

Great news!

8/10/07

Because of the recent backlog at SECCEN and the delays in receiving timely background check results for new members, PCX has revised the policy for what an AP member can and cannot do. This is to help with the retention of AP members.

I would like to also report that SECCEN has, in the last month, made great strides in processing and completing PSI packages and with this, D17 has seen 23 new full members in the month of July 2007!

Please read the attached document, there are a lot of changes but some rules also remain in effect.

Please share this information with flotilla membership and keep the APs involved!

Thank you!

Lori Cook

D17 Assistant Director of Auxiliary

From Chief Director's Office:

For all, for info - the attached document contains revised Auxiliary policies for Auxiliarists in Approval Pending (AP) status (i.e. - new enrollees who are awaiting the outcome of their PSI) - it reflects input/guidance from and review by the Auxiliary National Executive Committee (NEXCOM), three Directors of Auxiliary (one per Auxiliary area), the CG Office of General Law (CG-0944), the CG Office of Claims and Litigation (CG-0945), the CG Office of Security Policy and Management (CG-86), and the CG Security Center. The Chief, Office of Auxiliary (CG-3PCX) has approved these policies, they are effective immediately, and they shall be incorporated into the next change to the Auxiliary Manual.

These policies reasonably and prudently capitalize on the enthusiasm of Auxiliary enrollees and maximize their program involvement in Auxiliary program activities while their PSI packages are processed to completion.

A snapshot of major changes follows:

- AP Auxiliarists may now qualify and conduct missions in most Auxiliary programs (e.g. - they may qualify as an Auxiliary vessel examiner or instructor) - boundaries are drawn at not authorizing them to qualify as coxswains (though they can perform all underway tasks and qualify as boat crew members), nor qualify as any of the five Auxiliary air program competencies (e.g. - pilots, air observers - this means that they are still not authorized to perform any airborne qualification tasks) - they are also specifically prohibited from conducting public education courses on their own and from performing public affairs/outreach missions on their own;

- specific emphasis is placed on proper assignment to duty / scope of employment / abiding by CG governing policies in order to warrant available liability & injury coverage;

- AP Auxiliarists can now vote in Flotilla matters, wear uniforms, hold elected/appointed office (subject to waiver by DIRAUX), operate government vehicles & tow government equipment (if accompanied by a vetted Auxiliarist), count toward Flotilla & Detachment establishment, offer their vessels and aircraft for use by the CG; and

- AP Auxiliarists are not authorized ID cards, CAC cards, MWR access, CG Mutual Assistance access.

One special consideration: since AP Auxiliarists now "gain" much more than they had before...they also stand to "lose" more if their PSI comes back Unfavorable - previous policy was constructed recognizing that AP Auxiliarists had virtually nothing to lose if their PSI came back Unfavorable and they underwent the appeal/adjudicative process with SECCEN - that is no longer the case...AP Auxiliarists can be qualified and active in several programs before receiving notification of an Unfavorable PSI determination - provision 1b of the attached document addresses this - it allows the Director to suspend all certifications / duties of office / membership privileges while an AP Auxiliarist's Unfavorable PSI is appealed and adjudicated - this is consistent with the action a Director can/should take when any other Auxiliarist's action can

result in disenrollment (i.e. - temporary suspension action) - the only difference is that there is no allowance for appeal of such suspension by the AP Auxiliarist to the Director's supervisor (usually the District Chief of Prevention) - the AP Auxiliarist will continue to be entitled to the due process of PSI appeal/adjudication with SECCEN.

Finally, there will have to be some changes made to AUXDATA to accommodate these policy changes - the biggest change will entail creating a mechanism to capture the fact that an AP Auxiliarist has completed a boating safety course (which is a pre-requisite for qualification in any Auxiliary program) - we expect an appropriate AUXDATA change to be placed in effect in about two weeks.

