



# *Code of* Conduct



*A Guide for Discipline and Excellence in the PCGA*

**Philippine Coast Guard Auxiliary  
Code of Conduct Handbook**

**April 2018**

**PHILIPPINE COAST GUARD AUXILIARY  
Units 8 & 9  
CCP Bay Terminal, CCP Complex  
Manila, PHILIPPINES**

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**PHILIPPINE COAST GUARD AUXILIARY  
OFFICE OF THE NATIONAL DIRECTOR**

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**VBPJR ND  
MEMORANDUM  
24-03-17**

**Subject: CODE OF CONDUCT**

- PURPOSE.** This Code applies to all members of Philippine Coast Guard Auxiliary.
- ACTION.** All Directors Auxiliary District (DAD) and District staff; all Directors Auxiliary Squadron (DAS) and Squadron staff; all Directors Auxiliary Division and members and officers; National Support Group Directors and National Staff and Auxiliaries must be thoroughly familiar with this Code. Internet release authorized.
- DISCUSSION.** This Code outlines policies and procedures necessary for implementation to effectively professionalize and instill discipline and exemplary conduct among members of the Philippine Coast Guard Auxiliary (PCGA). It provides a new policy foundation in support of the passage of the Republic Act 9993, otherwise known as the Philippine Coast Guard Law. The PCGA has been a critical partner of the Philippine Coast Guard and assumes the role and responsibility as the Department's lead organization of dedicated volunteers. This Code has been drafted due to the passage of the auxiliary provisions of the Coast Guard Law of 2009 (Republic Act 9993), the 2012 Regulation Manual and other changes within the Auxiliary program. This new Code should be reviewed periodically in its entirety for consistency and the exigency of the times.
- RESPONSIBILITY.** The National Director is responsible for the content and upkeep of this Code. Questions or concerns about this material contained in this Code should be addressed to the National Director and the deputies at the above email address and contact number.

Respectfully yours,

**VALENTIN B PRIETO JR**  
VADM PCGA

*"Committed to the Philippine Coast Guard for Safer Ships and Cleaner Seas"*

## FOREWORD

The National Auxiliary Main Office (NAMO) is pleased to present the Code of Conduct to the PCGA members and to the Coast Guard community as a whole. Many thanks to the extraordinary Auxiliarists who assisted in developing this Code. The PCGA believes that discipline is an integral part of the organization in the pursuit of professionalism and exemplary conduct. Maintenance of discipline may at times require the imposition of sanctions. However, sanctions are resorted to only after all other remedial measures have been exhausted.

The Philippine Coast Guard Auxiliary recognizes and highly appreciates all Auxiliarists, who so generously donated their skills, their time, and their resources to support the full spectrum of Philippine Coast Guard Auxiliary operational and administrative missions. The significance and value of Auxiliary support to Maritime Safety (MARSAF), Maritime Search and Rescue (MARSAR), Marine Environmental Protection (MAREP), Volunteer Services Training and Protocol (VST&P), and Maritime Community Relations (COMREL) have never been greater, and are essential to the Philippine's maritime security.

Now and as never before, the Auxiliary is a partner, counted on as an important component of the Philippine Coast Guard, 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 Code serves as a guide for the disciplined administration and management of the Auxiliary. Our hope is that this Code will serve the Auxiliary well in providing discipline and excellence in the conduct of providing critical services to the Philippine Coast Guard and the Filipino people. We wish you all the best as you carry on your duties and responsibilities in support of the PCGA and the Nation. Your continued support and dedication are greatly appreciated.

Keep up the great work!

VALENTIN B PRIETO JR  
VADM PCGA  
National Director

## I. INTRODUCTION

The purpose of Auxiliary administrative disciplinary actions is to correct inappropriate behavior. Only when all other reasonable attempts to correct the inappropriate behavior have failed shall disenrollment be considered. Certain offenses are unacceptable that they may cause such serious discredit to the organization's core values and principles that disenrollment becomes appropriate.

The Philippine Coast Guard Auxiliary is a uniformed organization of civilian volunteers but is not subject to the PCG Code of Discipline. Auxiliarists may be subject to various administrative actions which may be initiated when Auxiliarists violate the policies and procedures that govern administrative disciplinary actions established by the Commandant and for conduct unbecoming of an Auxiliarist.

## II. GENERAL PROVISIONS

1. The Code shall apply to all members of the PCGA. It is intended to correct shortcomings and shall be enforced justly for the sake of professionalism and exemplary service. Discipline is a line function and all Officers are primarily responsible for the behavior of their respective members. Therefore, it is their duty to encourage good conduct and initiate discipline when necessary.
2. The rules and regulations are not exclusive. The PCGA Leadership reserves the right to exercise action against any member or impose any corrective action for any act, which in its judgment constitutes infractions which may be prejudicial to its operations or activities or will create unfavorable image of the Organization.
3. Rules and regulations include Memoranda already issued and consistent with directives that may from time to time be issued thru office Memoranda

The PCGA Officers and Auxiliaries who commit any of the following infractions or offenses may be disciplined in accordance with the schedule of corrective action/penalties set forth hereunder. The DAD may act solely or act on the recommendation of a collegial body (Board of Inquiry) to conduct the investigation and determine the gravity of the offense committed and the culpability of the concerned Auxiliary. However, the sequence of corrective action may be dispensed with in favor of a heavier sanction depending on the frequency of the offense and the judgment of the person/persons (Board of Inquiry) imposing the corrective action.

