Auxiliarists who have held any past elected office in lieu of this election eligibility criteria (i.e., "grandfathering").
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- d. Auxiliarists who transfer from another district/region and who fulfill all eligibility requirements shall not be denied the opportunity for election to an office within their new district/region, provided such transferee has resided in the geographic area of the office sought for at least 12 months.
  - e. To ensure familiarity and engagement with Auxiliary programs, an individual must be currently certified and/or currently qualified in accordance with provisions of Appendix C, as of the date of nomination, in at least one of the following Auxiliary programs (further details in section B of Chapter 8):
    - (1) Surface operations as boat crew member, coxswain, and/or Personal Watercraft Operator (PWO).
    - (2) Air operations as aircraft commander, first pilot, co-pilot, air crewman, and/or air observer.
    - (3) Instructor.
    - (4) Aids to navigation verifier.
    - (5) Coast Guard watchstander/radio operator, communications watchstander/radio operator, and/or command center watchstander/radio operator.
    - (6) Any Auxiliary Trident Personal Qualification Standard (PQS) specialty\*.
    - (7) Any Auxiliary public affairs specialty.
    - (8) Vessel examiner.
    - (9) Recreational boating safety program visitor.
    - (10) Interpreter\*.

\* These programs do not have currency maintenance schemes that are readily tracked or monitored. Individuals who seek elected office on the basis of these programs to meet eligibility criteria must provide the nominating committee with a memorandum from either their principal Coast Guard order issuing authority or Auxiliary program manager in the next highest level of the organization that acknowledges their status as qualified, active, and current in the program.

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### **F.3. Election Guidelines**

The following election guidelines apply to all levels of Auxiliary offices as applicable:

- a. Immediate past leaders at division, district, and national levels are voting members of the particular board. No Auxiliarist may cast more than one vote in any election irrespective of the number of positions held.
- b. No Auxiliarist may hold two elected offices concurrently, except for those Auxiliarists elected to higher national elected office. They may continue in their current district or lower offices following their election to national office and maintain voting rights of that position until 31 December of that year to complete their term.
- c. Unit standing rules shall have specific provisions to allow nominations from the floor. Alternatively, the rules must allow set-aside motions to allow such nominations. In nominations from the floor, the nominator is responsible for ascertaining the eligibility of the nominee subject to verification by the Director before the election.
- d. Auxiliary leaders conducting elections are responsible for ensuring the eligibility of each candidate.
- e. Directors are responsible for approving and certifying all election results.
- f. If a flotilla fails to hold a valid annual election by 15 December, the DCDR may appoint an interim FC and VFC. This action is done only after consultation and approval by the DCO and the Director.
- g. If a division fails to hold a valid annual election by 15 December, the DCO may appoint an interim DCDR and VCDR. This action is done only after consultation and approval by the Director.
- h. All elections shall be by secret ballot unless there is only one candidate for a particular office. Proxy voting is not authorized.
- i. The senior elected leader at the next higher level shall be notified in advance of any election.
- j. In the event of any challenge or protest regarding the outcome of an election at the flotilla or division level, the matter shall be referred to the DCO, who shall render a final decision after consultation with the Director and the DSO-LP. Any protest or challenge to a district election shall be referred to the appropriate DNACO, who shall render a final decision after consultation with ANACO-CC, the NACO, and the Chief Director.



<b>F.4. Election of National Leaders</b>	<p>In the year when a national leader's regular or interim office term is to expire, the National Board will elect a successor at its meeting held in conjunction with the Fall NACON. Any protest or challenge to a national election outcome shall be referred to the NACO, who shall render a final decision after consultation with the Chief Director and ANACO-CC. (NACO cannot stand for re-election.)</p>
<b>F.5. Elected Office Vacancy</b>	<p>A vacancy in an Auxiliary elected office shall be filled by an interim election. In certain circumstances, the Director or Chief Director, as appropriate, may authorize an interim election to be conducted by mail ballot. A vacancy notice shall be sent to all eligible candidates at least fifteen days in advance of the required date for candidates to place their names in nomination.</p>
F.5.a. Term Status	<p>An Auxiliarist chosen in an interim election will hold office for the remainder of the unexpired term. This interim term does not necessarily establish eligibility for the next higher office. Incumbency of more than half the regular term will be considered a regular term of office. This service establishes eligibility for the next appropriate higher office. An interim term (less than half of the regular term) does not render the incumbent ineligible for a subsequent regular term in that office.</p>
F.5.b. Election Status	<p>In certain situations, Coast Guard and Auxiliary interests are best served for an Auxiliarist's term, when elected in an interim election, to be considered a regular term. In these cases, the Director shall determine whether the election is to be regarded as a regular or interim election. Each determination will be based on the circumstances. For national elections, Commandant (CCG), in consultation with Commandant (CG-DCO) and the Chief Director, will make any necessary decision.</p>
F.5.c. Immediate Past Office Vacancy	<p>In an interim election, there is no change in the immediate past office. The Auxiliarist who held the title of immediate past leader before the interim election will remain the immediate past leader until the next regular election. A vacancy in the immediate past office shall not be filled.</p>
F.5.d. Resignations	<p>An Auxiliarist who desires to resign from an elected position must do so in writing to the next higher level unit elected Auxiliarist at least thirty calendar days before the effective date. The letter shall state the Auxiliarist resigns the position and the effective date of resignation. If the letter fails to state an effective date, the next higher unit elected Auxiliarist may declare the office immediately vacant and fill it.</p>




