



Chapter 6 Support and Basic Materials

Introduction This chapter provides a description of facilities and support programs available for use by the Auxiliary.

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Section A. General Services and Supplies

Introduction This section describes the general services and supplies that the Coast Guard provides for Auxiliary use.

A.1. Services The basic law that authorizes the Auxiliary also provides that Coast Guard resources and facilities may be employed in Auxiliary administration and operation, and certain appropriations may be made available for such purposes. The Coast Guard may provide the Auxiliary with use of:

- a. Available Coast Guard shore facilities for Auxiliary meetings and for conducting authorized educational and training programs.
 - b. Appropriate Coast Guard training aids and operational equipment such as (but not limited to) dewatering pumps, computers, fax machines, radios and pagers.
 - c. Services of Coast Guard personnel assigned to administrative, training, and educational activities.
 - d. Coast Guard Exchanges for the purchase of goods and services, except alcohol and tobacco products.
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A.2. Auxiliary National Supply Center – Granite City, IL (ANSC) The Coast Guard maintains the ANSC, which is operated at Government expense by a commercial contractor. Commandant (CG-5421) is the Contracting Officer's Technical Representative (COTR).

ANSC supplies Auxiliary units with a wide variety of training, recognition, administration, and program support materials. These materials include publications, forms, manuals, pamphlets, posters, CDs, and the initial issue of Auxiliary medals and awards.

Only materials approved by Commandant (CG-5421) may be stocked and distributed by ANSC. The ANSC shall notify Commandant (CG-5421) for approval before the initial distribution of any new item. Only Auxiliary unit elected leaders, National staff members, unit Materials Officers (MA), and Directors may place orders with the ANSC.

A.3. Auxiliary Center – St. Louis, MO (AUXCEN) The AUXCEN stocks Auxiliary flags, pennants, burgees, certain uniform accessories, and PE materials. These items are available for sale through district materials centers at conferences and by direct mail. Auxiliarists should not confuse the ANSC with the AUXCEN. The CGAuxA, Inc. operates the AUXCEN.



**A.4. Course
Materials**

The Chief Director reviews and approves all official Coast Guard Auxiliary PE course materials. CGAuxA, Inc. develops, prepares, prints, and supplies these items for Auxiliary use to conduct the PE program. These items are distributed through flotilla MA staff officers. CGAuxA, Inc. has copyrighted this material, with all rights reserved. CGAuxA, Inc., or its designated representative, must grant permission for use of this material on requests prior to its use outside the Auxiliary.



Section B. Government Property

Introduction	This section describes the Auxiliary's responsibilities for obtaining permission to use Government property and maintenance, once permission is granted.
B.1. Federal Real Property	An Auxiliary unit may be granted written permission for long-term use and occupancy of Federal real property (buildings and land). Use and occupancy must be for authorized Auxiliary activities. A District Commander must consider such use as necessary and desirable. The Auxiliary unit must follow all legal provisions for property use. Property in which the Coast Guard or another Federal agency has the title or right, or which is excess or surplus, may be requested for Auxiliary use. Such a request is subject to the necessary operational, engineering, and budgetary approval stated in the Real Property Management Manual, COMDTINST M11011.13 (series).
B.1.a. Requesting Permission	Any such use/occupancy is subject to immediate repeal if such use/occupancy does not conform to Coast Guard policy. Written permission to use and to occupy Coast Guard property shall contain the conditions under which the Auxiliary may make new construction or remove existing structures. Directors shall coordinate requests with their Coast Guard District Property officer.
B.1.b. Transfer of Title	The Coast Guard cannot authorize transfer of title to Federal real property to an Auxiliary element. Any permanent improvement, alterations, additions, fixtures, or maintenance placed on the property shall become and remain U.S. Government property.
B.1.c. Granting Permission	When granting an Auxiliary unit permission to use and to occupy Federal real property, predominant support shall come from the Auxiliary unit itself. In granting permission to an Auxiliary unit for use and for occupancy of Federal property, such permission in no way binds the Coast Guard to provide any support. Limited support may be given by the Coast Guard for improvements on the property and for maintenance or removal of existing structures. This support can be from appropriated funds and is limited to architectural and engineering services and loan of Coast Guard equipment incident to construction, maintenance, or removal.



