

DIRAUX NOTES

A Publication of the 13th District Auxiliary Office

WINTER 2006

FROM THE DIRECTOR

LCDR Kelly A. Boodell

DIRECTORS ADMINISTRATIVE ASSISTANTS: In accordance with the AUXMAN CH 4.G.9, the D13 Executive Committee has decided to realign the project officers and appoint them as Director's Administrative Assistants. These are new positions, and will be working directly for DIRAUX. Members filling these jobs will be eligible to wear 2 ½ stripes. Some identified Aides are: JR Addington, responsible for the Personnel Suitability Information (PSI) program; Joe Engel Awards Writing Team Lead; Ted Schiesswohl managing the ID Card Program, Jalaine Madura Special Projects. Interested members assisting in these areas should contact Jalaine, Ted, Joe or JR! Common, join the team!!

SEXUAL HARRASMENT PREVENTION TRAINING: All members are required to have annual training in this area. Attached is a Power Point Presentation at www.uscg.mil/d13/oax/ with a slide show that will satisfy the annual training requirement. This is also on the Aux website so that Flotillas have access. For the PPSHOW, see bottom of Notes:

AWARDS WRITING TEAM: "Love Them or Lose Them" – Burn that into your brain. "Love Them or Lose Them." That's the mantra of a volunteer organization. In fact it's a mantra of good corporations and even the US Military. That's the reality that a good unit leader understands in his/her bones. In the Auxiliary, awards cannot be another item on a harried unit-leader's "to-do when I get a chance" list. It has to be an integral and systematic part of the routine of managing your unit. Let's talk about **presenting** awards. The presentation of an award is far more important than the achieving of an award. The award itself is a vehicle, a reason to single out, for recognition and praise, a member of our volunteer Auxiliary and a member of your unit. So the way in which awards are presented is absolutely critical to the purpose of the award. Check Out <http://www.volunteerlifesavers.org/awt/web.htm> for easy how to steps, or, email the team at: awt@d13cgaux.org

AUXILIARIST OF THE YEAR: Every year Division Captains are asked to send the name and contact info for "Division Auxiliarist of the Year" to d-ms@d13cgaux.org. As you recall, or if you are a new DCP, there is a DCOINST (enclosed) that outlines an award for the member who receives this designation. All arrangements will be handled by d-ms@d13cgaux.org. As soon as the requested information is received, it will be sent out with a note to the award recipient letting them know about the program and how to handle their request. It should also be noted that this DCOINST will also apply to the D13 "Auxiliarist of the Year" when that selection has been made. In 2005, only three nominations were submitted! Let's do better in 2006! Please see bottom of notes for electronic version of DCOINST Instruction.

COAST GUARD ACADEMY CADET RECRUITMENT: The AAPP now serves as the Coast Guard's road map for Coast Guard Academy cadet recruitment. The Auxiliary is authorized and welcomed to participate in and support this rewarding program, but be advised...the AAPP calls for significant and sustained commitment. Much more information about the program will soon be available at the AAPP website, available through the Coast Guard Academy website (www.cga.edu). If you have questions about the program, please contact: The Coast Guard Academy's Associate Director of Admissions for Volunteer Programs, Mr. Dave Williamson, at (860) 701-6385 / david.j.williamson@uscg.mil or, the Auxiliary's Division Chief-PA, Mr. John Johnson, at (847) 678-0932 / johncga@interaccess.com. **Remove Old CC Program References.** Along with establishment of the AAPP comes the need to ensure that references to the CC program are removed from our collective Auxiliary lexicon, particularly those in policy manuals and those available through websites that can be accessed by the general public. The Auxiliary Career Counselor Manual (Commandant Instruction M1100.3) is no longer in effect and will be formally cancelled with the next change to the Auxiliary Manual.