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**F.6. Removal  
From Office**

An Auxiliary national leader can be removed from office by direction of the Commandant. Any Auxiliary flotilla, division, or district Auxiliarist can be removed from office by the District Commander or Commandant when so recommended by a three-quarters affirmative vote of an entire electing board. Any board member may initiate this action. No reason need be expressed by the person initiating the action. Actions bringing discredit on the Coast Guard or Auxiliary, or other reasons as stated in Chapter 3 of this Manual can justify administrative action against an Auxiliarist and are sufficient reasons for this action.

The reason for the removal shall be specified in the notice of the meeting which shall be called specifically for that purpose, with notice to all voting members and the person facing removal, at least ten days in advance of the meeting. Copies of the minutes of the removal proceedings shall be provided to the Auxiliarist concerned. Copies shall also be provided to the immediate superior in the Coast Guard chain of command, the appropriate Director, and the Auxiliary leader in the next higher position in the chain of leadership and management.

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**F.7.  
Certification of  
Eligibility for  
National  
Election**

The NACO shall refer the names of all candidates who submit a letter of intent to seek election to a national office to the Chief Director for verification and certification of eligibility to hold the office sought. Nominations and elections of national officers shall be otherwise conducted in accordance with provisions of the Standing Rules of the National Board.

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**F.8. Personnel  
Security  
Investigations**

Upon notification of selection and prior to assuming office, the NACO-elect, VNACO-elect, and DNACO-elects must complete and forward all required forms, documents and information necessary to perform a Coast Guard DO PSI through their respective Directors, if not already held. Failure to file appropriate paperwork or to receive a favorable DO PSI determination makes the Auxiliarist ineligible for the office.

The Director shall submit and process the Coast Guard Personnel Security Action Form (CG-5588) for all Commodores within the district/region if the determination is made that a security clearance is warranted for them. The Chief Director shall submit and process this form for incumbent Commodores at the National level if not previously done by their respective Directors.

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All incumbent elected Commodores and the immediate past officer must maintain SECRET clearance eligibility status at all times. If any elected or appointed leader eligible for or currently maintaining a security clearance experiences a situation (personal, financial, legal, substance abuse, or DUI, etc.) which could affect security clearance eligibility, they must immediately report this information to their Director, the Chief Director, the SECCEN, and the Coast Guard command that granted their clearance. Normally, notification above the Director level shall be accomplished personally by the Director. For additional information pertaining to PSI, refer to paragraph C.3 of Chapter 3.

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**F.8.a. Higher Level PSI**

Coast Guard Flag officers and the Chief Director may require higher level PSIs for specific Auxiliarists to meet mission requirements.

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**F.8.b. Failure to Complete**

Auxiliarists who are unwilling or unable to undergo a requisite PSI as one of the eligibility criteria for election or appointment shall withdraw themselves from consideration, without appeal, for filling such elected or appointed position. This action shall be immediate upon receipt of written notification from the Director, or Chief Director as appropriate. Written notification must be made by certified mail.

Auxiliarists who have assumed an elected or appointed office after having submitted a requisite PSI package to meet eligibility requirements, and who ultimately receive a final Unfavorable PSI determination, shall withdraw themselves from such office, without appeal. This action shall be immediate upon receipt of written notification from the Director, or Chief Director as appropriate. Written notification must be made by certified mail. Investigative material stemming from the PSI may be used under the provisions of Chapter 3 of this Manual for further action as deemed appropriate.

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**F.9. Installation of Leaders**

During the Auxiliary unit's Change of Watch, elected and appointed Auxiliarists will be installed by the Auxiliary's senior elected leader or Coast Guard officer present, by administering the Prologue and Pledge for Elected and Appointed Auxiliarists. (see Figure 4-1)

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## PROLOGUE AND PLEDGE FOR ELECTED AND APPOINTED LEADERS

You have offered your talents and services in the interest of a better Coast Guard Auxiliary. The pledge you are about to take admits you to an office of greater responsibilities and high honor. Along with this honor, you must be prepared to accept certain obligations as well as the administrative and supervisory responsibilities of your office. Your task is to develop the Auxiliary programs to the maximum efficiency that conditions permit. You are expected to promote closer liaison between the Auxiliary and local Coast Guard units, constantly reminding Auxiliarists that their actions reflect not only on the Auxiliary, but also on the Coast Guard. As a leader, you are charged with maintaining high standards in all Auxiliary programs and activities, never compromising honesty and integrity.