B.1.d.
Assignment of
Duties

Coast Guard personnel will not normally be assigned to duties involving actual construction, maintenance, or removal. The Coast Guard will perform necessary intermediary functions, when specifically requested, for getting permission for removals, improvements, or new construction from Federal, State, and local governments. The Coast Guard shall lend the full strength of its good will to Auxiliary support for installations on Federal property with specific Coast Guard approval.

**B.2.
Maintenance or
Improvements**

Any property, to which permission for use and occupancy has been granted, must be prominently identified by a sign naming the Auxiliary unit. The sign must state the unit is a part of the Coast Guard Auxiliary. The Auxiliary is expected to carry out any new construction and improvements. All such actions must follow local zoning codes. This work includes codes dealing with plumbing, environmental protection, sewage disposal, and electrical wiring. Waterfront improvements can be made only after approval of the Federal, State, or local government agency holding jurisdiction over the property. Any construction and improvement must conform to sound civil engineering practices, together with current Coast Guard standards and directives. When the Auxiliary is located on an active Coast Guard shore facility, any proposed new construction and improvements shall be consistent with existing facilities and compatible with any long-range Auxiliary Unit Development Plan. When granting use and occupancy to the Auxiliary, maintenance of land, buildings, or structures shall follow existing Coast Guard standards and directives. The Auxiliary must keep buildings, piers, and grounds in a good and safe state of repair and appearance of the premises in a neat and orderly condition. The Commanding Officer must provide basic services for safe use and habitability.



Section C. Coast Guard Personal Property

Introduction Auxiliarists, loaned or given custody of Coast Guard or Auxiliary owned personal property, may use said property for authorized activities only. The property, loaned or obtained under 14 U.S.C. § 641, shall be accounted for in the appropriate Coast Guard authority's property inventory records and returned to the Government upon request. The appropriate Coast Guard authority shall normally be the Director. Auxiliarists shall return property upon ending Auxiliary membership, transferring to retired status, or to another unit, or if the property is no longer needed. Auxiliarists shall immediately report the loss, damage, or theft of Coast Guard property to the appropriate Coast Guard authority.

C.1. Auxiliary Leaders All elected and appointed leaders shall develop and maintain property records, data, and documents appropriate for their office. Leaders shall account for these items and transfer them to their successors. The same procedure is followed for any Coast Guard, Auxiliary, or other accountable property, money, manuals, and equipment. Leaders shall annually account for all such property and funds on Auxiliary unit inventories, whether replaced in office or not.

C.2. Appropriated Funds Auxiliary activity support entails the budgeting of appropriated funds. Appropriated funds may be budgeted to support the purchase of property, equipment, and materials for an Auxiliary unit's internal administration and operation. Such materials include, but are not limited to:

- a. Office labor-savings devices (e.g., adding machines, computers, monitors, printers, memory sticks, copiers, fax machines).
 - b. Office furnishings and rugs.
 - c. Audio-visual equipment (e.g., projectors, slide kits, disks, disk players, televisions).
 - d. Training devices, equipment, and texts.
 - e. Classroom equipment and furnishings.
 - f. Public relations equipment (e.g., cameras).
 - g. Communications equipment (e.g., radios, power supplies).
 - h. Household and galley appliances.
 - i. Portable generators and pumps.
 - j. Tools for building and grounds improvement and maintenance.
 - k. Boats and other operational equipment.
 - l. Any other equipment or material considered appropriate by the District Commander to support mission needs.
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C.3. Coast Guard Issued Property

The Coast Guard may purchase, loan, or issue property to Auxiliary units. Types of appropriate property include, but are not limited to, the same property listed in paragraph C.2 above.

