



## Chapter 1 Use of Auxiliary

**Introduction**      This chapter describes the overall purpose and responsibilities of the Coast Guard Auxiliary.

**In this Chapter**      This chapter contains the following sections:

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## Section A. Scope and Purpose of the Auxiliary

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<b>Introduction</b>	The use of the Auxiliary in supporting Coast Guard missions is essential. This section describes the general scope and purpose of the Auxiliary in carrying out their roles and responsibilities within the Coast Guard organization.
<b>A.1. Mission</b>	The mission of Auxiliary operations is to provide operational, logistics, and training support to appropriate Coast Guard programs. 14 U.S.C. § 826 and 831 authorize the Coast Guard to utilize suitably trained Auxiliarists and Auxiliary facilities to carry out this mission.
<b>A.2. Authority</b>	In accordance with the provisions of 14 § U.S.C. 821(a), the Commandant has delegated authority for Auxiliary administration to other Coast Guard members and to certain Auxiliary leaders (see <i>Auxiliary Manual</i> , COMDTINST M16790.1 (series)). The delegations pertaining to the Auxiliary operations program are stated throughout this manual. Delegations authorized in this manual may not be further re-delegated unless expressly authorized herein. Authority delegated to division captains or Flotilla Commanders (FCs) in accordance with this manual may only be re-delegated to division vice captains or flotilla vice commanders, respectively, with no further re-delegation authorized.
<b>A.3. Operational Use</b>	The operational use of Auxiliarists and their resources is encouraged and must be exercised within the scope of this manual.
A.3.a. Volunteers	The Auxiliary is an organization of volunteers promoting boating safety and supporting Coast Guard units and missions. The Auxiliary also provides support to state and local agencies and the boating public.
A.3.b. Command Determination	The use of any Coast Guard resource is a command determination by the responsible Operational Commander. Operational Commanders shall use Auxiliary resources based on their capabilities, limitations, experience, availability, and Coast Guard need.
A.3.c. Resource Assignment	In most cases, unit commanders may use Auxiliary resources only in those areas already authorized by Commandant policy as outlined in this manual. Using Auxiliary resources outside of this policy must be coordinated through Commandant (G-OCX).



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Coast Guard unit commanders may assign Auxiliary resources to authorized missions such as, but not limited to, using:

- Qualified Auxiliarists as crewmembers on any Coast Guard cutter, aircraft, or boat in any authorized capacity. Auxiliarists may not serve as coxswain unless *paragraph M.1* of this chapter applies.
- Qualified Auxiliarists to train or to assist in training Coast Guard personnel.
- Qualified Auxiliarists as watchstanders at Marine Safety Offices, Districts, Sectors, Groups, Station Operations Centers, Communications Centers, Joint Intelligence Centers, Command Centers, etc.
- Auxiliary facilities to supplement Coast Guard cutter, boat, air, or communications resources in a multimission environment including shoreside logistics in support of Coast Guard cutters.
- Auxiliary facilities to provide area familiarization and other mission related transportation for Coast Guard personnel.
- Individual Auxiliary facilities for duty independent of other Coast Guard resources.

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A.3.d. Mission Execution

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

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A.3.e. Law Enforcement Support

Auxiliarists do not have and cannot be given general police powers or direct law enforcement authority. Coast Guard unit commanders may, however, assign Auxiliarists to missions that support Coast Guard law enforcement efforts (see *Section E* of *Chapter 4*).

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**A.4. Eligibility**

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

- Boating Skills and Seamanship (BS&S),
- Sailing Fundamentals (SF),
- Boating Safety (BS),
- America’s Boating Course (ABC), or
- United States Power Squadron (USPS) Public Boating or Boat Smart courses.

However, only facilities (e.g., operational or special purpose) accepted by the Director are authorized to be employed on ordered missions. The Director is responsible for operational certification of Auxiliarists, their vessels, aircraft, and radio stations.

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**A.5.  
Organization**

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

**NOTE** 

The Auxiliary Liaison (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.

The AUXULO is an experienced Auxiliarist assigned by the District Commodore in consultation with the Director of Auxiliary and the Coast Guard unit commander, who works with the Coast Guard command to provide immediate input and response to requirements for Auxiliary support and facilitate Auxiliary service to the unit.