Everyone, please rise.

With the full realization of the demands of your office in terms of time, travel, and dedication, if you are willing to accept this honor, please raise your right hand and repeat after me:

**I, (state your name), do solemnly and sincerely pledge myself to support the United States Coast Guard Auxiliary and its purposes, to promote its authorized activities, to properly discharge the duties of my office, and to abide by the governing policies established by the Commandant of the United States Coast Guard.**

**Figure 4-1  
Prologue and Pledge for Elected and Appointed Leaders**

### **F.10. Re-Election Privileges**

NACO is not eligible to seek a second successive two-year term. The VNACO and the DNACOs are not eligible to succeed themselves in office. NACO may not immediately accept a national elected office lower than NACO. Any Auxiliary leader, however, who has served in an elected office on the NEXCOM may again run for re-election to that office or any lower national office during the sixth year (or more) of NEXCOM absence. This does not preclude any such Auxiliary leaders from immediately serving in an appointed staff or committee capacity.




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The outgoing DCO and DCOS are not eligible to succeed themselves in office. DCAPTs may be elected to no more than a second one-year term. The DCO and DCOS are not eligible to immediately accept a district elected office lower than the one just filled. Any Auxiliary leader, however, who has served on the District Executive Committee (EXCOM) may again run for re-election to that office, or any lower district office, during the sixth year (or more) of EXCOM absence. Outgoing DCO, DCOS, and DCAPTs are eligible to run immediately, or any time thereafter, for any division or flotilla elected office provided they meet all the other qualifications for those offices as outlined herein. They may also immediately serve in an appointed staff or committee capacity.

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**F.11. Duties of Elected Auxiliarists**

The duty of senior elected Auxiliarists in all Auxiliary leadership positions (NACO, DCO, DCDR, and FC) is to be thoroughly familiar with all assigned responsibilities. Each leader must maintain close liaison with senior elected Auxiliarists in units immediately higher or lower in the Auxiliary organization. Additionally, each must ensure Auxiliarists are trained and qualified in their assigned duties in the unit. Each should strive to inspire cooperation and encourage fellowship among Auxiliarists. Incumbents should use the experience and expertise of the immediate past leaders. Incumbent elected Auxiliarists are responsible for:

- a. Conduct of unit meetings (this may also be appropriately handled by the Vice/Chief of Staff).
  - b. Supervision and successful execution of unit activities to accomplish Auxiliary missions and goals.
  - c. Support and compliance with Auxiliary and Coast Guard policies.
  - d. Prompt submission of required reports and correspondence.
  - e. Membership recruiting and retention.
  - f. Leadership, management, supervision, and operation of their unit, and unit member training, qualification, assignment to duty, recognition, and corrective action.
  - g. Liaison with Coast Guard units in their area of responsibility in coordination with the designated AUCs.
-



The Auxiliary Liaison Officer (AUXLO) is an active duty member assigned by the Coast Guard unit Commander who coordinates with the applicable Auxiliary elected leaders, staff officers, or Auxiliarists.

**NOTE** 

The Auxiliary Unit Coordinator (AUC) is an experienced Auxiliarist assigned by the District Commodore in consultation with the Director of Auxiliary and the Coast Guard unit commander. The AUC works closely with the Coast Guard command to provide immediate input and response to requirements for Auxiliary support and facilitate Auxiliary service to the unit.

F.11.a. Vice  
Functions

The principal duty of Auxiliarists in a Vice capacity (VNACO, DCOS, VCDR, and VFC) is to help the unit's senior elected Auxiliarist as follows:

- (1) Function as the unit's Chief of Staff.
- (2) Carry out authorized programs according to existing policies and with an acceptable quality standard.
- (3) Offer advice and help, as needed.
- (4) Visit other Auxiliary units to maintain liaison, if applicable.
- (5) Supervise Auxiliary unit staff officer activities. Each Auxiliary unit's staff officers report to their Vice/Chief of Staff.
- (6) Review and act on reports submitted by unit staff officers.
- (7) Vote as the acting senior elected Auxiliarist when substituting for the unit senior elected Auxiliarist at meetings or functions, or where that Auxiliarist is prohibited from voting by virtue of having another position.
- (8) Assist with ensuring compliance with Coast Guard and Auxiliary policy by using the Auxiliary chain of leadership and management.
- (9) DCOSs will chair one or more District Board standing committees and committees for special events. DCOSs are responsible for district staff coordination and direction.

