



ELIGIBILITY REQUIREMENTS FOR ELECTED OFFICE IN THE UNITED STATES COAST GUARD AUXILIARY

In order to develop strong leadership, the Auxiliary has certain eligibility requirements for Members running for elected office. The following pages list those requirements for each elected position in the Coast Guard Auxiliary.

This list is not meant to “scare” anyone from running for office. Because of our small membership in District 17 we will work with anyone who aspires to become a leader, helping them in whatever way we can to accomplish the necessary tasks on this list. In some cases, an extension to accomplish a task may be granted.

Logically, the Member will need to have passed the initial background check and be officially sworn in as a Member of the United States Coast Guard Auxiliary.

Knowing some of the basics of the organization is a necessity to becoming a good leader. The Administrative Procedures Course (APC) is an open book test found on the National Testing website that will help the Member understand some of the basics of the Auxiliary. Based on the Auxiliary Manual, it will also help you learn where to find answers to questions that are brought to the leaders by the membership.

It would also be logical that taking an active part in one of the Auxiliary programs would help provide valuable insight on how the organization operates.

Why would I need ICS courses to be an elected leader in the Auxiliary? When there is a major event that requires a large scale response from the Coast Guard and possibly other state, federal and municipal organizations, they use the Incident Command System (ICS) to structure and coordinate their efforts. As a leader of a Flotilla, Division or the District we may be called upon to help in such a situation so it is important to have a basic understanding of how the Coast Guard will respond to the incident. The ICS courses, found on the FEMA Independent Study website are not difficult, and may also benefit the Member in their everyday life.

So when you break it down the eligibility requirements for elected office in the Coast Guard Auxiliary are not that overwhelming. It is our job as leaders to help groom future leaders to ensure the survival and strength of the organization.

Please work with your Members to help prepare them for the leadership roles in your Flotilla and beyond.

THANK YOU!

Noreen Folkerts, DCP-1

Flotilla Commander (FC)

- Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA; and,
- Must be a member of the Auxiliary for one year prior to date of election (the time that an individual is in AP status awaiting a PSI determination counts for this purpose); and,
- Must, by the date of nomination, successfully complete the Administrative Procedures Course (APC); and,
- Must, by the date of nomination, successfully complete IS 100 and IS 700 courses; and,
- Must, by the date of nomination, be a member of the Flotilla to which they seek elected office; and,
- Must, by the date of nomination, meet one of the following requirements:
 - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
 - Have served as a staff officer or elected officer at any organizational level for two years; or,
 - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

Vice Flotilla Commander (VFC)

- Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA; and,
- Must be a member of the Auxiliary for one year prior to date of election (the time that an individual is in AP status awaiting a PSI determination counts for this purpose); and,
- Must, by the date of nomination, successfully complete one of the following: Administrative Procedures Course (APC); and,
- Must, by the date of nomination, successfully complete IS 100 and IS 700 courses; and,
- Must, by the date of nomination, be a member of the Flotilla to which they seek elected office; and,
- Must, by the date of nomination, meet one of the following requirements:
 - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
 - Have served as a staff officer or elected officer at any organizational level for two years; or,
 - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

Division Captain (DCP)

- Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA; and,
- Must, by the date of assuming office, have completed a regular term of office as FC; and,
- Must, by the date of nomination, successfully complete IS 200 and IS 800 courses; and,
- Must, by the date of nomination, be a member of a Flotilla within the Division to which they seek elected office; and,
- Must, by the date of nomination, meet one of the following requirements:
 - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
 - Have served as a staff officer or elected officer at any organizational level for the previous year; or,
 - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

Division Vice Captain (VCP)

- Must, by the date of nomination, have a Favorable OS PSI determination recorded in AUXDATA; and,
- Must, by the date of assuming office, have completed a regular term of office as FC; and,
- Must, by the date of nomination, successfully complete IS 200 and IS 800 courses; and,
- Must, by the date of nomination, be a member of a Flotilla within the Division to which they seek elected office; and,
- Must, by the date of nomination, meet one of the following requirements:
 - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
 - Have served as a staff officer or elected officer at any organizational level for the previous year; or,
 - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

District Commodore (DCO)

- Must, by the date of assuming office, submit a complete DO PSI package to the Director; and,
- Must, by the date of assuming office, have completed a regular term of office as VCO or RCO; and,
- Must, by the date of nomination, be a member of a Flotilla within the District to which they seek elected office; and,
- Must, by the date of nomination, meet one of the following requirements:
 - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
 - Have served as a staff officer or elected officer at any organizational level for the previous year; or,
 - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

District Vice Commodore (VCO)

- Must, by the date of assuming office, submit a complete DO PSI package to the Director; and,
- Must, by the date of assuming office, have completed a regular term of office as DCP; and,
- Must, by the date of nomination, be a member of a Flotilla within the District to which they seek elected office; and,
- Must, by the date of nomination, meet one of the following requirements:
 - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
 - Have served as a staff officer or elected officer at any organizational level for the previous year; or,
 - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

District Rear Commodore (RCO)

- Must, by the date of assuming office, submit a complete DO PSI package to the Director; and,
- Must, by the date of assuming office, have completed a regular term of office as DCP; and,
- Must, by the date of nomination, be a member of a Flotilla within the geographic sub-region or organizational area to which they seek elected office (e.g. – RCO-North, RCO-East, RCO-Sector Grand Bay); and,
- Must, by the date of nomination, meet one of the following requirements:
 - Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.; or,
 - Have served as a staff officer or elected officer at any organizational level for the previous year; or,
 - Have twenty-five (25) hours of documented activity in Auxiliary programs or mission areas that are authorized in Auxiliary Manual section 2.B. and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

National Commodore (NACO)

- Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA; and,
- Must, by the date of assuming office, be serving in the second year of a regular term as NAVCO, ARCO, or DCO, or be a past DCO who has completed a regular term as NAVCO, ARCO, or DCO; and,
- Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.

National Vice Commodore (NAVCO)

- Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA; and,
- Must, by the date of assuming office, be serving as ARCO or DCO in the second year of a regular term of office, or be a past DCO who has completed a regular term as DCO; and,
- Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.

Area Commodore (ARCO)

- Must, by the date of nomination, have a Favorable DO PSI determination recorded in AUXDATA; and,
- Must, by the date of assuming office, be serving as DCO in the second year of a regular term of office, or be a past DCO who has completed a regular term as DCO; and,
- Must, by the date of nomination, be a member of a Flotilla within the Area to which they seek elected office; and
- Must, by the date of election, be certified by the Chief Director as being currently qualified in one of the Auxiliary programs or mission areas as defined in Auxiliary Manual sections 8.B.2.-8.B.7.