Such equipment loaned or issued by appropriate Coast Guard authorities will be documented by custody receipts. The Auxiliary unit must show a definite need for the equipment for Auxiliary purposes. Under no circumstances will such property be transferred to an Auxiliary unit for the full or part-time private use of any Auxiliarist.

The equipment will be treated as Coast Guard property in accordance with provisions of the Property Management Manual, COMDTINST M4500.5 (series), while in custody of the Auxiliary unit. Appropriate Coast Guard authorities will report and account for all items in their property inventory records. Each Auxiliary unit will conduct, as a minimum, an annual physical inventory count of all items on loan to them from the Coast Guard and provide a written report of such to the appropriate Coast Guard authority. Government furnished equipment is authorized for use to support Auxiliary PE efforts.

C.4. Excess Government Property

Excess Government property includes those items no longer required for Federal purposes, however, other Federal agencies may still need the property. Under Federal Property Management Regulations, excess personal property must be referred to the General Services Administration (GSA) for screening by other Federal agencies. Such action must be done before GSA can make a surplus declaration. Once the property has been determined to be excess, the steps required for property disposal are complex and lengthy.

C.4.a. Screening

The Director may work directly with Defense Reutilization and Marketing Offices (DRMO) to screen and obtain available excess Government property. If there are proximate DRMOs within the district, the Director may work directly with the cognizant Coast Guard Property officer to gain authorization for specifically identified Auxiliarists to physically review excess property at the DRMO on the Director's behalf. Auxiliarists may not be authorized to tag or reserve any specific DRMO items.

C.4.b. Processing and Accounting

Excess Government property acquired for Auxiliarists shall be processed and accounted for by Directors in accordance with the Property Management Manual, COMDTINST M4500.5 (series). Release of excess property to an Auxiliary unit will only result from a written request from the unit to the Coast Guard's Personal Property Program Manager Commandant (CG-842). Such request must be submitted by the Auxiliary unit through its chain of leadership and management to the Director. The Director shall endorse such a request and forward it directly to Commandant (CG-842).



**C.5.
Non-Excess
Coast Guard
Property**

The availability of Federal non-excess property provides the Auxiliary many opportunities to obtain materials to help various Auxiliary programs. Directors are encouraged to set up liaison with Coast Guard property officers to:

- a. Let them know of items required by the Auxiliary to avoid inadvertent labeling of Coast Guard property as either surplus or excess.
- b. Screen required items, and obtain for use by the Auxiliary in support of Coast Guard missions.

**C.6. Coast
Guard Surplus
Property**

Surplus property are those Coast Guard items determined by GSA to be no longer required by the Federal Government. GSA assigns the surplus designation if no Federal agency has requested and effected transfer of the property by the surplus release date.

C.6.a. Screening

Federal Property Management Regulations require screening of surplus property by authorized personnel. Screening through GSA donation channels must be accomplished before outright donation of surplus property to the Auxiliary.

Under 14 U.S.C. § 641 (a), the Coast Guard may donate Coast Guard surplus property to the Auxiliary (including any authorized incorporated units) after GSA screening. Directors shall maintain a file of property or material requests received from Auxiliary units. Directors should set up liaison with Coast Guard property officers to establish procedures for local screening of excess property outlined in the Property Management Manual, COMDTINST M4500.5 (series).

**C.6.b. Property
Donations**

Coast Guard surplus property may be donated to an Auxiliary unit under the provisions of 14 U.S.C. § 641. This authority is limited to material to be used for Auxiliary unit administration, Auxiliary MT, operations and other authorized activities, or PE. Under no circumstances will such property be transferred to an Auxiliary unit for the full or part-time private use of any Auxiliarist. Types of Coast Guard surplus property considered appropriate for donation or Coast Guard property for loan include, but are not limited to, the same property listed in paragraph C.2 above.