F.11.b. District  
Captain

District Captains (DCAPT) perform the following duties:

- (1) Assist their respective DCOs and, if requested, attend meetings or act in specific matters for their DCO.



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- (2) DCAPTs charged with geographic responsibilities shall maintain close liaison with the DCDRs in their AOR. They supervise, help, counsel (as necessary) and visit the divisions. DCAPTs foster Auxiliary growth through development of an active membership recruiting program. They assist division officers in organizing new flotillas and in developing interesting and varied meeting programs. DCAPTs ensure compliance with Coast Guard and Auxiliary policy by all Auxiliary units and members, using the Auxiliary chain of leadership and management.
  - (3) DCAPTs may also be charged with programmatic responsibilities within their district or region. They shall coordinate the planning of activities in those program areas for the DCO and serve as the DCO's liaison to the applicable national Directorate and/or department.
  - (4) Whenever a Coast Guard unit is commissioned, a DCAPT must be assigned the primary duty of coordinating between the Coast Guard Auxiliary district/region and the Commanding Officer/Officer-in-charge (CO/OIC). These coordination duties include, but are not limited to, serving as an expert broker for Auxiliary services, training, and support. DCAPT duties may cross division/flotilla boundaries.
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F.11.c. Elected  
Auxiliarists

Elected Auxiliarists have been delegated the leadership and management capability by the Commandant to assign to duty other elected Auxiliarists throughout the chain of leadership and management, their staff officers, and other qualified Auxiliarists.

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F.11.d.  
Immediate Past  
Leader

Positions of immediate past leader are not elected Auxiliarists. This does not preclude them from adhering to prescribed PSI requirements nor the inherent duty to share their experience and expertise with present elected officers and to actively serve in support of present Auxiliary programs and goals.

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## Section G. Staff Officers

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**Introduction** Every unit's senior elected Auxiliary leader appoints staff officers. Staff duties are purely administrative, providing functional supervisory program management over specifically authorized activities. The appointment and delegation of duties should be given to each staff officer in writing.

The Auxiliary is organized and administered along parallel staffing principles, which requires staff officers at all levels to report to senior levels and to monitor activities at lower levels. Mission accomplishment will be difficult unless Auxiliarists carefully follow the parallel staffing concept. Staff officers are charged with carrying out their part of the unit mission.

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**G.1. Appointment** Staff officers are appointed and serve at the elected Auxiliarist's pleasure. A staff officer's appointment starts and expires with the term of the appointing leader unless the appointment is terminated earlier. Staff officers may be removed from a position any time the appointing leader deems it appropriate. District Staff Officer (DSO) appointments are made by the DCO only with Director's concurrence. National staff officer appointments are made only with the NACO approval. ANACOs and national Directors and their Deputies are appointed by the NACO with the Chief Director's concurrence.

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**G.2. New Auxiliarists** New Auxiliarists are not normally offered staff officer appointments during their first membership year. They should use this initial period to gain qualifications and learn about the Coast Guard and Auxiliary. Time may also be spent working with elected leaders or staff officers in areas of the new Auxiliarist's interest. The Auxiliary unit's elected leader has full discretion to waive the year's service to make appointments, as deemed useful for both the Auxiliarist's and unit's benefit and to encourage Auxiliarist contributions. However, such waiver may not be made until the new Auxiliarist receives a favorable PSI determination.

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**G.3. Staff Officer Responsibilities** To be successful, elected leaders must make certain that staff officers are well briefed on their duties and responsibilities. To carry out these duties, staff officers are encouraged to appoint committees to help them. Staff officers must report progress monthly to the Vice or appointing elected leader. Staff officers will maintain records and correspondence concerning their office. These documents shall be turned over, with all publications and other pertinent material, to the successor when relinquishing office.

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**G.4. Elected  
Leader and  
Program  
Responsibilities**

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An elected leader's delegation of management capability to a staff officer does not relieve the elected leader from any responsibility. Elected leaders must ensure that leadership and management capabilities are properly exercised and instructions are properly carried out. Staff officers may assign qualified Auxiliarists to duties in their responsible area. The Auxiliary Flotilla Procedures Manual, COMDTINST 16791.5 (series), contains sample appointment letters and specific duties for Flotilla Staff officers. The Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series), provides for Division Staff Officers.

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**G.5.  
Simultaneous  
Offices**

Staff officers are not barred from holding simultaneous elected offices or another staff office. Before appointment of additional jobs, however, the added burden on the Auxiliarist should be considered by the elected leader and by the unit membership. It is wholly reasonable and prudent for an elected leader to review associated workloads and expectations with staff officer candidates before making appointments in order to ensure clear understanding of how programs shall be managed.