### III. SCHEDULE OF PENALTIES ON INFRACTIONS

1. Denial of Enlistment and Notice shall be posted in PCGA website.
2. Denial of Re-enrollment for delisted Auxiliary and Notice posted in PCGA website.
3. Letter of Reprimand and Counseling Session.
4. Repeat Attendance in Orientation/Protocol Seminar.
5. Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned.
  - Wearing of Uniform
  - Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARAF, MAREP Trainings and events organized/sponsored by PCG and PCGA;

And one (1) year suspension of promotion for additional 2 years on top of the prescribed time grade; Notice in PCGA website.

- (a) 3 months
- (b) 4 months
- (c) 5 months
- (d) 6 months

6. Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, "Last Warning" to the Auxiliary concerned.
7. Demotion to next Lower Rank
8. Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management
  - (a) 1 year
  - (b) 2 years
  - (c) 3 years
  - (d) 4 year
9. Delistment / Expulsion from the PCGA Official Roster

**IV. MATRIX OF INFRACTIONS AND CORRESPONDING CORRECTIVE ACTION**

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article I – Membership</b>					
Sec. 1 - Applicant has been convicted by a court of law of a crime of moral turpitude or any crimes enumerated in the Revised Penal Code and other special laws.	1				
Sec. 2 - Auxiliarist who has been enrolled/appointed but has a prior conviction or who has submitted false declarations in his application.	9				
Sec 3 - Applicants with incomplete documentary requirements and/or non-compliance/attendance of the required sanctioned PCGA Orientation/ Indoctrination but was issued General Orders, inducted and wearing uniform.	1				
Sec. 4 - Re-enrolling delisted Auxiliarists administratively disenrolled for cause (Chapter 3, Sec B, No. 2 - 2012 ARM).	2				
Sec 5 - Auxiliarists dropped from the rolls of the PCGA who produce and continue to use an unauthorized ID.	9				

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliarist and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	<p>Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned.</p> <ul style="list-style-type: none"> <li>•Wearing of Uniform;</li> <li>•Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARAF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul> <p>And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website</p> <p>(a) 3 months (b) 4 months (c) 5 months (d) 6 months</p>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, "Last Warning" to the Auxiliarist concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	<p>Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management</p> <p>(a) 1 year (b) 2 years (c) 3 years (d) 4 years</p>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article I – Membership (continued)</b>					
Sec 6 - Active Auxiliaries who produce and allow non-Auxiliaries to use an unauthorized PCGA ID falsifying all information, including signatures of authorized issuing officer.	9				
Sec. 7 - Applicants falsifying PCGA IDs prior to his acceptance as a PCGA member.	1				
Sec. 8 - Transfers (within a District). Auxiliaries who transfer to another Squadron/Division within the District without the proper clearance of financial and assigned property from the mother unit and without the required endorsement from the concerned CGAD officers and non-compliance to the procedures.	3 & 4				
Sec. 9 – Auxiliaries who transfer to another district without complying with the proper procedures and no endorsement from the concerned CGAD's chain of leadership and management.	3 & 4				

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6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, "Last Warning" to the Auxiliaries concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management <ul style="list-style-type: none"> <li>(a) 1 year</li> <li>(b) 2 years</li> <li>(c) 3 years</li> <li>(d) 4 years</li> </ul>
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<b>Article II – Organizational Structure and Election Process</b>					
Sec 1 - Auxiliarist or Auxiliarist, either as individual or group, conspiring to commit and/or use force, bribery in any form, intimidation during the election period for the National, District and Squadron elective positions, thereby undermining/ violating the provisions of the electoral process for an honest and credible election, promulgated by the 2012 ARM and related Memoranda.	9				
Sec. 2 - Applicants or newly recruited PCGA officers and active PCGA officers who willingly conspire to commit fraud through intimidation, coercion and/or hastily recruiting, resurrecting squadrons and inducting recruits as members without due regard to the process for membership, establishment /activation of squadrons, to qualify as voters.	1 & 9				

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INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article II – Organizational Structure and Election Process (continued)</b>					
Sec. 3 – Auxiliaries who are elected but are found to be involved indirectly or directly in the commitment of fraud, bribery in any form, intimidation or coercion to qualified voters or appointing authority	9				
Sec. 4 - Auxiliaries who are not elected but found to have committed fraud, intimidation, bribery, giving money or gifts and coercion to qualified voters for elective positions or appointive authority for appointive T.O. positions.	9				

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<b>Article III – Auxiliary Administrative Discipline Informal Disciplinary Action</b>					
Sec. 1 - Flagrant and / or repeated uniform or grooming violations.	3	4	5 & 6	7 & 8	9
Sec. 2 – Unintentionally compromising or mishandling Coast Guard or Auxiliary qualifying examinations of trainings required for the ladderized promotion	3	4	5 & 6	7 & 8	9
Sec. 3 - Unauthorized acquisition of personal records	9				
Sec.4 - Hacking of PCGA website	9				
Sec. 5 - Unauthorized acquisition of sensitive official message traffic and correspondence	9				
Sec. 6- Unwarranted violations or abuse of the chain of leadership and management	4	5 & 6	9		
Sec. 7- Failure to follow procedures prescribed by Coast Guard and/or NAMO written directives, procedures, standing rules, or policies in reviewing a complaint	3	4	5 & 6	9	