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## Section B. Facility Ownership

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<b>Introduction</b>	<p>Facility ownership may fall into any one of the following categories:</p> <ul style="list-style-type: none"> <li>• Auxiliarist Owned</li> <li>• Government Owned</li> <li>• Corporation Owned</li> <li>• Partially Auxiliarist Owned</li> </ul>
<b>B.1. Auxiliarist Owned Facilities</b>	<p>Auxiliarists offering a facility for use, including an Auxiliary unit vessel, must show proof of ownership during initial and every subsequent facility inspection.</p> <p>Auxiliarists offering facilities solely owned by a single Auxiliarist (or by spousal combinations) need only show the vessel examiner (VE) their documentation or registration papers during the facility inspection. The VE must then annotate the inspection form to show that proof of ownership has been verified.</p> <p>Auxiliarists offering facilities not solely owned by a single Auxiliarist must submit a copy of the documentation or registration papers along with their completed Offer for Use to the Director. Proper authorization by all owners of the facility being offered for use (see <i>Section C</i> of this chapter) must be submitted to the Director in one package.</p>
<b>B.2. Government Owned Facilities</b>	<p>The following facility requirements shall be considered to determine acceptance and Auxiliary boat usage.</p>
B.2.a. Facility Acceptance	<p>A Director may accept as facilities those boats, aircrafts, and radio stations owned by any state government or political subdivision thereof provided:</p> <ul style="list-style-type: none"> <li>• The owner of the vessel enters into an appropriate MOU that fully describes the responsibilities of the owner, the United States, the Coast Guard Auxiliary, and those associated potential liabilities and costs as to the use and operation of the vessel.</li> <li>• The Chief Director concurs that the offer for use of the governmental vessel is consistent with the operational objectives of the Coast Guard and the Coast Guard Auxiliary.</li> </ul>
B.2.b. Coast Guard Owned Facilities	<p>Commandant (G-OCS) may specifically authorize certain Coast Guard owned boats be made available for Auxiliary use. These boats are Auxiliary unit vessels and are considered as Auxiliary facilities. The facility must meet the requirements outlined in <i>Section F</i> of this chapter.</p>

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**B.3. Facilities  
Owned by  
Corporations or  
Partially Owned  
by Auxiliarists**

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The Director may accept facilities or special purpose facilities (see *Appendix K*) which are partially owned by Auxiliarists or corporations, after considering the following information before acceptance:

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

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**B.3.a. Legal  
Considerations**

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

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**B.3.b. Acceptance**

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

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

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**Introduction**      The requirements outlined in this section must be followed in order for the Auxiliary to officially obtain use of a facility offered for operations.

**C.1. Offer for Use Form**      Auxiliarists offering facilities must forward the current Facility Inspection and Offer for Use Forms, appropriate to the facility type, to the Director for action in accordance with district procedures (see *Appendix E* for forms for vessels, aircraft, and radio facilities). This authorization is valid for a specific mission or time period up to one year plus 45 days, unless specifically revoked by the owner. Auxiliarists offering special purpose facilities must forward the current Offer for Use letter to the Director for action in accordance with district procedures (see *paragraph B.1* of this chapter).

**NOTE**

Offers for use may not be accepted from retired Auxiliarists.

**C.2. Non-Owner Use of Facility**      Offers for use which allow non-owner use of the facility must include that authorization on the Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003) (see *Appendix E*). If the coxswain does not own the facility, the owner must authorize the coxswain to use the facility. This authorization must be in writing and may be for a special group of Auxiliarists (e.g., all qualified Auxiliary coxswains or pilots) or specific Auxiliarists. There is no limit to the number of groups or individual names that the owner may list on the authorization. However, for each group or individual authorized, the owner must stipulate that either the owner must be onboard as a member of the crew or the owner does not have to be onboard. The owner must submit an authorization annually or when changes occur.

For an Auxiliary unit vessel, the Auxiliary unit commander must file a “non-owner use” authorization on an annual basis.