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**G.6. Flotilla  
and Division  
Staff Officers  
List**

To carry out the Auxiliary program, DCDRs and FCs may appoint up to sixteen (16) flotilla and division staff officers only from the group listed below, unless specifically authorized by the NACO and Chief Director. The DCO may appoint up to twenty-one (21) DSOs from the group listed below. An appointed DSO - Legal/Parliamentarian (DSO-LP) shall be a licensed attorney. If a licensed attorney is not available to serve, the ANACO-CC shall designate a national staff attorney to handle that district's legal matters. In such case, an appointed DSO-LP may serve as the District Parliamentarian.

- a. Aviation (AV) (district level only)
  - b. Communications (CM)
  - c. Communications Services (CS)
  - d. Diversity (DV) (district level only)
  - e. Finance (FN)
  - f. Flight Safety Officer (DFSO) (district level only)\*
  - g. Human Resources (HR)
  - h. Information and Communication Services (IS)
  - i. Legal/Parliamentarian (LP) (district level only)
  - j. Recreational Boating Safety Visitation Program (PV)
  - k. Marine Safety and Environmental Protection (MS)
  - l. Marketing and Public Affairs (PA)
  - m. Materials (MA)
  - n. Member Training (MT)
  - o. Navigation Systems (NS)
  - p. Operations (OP)
  - q. Public Education (PE)
-

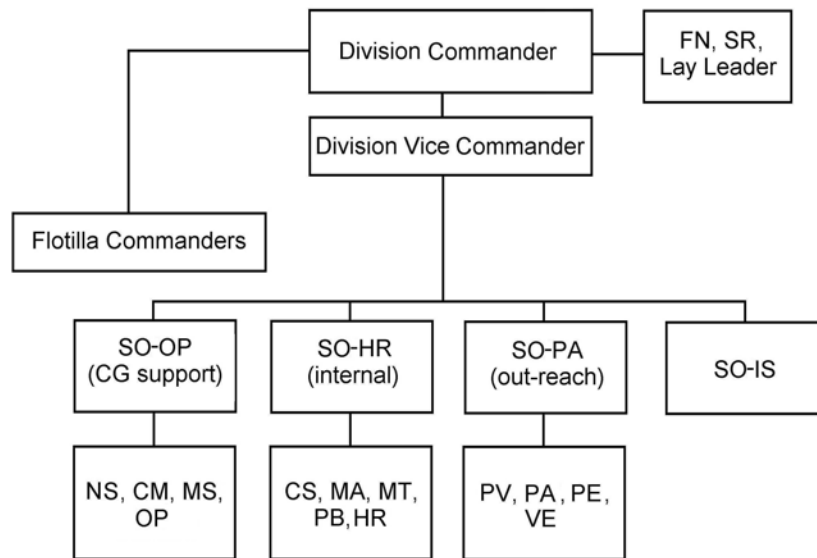


- r. Publications (PB)
- s. State Liaison (SL) (district level only)
- t. Secretary/Records (SR)
- u. Vessel Examination (VE)

\* The DFSO has joint reporting responsibilities for safety issues. The DFSO is a member of the District Aviation Board and advises the DSO-AV on safety issues. The DFSO also reports to the DCO on the safety of the aviation program.

G.6.a. Division Staff Positions

The current authorized division staff positions include all Auxiliaries authorized in paragraph G.6 above. A division member may hold more than one appointed staff office concurrently at various Auxiliary unit levels or within the same unit level. Functions and programs may be combined and, if so, do not require separate staff appointments. An example of combined positions is illustrated in Figure 4-2.