C.6.c.
Procedures

The following procedures shall be used in acquiring Coast Guard surplus property for the Auxiliary:

- (1) An Auxiliary unit must identify their need for surplus property in writing to the Director.
- (2) The Director must verify the need for this property and ensure the unit can support the equipment if acquired.
- (3) Upon approval of the Director, the request is forwarded to the Chief Director, who is responsible for determining the relative need if the property is desired by more than one Auxiliary unit.
- (4) Once verified by the Chief Director, the request is forwarded to Commandant (CG-842) for action.
- (5) If the property is available, Commandant (CG-842) will approve the request and prepare the required transfer documents for signature.
- (6) The property is then donated to the Auxiliary unit.

C.6.d. Survey of
Loaned Property

District Commanders may direct the survey of Coast Guard property loaned to the Auxiliary to:

- (1) Verify and report the loss of, or abnormal damage to, property. To also attest to the probability or lack of negligence for such loss or damage.
- (2) Report the condition of property recommended for replacement or disposal.
- (3) Authorize adjustment of accountable supply records.

**C.7. Auxiliary
Unit-Owned
Property**

This section applies in order to implement statutory changes to 14 U.S.C. 821 which permit the treatment of Auxiliary unit-owned personal property dedicated solely for Auxiliary use to be construed as property of the United States for liability purposes.

Auxiliary units may own boats, mobile trailers, trailers, motor vehicles, personal watercraft, and administrative support equipment so long as they are owned and operated in conformity with established directives. Such Auxiliary unit-owned property must be used for Auxiliary unit administration, Auxiliary member training, operations, public education, and any other authorized activities or missions of the Auxiliary. Under no circumstances shall Auxiliary owned property be used for the private use of Auxiliarists.



Motorboats, yachts, aircraft, radio stations, motorized vehicles, trailers, and other equipment that is under the administrative jurisdiction of the Auxiliary, or an organizational element or unit of the Auxiliary (except when used outside the scope of 14 U.S.C. 822 or not used solely for Auxiliary purposes) will at all times be treated as property of the United States for the purposes of the Federal Torts Claims Act, the Public Vessels Act, the Suits in Admiralty Act, the Admiralty Extension Act, and other matters related to non-contractual civil liability.

Auxiliary unit-owned property is not normally covered by the above provisions for property damage to the property itself due to funding and fiscal constraints. Accordingly, all Auxiliary unit-owned property, except administrative support equipment, should be covered by a private property damage policy, as approved by the DSO-LP, unless the Auxiliary unit desires to self-insure for the replacement cost due to damage or complete loss of the property itself.

**C.8. Auxiliary
Personal
Property**

The Auxiliary is authorized to own, use, and dispose of personal property owned by any unit of the Auxiliary pursuant to the following provisions.

Pursuant to the provisions of 14 U.S.C. § 821(d), Auxiliary units may own boats, mobile trailers, trailers, motor vehicles, personal water craft, radio stations, electronic equipment, and operational and administrative equipment so long as they are owned and operated in conformity with the provisions of this Manual, the Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), and other Coast Guard published directives. Such Auxiliary unit owned property must be used for Auxiliary unit administration, member training, operations, public education, and any other authorized activities or missions of the Auxiliary. Under no circumstances shall Auxiliary owned property be used for the private use of Auxiliarists.

Auxiliary units are authorized to acquire such personal property to assist the authorized purposes of the Auxiliary by purchase, gift, grant, legacy, or bequest, and to hold and to use the same. Auxiliary units may also acquire, hold, and use personal property loaned to them or to which they have been given custody by the Coast Guard or other federal or state or municipal agencies.



Any personal property owned by an Auxiliary unit may be sold, transferred, or disposed of by it upon a majority vote of the members of that unit unless the unit Standing Rules specify a greater vote. The signature of the Flotilla Commander, Division Commander, District Commodore, or the National Commodore, as the case may be, shall be sufficient authority on behalf of that unit to sell, dispose of, or transfer title to such personal property. For personal property obtained from the Coast Guard, the Auxiliary unit commander will inform the command of the Coast Guard unit from which it was obtained of planned disposition and obtain acknowledgement of such prior to actual final disposition.

Any check, financial document, or payment order which purports to be signed by the unit Finance Officer at any organizational level of the Auxiliary is sufficient authority on behalf of that unit to open, handle, manage, disburse, or otherwise dispose of funds, bank accounts, monies, stocks, bonds, and other items of intangible personal property.