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	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article III – Auxiliary Administrative Discipline Informal Disciplinary Action (continued)</b>					
Sec. 8 – Misrepresentation in official correspondence or reports	9				
Sec. 9 – Misrepresenting Coast Guard authority, rank, title, or auxiliary position or status, either implied or by design	9				
Sec. 10 – Failure to follow established procedures as prescribed in written directives or policies	3	4	5 & 6	9	
Sec. 11 – Failure to follow published auxiliary web policies and guidelines when available	3	4	5 & 6	9	
Sec. 12 - Falsifying documents or records	9				
Sec. 13 - Forging signatures of Auxiliary members in official correspondence, ID cards	9				
Sec. 14 - Obtaining or attempting to obtain PCGA documents fraudulently	9				

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<b>Article IV – Auxiliary Administrative Action Formal Disciplinary Action</b>					
Sec. 1 – Any action which may or does bring discredit to the Philippine Coast Guard or Philippine Coast Guard Auxiliary while identified as an Auxiliarist or acting in an Auxiliary capacity.	4, 5 & 6	9			
Sec. 2 – Misuse of Coast Guard or Auxiliary funds or property.	9				
Sec 3 – Repeated actions prejudicial to the good order of the Auxiliary or any of its programs, as documented in the Auxiliarist's record.	4 & 5(d)	6	9		
Sec. 4 – Failure to follow civil rights laws, and/or the Human Relations and Sexual Harassment Policy contained in the 2012 ARM.	4 & 5(d)	6	9		
Sec. 5 – Breaches of electronics and communications protocols or any other public communications media, so as to reflect or discredit or to publicly embarrass the PCG or the PCGA (Chapter 5, Sec. C, No. 1 – 2012 ARM)	9				

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	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article IV – Auxiliary Administrative Action Formal Disciplinary Action</b>					
Sec. 6 – Any knowingly false official statement, oral or written, to include enrollment application data submissions, facility offer of use and inspection forms. This includes forging signatures on any official document and/or falsifying of records.	9				
Sec. 7 – Any other actions that, in the Director’s judgment, warrant disenrollment proceedings.	9				
Sec. 8 - Failure to act on orders / directives, ignoring Memoranda issued by superior officers.	9	5 (a) & 6	7	9	

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	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article V – Special Policies and Protocol</b>					
Sec. 1 - Unauthorized use of the combination of the letters “PCG” or “PCGA”, the words “Coast Guard”, “Philippine Coast Guard” or “Philippine Coast Guard Auxiliary” for the purpose of trade, or by way of advertisement to induce the public to believe that the product is being endorsed, authorized or approved by the Coast Guard or Auxiliary.	3 & 4	5(b) & 6	9		
Sec. 2 – Unauthorized use of the word PCGA in communicating with other government agencies/ offices.	3 & 4	5(d) & 6	9		
Sec. 3 – Unauthorized use of official stationery /letterheads for private communication.	3 & 4	5(a)	6	9	
Sec. 4 – Unauthorized use of the Auxiliary Seal on documents, letterhead or stationery, programs, certifications, diplomas and display exhibits.	3 & 4	5(a) & 6	9		
Sec. 5 – Unauthorized wearing and use of the PCGA uniform, auxiliary title or making representations to testify in public hearings.	9				

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5	Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned. <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSAF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul>
	And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website <ul style="list-style-type: none"> <li>(a) 3 months</li> <li>(b) 4 months</li> <li>(c) 5 months</li> <li>(d) 6 months</li> </ul>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, “Last Warning” to the Auxiliariist concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management <ul style="list-style-type: none"> <li>(a) 1 year</li> <li>(b) 2 years</li> <li>(c) 3 years</li> <li>(d) 4 years</li> </ul>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article V – Special Policies and Protocol (continued)</b>					
Sec. 6 – Unauthorized use of the auxiliary title, or making representations of the PCG or PCGA by any member in appearing in political meetings.	9				
Sec. 7 – Alteration of the insignia and logo, including use of another background.	9				
Sec. 8 – Unauthorized placement of the PCGA logo alongside other logos of organizations except the PCG in printing calling cards.	3, 4, 5 (c) & 6	9		9	

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliarist and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	<p>Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned.</p> <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARAF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul> <p>And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website</p> <p>(a) 3 months (b) 4 months (c) 5 months (d) 6 months</p>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, “Last Warning” to the Auxiliarist concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	<p>Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management</p> <p>(a) 1 year (b) 2 years (c) 3 years (d) 4 years</p>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article VI – Courtesy and Protocol</b>					
Sec. 1 - Gross disrespect to National Ensign and the National Anthem by not following protocols during occasions calling for all Auxiliaries to render the proper respect.	5(d)	6	9		
Sec. 2 - Improper display of the National Ensign in meetings indoors.	3 & 4	5(d)	6	9	
Sec. 3 – Improper or non-observance of customs, courtesies and protocols.	3	4 & 5(a)	6	9	
Sec. 4 – Improper rendering of salute.	3	4 & 5(a)	6	7 & 8(a)	9
Sec. 5 – Disrespect on the posting of colors and playing of the National Anthem.	5(d)	6	9		