**C.3. Copies or Summaries of Offer for Use Form**      The Director must provide Order-Issuing Authorities (OIAs) with copies (or summaries) of Offer for Use Forms (see *Appendix E*) and copies (or summaries) of any appropriate letter(s) (e.g., special purpose facility Offer for Use letters, non-owner use of a facility letters, etc.) submitted for all facilities and special purpose facilities located within the OIA’s areas of responsibility.

**C.4. Unacceptable Facilities**      Directors must not accept any vessel used in commercial towing, salvage, or marine police work (e.g., vessels which may be vested with law enforcement authority such as harbor masters, constables, etc.).

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## Section D. Coast Guard Custody/Control of Auxiliary Facilities

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<b>Introduction</b>	Auxiliarists may offer custody and control of facilities to the Coast Guard. Under 14 U.S.C. § 827-829, a facility offered for control and transferred to the Coast Guard is a public vessel of the United States and a vessel or aircraft of the Coast Guard, or a government and Coast Guard radio station, as applicable, from the time placed in Coast Guard service until released to the owner(s) or the owner's agent.
<b>D.1. Owner not Onboard</b>	This offer applies only when custody and control of the facility are turned over to the Coast Guard without the owner being onboard. Patrol orders are not required for a facility under the custody and control of the Coast Guard and crew assignments (e.g., coxswain, crew member, engineer, etc.) will follow procedures of the Coast Guard unit taking custody and control. Although this change in custody occurs very seldom, and only when authorized by the owner, it is important to have the procedures and resources identified well in advance.
<b>D.2. Emergency Situations</b>	The Coast Guard will ask to take custody and control of an Auxiliary facility only in an emergency situation. These situations usually occur when normal Coast Guard resources are not available or are not sufficient to provide the necessary coverage in an area of operation.
<b>D.3. Facility Survey and Inventory</b>	<p>If the facility is found suitable, the Coast Guard representative must conduct a survey and inventory of the facility in a manner suitable to all parties. The Coast Guard representative must provide a written copy of the survey and inventory to the facility owner as follows:</p> <ul style="list-style-type: none"><li>• The Director must add the survey and inventory to the appropriate Facility Inspection Form on file.</li><li>• The sample Offer of Custody and Control to Coast Guard format in Appendix E can be used as a guide for the survey and inventory or a locally developed format may be used. If possible, the survey and inventory should accompany a videotape or photographs of the facility.</li><li>• If practical, the Auxiliarist owner must remove all equipment not necessary for Coast Guard operation of the facility (e.g., dishes, linens, etc.).</li><li>• If the facility is transferred to the Coast Guard, miscellaneous items (such as those listed above) left onboard should be included in the survey and inventory. If a loss occurs, the facility owner may not receive compensation from the Coast Guard for the miscellaneous items.</li></ul>
<b>D.4. Coast Guard Service</b>	A facility offered under the above procedures will remain an Auxiliary facility until Coast Guard authority orders it placed into Coast Guard service.



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**D.5. Joint Survey  
Upon Return**

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

- The owner(s) and the Coast Guard representative must make note of all discrepancies between the original and return survey and inventory. Any problem areas not resolved on the spot must be submitted as a claim for investigation (see *Section D* of *Chapter 2*).
  - The Coast Guard representative must take all necessary precautions to protect the interests of both the owner(s) and the United States.
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## Section E. Facility Inspection

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**Introduction** Patrol orders will not be issued to a facility that does not have a current inspection. The OIA must ensure each facility is currently inspected and displays the appropriate type of facility decal(s) before orders are issued. Only facilities with a current inspection may display any Auxiliary flag, insignia, or decal. See *Chapter 3* for details on flag and insignia display. Facilities must be inspected and a new offer for use must be completed on an annual basis. A facility shall be deemed to have a current inspection if no more than one year plus 45 days have lapsed since passing its last inspection. This guidance supercedes the *Auxiliary Vessel Examiner Manual*, COMDTINST M16796.2 (series). Facilities not “offered for use” are not entered into AUXDATA.

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**E.1. Inspection Prior to Coast Guard Custody** Before the Coast Guard assumes custody and control of an Auxiliary facility, the Operational Commander must direct a Coast Guard officer or petty officer to inspect the facility offered.

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**E.2. Vessels** Only a certified Vessel Examiner (VE) may conduct vessel facility inspections. VEs must conduct facility inspections in accordance with current standards. The VE may claim credit in AUXDATA for the inspection regardless of the results.