**C.9.
Government-
Owned Facility**

Any Government-owned vessel, aircraft, or radio station may be offered for use as a facility in accordance with regulations promulgated by Commandant.

**C.10. Other
Property**

Forfeited property, voluntarily abandoned property, abandoned, and unclaimed property are not considered appropriate for transfer, donation, lease, or loan to Auxiliarists.



Section D. Auxiliary License Signature Authority

Introduction Under the authority of 14 U.S.C. § 92(f), 821, 822 and 49 CFR 1.46(b), all Auxiliary FCs, DCDRs, DCOs and NEXCOM are delegated the authority to negotiate, execute, renew, modify, and end licenses and similar use agreements for the Auxiliary's use of real property from Federal and non-Federal entities. This authority shall not be exercised unless the ANACO-CC and/or appropriate DSO-LP has reviewed and approved, or negotiated if necessary, the license or similar agreement. This authority is not to be construed as authority to activate, deactivate, move facilities, or spend appropriated funds. Delegation or re-delegation of this authority is permitted only as follows:

VFCs in the absence of the FC, and in an emergency, may request a DCDR or DCO execute a license, contract, or other agreement for a flotilla. Such action shall be reported to the Flotilla or Division Board at the earliest opportunity.

VCDRs in the absence of the DCDR, and in an emergency, may request the DCO execute a license, contract, or other agreement for the Division. Such action shall be reported to the Division Board at the earliest opportunity.

D.1. Sample A sample license agreement is available from the DSO-LP. Auxiliarists shall use this agreement when practical. If licensors insist on using their own license agreement form, the Coast Guard District Legal Officer shall ensure, as a minimum, the Federal Tort Claims Act Liability provision in the sample license agreement is substituted for any liability, indemnification, or hold harmless provisions specified in the licensor's agreement.

D.2. Auxiliary Licensee/Party The licensor's agreement, if used, must specify the Auxiliary unit, not the Coast Guard, is the licensee or party to the agreement.

D.3. Monetary Payment An agreement by itself, which requires monetary payment, is not outside the scope of this delegation. This scope includes such payments as reimbursement for expenses of the licensor, purchase of plaques or other items, and payment for meals or hotel accommodations. This fact is true when clearly no appropriated funds are being spent or committed. The point must be clear that the Auxiliary is solely responsible for payment using Auxiliary funds.

D.4. Additional Guidance Additional guidance on this matter may be obtained from the ANACO-CC, in conjunction with the Chief, Office of General Law (CG-0944).





Section E. Other Agencies and Partnerships

Introduction This section describes some of the Auxiliary's cooperative efforts with other Government agencies and new partnerships. It also describes basic procedures and expectations for the formalization of cooperative efforts and partnerships.

E.1. Agencies Various agencies help the Auxiliary promote VSCs and PE activities on water resource projects under their control. These agencies include:

- a. U.S. Army Corps of Engineers
- b. National Park Service
- c. Bureau of Land Management Tennessee Valley Authority

Reservoirs, impoundments, and other recreational water resource projects are popular among thousands of boaters who trailer boats from inland areas. Many boaters have had little or no boating safety indoctrination. To help with such instruction, liaisons have been established with applicable agencies. General approval has been received for providing the Auxiliary with available facilities, where practical. Before Auxiliary units use any of these facilities for operations, PE, or VSC programs, the Director must contact the appropriate agency manager to establish liaison. The Director will provide information to and receive guidance from the manager relative to expected Auxiliary activity. Their full cooperation, as a courtesy and as a practicality, must be obtained.