CG REORGANIZATION: On 1 January, G-OCX formally transferred from G-O to G-M. G-M will become G-P (Prevention - like the District construct). G-OCX will thus fall under G-PC (Compliance) - RDML Craig Bone (vice G-OC RADM Kunkel). And thus under G-P (old G-M) who is RADM Gilmour (vice G-O RADM Sirois). **G-OCX is now G-PCX.**

NEW WEB-BASED MENTORING PROGRAM: I AM PLEASED TO ANNOUNCE THE LAUNCH OF A NEW WEB-BASED MENTORING PROGRAM THAT FACILITATES THE MATCHING AND MONITORING OF MENTORING PARTNERSHIPS. **THE NEW WEB-BASED COAST GUARD MENTORING PROGRAM ENHANCES THE MENTORING PROCESS AND IS AVAILABLE TO ALL COAST GUARD PERSONNEL (MILITARY, CIVILIAN, RESERVISTS, AND AUXILIARISTS).** IT CONTAINS A DYNAMIC DATABASE IN WHICH PEOPLE CAN SIGN UP TO BE MENTORS AND PEOPLE CAN SEARCH FOR MENTORS. THIS DATABASE IS AN ADDITIONAL MEANS OF FINDING A MENTOR FOR PEOPLE WHO CANNOT FIND ONE IN THEIR WORKPLACE. MOST LIKELY, THESE MENTORING PARTNERSHIPS WILL TAKE PLACE OVER TELEPHONE AND E-MAIL. IN ADDITION TO THE DATABASE, THE PROGRAM SUPPORTS MENTORS AND MENTEES BY CREATING A MENTORING AGREEMENT AND PROVIDING JUST-IN-TIME INSTRUCTIONS AND AUTOMATED NOTIFICATIONS FOR KEY ACTIVITIES.

THE MENTORING PROGRAM WEBSITE ALSO CONTAINS A WEALTH OF VALUABLE RESOURCES, SUCH AS A MENTOR GUIDE, A MENTEE GUIDE, AN E-LEARNING MODULE, ASSESSMENTS ON CHARACTERISTICS AND SKILLS FOR MENTORS, ASSESSMENTS ON CHARACTERISTICS AND LEARNING NEEDS FOR MENTEES, A MENTORING PROCESS OVERVIEW, AN ACTIVITY TIMELINE, AND FREQUENTLY ASKED QUESTIONS. THESE RESOURCES ARE AVAILABLE TO EVERYONE - YOU DO NOT HAVE TO SIGN UP AS A MENTOR OR MENTEE TO USE THEM. BECAUSE THIS PROGRAM IS NEW, IT IS VITAL TO POPULATE THE DATABASE WITH A LARGE NUMBER OF MENTORS AS SOON AS POSSIBLE SO THAT MENTEES WILL BE ABLE TO SEARCH THE DATABASE TO IDENTIFY POTENTIAL MENTORS. TO SIGN UP AS A MENTOR, GO TO WWW.USCG.MIL/LEADERSHIP (CLICK ON "MENTORING"). COAST GUARD PEOPLE HAVE ALWAYS MENTORED OTHERS. PLEASE CONSIDER SIGNING UP AS A MENTOR AND CONTINUE THE TRADITION OF HELPING OUR OWN.