Steve Minutolo
Office of Auxiliary
Chief, Administration and Policy Division (CG-3PCX-1)

REVISED POLICIES FOR AUXILIARISTS IN APPROVAL PENDING (AP) STATUS

10 AUG 07 from G-PCX, Steve Minotulo

1. Member Status and AUXDATA Entries:

- a. Auxiliarists in AP status shall remain in such status, as reflected by AUXDATA, until receipt of a Favorable PSI determination. At that point, the Director shall make the change to AUXDATA to reflect the Auxiliarist's new, most appropriate member status.
- b. If an Auxiliarist in AP status receives an Unfavorable PSI determination, then the appeal and adjudicative processes described in section 3.C. of the Auxiliary Manual apply. Additionally, the Director may suspend any and all certifications, duties of office (elected and appointed) and/or membership and its privileges for such Auxiliarist throughout the appeal and adjudicative process until their final outcome, consistent with provisions described in sections 3.I.1. thru 3.I.4. of the Auxiliary Manual. No avenue of appeal of such suspensions shall be afforded an Auxiliarist in AP status who is subject to these circumstances.
- c. Auxiliarists in AP status shall be regarded as any other Auxiliarists in IQ, BQ, or AUXOP status in terms of counting on Auxiliary membership rosters at any organizational level. This includes counting toward Flotilla membership requirements and for the purpose of meeting minimum membership thresholds to establish a new Flotilla or Flotilla Detachment.
- d. AUXDATA entries may be made as they are reported for Auxiliarists in AP status just as they may be made as reported for any other Auxiliarists in IQ, BQ, or AUXOP status.
- e. The base enrollment date for an Auxiliarist in AP status shall coincide with the date of issue of their EMPLID.

2. Organizational Assignments and Authorities:

- a. Auxiliarists in AP status shall be recognized as employees of the Coast Guard for the purposes of all liability and worker's compensation coverage provisions afforded through the Coast Guard, provided they:
 - (1) are assigned to duty by appropriate Coast Guard order issuing authority;
 - (2) act within the scope of employment during such assignment; and,
 - (3) abide by the governing policies established by the Commandant of the Coast Guard.
- b. Auxiliarists in AP status should be strongly encouraged to attend meetings and fellowship events to learn about Auxiliary organization, policies, procedures and programs.
- c. Auxiliarists in AP status may provide direct administrative support to Coast Guard units but must have the concurrence of the command to do so. Auxiliary Unit Liaison Officers

are specifically tasked with ensuring that the command and Director are advised in advance of any Auxiliarists in AP status who desire to do so and that appropriate arrangements for recurring access are made.

- d. Auxiliarists in AP status are not authorized to run for, accept nomination for, or hold any elected office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.
- e. Auxiliarists in AP status are not authorized to accept or hold any appointed staff office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.
- f. Auxiliarists in AP status must pay dues as part of their enrollment. Payment shall be by check which will be held by the Flotilla until the PSI is complete. In the event of an Unfavorable PSI determination that leads to disenrollment, the check shall be returned to the individual.
- g. Auxiliarists in AP status may vote in any Flotilla matter.
- h. Auxiliarists in AP status are not authorized access to the Coast Guard's Mutual Assistance program nor direct participation in the Coast Guard Morale, Well-being, and Recreation program.

3. ID Cards and EMPLIDs:

- a. Auxiliarists in AP status shall be issued EMPLIDs as part of the approval of their enrollment packages by respective Directors.
- b. Auxiliarists in AP status are not authorized to be issued an Auxiliary ID card. They may only receive an Auxiliary ID card upon receipt of a Favorable PSI determination.
- c. Auxiliarists in AP status may not be issued a Common Access Card (CAC). By definition of CAC authorization terms, an Auxiliarist must have received a Favorable OS PSI determination and have submitted the appropriate NAC package in order to be authorized CAC issuance.
- d. Auxiliarists in AP status should never be placed in the position of having to attempt to gain access to a Coast Guard facility alone. All due effort shall be made by mentors and Auxiliary leaders to ensure that whenever Auxiliarists in AP status may have need to gain access to a Coast Guard facility, they have an Auxiliarist in IQ, BQ, or AUXOP status to escort them.

4. Uniforms, Awards, and Ceremonies:

- a. Auxiliarists in AP status are authorized to obtain and wear Auxiliary uniform items to the extent that applicable policies allow. Recognizing that Auxiliarists in AP status will not have ID cards, their ability to make purchases at point-of-sale venues like Coast Guard exchanges and DoD uniform shops will be understandably restricted. Online and mail order services that require an EMPLID should be their principal means of uniform procurement.
- b. Auxiliarists in AP status may be administered the Pledge for New Members and presented with a membership certificate at an appropriate time and venue.
- c. Auxiliarists in AP status may fly the Auxiliary ensign.
- d. Auxiliarists in AP status may earn and wear appropriate Auxiliary and Coast Guard awards if they meet established award criteria. Appropriate AUXDATA entries shall be made to reflect these awards.
- e. Auxiliarists in AP status may participate on Auxiliary committees (e.g. – Flotilla Change of Watch committee).
- f. Auxiliarists in AP status may participate in Auxiliary ceremonial events (e.g. – Emcee of a Change of Watch; member of an Auxiliary color guard).