E.2. General Services Administration

The Coast Guard has a cooperative policy agreement with the Public Building Service of the GSA concerning Coast Guard Auxiliary use of available space in GSA-controlled buildings to conduct PE courses. Due to expanding Auxiliary education programs, the need for classroom space is increasing. Often, a problem of suitable classroom space availability presents scheduling difficulties for sponsoring Auxiliary units. Conveniently located GSA-controlled building spaces, largely in metropolitan areas, should, if made available to the Auxiliary, provide valuable additional classroom resources. When potential classroom spaces are under its control, GSA has agreed to help the Coast Guard. Such actions are subject to the Federal Property Management Regulations. Directors are authorized and encouraged to help Auxiliary units get these classroom spaces.



E.3. New Partnerships

The Coast Guard Auxiliary also participates in partnership agreements with outside agencies. If a partnership program is desired, the cognizant District Commander's legal staff, DCO's legal staff, the Chief Director, and Commandant (CG-0944) will review and develop an appropriate course of action consistent with policy and long-range goals of the Auxiliary program. Final approval of any course of action shall be made by the Chief Director.

E.4. MOU/MOA

A Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) may be used to ensure that all parties involved in a cooperative effort or partnership are aware of the associated objectives, plans, and expectations. An MOU is a document that describes very broad concepts of mutual understanding shared by the parties. An MOA is a document that describes in detail the specific responsibilities of, and actions to be taken by, each of the parties so that their mutual objectives can be achieved. MOUs/MOAs shall be composed, formatted, and processed in accordance with provisions of this section and Memoranda of Understanding/Agreement, COMDTINST 5216.18 (series). Subsidiary documents (e.g., Memoranda or Statements of Intent) shall not be employed.

Early communication and coordination with interested offices and the use of e-mail for reviewing and editing a draft MOU/MOA is encouraged. Prior to submitting an MOU/MOA for approval and signature, the originator shall ensure that the MOU/MOA does not conflict with any preexisting agreements.

The Director shall ensure that an MOU/MOA to which the Auxiliary is a signatory is reviewed and approved by the appropriate DSOs, DSO-LP, district program offices, and the district legal office. The DCO, DCAPT, DCDR, or FC, as appropriate, may serve as signature authority for such MOUs/MOAs. This authority may be delegated to the DCOS, VCDR, or VFC if the corresponding elected leader is unable to sign. The Chief Director shall ensure similar review at the Coast Guard Headquarters level for an MOU/MOA with service-wide implications. The NACO may serve as signature authority for such MOUs/MOAs. This authority may be delegated to the VNACO or an elected DNACO if the NACO is unable to sign.



Section F. Work-Life Program and Mutual Assistance Program

Introduction	This section describes the Auxiliary's programs designed to help Auxiliarists and their families.
F.1. Work-Life Program	Auxiliarists may take full advantage of various benefits from the Coast Guard Work-Life Program. Auxiliarists are entitled to participate in any program benefit, other than those for which the Coast Guard pays a per capita basis fee. Auxiliarists may contact their Director to learn about available benefits and application details.
F.1.a. Available Representatives	<p>The Coast Guard's Work-Life delivery system identifies and responds to Auxiliarists' individual and family member needs. Information and referral services are provided through District Work-Life staff members. Representatives currently available to assist Auxiliarists are:</p> <ol style="list-style-type: none"> (1) Career Development Advisor (2) Family Advocacy Specialist (3) Health Promotion Manager (4) Employee Assistance Program Coordinator (5) Relocation Assistance Manager
F.1.b. Specialization	The representatives specialize in placing needed information and points of contact in the hands of those requesting assistance. The Work-Life Program is intended to provide people with services that can be utilized at different stages of their personal and professional lives.
F.1.c. Contact Information	All Work-Life staff functions can be contacted by a toll free national Coast Guard telephone number (see Appendix I).
F.2. Coast Guard Mutual Assistance Program	Coast Guard Mutual Assistance (CGMA) is a program set up to give aid in time of certain emergency or educational needs. The Mutual Assistance Program is available to assist all members of the Coast Guard family. Portions of the program are available to Auxiliarists. Auxiliarists may write for applications and supplemental information forms to the following address: Coast Guard Mutual Assistance, 4200 Wilson Boulevard, Suite 610, Arlington, VA 22203-1804 or go to their web site (see Appendix I).