FREE SPACE AND ADVERTISING: (1) AUXILIARY UNITS ARE AUTHORIZED TO ACCEPT OFFERS OF FREE USE OF PHYSICAL SPACE, FREE ADVERTISING, AND OTHER SERVICES FROM ANY PUBLIC OR GOVERNMENTAL ORGANIZATION (E.G. - SCHOOLS, MILITARY BASES, FEDERAL/STATE/LOCAL GOVERNMENTAL AGENCIES), WHETHER SOLICITED OR NOT, IN ORDER TO CONDUCT AUTHORIZED AUXILIARY ACTIVITIES (CONTRACT RENEWALS ARE NOT CONSIDERED SOLICITATIONS). UNDER SUCH CIRCUMSTANCES, PROHIBITED SOURCE ANALYSIS AND DETERMINATION ARE NOT REQUIRED, NOR IS ACCEPTANCE OF SUCH OFFERS SUBJECT TO SECTION 5.H.1.D. OF REF (A). THE SENIOR ELECTED LEADER OF THE RECEIVING UNIT SHALL APPROPRIATELY ACKNOWLEDGE (WITH THANKS) RECEIPT OF ALL SUCH OFFERS. (2) AUXILIARY UNITS ARE AUTHORIZED TO ACCEPT OFFERS OF FREE USE OF PHYSICAL SPACE, FREE ADVERTISING, AND OTHER SERVICES FROM SEMI-PUBLIC ORGANIZATIONS (E.G. - HOMEOWNERS ASSOCIATIONS, VOLUNTEER ORGANIZATIONS, CHURCHES), COMMERCIAL FIRMS (E.G. - RESTAURANTS, RETAIL STORES, BUSINESSES), AND PRIVATE INDIVIDUALS/ORGANIZATIONS, ALL STRICTLY LOCAL IN NATURE, IN ORDER TO CONDUCT AUTHORIZED AUXILIARY ACTIVITIES. A. ACCEPTANCE OF SUCH OFFERS SHALL NOT BE SUBJECT TO SECTION 5.H.1.D. OF REF (A). WHETHER SOLICITED OR UNSOLICITED, A PROHIBITED SOURCE DETERMINATION WILL BE MADE IN ACCORDANCE WITH APPENDIX (E) OF REF (A) BY THE AUXILIARY DISTRICT STAFF OFFICER FOR LEGAL PROGRAMS (DSO-LP). CONTRACT RENEWALS ARE NOT CONSIDERED SOLICITATIONS. THE SENIOR ELECTED LEADER OF THE RECEIVING UNIT SHALL APPROPRIATELY ACKNOWLEDGE (WITH THANKS) RECEIPT OF ALL SUCH OFFERS. B. CONTRACT REVIEW: THE DSO-LP SHALL REVIEW AND APPROVE ANY AND ALL REGIONAL AUXILIARY CONTRACTS. IF EVER IN DOUBT OR IN QUESTION ABOUT CONTRACT PROVISIONS OR A PROHIBITED SOURCE DETERMINATION ANALYSIS, THE DSO-LP SHALL ADVISE AND SEEK GUIDANCE FROM THE DISTRICT COMMODORE (DCO) AND DIRECTOR OF AUXILIARY (DIRAUX) TO ACHIEVE RESOLUTION. C. BANQUET RAFFLES: PROVISIONS OF THIS SECTION MAY BE SATISFIED BY BLANKET AUTHORIZATION IN REGIONAL AUXILIARY POLICY MANUALS OR ANNUAL BLANKET AUTHORIZATION BY DIRAUX. IF EVER IN DOUBT OR IN QUESTION ABOUT ANY CIRCUMSTANCES REGARDING THE CONDUCT OF BANQUET RAFFLES OR THE CLARITY OF ANY BLANKET AUTHORIZATION, THE AUXILIARY UNIT LEADER (E.G. - FLOTILLA COMMANDER (FC) OR DCP) SHALL ADVISE AND SEEK GUIDANCE FROM THE DSO-LP. D. AUXILIARY UNIT-OWNED PROPERTY: THE FOLLOWING APPLIES IN ORDER TO IMPLEMENT THE STATUTORY CHANGE TO TITLE 14 USC 821 WHICH PERMITS THE TREATMENT OF AUXILIARY UNIT-OWNED PERSONAL PROPERTY DEDICATED SOLELY FOR AUXILIARY USE TO BE CONSTRUED AS PROPERTY OF THE U.S. FOR LIABILITY PURPOSES: (1) 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 PUBLISHED 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. (2) 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 TITLE 14 USC 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 TORT CLAIMS ACT, THE MILITARY 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 TO DAMAGE OR COMPLETE LOSS OF THE PROPERTY ITSELF.

FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

2006 AUXAIR WORKSHOP: This workshop is being held in Astoria this year on **5-7 MAY**. Additional information and registrations will only be sent out to the active participants in the Auxiliary Air Program. Those members who are already qualified and certified in the Air Program must have their PSI Package submitted to the SECCEN prior to getting invited to the 2006 AuxAir Workshop.

DIRECT OPERATIONS: The impact of members not turning in the required Security Packages (Operational Support or Direct Operational) in a timely matter is going to effect Operations in D13. Please See 13th CG District Auxiliary Policy Directive OP-06 on Personnel Security Program, Suitability Determinations: No Patrol or Travel orders will be cut after July 1, 2006 if your DO paperwork has not been submitted to SECCEN. Additionally: **(1)** There will be no Qualification or Certifications in Surface, Air, or Radio Operations, Watch Standing, Marine Safety and Security or others directed by the Operational Commander will be approved by DIRAUX until the member has a Favorable DO. **(2) NO PPE** will be issued out to any Auxiliarist unless they have a DO Package submitted to SECCEN. **(3) NO QE Sign-offs**, including 5th year sign-offs, will be completed and entered into AUXDATA unless the member has a DO Package submitted.

PERSONAL PROTECTIVE EQUIPMENT: **(1)** Flotilla Commanders are responsible for ensuring that PPE issued to members who are getting out of the Auxiliary have returned all issued PPE to their Flotilla and that DIRAUX is notified. FC's are also responsible for ensuring complete and accurate yearly inventories of PPE are completed and that the OTO is notified so that DIRAUX records are updated. **(2)** DIRAUX has ordered a large number of Dry Suits; once they come they will be issued according to the established priorities of active qualified boat crews in Puget Sound and Coastal Waters. We also have other additional PPE (Survival Vest, Anti-exposure Coveralls, and Gear Bags) at DIRAUX. If you don't ask, you won't get them!

POMS: Sometime in the near future (March-April), POMS will go through some major changes where it will not only receive information from AUXDATA, but it will be able to send information back to AUXDATA. So in the future, Patrol Orders, 7030 Forms, 7029 Forms, Facility Offer for Use Forms will be able to be filled out by the member (if they are registered in POMS) and submitted, once the FSO-IS/SO-IS approves the entries, then it will feed the information back into AUXDATA. This change will not only be faster, but it will eliminate some of the paperwork Auxiliarist will have to fill out. **(1)** This being the case, ALL AUXILIARY MEMBERS who are Certified Coxswains, PWC Operators, Paddle Craft Operators, IS Officers will be required to register in POMS as On-Line Users. **(2)** POMS will also be coming out as Web Base shortly, so you will not have to load Citrix to use it.

PWC TRAINING: **(1)** I am scheduling some PWC training this spring or summer to qualify/certify members as PWC Operators. You must be Boat Crew Qualified, have passed the Navigation Rules Test, know how to ride a PWC, and have access or own a PWC that is an Auxiliary Facility. If you want to be a PWC Operator, please e-mail me at Paul.D.Bellona@uscg.mil, so I can find out where and how many training sessions we will need this year in D13. **(2)** I will be setting up some PWC Swift Water Training with the Clearwater County Sheriff's Dept. at Orfino, Idaho during late May or June. If there are any qualified PWC Operators that would like additional training in PWC Rescue Training, please get hold of me via e-mail. This is 3 days of strenuous training on a reservoir and river in both heavy current and rapids and you can contact Kathy Goodwin, Ron Fritz, Craig Brown, or me for additional information on the course.

DAMAGE CLAIMS: Auxiliary Damage Claims are required to be submitted within six (6) months of the incident. Any Damage Claims submitted after that time period may be denied due to the time limit to submit them. Neither MLC legal, nor I want to see Auxiliarists missing out on valid damage claims.

FACILITY OFFER FOR USE: All Auxiliary Facilities that have been un-inspected for 2 years or longer will be deleted from AUXDATA and the D13 Data Base. Any Auxiliarist who decides to Re-Offer that vessel as a facility will receive a new facility identification number.