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliaries and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	<p>Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned.</p> <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul> <p>And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website</p> <p>(a) 3 months (b) 4 months (c) 5 months (d) 6 months</p>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, “Last Warning” to the Auxiliary concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	<p>Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management</p> <p>(a) 1 year (b) 2 years (c) 3 years (d) 4 years</p>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster



INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article VII – Human Resources</b>					
Sec. 1 - Non-compliance to the Diversity Management Policy which provides that no person shall be subject to discrimination in the Auxiliary or its programs because of race, color, religion, sex, age, national origin, or disability.	3 & 4	5(b)	6	9	
Sec. 2 - Violations on sexual harassment, i.e., sexual advances, requests for sexual favors, verbal or physical conduct of sexual nature which explicitly or implicitly affects the employment, unreasonably interferes with an individual's work performance, creates an intimidating, hostile or offensive work environment.	3, 4, 5(d) & 6	9			
Sec. 3 - Unlawful discrimination in recruitment, selection, assignment, retention, training or general treatment of any member of the Auxiliary.	3, 4, 5(d) & 6	9			

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliariist and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned. <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARAF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul>
	And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website <ul style="list-style-type: none"> <li>(a) 3 months</li> <li>(b) 4 months</li> <li>(c) 5 months</li> <li>(d) 6 months</li> </ul>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, "Last Warning" to the Auxiliariist concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management <ul style="list-style-type: none"> <li>(a) 1 year</li> <li>(b) 2 years</li> <li>(c) 3 years</li> <li>(d) 4 years</li> </ul>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article VIII – Uniforms and Grooming</b>					
Sec. 1 – Unauthorized wearing of uniforms in public places, i.e., airports, malls, church except when a PCG or PCGA function or activity is being held thereat.	3 & 4	5(a) & 6	9		
Sec. 2 – Failure to follow prescribed uniform regulations, unauthorized use of accessories, improper placement of accessories by Auxiliaries.	3	4 & 5(a)	6	7 & 8(a)	9
Sec. 3 – Failure to comply with grooming standards for Auxiliaries who desire to wear their hair and jewelry without a waiver.	3	4 & 5(a)	6	7 & 8(a)	9
Sec. 4 – Non-observance of weight standards leading to unacceptable appearance of an Auxiliary.	3	4 & 5(a)	6	7 & 8(a)	9
Sec. 5 – Unauthorized wearing of uniforms in places of dubious reputation where the uniform might be discredited or disgraced.	3, 4 & 5(a) & 6	9			
Sec. 6 – Unauthorized wearing of uniforms in political activities.	3, 4 & 5(a) & 6	9			
Sec. 7 – Unauthorized wearing of uniforms during paid employment or sports activities.	3, 4 & 5(a) & 6	9			

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliaries and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned. <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARAF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul> <p>And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website</p> <p>(a) 3 months (b) 4 months (c) 5 months (d) 6 months</p>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, "Last Warning" to the Auxiliary concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management <p>(a) 1 year (b) 2 years (c) 3 years (d) 4 years</p>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article VIII – Uniforms and Grooming (continued)</b>					
Sec. 8 – Unauthorized wearing of uniform aboard an Auxiliary vessel/ aircraft unless on an authorized mission.	3 & 4	5(a)	6	9	
Sec.9 – Unauthorized wearing of uniform during entry to or while in a foreign country or territory unless on authorized official business.	9				
Sec. 10 – Unauthorized wearing of any distinctive part of the uniform or official auxiliary insignia or shoulder boards with civilian clothing.	3 & 4	5(a) & 6	9		
Sec. 11 – Wearing or use of shoulder boards or loops, medals and ribbons without the issuance of appropriate General Order.	3, 4, 5(c) & 6	9			
Sec. 12 - Improper placement of accessories in the prescribed uniforms of the PCGA.	3	4	5(a) & 6	7	9
Sec. 13 - Wearing or use of accessories not prescribed by the Auxiliary regulations manual.	3 & 4	5(a)	6	9	
Sec. 14 – Not wearing the correct prescribed uniform for the appropriate activity/ mission as described in the regulations manual.	3	4	5(a) & 6	7	9

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliarist and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	<p>Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned.</p> <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul> <p>And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website</p> <p>(a) 3 months (b) 4 months (c) 5 months (d) 6 months</p>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, "Last Warning" to the Auxiliarist concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	<p>Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management</p> <p>(a) 1 year (b) 2 years (c) 3 years (d) 4 years</p>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article IX – Conduct</b>					
Sec. 1 – Inflicting physical harm or injury to, or assaulting any member of the Coast Guard or Auxiliary, an elected or appointed Auxiliary Officer, or any person at any time.	9				
Sec. 2 – Assaulting or inflicting physical harm to any person inside PCG or PCGA facilities at any time.	9				
Sec. 3 – Threatening, intimidating, coercing or harassing a PCGA or PCG member, an elected or appointed PCGA officer at any time.	3, 4 5 (d) & 6	9			
Sec. 4 - Threatening, intimidating, coercing or harassing any person inside the PCG or PCGA facilities at any time.	3, 4 5 (d) & 6	9			
Sec. 5 – Intentional failure to give by word or deed the respect due another person's position, age, or sex including but not limited to: raising one's voice at a superior, cursing even when the same is not directed to anybody in particular; talking to one another or doing something while being addressed by a superior.	3, 4 5 (d) & 6	7 & 8(c)	9		

