

U.S. Department of
Homeland Security

United States
Coast Guard



AUXILIARY MANUAL

COMDTINST M16790.1F



“Proud Traditions – Worthy Missions”



COMDTINST M16790.1F

MAY 18, 2004

COMMANDANT INSTRUCTION M16790.1F

Subj: AUXILIARY MANUAL

1. PURPOSE. This Manual applies to all members of Coast Guard Forces who are involved with the administration of the Coast Guard Auxiliary, including Auxiliarists, military, and civilian personnel.
2. ACTION. Area and District Commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure all Auxiliarists, all Directors of Auxiliary, and any military or civilian Coast Guard member who deals with the Auxiliary become thoroughly familiar with this Manual. Internet release authorized.
3. DIRECTIVES AFFECTED. The previous edition of the *Auxiliary Manual*, COMDTINST M16790.1E, is hereby canceled and should be recycled.
4. DISCUSSION. This Manual outlines policies and procedures necessary for effective administration of the Coast Guard Auxiliary. Most significant is that it provides a new Auxiliary policy foundation in support of the passage of the Department of Homeland Security (DHS) Act of 2002, which created the new Department and established the Coast Guard as both the Department's lead maritime agency and only military component. The Coast Guard Auxiliary has been a critical part of the Coast Guard's historic transition to DHS, and the Auxiliary now assumes the role and responsibility as the Department's lead organization of dedicated volunteers. This Manual further helps set the course for the ready, reliable, and relevant Auxiliary administrative and Operational Support to the full spectrum of Coast Guard missions, both traditional and new, and in a different and far more complex maritime security environment. Further, this Manual has been revised extensively due to the passage of the Coast Guard Auxiliary provisions of the Coast Guard Authorization Act of 1996 (Public Law 104-324), the Maritime Transportation Security Act (MTSA) of 2002, and other changes within the Auxiliary program. This new Auxiliary Manual should be reviewed in its entirety.

DISTRIBUTION – SDL No.141

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NON-STANDARD DISTRIBUTION: See page three

5. MAJOR CHANGES. This Manual represents a major revision of the previous *Auxiliary Manual* promulgated January 1998. Due to the extensive changes, units are encouraged to conduct a thorough review of the Manual. This edition of the Manual contains the following significant policy changes:
 - a. Improved format of entire Manual to facilitate ease of use, including electronic mapping features throughout Manual including websites, references, and table of contents.
 - b. Updated the grooming, appearance, and uniform standards policy (*Chapter 1*).
 - c. Clarified program responsibility between G-OCX and the districts (*Chapter 1*).
 - d. Allowed for waiver of no weapons handling policy to facilitate the use of Auxiliarists as range coaches (*Chapter 2*).
 - e. Aligned eligibility for membership with Coast Guard Active Duty and Reserve policy (*Chapter 3*).
 - f. Improved wording concerning Auxiliarists' rights and privileges (Primarily *Chapter 3*).
 - g. Modified administrative action processes/procedures to provide a more clear and streamlined process (*Chapter 3*).
 - h. Added Personnel Security Investigation (PSI) Policy/Program section (*Chapter 3*) and a PSI FAQ section (*Appendix K*).
 - i. Clarified the role of the Auxiliary Association, Inc. in terms of fiscal affairs and fundraising. Also, provided authority for limited fund raising by Flotillas to augment funding for program activities (*Chapter 5*).
 - j. Authorized acceptance and use of vessels owned by State and political subdivisions thereof (*Chapter 6*).
 - k. Authorized Patrol Order Management System (POMS) as a mandatory web-accessible patrol order and claim processing application (*Chapter 9*).
 - l. Authorized Standard Auxiliary Maintenance Allowance (SAMA) subject to the availability of funds (*Chapter 9*).
 - m. Updated awards and medals requirements and terminology, including the introduction of the Coast Guard Boat Force Operations Insignia, Auxiliary Personal Watercraft Operator's Insignia, Auxiliary Marine Safety Insignia, and the Auxiliary Cutterman's Insignia (*Chapter 11*).
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined to be not applicable.

7. FORMS/REPORTS. The forms mentioned in this Manual are listed in Appendix G and most are stocked at the Auxiliary National Supply Center. All forms are made available to any Auxiliarist through the Flotilla Staff Officer responsible for materials (FSO-MA) or secondarily, the local Director of Auxiliary. Many of the forms are also available on the World Wide Web at the following address: <http://www.uscgaux.org/~forms/forms.html>.
8. RESPONSIBILITY. Commandant (G-OCX-1) is responsible for the content and upkeep of this Manual. Questions or concerns about this material contained in this Manual should be addressed to Commandant (G-OCX) at (202) 267-1001.



D. S. BELZ
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Operations

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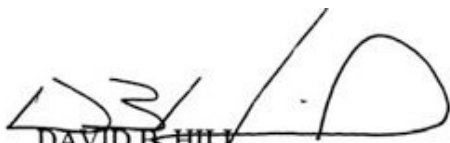
Foreword

From the Chief Director and National Commodore:

The U.S. Coast Guard is pleased to present the Auxiliary Manual to the 37,000 plus member volunteer force and to the Coast Guard community as a whole. Many thanks to the extraordinary Auxiliarists and active duty members of the Coast Guard, who assisted in developing this manual. The U.S. Coast Guard recognizes and highly respects all Auxiliarists, who so generously donate their skills, their time, and their resources to support the full spectrum of Coast Guard operational and administrative missions. The significance and value of Auxiliary support to Recreational Boating Safety, Search and Rescue, Marine Safety and Environmental Protection, Waterways Management, Maritime Domain Awareness and Ports, Waterways and Coastal Security have never been greater, and are essential to America's Maritime Homeland Security. Now and as never before, the Auxiliary is a vital, counted on component of Coast Guard Forces, ready for a new era of volunteer support to our Nation, with new levels and degrees of support breadth, impact and relevancy in a newly defined maritime security environment.

The Auxiliary Manual serves at the primary policy guide for the administration and management of the Auxiliary. Further, the Auxiliary Manual outlines the duties and responsibilities of all Auxiliarists. Our hope is that this manual will serve the Auxiliary and the Coast Guard well in facilitating the critical services provided to the U.S. Coast Guard and American public.

We wish you all the best as you carry out your duties and responsibilities in support of the Coast Guard and the Nation. Your continued support and dedication are greatly appreciated. Keep up the great work!



DAVID B. HILL
Captain, U.S. Coast Guard
Chief Director, Auxiliary



E.W. (BILL) EDGERTON, JR.
National Commodore
U.S. Coast Guard Auxiliary



Auxiliary Manual



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