QE'S APPLICATIONS: Professional and qualified Auxiliarists, who desire to become a Qualification Examiner (QE) for D13, contact your Regional Area QE or DSO-OP (Operation) for the Policy Directives, OP-02 and OP-03, on the Selection and Duties of QE's. The DIRAUX OTO is always looking for the "cream of the crop" to become new QE's and keep our Boat Crew Training Program improving.

FROM THE OFFICE MANAGER

SK1 Holly Boehme

SUBMIT YOUR CLAIMS FOR PAYMENT NOW!!! If you have a travel claim or patrol order to submit for payment, please submit the paperwork within 5 days. The Auxiliary budget is as tight as ever. Every quarter the money hounds are looking to take back our money. It is extremely important that you get your claims submitted so that you get paid and the money comes off our books. Most of your patrol orders come in the summer months at the same time the money hounds are planning to take back money. Every Sector is given a certain dollar amount they can spend on patrols and if you don't submit your claim, you tie up the money that could be spent on other patrols. If you know you're not going to submit a claim for a patrol, inform your order issuing agent at the beginning so we don't tie up any money. Travel Orders are cancelled 30 days after the event if no claim is submitted and Patrol Orders are cancelled 45 days after the issue date. Ultimately these are your tax dollars at work, so please let's use them to the fullest extent.

UPDATED EMAIL ADDRESSES: All Travel Orders are sent via Email and we need your updated email address to ensure all the information reaches you. Please send any changes to myself or Charles.

AUXILIARY PROGRAM ASSISTANT

Mr. Charles K. Claytor

AUXDATA: As many of you have noticed, AUXDATA is continually changing. More and more Auxiliarists are using AUXDATA, which sometimes slows the database down. But, that is okay. If you are an IS officer, or any other elected or appointed officer who may need access to AUXDATA, I suggest that you request and attend the AUX-10 INFO SYS (AUXDATA/AUXINFO) TNG "C" School. You can access the internet to find available course dates that will best benefit you. You may not get your first choice, but please request 3 different times. In addition, you must hold an appropriate position to be considered. If you have already attended the school, but feel you need an update, call me or your DSO-IS Peter Kirschner for assistance. We want to help.

REYR/REWK: As you may have also noticed, we had a ton of Auxiliarists enter REYR for 2006. In many cases, this was simple an error in entering information (tasks completed, hours, workshops, etc) into AUXDATA. The solution then is to have your FSO/SO-IS enter the information into AUXDATA and call me or send an Email to me with notification that the entries have been. I will then re-certify the member, depending. Please remember that it is the responsibility of the membership (IS officers) to enter currency maintenance (CM), not DIRAUX. However, there may be situations that require DIRAUX to assist, and that is not a problem. In addition, completed CM forms must be sent by IS officers to DIRAUX for "Endorsement." Bottom line, if it is not in my file, I can't help you.

NTC ON-LINE COURSES: If you take an On-Line course through the National Training Center (NTC) they will enter that course into AUXDATA. It may take some time, but usually within 30 days. In addition, they will create the certificate or letter depending on the course taken and then route them to you through this office (DIRAUX). So in other words, if you receive a letter or certificate for an On-line course taken through NTC, there is no need to send it to DIRAUX, because I most likely sent it to you.

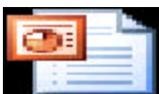
FROM THE MEMBER STATUS SECTION

Ms. Shirley Blanchett

TRANSFERS WITHIN DISTRICT: Auxiliarists who want to transfer to another flotilla within District Thirteen must submit their request using the MEMBER TRANSFER REQUEST FORM, ANSC 7056. The form must be favorably endorsed by the CURRENT Flotilla Commander and also by the RECEIVING Flotilla Commander before it is forwarded to the DIRAUX office. The Auxiliarist must be current in financial obligations, have no administrative actions pending, and they must be accounted for all assigned Coast Guard property.



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Harassment with Continui...