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**E.3. Vessel Equipment Requirements** Specific equipment requirements for all Auxiliary surface facilities are found in the *Auxiliary Vessel Examiner Manual*, COMDTINST M16796.2 (series), and Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003) (see *Appendix E*). The Director sets equipment requirements for special purpose facilities. Directors may require additional equipment based on the operational needs of their area.

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**E.4. Aircraft** See *Section D of Annex 2* for details on aircraft inspection requirements.

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**E.5. Radios** See *Section D of Annex 4* for details on radio station inspection requirements.

**NOTE** 

Radio equipment installed on vessels and aircraft is associated vessel or aircraft equipment.

**NOTE** 

The initial and each annual inspection must be conducted by an appropriate vessel examiner or aircraft inspector. Inspectors must report inspection findings on the current version of the correct inspection form.






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## Section F. Auxiliary Unit Vessel Requirements

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<b>Introduction</b>	Auxiliary owned unit vessels must adhere to the same requirements similar facilities meet. This includes being inspected, being offered for use (and being accepted by the Director) as a facility, submitting a “non-owner” use authorization, and using the appropriate markings (including the display of the facility decal). All required documents (e.g., Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003), Non-Owner Use Authorization, etc.) shall be signed by the Auxiliary unit commander on behalf of the unit that was given the facility. Coast Guard owned vessels specifically made available for Auxiliary use remain Coast Guard vessels. Coast Guard vessels do not need to be offered for use nor display the facility decal. The provisions of this paragraph do not apply to boats owned by corporations, whether controlled by Auxiliarists or not.
<b>F.1. Authorized Missions</b>	Auxiliary unit vessels may only be used for Coast Guard, or Coast Guard Auxiliary missions as authorized by Commandant. This includes transportation to and from maintenance or repair facilities. Appropriate patrol orders must be issued by the OIA. These facilities may not be used under any other circumstance or for any other purpose.
<b>F.2. Marking Requirements</b>	Auxiliary unit vessels must comply with the Auxiliary marking requirements outlined in <i>Section F</i> of <i>Chapter 3</i> . These markings shall be in lieu of any state or federal requirement for registration, documentation, numbering, or marking of boats.
<b>F.3. Liability Protection</b>	Auxiliary units are not required to carry personal, hull, or liability insurance. Hull insurance coverage is recommended for Auxiliary unit owned vessels during non-ALPHA status. Other governmental owned facilities (i.e., vessels owned by a state or political subdivision) must either carry private insurance or have a valid memorandum of understanding (MOU) with the owner of the vessel which holds the Coast Guard, the Auxiliary, and Auxiliary members harmless regarding the use and operation of the vessel.
<b>NOTE</b>	<i>Paragraph F.3</i> is a change from earlier manuals due to a statutory change that is reflected in <i>paragraph F.9</i> .
<b>F.4. Call Signs</b>	The Director must issue call signs for Auxiliary owned vessels. The Coast Guard call sign with “Auxiliary” prefix may be used for Coast Guard owned vessels assigned to an Auxiliary unit.
<b>F.5. Facility Status</b>	Auxiliary unit owned vessels shall be assigned a facility status (e.g., BRAVO-2, CHARLIE, etc.) at all times by the OIA, including winter storage.



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**F.6. Operational Limitation Standards**

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

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**F.7. Required Published Guidance**

The procedures governing the use of Coast Guard owned, Auxiliary operated vessels must be contained within a published Standard Operating Procedures (SOP) or Operational Order (OPORDER). This shall include the operating costs, dockage, and maintenance. The SOP or OPORDER should also specify the Auxiliary unit's responsibility and include such matters as operating restrictions, minimum and maximum crew levels, optional equipment, call signs, and facility status (e.g., BRAVO-2, CHARLIE, etc.).

**NOTE** 

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

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**F.8. Electronic Equipment**

Radios and other electronic equipment owned by Auxiliary units and used on an Auxiliary unit vessel do not require Federal Communications Commission (FCC) licenses.

