



Appendix C. Policy for Electronic Projections and Related Presentations for Member Training

Introduction	New technology lends itself to the creation of training aids for the use of the Department of Training and Auxiliary units. Copyright concerns and issues regarding training aids are present, although for reasons different than PE materials. Creators of electronic projection media for use in MT need to be vigilant to the unintended infringement upon another's copyright. While creation and sharing of member training materials is acceptable, Auxiliarists must be careful to remain within Commandant policy, direction, and guidance, as well as within Auxiliary policies, to ensure materials present accurate and complete information to the Auxiliarists. Accordingly, the following policy statement is designed to assist Auxiliarists who create and distribute aids for MT.
C.1. Policy	Original material prepared by an Auxiliarist or an Auxiliary unit that is designed for distribution outside a district to other Auxiliarists or Auxiliary units for their use in MT should be reviewed by the DC-T, or designate, for accuracy, completeness, training technical aspects, standardized training objectives, copyright infringement, and applicability to the national organization prior to its distribution. DC-T shall promulgate departmental policy for such review. This effort is intended as a service to the originating Auxiliarist/Auxiliary unit, not as a limiting or preventing act. A DC-T review of the material prior to its distribution can avoid the harmful effects of inaccurate information being distributed, copyright infringement of other copyright interests; standardize training; and allow the collation and further dissemination of materials to a larger audience.
C.1.a. DC-T Review	Any training materials intended to be used or distributed nationally by the Auxiliary National Supply Center (ANSC) or AUXCEN are national training materials requiring review by DC-T. All other locally produced and disseminated supplemental materials may receive DC-T review. Regardless, all local supplemental training material, whether reviewed by DC-T or not, must retain technical accuracy and conform to current Coast Guard and Auxiliary standards and policies.
C.1.b. Material Release	Auxiliarists who wish to distribute MT materials to others within or outside their district must state in writing whatever copyright limits apply to this material, if any. Ideally, the materials should be released without any copyright interests claimed in the work and expressly allow its unrestricted use by both the Coast Guard and the Auxiliary.



C.2. Origination

Auxiliarists who create presentations may not use copyrighted material of others without express written permission from the copyright holder. Examples of items that may be copyright protected are text, illustrations, cartoons, and photographs printed in other publications. A written statement indicating that all releases have been secured must be forwarded to the DC-T along with the request for review, as appropriate.

Reviewed materials shall be indicated as, "Reviewed, DC-T USCGAUX" on each overhead or slide.

Any questions should be directed to the Department of Training or Legal Affairs, as appropriate, through the chain of leadership and management.