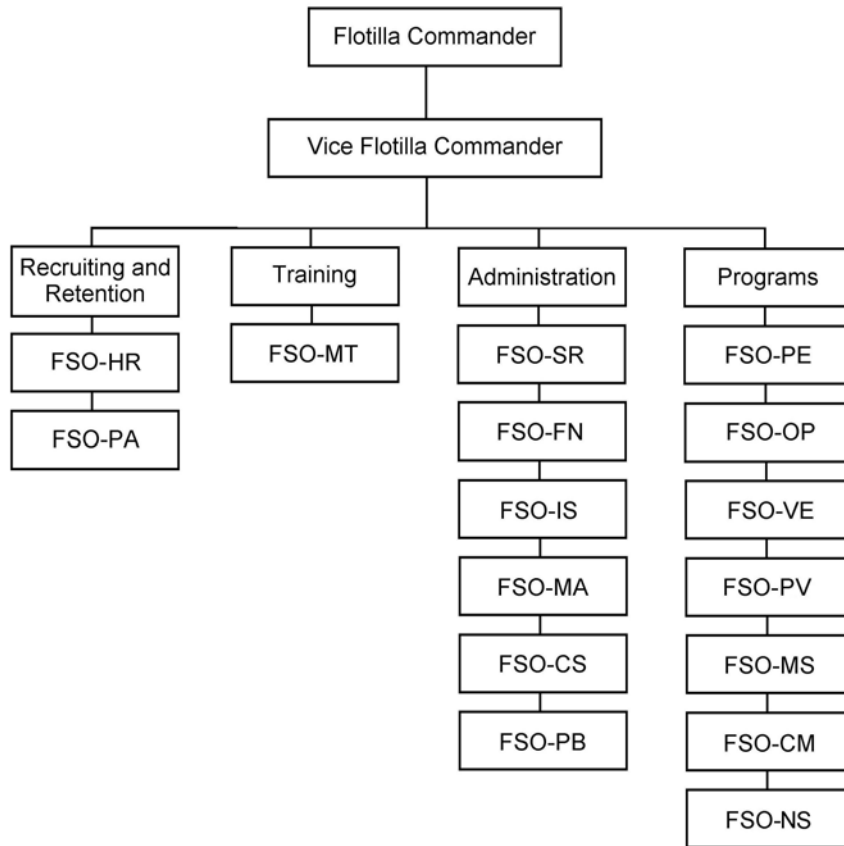


**Figure 4-2**  
**Consolidation of Responsibility – Division Model**



G.6.b. Flotilla Staff Positions

The FC should appoint appropriate staff to conduct the business of the flotilla including finance, record keeping, information services, and other administrative areas; to manage recruiting/retention and training; and to conduct programs as desired. Moreover, the FC should pay particular attention to ensure that appropriate staff officers are appointed to manage key operational and RBS programs (e.g., operations (FSO-OP), vessel examinations (FSO-VE), marine safety (FSO-MS)). A flotilla member may hold more than one appointed staff office concurrently at various Auxiliary unit levels or within the same unit level. Functions and programs may be combined and do not require separate staff appointments. An example of combined positions is illustrated in Figure 4-3.



**Figure 4-3**  
**Consolidation of Responsibility – Flotilla Staff Model**




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**G.7. Assistant District Staff Officers**

DCOs may create assistant District Staff Officer (ADSO) positions for any program area. The DSO, in accordance with district policy, may delegate to an ADSO any authority and responsibility given to the DSO, except in those cases in which the DSO is specifically designated to perform an activity or duty. The DSO's delegation constitutes assignment to duty in accordance with 14 U.S.C. § 831. Appointments may be apportioned according to need in the various functional areas. Examples of appropriate ADSOs are:

- a. District Historian – ADSO-PAH
- b. Operations – ADSO-OP/QE

For aviation assignments, there shall be one assistant position per air station actively involved in issuing Auxiliary aviation orders within the district. This assistant is normally designated as an ADSO-AAC (Auxiliary Aviation Coordinator). Other aviation ADSO positions may be authorized, and examples of these are:

- a. Aviation Training – ADSO-AVT
- b. Aviation Management – ADSO-AVM

An assistant to the DFSO may be designated, but it is not an ADSO position. It shall be designated ADFS0.

Divisions and flotillas are not authorized assistant division (SO) or assistant FSOs. Appointment of informal assistants is encouraged, however, wearing of insignia for such informal appointment is not authorized.

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**G.8. Special Duties**

The Director, in consultation with the DCO, may designate qualified Auxiliarists to perform special Coast Guard duties to include Qualification Examiners (QEs), IT trainers, and examination proctors. Other Auxiliarists may be designated to perform duties pertaining to a mission or program, consistent with the provisions of appropriate directives.

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**G.9. Director's Administrative Assistants**

Directors, in consultation with the DCO, may also appoint Auxiliarists to serve as a Director's administrative assistant to perform specific directed duties. Auxiliary office insignia for this staff position shall be the same as that for a DCO's administrative assistant.

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**G.10. Chief Director's Executive or Special Assistants**

The Chief Director, in consultation with the NACO, may also appoint Auxiliarists to serve as the Chief Director's Assistants. Auxiliary office insignia for this staff position shall be the same as that for a DVC.

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**G.11. Auxiliary  
Civil Rights  
Coordinator**

Each district/region's CGAUX-CRC should normally be selected from the group of past DCOs. Alternatively, other experienced Auxiliarists who have served as DCDR or higher may be selected. The Auxiliarist's education, training, business, or professional experience must be considered in the selection process. If a candidate who meets the requisite elected officer criteria cannot be identified, then the Director may waive that criteria with due consideration of these elements for any other candidate. The Director, with DCO concurrence, nominates the Auxiliarist to the District Commander for approval. On approval, the District Commander will designate the nominee, in writing, as the district/region CGAUX-CRC. The CGAUX-CRC shall perform their duties according to Chapter 7 of this Manual. No unique office insignia is authorized.