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliant and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned. <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSAR, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul>
	And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website <ul style="list-style-type: none"> <li>(a) 3 months</li> <li>(b) 4 months</li> <li>(c) 5 months</li> <li>(d) 6 months</li> </ul>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, "Last Warning" to the Auxiliant concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management <ul style="list-style-type: none"> <li>(a) 1 year</li> <li>(b) 2 years</li> <li>(c) 3 years</li> <li>(d) 4 years</li> </ul>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article IX – Conduct (continued)</b>					
Sec. 6 – Entry in PCG and PCGA National, District and Stations/ Squadron offices and premises while intoxicated or under the influence of liquor or drugs.	9				
Sec. 7 – Drinking intoxicating beverages within the PCG facilities and PCGA offices and premises at any time.	3, 4, 5 (d) & 6	9			
Sec. 8 – Causing public disorder as a result of drinking intoxicating liquor.	3, 4, 5 (d) & 6	9			
Sec. 9 – Smoking marijuana, taking illegal drugs or unprescribed use of habit-forming drugs.	9				
Sec. 10 - Bringing pornographic materials, print or video at any time.	3	4	5 (a) & 6	7	9
Sec. 11 - Gambling in any form, including numbers game or “jueteng”, within the PCG facilities and PCGA offices at any time.	3	4	5 (a) & 6	7	9

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliariist and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned. <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARAF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul>
	And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website <ul style="list-style-type: none"> <li>(a) 3 months</li> <li>(b) 4 months</li> <li>(c) 5 months</li> <li>(d) 6 months</li> </ul>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, “Last Warning” to the Auxiliariist concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management <ul style="list-style-type: none"> <li>(a) 1 year</li> <li>(b) 2 years</li> <li>(c) 3 years</li> <li>(d) 4 years</li> </ul>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article X – PCG / PCGA Property</b>					
Sec. 1 - Failure to report damage, loss or problem related to functioning of the NAMO, District and / or Squadron equipment.	3	4	5(a) & 6	7	
Sec. 2 - Willfully or deliberately damaging property / equipment of PCG, PCGA or PCGA member.	9				
Sec 3. - Unauthorized use of equipment, personal effects and property belonging to PCG, PCGA or PCGA member/ officer.	3	4, 5(a) & 6	9		
Sec. 4 - Damage, loss or malfunctioning of PCGA equipment or property through gross negligence, carelessness, improper or incorrect use.	3	4	5(a) & 6	7	
Sec. 5 - Stealing or attempting to steal property/equipment of the PCG, PCGA or any PCGA member at any time.	9				
Sec. 6 - Improper, wasteful, incorrect use of PCGA tools, equipment, materials or supplies.	3	4	5(a) & 6	7	

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliariist and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned. <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul>
	And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website <ul style="list-style-type: none"> <li>(a) 3 months</li> <li>(b) 4 months</li> <li>(c) 5 months</li> <li>(d) 6 months</li> </ul>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, "Last Warning" to the Auxiliariist concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management <ul style="list-style-type: none"> <li>(a) 1 year</li> <li>(b) 2 years</li> <li>(c) 3 years</li> <li>(d) 4 years</li> </ul>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article X – PCG / PCGA Property (continued)</b>					
Sec. 7 – Stealing and/or selling, taking out relief goods intended for victims of natural disasters.	9				
Sec. 8 - Acts of vandalism committed by Auxiliariist at any time.	9				
Sec. 9 – Promoting or conducting “pyramid schemes” and usurious practices among PCG or PCGA members.	3, 4, 5 (c) & 6	9		9	
Sec. 10 – Use of profane or obscene language in addressing another PCG or PCGA member at any time.	3, 4, 5 (c) & 6	9			
Sec. 11 – Indecent acts, acts of lasciviousness in the PCG facilities and PCGA offices and events at any time.	3, 4, 5 (c) & 6	9			
Sec. 12 - Organizing indecent or lewd shows in PCGA activities and events at any time.	3, 4, 5 (c) & 6	9			