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**F.9. Coast Guard Duty**

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

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## Section G. Responsibilities of Directors

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<b>Introduction</b>	This section describes the responsibilities and authority of Directors. The responsibilities and authority contained in this section may only be delegated to other members of the Director’s staff, except as noted in <i>paragraph G.6</i> of this section.
<b>G.1. Special Purpose Facilities</b>	<p>If special purpose facilities are accepted and authorized for use, the Director must publish policy, procedures, or requirements covering such use unless covered by national program requirements. The following areas should be covered:</p> <ul style="list-style-type: none"> <li>• Operation (Auxiliary call sign, when use is authorized, operating limitations, setting facility operational limitation standards, etc.).</li> <li>• Crew (physical, qualification, and crew numbers, etc.).</li> <li>• Equipment (communications, safety, clothing, survival, etc.) as required by operating conditions in each district.</li> </ul>
<b>G.2. SAR Assistance Policy</b>	The Director must ensure each certified operator is aware of and has access to the <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)</i> , COMDTINST M16130.2 (series).
<b>G.3. Certifications</b>	The Director must verify both the qualifications of Auxiliarists and their facilities relocating to their district/region prior to certifying those Auxiliarists or accepting their facilities (see the <i>Auxiliary Boat Crew Training Manual</i> , COMDTINST M16794.51 (series), <i>Chapter 4, paragraph A.8</i> ).
<b>G.4. Facility Inspection and Offer for Use Form</b>	The Director must ensure that the OIA is provided a copy of the appropriate Facility Inspection and Offer for Use Form (see <i>Appendix E</i> ) for each facility.
<b>G.5. Aviation Program</b>	Working with the District Commodore, the Director must establish a District Aviation Board (DAB) and a Flight Examining Board (FEB), a subset of the DAB. This shall be done in accordance with <i>Auxiliary Aviation Program</i> , COMDTINST 16798.1. Directors and Air Station Commanding officers are encouraged to work together to capitalize on the benefits of the Auxiliary squadron concept.
<b>G.6. Re-Delegation of Authority</b>	<p>Directors are authorized to re-delegate any authority contained in this manual, consistent with district policy, to other members of the Coast Guard or to members of the Auxiliary except the following:</p> <ul style="list-style-type: none"> <li>• The authority to accept vessels, aircraft, and radios as facilities may only be delegated to other paid government employees of the Director’s staff.</li> <li>• The authority contained in <i>paragraph L.4</i> of this chapter to consider physical capabilities when certifying Auxiliarists for specific operational roles may only be delegated to the operations training officer (OTO).</li> </ul>



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- The authority contained in *paragraph E.17 of Chapter 4*, to establish policy, procedures, and requirements for the use of operational support equipment may not be delegated.
  - The responsibility contained in *Chapter 5* to publish an OPORDER concerning the staffing of any authorized Auxiliary station or Auxiliary detachment may only be delegated to a Coast Guard unit commander.
  - The authority to designate specific Auxiliary aviators to perform aircraft facility inspections may be delegated to the OTO (see *paragraph D.2 of Annex 2*). This does not authorize an OTO to conduct inspections.
  - The authority to suspend, remove, rescind, or downgrade an Auxiliarist's qualifications or certifications in the operations program may only be delegated to the OTO.
  - The authority to appoint Auxiliarists as members to the DAB or as members to the FEB may not be delegated.
  - The authority to grant a waiver of specific requirements in the Operations Program may only be delegated to the OTO.
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## Section H. Responsibilities of the Order-Issuing Authority