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**G.12. Lay  
Leaders**

An Auxiliary unit elected leader may designate a Lay Leader for the unit. Upon designation, the elected leader shall forward the name and contact information of the Lay Leader, along with a written endorsement from the individual's Faith Group indicating that the Lay Leader is a member in good standing, to the appropriate Coast Guard District Chaplain (copy to the Director). The District Chaplain will provide regional Lay Leaders with materials that will enable them to perform related functions in the proper manner and consistent with Coast Guard policy. The District Chaplain may directly contact and/or visit regional Lay Leaders. If time and funding allow, the District Chaplain may also conduct training forums for them.

This position is not an authorized Auxiliary staff position and will not be recorded in AUXDATA. The title and any insignia relating to a chaplain will not be used for this position. The duties associated with chaplains are not authorized for designated Lay Leaders. Lay Leaders, in performing invocations, moments of silence, and other activities, must adhere to the provisions of section I of Chapter 12. They must ensure offered content is non-sectarian to avoid offending persons of different beliefs, and to recognize the inherent diversity in a national organization such as the Auxiliary.

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**G.13. Optional  
Staff  
Organization**

Auxiliary districts/regions may determine that it is beneficial to organizationally align their staffs with Coast Guard sectors in order to efficiently carry out administrative functions while supporting Coast Guard missions. Such determination must be made and approved by the District Board.

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An optional organization to accommodate such a determination is authorized as described in Figure 4-4. This organization entails establishment of any or all four new positions, appointed by the DCO and recognized in AUXDATA, at the district/regional level. These positions are not members of the District Board, though due to the nature of and extent to which Auxiliary programs report to them, they may be included in EXCOM agendas:

- a. District Planner (D-PL) who reports directly to the DCO.
  - b. District Directorate Chief of Response (DDC-R) who reports directly to the DCOS.
  - c. District Directorate Chief of Prevention (DDC-P) who reports directly to the DCOS.
  - d. District Directorate Chief of Logistics (DDC-L) who reports directly to the DCOS.
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G.13.a.  
Alignment at  
District/Regional  
Level

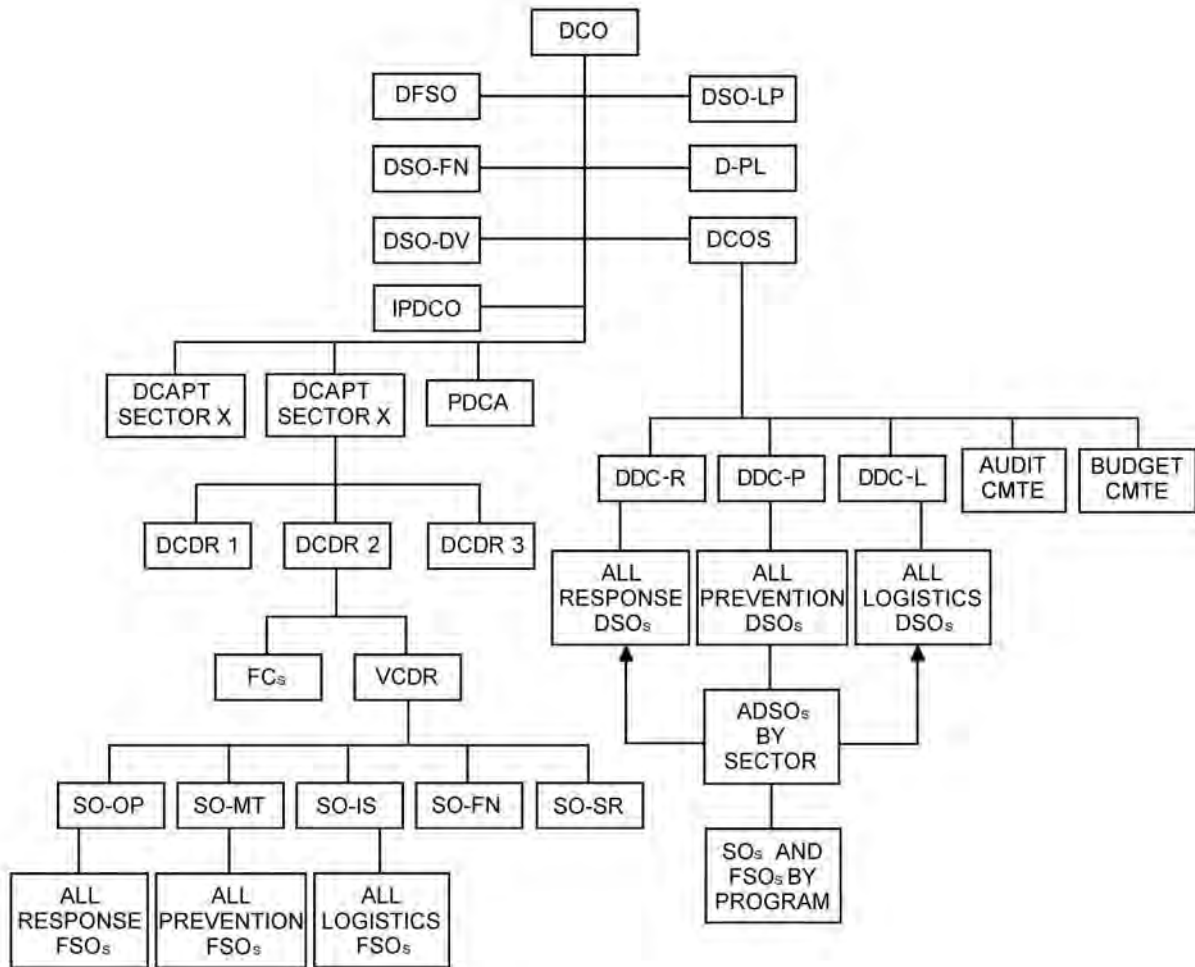
This organization capitalizes on alignment of specific Auxiliary programs under response, prevention, and logistics elements at the district/regional level. Accordingly, the following DSOs report to their respective District Directorate Chiefs:

- (1) DDC-R – DSO-AV, DSO-CM, DSO-OP.
  - (2) DDC-P – DSO-NS, DSO-MS, DSO-MT, DSO-PA, DSO-PE, DSO-PV, DSO-VE, DSO-SL.
  - (3) DDC-L – DSO-CS, DSO-IS, DSO-MA, DSO-PB, DSO-HR, DSO-SR.
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G.13.b.  
Alignment at  
Division Level

Similarly, at the division level, the following SOs report to their respective VCDRs and the associated FSOs and corresponding SOs report to them:

- (1) SO-OP – FSO-CM, FSO-OP, and corresponding SOs.
  - (2) SO-MT – FSO-NS, FSO-MS, FSO-MT, FSO-PA, FSO-PE, FSO-PV, FSO-VE, and corresponding SOs.
  - (3) SO-IS – FSO-CS, FSO-IS, FSO-MA, FSO-PB, FSO-HR, FSO-SR, and corresponding SOs.
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**Figure 4-4**  
**Optional District/Region Organization**




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## Section H. Standing Rules

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<b>Introduction</b>	Standardized standing rules are required for all Auxiliary units. All Auxiliary unit standing rules have been standardized, developed, and approved by the National Board. All standardized standing rules, with options selected, must be affirmed by a two-thirds majority vote of the Auxiliary unit governing body. The unit governing body at the National level is the National Board; at the District level it is the District Board; at the Division level it is the Division Board; and at the Flotilla level it is all eligible voting members.
<b>H.1. Appendices</b>	Appendices to Auxiliary unit standard standing rules may be adopted by two-thirds majority vote of the governing body and are effective upon signature of the senior Auxiliary unit elected leader. The appendices should include matters local in nature. These items may include dates, times and locations for meetings, amounts and due dates for collection of membership dues, information regarding local awards, number, title, and composition of committees not otherwise specified, etc.
<b>H.2. Routing and Distribution</b>	<p>The FC, DCDR, or DCO must sign an appropriate number of copies of the Auxiliary unit's affirmed standardized standing rules, with options selected, and retain one copy and send the others through the chain of leadership and management to the following leaders for signature approval:</p> <ol style="list-style-type: none"> <li>a. Flotilla - FC to DCDR to DSO-LP to DCO to Director</li> <li>b. Division - DCDR to DSO-LP to DCO to Director</li> <li>c. District/region - DSO-LP to DCO to Director to ANACO-CC to NACO to Chief Director</li> <li>d. National - ANACO-CC to NACO to Chief Director</li> </ol>
<b>H.3. Signature and Submission of National Standing Rules</b>	After review by the ANACO-CC, the NACO dates and signs, in duplicate, National Board standing rules or amendments, and submits them to the Chief Director for approval. One signed copy will be returned to the NACO and ANACO-CC, and one copy will remain on file at Coast Guard Headquarters.
<b>H.4. Amendments</b>	No Auxiliary unit amendments to standardized standing rules are permitted. Any desired amendment to the standardized standing rules must be proposed to the National Board using the national recommendation process.
<b>H.5. Disputes or Interpretation</b>	Disputes or requests pertaining to interpretation of flotilla, division, and district standing rules shall be forwarded to the DCO for determination in consultation with the DSO-LP. Issues regarding national standing rules shall be referred to the NACO for determination in consultation with the ANACO-CC.

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