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliariist and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	<p>Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned.</p> <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARAF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul> <p>And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website</p> <p>(a) 3 months (b) 4 months (c) 5 months (d) 6 months</p>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, “Last Warning” to the Auxiliariist concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	<p>Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management</p> <p>(a) 1 year (b) 2 years (c) 3 years (d) 4 years</p>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article XI – Health and Sanitation</b>					
Sec. 1 - Acts which are unhygienic (i.e., spitting, littering and urinating anywhere in PCG or PCGA premises at any time)	3	4	5(a) & 6	7	9
Sec. 2 - Concealing communicable diseases (i.e., tuberculosis, gonorrhea, herpes, etc.)	3 & 4	5(c) & 6	9		
Sec. 3 – Failure to segregate wastes and improper disposal during PCGA activities.	3	4	5(a) & 6	7	9
<b>Article XII – Security</b>					
Sec. 1 - Bringing or attempting to bring in or possession of unauthorized and/or concealed deadly weapons inside PCG / PCGA facilities during PCG and/or PCGA activities.	9				
Sec. 2 - Refusing to submit to inspection by authorized security personnel while entering or within PCG/PCGA facilities.	3, 4, 5(d) & 6	9			
Sec. 3 - Abuse of authority in entering private offices or buildings and PCG/PCGA facilities.	3 & 4	5(d) & 6	9		
Sec. 4 - Unauthorized entry into restricted areas of the PCG / PCGA facilities and private/ government premises.	3, 4, 5(d) & 6	9			

PENALTIES ON INFRACTIONS	
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2	Denial of Re-enrollment for delisted Auxiliariist and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	<p>Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned.</p> <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul> <p>And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website</p> <p>(a) 3 months (b) 4 months (c) 5 months (d) 6 months</p>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, “Last Warning” to the Auxiliariist concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	<p>Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management</p> <p>(a) 1 year (b) 2 years (c) 3 years (d) 4 years</p>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster



INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article XII – Security (continued)</b>					
Sec. 5 - Tampering of security, fire fighting and emergency equipment	9				
<b>Article XIII – Personal Data in Auxiliary Roster</b>					
Sec. 1 - Failure to comply with PCGA requirements to submit Personal History Statement Form and documentary requirements for the Auxiliary Database.	3 & 4	5 (a) & 6	7	9	
Sec. 2 - Falsification of entries in the PHS, Application Form, ID Application Form.	9				
<b>Article XIV – Attendance</b>					
Sec. 1 – Habitual absenteeism; 50% absences in regular meetings and scheduled District/ Squadron activities without reasonable explanation in writing.	3 & 4	5 (a)	6	7 & 8 (a)	9
Sec. 2 – Frequent tardiness at meetings and PCG / PCGA activities.	3 & 4	5 (a)	6	7 & 8 (a)	9

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
2	Denial of Re-enrollment for delisted Auxiliariest and Notice posted in PCGA Website
3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	<p>Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned.</p> <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARAF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul> <p>And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website</p> <p>(a) 3 months (b) 4 months (c) 5 months (d) 6 months</p>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, “Last Warning” to the Auxiliariest concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
8	<p>Disqualification from holding any elective and/or appointive position in the PCGA Chain of Leadership and Management</p> <p>(a) 1 year (b) 2 years (c) 3 years (d) 4 years</p>
9	Recommendation / Endorsement for Delistment / Expulsion from the PCGA Official Roster

INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article XIV – Attendance</b>					
Sec. 3 - Falsely filling up attendance forms of members not present during PCGA activities for the purpose of receiving awards and ribbons.	9				
Sec. 4 – Leave of Absence (LOA) with justifiable cause must be applied for in writing three (3) working days before such leave takes effect and approved by the District Directors and Squadron Directors. Sudden unrequested leave or absence without leave is considered AWOL and subject to disciplinary action.	3 & 4	5(a) & 6	9		
Sec. 5 – Leave of Absence with justifiable cause of the Director Auxiliary District must be applied for three (3) days before such leave takes effect, duly noted by the Deputy National Director for Administration and approved by the National Director. • For the purpose of this rule, the maximum length of time a member is allowed to go on leave for justifiable causes (i.e. medical, bereavement, marriage, etc. is <b>sixty (60) days</b> .	3 & 4	5(a) & 6	9		

PENALTIES ON INFRACTIONS	
1	Denial of Enlistment and Notice shall be posted in PCGA website
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3	Letter of Reprimand and Counseling Session
4	Repeat Attendance in Orientation/Protocol Seminar
5	Suspension of the following member privileges for 3 to 6 month depending on the gravity of the case and the discretion of the Authority concerned. <ul style="list-style-type: none"> <li>• Wearing of Uniform;</li> <li>• Eligibility to attend Squadron/District meetings, District Conferences, National Convention, MARSAR, MARSARAF, MAREP Trainings and events organized/sponsored by PCG and PCGA;</li> </ul> <p>And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website</p> <p>(a) 3 months (b) 4 months (c) 5 months (d) 6 months</p>
6	Letter of Caution citing the repeated infraction and defiance to the legitimate orders tantamount to insubordination and actions unbecoming of an officer and a gentleman with attached highlighted phrase, “Last Warning” to the Auxiliariist concerned.
7	Recommendation / Endorsement for Demotion to next Lower Rank
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INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article XV – Abandonment of Assigned Task</b>					
Sec. 1 – Abandonment of assigned task without due regard to the general PCGA membership which may jeopardize public safety, nature and compromise the image of the whole PCGA.	3 & 4	5 (d) & 6	9		
Sec. 2 – Leaving assigned task on false pretense which will affect the teamwork in PCGA activities, i. e., relief operations, passenger assistance, rescue operations and environment protection and conservation.	3 & 4	5 (d) & 6	9		
<b>Article XVI - Behavior</b>					
Sec. 1 - Obvious show of uncooperative attitude towards elected/appointed leaders and fellow members.	3 & 4	5 (d) & 6	7 & 8 (d)	9	
Sec. 2 - Discourtesy towards fellow officers.	3 & 4	5 (d) & 6	9		
Sec. 3 - Any acts of insubordination.	3, 4, 5 (d) & 6	9			
Sec. 4 - Making or spreading false, vicious or malicious news or rumors concerning the PCGA and/or any of its members.	3, 4, 5 (d) & 6	9			
Sec. 5 - Posting false, vicious or malicious remarks in social networks of the internet, i.e., Facebook, Tweeter, etc. about any PCGA Member.	3, 4, 5 (d) & 6	9			