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<b>Introduction</b>	This section describes the responsibilities of the OIA.
<b>H.1. Auxiliary Capabilities</b>	The OIA shall become familiar with and utilize Auxiliary capabilities in their respective areas to the maximum extent possible.
<b>H.2. Call-Out List</b>	The OIA shall maintain an updated call-out list of qualified Auxiliarists.
<b>H.3. Orders</b>	The OIA shall issue orders to Auxiliarists for authorized activities (see <i>Section A of Chapter 2</i> ).
<b>NOTE</b>	Whenever an Auxiliary aircraft is being considered for SAR response, the OIA must notify the SAR mission coordinator.
<b>H.4. Proper Uniform</b>	The OIA shall ensure Auxiliarists are in the proper Auxiliary uniform at all times when accomplishing operational missions. The wearing of hypothermia protective suits and other personal protective equipment (PPE), when required, constitutes a “proper” uniform.
<b>H.5. Personal Protective Equipment</b>	The OIA shall ensure Auxiliarists have appropriate PPE prior to issuance of orders (see <i>Section E of Chapter 4</i> ).
<b>H.6. Crew Fatigue</b>	The OIA shall ensure established crew fatigue standards are observed (see <i>paragraph E.8 of Chapter 4</i> ).
<b>H.7. Operational Limitation Standards</b>	The OIA shall ensure compliance with facility operational limitations and apply risk management principles in mission planning and execution. If necessary, the OIA shall establish additional operational limitation standards for the area of responsibility (AOR).
<b>H.8. Re-Delegation of Authority</b>	Consistent with district policy, unit commanders are authorized to re-delegate any authority contained in this manual (note restrictions in <i>paragraph G.6</i> of this chapter), dealing with the support or use of Auxiliary operations, to other members of the Coast Guard or the Auxiliary.






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## Section I. Responsibilities of Facility Owners

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<b>Introduction</b>	This section describes the responsibilities of facility owners.
<b>I.1. Facility Inspection Cycle</b>	Surface facilities shall be inspected annually. Owner(s) shall submit an offer for use for each facility each year to the Director. The Director must accept the offer before use of a facility may occur. The inspection will expire 12 months after the acceptance of the facility. The Coast Guard’s liability umbrella will not cover Auxiliarists who use facilities without receiving an approved Offer for Use Form (see <i>Section C</i> of this chapter) from the Director. Radio facilities shall be inspected in accordance with <i>Annex 4</i> . Aircraft facilities shall be inspected in accordance with <i>Section D</i> of <i>Annex 2</i> .
<b>I.2. Proof of Ownership</b>	A facility owner shall provide the inspector proof of ownership as outlined in <i>Sections B</i> and <i>C</i> of this chapter. The owner must present this documentation at the initial inspection and at each subsequent inspection.
<b>I.3. Facility Maintenance</b>	A facility owner shall maintain the facility with all required equipment in good working condition.
<b>I.4. Significant Changes in Status</b>	A facility owner shall immediately advise the Director of any significant changes to the offer for use, the non-owner use authorization, the facility, or its associated equipment. The owner must inform the Director of these changes by submitting an updated Facility Inspection Form.
<b>I.5. Selling the Facility</b>	A facility owner shall remove all Auxiliary decals before selling a facility and shall notify the Director upon completion of the sale.
<b>I.6. Operational Limitations</b>	A facility owner shall recommend operational capabilities and limitations on the appropriate Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003, CG-2736A/ANSC-7004, or ANSC-7005) (see <i>Appendix E</i> ) prior to acceptance as a facility. However, the facility will never be assigned to duty in conditions that exceed the limitations set by the OIA.
<b>I.7. Aborted Missions</b>	A facility owner shall abort a mission when any situation pertaining to the facility or crew may adversely affect the safety of the mission. The facility owner shall immediately notify the OIA of the reason and the action being taken to remedy the situation. Proper risk assessment and management is key to operational success.






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## Section J. Responsibilities of Facility Operators

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<b>Introduction</b>	This section describes the responsibilities of facility operators.
<b>J.1. Crew</b>	A facility operator shall ensure at least the minimum number of qualified crew is onboard (see <i>paragraph N.2</i> of this chapter).
<b>J.2. Personal Protective Equipment</b>	A facility operator shall ensure only authorized personnel are onboard, in the proper uniform, and wearing personal flotation devices (PFDs) or hypothermia protective clothing/PPE, as required (see <i>paragraphs E.12</i> and <i>E.15</i> of <i>Chapter 4</i> ).
<b>J.3. Kill Switch</b>	A coxswain shall ensure kill switches are operable and utilized at all times while underway on vessels so equipped.
<b>J.4. Patrol Orders</b>	A facility operator shall ensure the facility is properly equipped and patrol orders have been issued prior to order execution (see <i>Section A</i> of <i>Chapter 2</i> ).
<b>J.5. Crew Capability</b>	A facility operator shall ensure all crew members are capable of performing the mission (see <i>Section L</i> of this chapter).
<b>J.6. Crew Fatigue</b>	A facility operator shall comply with crew fatigue standards (see <i>paragraph E.8</i> of <i>Chapter 4</i> and <i>paragraph B.2</i> of <i>Annex 1</i> ).
<b>J.7. Mission Requirements</b>	A facility operator shall comply with operational mission requirements (see <i>paragraph A.15</i> of <i>Chapter 4</i> ) and operational limitations.
<b>J.8. Risk Management</b>	A facility operator shall assume responsibility for supervising and safely carrying out the ordered mission in accordance with current Coast Guard policy, team coordination training, and principles of risk management.
<b>J.9. Aborted Missions</b>	A facility operator shall abort a mission when any situation pertaining to the facility or crew will adversely affect the safety of the mission and cannot be mitigated. The facility operator shall immediately notify the OIA of the reason and the action being taken to remedy the situation.