5. Auxiliary Courses and Test Administration:

- a. Auxiliarists in AP status are authorized to take any and all Auxiliary courses. Flotillas may provide essential course materials to Auxiliarists in AP status in order to facilitate learning as they would for any other Auxiliarists in IQ, BQ, or AUXOP status.
- b. Auxiliarists in AP status are authorized to take any and all end-of-course exams associated with these courses.
- c. Auxiliarists in AP status may be presented the corresponding course completion certificates in appropriate ceremonial venues upon successfully completing all course requirements.
- d. Test results may be entered in AUXDATA for Auxiliarists in AP status as test results are similarly entered for any other Auxiliarists in IQ, BQ, or AUXOP status.

6. Training, Qualifications, and Activities:

- a. Auxiliarists in AP status may train in any program like any other Auxiliarists in IQ, BQ, or AUXOP status. This includes mentor assignments, workshop attendance, and enrollment in Coast Guard or Coast Guard Auxiliary C-schools. However, they may not displace any Auxiliarists in IQ, BQ, or AUXOP status who desire to participate in any training venue.
- b. Successful completion of any one of the boating safety courses prescribed in Chapter 8.B.1. of the Auxiliary Manual remains a pre-requisite for qualification in Auxiliary programs. Auxiliarists in AP status must successfully complete any one of those boating safety courses in order to so qualify.
- c. Auxiliarists in AP status may perform and have signed-off all tasks that must be completed to earn qualification in any program, with the exception of those aviation competency tasks that must be performed in an airborne facility.
- d. Auxiliarists in AP status may be qualified by the Director or appropriate qualifying authority in any program except as Coxswain in the boat crew program and as any of the aviation program competencies (i.e. – Aircraft Commander, First Pilot, Co-Pilot, Air Crewman, Air Observer). Pursuant to such qualification, Auxiliarists in AP status may engage and participate in Auxiliary programs with the following qualifiers:
 - (1) Auxiliarists in AP status who qualify as Instructors or as Marine Environmental Education Specialists (AUX-MEES) as part of the Auxiliary Trident program may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AUXOP status or an active duty supervisor while doing so.
 - (2) Auxiliarists in AP status who participate in Auxiliary public affairs/outreach events (e.g. – Coastie demonstration; public affairs booth) may do so in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AUXOP status or an active duty supervisor while doing so.
- e. An Auxiliarist who, for whatever reason, disenrolls or retires from the Auxiliary and then attempts to re-enroll without ever having obtained a Favorable PSI determination, shall be processed as any other Auxiliarist in AP status in terms of PSI processing. Although the re-enrollee may effectively resume certification at the corresponding point of currency maintenance, they must also pursue PSI determination like any other Auxiliarist in AP status. If the re-enrollee was certified in a program that requires a Favorable DO PSI determination, then an interim certification may be issued by the Director or operational commander while the DO PSI package is processed to completion.
- f. Auxiliarists in AP status may offer surface and air facilities for use, and have them accepted for use (including designation of authorized operators), with the understanding that they will not be able to operate them as a coxswain or pilot, respectively, until they have completed all applicable training and have received at least a Favorable OS PSI determination.

- g. Auxiliarists in AP status may offer personal vehicles for use, and have them accepted for use (including designation of authorized operators), for the purpose of towing government equipment, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AUXOP status or an active duty supervisor while engaged in such towing.
- h. Auxiliarists in AP status may be authorized by proper Coast Guard authority to use government vehicles to perform official business, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AUXOP status or an active duty supervisor while engaged in such use.
- i. Allowance for interim certifications remains in place. Specifically, Auxiliarists who have received a favorable OS PSI determination, have submitted the requisite DO PSI package, and have completed all training requirements for qualification in any of the aviation program competencies may be granted interim certification for such by the Director or appropriate qualifying authority pending receipt of a Favorable DO PSI determination.