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INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article XVI – Behavior (continued)</b>					
Sec. 6 - Possession and distributing of subversive, inflammatory literature that may lead to dissension, unrest and disunity or disturbs the peace and tranquility of PCGA members.	9				
Sec. 7 – Unruly behavior during PCGA activities leading to disorder and disarray.	3, 4 & 5 (d)	6	9		
Sec. 8 – Refusal to follow reasonable instruction to prevent confusion and/or delay in any proceeding while in formation, including utterances that encourage or cause the above condition or situation to arise.	3, 4, 5 (d) & 6	9			
Sec. 9 – Refusal to receive management memoranda.	3, 4, 5 (d) & 6	9			
Sec. 10 – Any form of solicitation by PCGA Squadron members without permission from the Director Auxiliary District.	3 & 4	5 (a) & 6	9		
Sec. 11 – Any form of solicitation for donation initiated by the Auxiliary District without the permission of the National Director.	3 & 4	5 (a) & 6	9		

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INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article XVII - Honesty</b>					
Sec. 1 – Malversation of NAMO, District and Squadron Funds.	9				
Sec. 2 – Breach of trust or violation of confidence where continuance in the service would be prejudicial to the PCGA's interest or operation of the District/ Squadron to which the member is assigned.	9				
Sec. 3 – Acceptance of anything of value or any promise in consideration of any act connected with the discharge of the member's duties and for which the giver is given special attention.	9				
Sec. 4 – Offering anything of value in exchange for a consideration, such as, an assignment, favorable condition of work, promotion or withdrawal, reduction of disciplinary penalties, among others.	9				
Sec. 5 – Giving false testimony in the course of an organizational investigation.	9				
Sec. 6 – Intentionally giving false reports resulting to the organization's prejudice.	9				

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	And one (1) year suspension of promotion for additional 2 years on top of the prescribed time-in-grade; Notice in PCGA website <ul style="list-style-type: none"> <li>(a) 3 months</li> <li>(b) 4 months</li> <li>(c) 5 months</li> <li>(d) 6 months</li> </ul>
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INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article XVII – Honesty (continued)</b>					
Sec. 7 – Late remittance of annual dues or other member contributions (cash or check) within stipulated time without valid reason.	3 & 4	5 (c) & 6	9		
Sec. 8 – Negligence in the custody of accountable forms, documents and/or records.	3 & 4	5 (c) & 6	9		
Sec. 9 – Deliberate refusal and failure to produce PCGA accountable forms, documents and/or records.	3 & 4, 5 (c) & 6	9			
Sec. 10 – Disclosure of confidential information and personal records without authorization.	9				
Sec. 11 – Bringing out of official records from PCGA offices without authorization.	9				
Sec. 12 – Tampering of electronic information or non-electronic information with the intention of destroying the important files in part or in its entirety.	9				

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INFRACTIONS	CORRECTIVE ACTION				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<b>Article XVIII – Work Performance</b>					
Sec. 1 – Failure to submit required reports regularly or at specified time without justifiable cause.	3	5(a)	6	7	
Sec. 2 – Failure to comply with standard formats for reporting monthly activity reports, as prescribed by the NAMO.	3	4	5(a)	6	7
Sec. 3 – Submission of recycled, untrue and invented activities reports.	3, 4 & 5 (c)	6	7	9	

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## **V. INVESTIGATION PROCEDURES**

The Auxiliary District Director (DAD) shall inform formally the National auxiliary Main Office (NAMO) and furnish the same with the complaint. The National director (ND) shall order the investigation, for a period to be determined by the NAMO, upon receipt of Order. The District shall organize a Committee to investigate and gather all documentary evidences following the procedures in Section B and C of this chapter. Thereafter, the District shall endorse to the NAMO results of the investigation with the recommendations on sanctions or penalties, if any.

### **1. Auxiliarist Rights**

Membership in the Coast Guard Auxiliary is not a constitutionally protected liberty or property interest. However, membership shall be provided in the minimal due process protections set forth below.

### **2. Investigation**

Any member of Coast Guard Auxiliary (Organic, Auxiliary or PCG civilian employee), who believes an Auxiliarist has violated the policies prescribed by the Commandant for the Auxiliary and its missions, as contained in the new Regulations Manual, may make a request for a preliminary investigation. Prior to instituting any Coast Guard Auxiliary disciplinary action towards an Auxiliarist, the pertinent facts surrounding the circumstances must be determined, including what offenses (if any) occurred, and any matters in defense or explanation. This request maybe oral or in writing and shall be made to the senior elected leader who is not personally involved in the complaint subject matter.