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## Section K. Responsibilities of Auxiliary Staff Officers

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<b>Introduction</b>	This section describes the responsibilities of Auxiliary Staff officers.
<b>K.1. Functional Supervision and Oversight</b>	The Flotilla Staff officers, under the supervision and authority of the FC and vice commander, have functional supervision of their respective operational activities of the flotilla. The FC, as the senior leader in the flotilla, is ultimately responsible for the direct oversight and supervision of applicable Auxiliary operational activities within the flotilla. Division and District Staff officers, under the supervision of their unit elected and appointed leaders, have functional oversight and supervisory authority for Auxiliary operations taking place within their respective programs.
<b>K.2. Directives Compliance</b>	Although Auxiliary operational activity requires the issuance of orders by an OIA, Auxiliary Staff officers and unit elected and appointed leaders have the responsibility and obligation to ensure Auxiliarists participating in the operations program comply with all appropriate directives. These leaders are the persons with direct knowledge of the Auxiliary operation's program within their units. It is also these leaders' responsibility, together with all member training staff officers, to ensure Auxiliarists participating in the operations program are properly certified and maintain their respective currency maintenance requirements. They must also ensure facilities are properly inspected and equipped.
<b>K.3. Aborted Missions</b>	In addition to the operator, Auxiliary Operations Staff officers and unit elected and appointed leaders have the responsibility and authority to abort any ordered mission. This should be done in the event they become aware of any situation pertaining to the facility or crew that may adversely affect the safety of the mission. The person aborting a mission shall immediately notify the OIA of the reason and the action being taken to remedy the situation. The OIA shall determine whether the mission should proceed with another resource or be canceled. When appropriate, the leader aborting the mission shall report the matter through the chain of leadership to the Director.
<b>K.4. Non-Operational Facilities</b>	The district commodore shall be responsible for accepting and tracking non-operational facilities. The duties of this responsibility may be delegated as appropriate within the Auxiliary. Directors are not responsible for tracking or maintaining files with respect to non-operational facilities. Non-operational facilities may not participate in any official operational activity or patrol. These facilities shall not be entered into AUXDATA.






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## Section L. Physical Requirements

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<b>Introduction</b>	There are no specific physical standards for participating in Auxiliary surface or radio operations. However, Auxiliarists must have demonstrated the ability to successfully accomplish each qualifying task found in applicable qualification guides and, in a broader sense, demonstrated the mobility and endurance necessary to perform in a challenging and often stressful environment. Each Auxiliarist is charged with an ongoing responsibility to use good judgment and common sense when evaluating their continuing ability to carry out their assignments. Each individual's responsibility to exercise sound judgment requires each operator or crewmember, prior to departing on an ordered mission, to evaluate their own physical status and decline orders when unable to perform the required duties or when a physician has advised a condition exists which may preclude reliable and safe performance. This policy is not an attempt to establish either a requirement or an expectation for a person to schedule a physical exam solely for the purpose of evaluating physical capabilities. This policy is intended to ensure the safety of the member, the crew, the facility, and the public.
<b>L.1. Health Concerns</b>	In the event a crew member becomes aware of a physical or mental condition in one of the other crew members or in himself/herself, which may jeopardize the safety of the mission, said person has a responsibility for immediately bringing the condition to the attention of the coxswain, FC, and Director via the chain of leadership and the OIA. The Director may inquire into the circumstances.
<b>L.2. Supplementing Active Duty Crews</b>	Individual Auxiliarists, desiring to augment Coast Guard boat or air crews, are required to meet the same physical standards for those specific crew positions as their Coast Guard active duty counterparts in accordance with the <i>U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II</i> , COMDTINST M16114.33 (series) and the <i>Coast Guard Air Operations Manual</i> , COMDTINST M3710.1 (series).
<b>L.3. Auxiliary Aviators</b>	See <i>Section B of Annex 1</i> .
<b>L.4. Director Responsibility</b>	The Director must consider any known physical limitations before certifying Auxiliarists for specific operational roles.
<b>L.5. Crew of Coast Guard Owned Boats Authorized for Auxiliary Use</b>	Since Coast Guard owned boats authorized for Auxiliary use are considered to be Auxiliary facilities, physical requirements are the same for crews and coxswains of privately owned facilities. This does not preclude the Director or OIA from promulgating policy to establish reasonable physical requirements for Auxiliarists who operate or crew Coast Guard owned boats authorized for Auxiliary use.






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## Section M. Crew Certification

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<b>Introduction</b>	This section contains policy for crewing Auxiliary vessels and describes the requirements for Auxiliarists to remain certified.
<b>M.1. Crew Position</b>	<p>Qualified Auxiliarists may crew, including the coxswain position:</p> <ul style="list-style-type: none"> <li>• Any Auxiliary vessel accepted as an operational facility.</li> <li>• Any government or corporation owned vessel that has been accepted for use as an operational facility.</li> <li>• Coast Guard owned boats authorized by Commandant (G-OCS) to be specifically for Auxiliary use.</li> </ul>
<b>M.2. Currency Maintenance</b>	<p>An Auxiliarist certified for a specific level in an Auxiliary operations program must complete currency maintenance tasks and workshop requirements, as applicable, to remain certified.</p> <ul style="list-style-type: none"> <li>• Boat Crew currency requirements are contained in the <i>Auxiliary Boat Crew Training Manual</i>, COMDTINST M16794.51 (series) and <i>Auxiliary Boat Crew Qualification Guide, Volumes I-III</i>, COMDTINST M16794.52, .53, .54 (series).</li> <li>• Air crew currency maintenance requirements are contained in <i>Section C of Annex 2</i>.</li> </ul>
<b>M.3. Failure to Complete Currency Maintenance</b>	Auxiliarists failing to complete currency maintenance requirements in the time allotted will have their certification lapse and will not be issued orders or be permitted to act as required crew on a mission.
<b>M.4. Voluntary Downgrade</b>	An Auxiliarist, in either the Boat Crew or Aviation programs, may at any time voluntarily downgrade to the next lower qualification level. Auxiliarists must notify their Director in writing if they voluntarily downgrade their qualification level. The Director may prescribe the manner to request a qualification downgrade.
<b>M.5. Coast Guard Certification</b>	To be certified by Coast Guard units to augment Coast Guard active duty assets and to remain current, Auxiliarists must be Basically Qualified (BQ) and meet Coast Guard active duty qualification, certification, and maintenance standards.






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## Section N. Minimum Crew Requirements

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

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**N.1. Aircraft** Minimum crew requirements for aircraft are provided in *Section I of Annex 1*.

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**N.2. Boats** Minimum crew requirements for boats shall be:

- Coxswain and
- Specified minimum number of crewmembers, who may be certified crewmembers of the Coast Guard (see **Table 1-1**). Coxswains cannot substitute trainees for any of the crew requirements on surface facilities.

**Table 1-1**  
**Minimum Crew Requirements**

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

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**N.3. Personal Watercraft** PWCs require only one certified coxswain.

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**N.4. Waivers** Waivers to the minimum crew requirements may be granted by the DIRAUX in cases where the OTO is satisfied that a smaller crew can safely operate the facility. All waivers must be in writing and must be specific to each facility and describe the precise conditions under which the waiver applies. A waiver shall not be granted to allow single-handed operation of an Auxiliary vessel while conducting Auxiliary missions.

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**N.5. Additional Requirements** Notwithstanding the requirements found above, the OIA may impose additional crewing requirements taking into account the facility size and capabilities, mission, crew experience, and environmental factors.

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