When the matter involves the DAS or Division elected leaders, it would be appropriate to refer the complaint to the NAMO. Complaints regarding the District staff, Squadron or Division elected leaders should

go to the DAD. National staff or District elected leader complains should go to the DNDO, DNDA, OR NCOS (as appropriate). The Deputy Commandant in consultation with the National Director shall determine the appropriate level of organization to address the complaint.

### **3. Investigating Officer Options**

The DAD, DAS and Division Director receiving the request may need additional information and/or documentation. They may ask in writing or orally, on relevant information from the complainant. If an Auxiliarist or committee is appointed, the concerned elected leader must inform the concerned Auxiliarist that an accusation has been made and that an appointed Auxiliarist or Committee is looking into the matter. The Auxiliarist has the right to address, in writing, the appointed Auxiliarist or Committee prior to any report to the elected leader. If the elected leader appoints a committee, it will consist of two to three people of the PCGA and the PCG in the District to be screened and approved by the NAMO.

### **4. Determination of Facts**

Once the Auxiliary elected leader has received the investigation report and supporting documents (if any), an endorsement with recommendations shall be forwarded to NAMO, whether the facts could be a violation of Auxiliary policy that might subject an Auxiliarist to discipline. This initial determination shall be made within fifteen days of receipt of the investigation report and any supporting documents in consultation with the DAD and DAS/Divisions.

### **5. Non-violation Determination**

If the preliminary findings show that there is no violation of Auxiliary policy or there is no sufficient evidence, the elected leader shall notify in writing the Auxiliarist who requested the investigation that no action



will be taken or a minor corrective action will be taken. Corrective action may include repeat attendance in Orientation & Protocol seminar or counseling of the offending Auxiliarist on the inappropriate behavior or conduct.

## **6. Minor Violation**

If the investigation results indicate a minor violation has been committed, the Auxiliarist shall be notified of the unacceptable conduct, specific deficiencies and acceptable standards of performance by informal disciplinary action.

## **VI. INFORMAL DISCIPLINARY ACTION**

### **1. Introduction**

This involves an elected leader correcting minor violations of the Auxiliary policy made by an Auxiliarist and documenting the action. The subject of the administrative action shall be advised of the unacceptable conduct or standards, specific deficiencies and acceptable standards of performance by the elected leader. If no disciplinary actions are recorded or pending during the next two-year period, the documentation will be removed from the Auxiliarist's file. A separate permanent record shall be retained by the DAD/DAS for the sole purpose of documenting prior discipline should the need arises.

### **2. Appropriate Sanctions for Minor Infractions**

Appropriate sanctions for minor infractions include:

- a. Counseling Session
- b. Denial of Certain Privileges
- c. Letter of Caution

### **a. Counseling Session**

A counseling session, ideally consisting of a frank discussion between the elected leader, complainant (if other than the elected leader), and the subject Auxiliarist, may facilitate corrective action. This counseling session is documented in writing and retained by the elected leader involved and/or Director for a period of two years. If no further disciplinary actions are recorded or pending during the two-year period, the documentation will be removed from the Auxiliarist's file. A separate permanent record shall be retained by the elected leader or Director for the sole purpose of documenting prior discipline should the need arises.

National Auxiliary Main Office and Auxiliary District staff officers are authorized to conduct oral counseling sessions within their offices or with other staff members regarding their performance of assigned duties and responsibilities.

### **b. Denial of Certain Privileges**

Denial of certain auxiliary privileges may suffice as a corrective action for violation of auxiliary policies and guidelines.

### **c. Letter of Caution**

A letter of caution is an informal, corrective letter issued to the Auxiliarist by an Auxiliary Director. The National Director may issue a letter to the National Auxiliary Board members and National Auxiliary Main Office Staff members regarding performance of assigned staff duties and responsibilities.

## VII. FORMAL DISCIPLINARY ACTION

### Introduction

If a violation is deemed to be serious by the elected leader after conducting the preliminary investigation to determine the facts, the Auxiliary elected leader shall notify the Director Auxiliary District in writing, via the chain of leadership and management, of a recommendation to commence formal disciplinary action. This written recommendation will contain all supporting documents and the factual basis for the recommendation.

#### 1. Infractions Warranting Formal Disciplinary Actions

Infractions that may warrant formal disciplinary actions include:

- a. Any action which may or does bring discredit to the Coast Guard or Coast Guard Auxiliary while identified as an Auxiliarist or acting in an auxiliary capacity.
- b. Refusing to follow regulations for the wearing of the Auxiliary uniform or insignia, including misrepresentation as a Coast Guard officer or petty officer, or flagrant or repeated misuse of rank, titles, or insignia.
- c. Failure to follow civil rights laws, and/or the Human Relations and Sexual Harassment Policy contained in this manual.
- d. Any knowingly false official statement, oral or written, to include enrollment application data submissions, facility offer of use and inspection forms. This includes forging signatures on any official document and/or falsifying of records.
- e. Breaches of electronics and communications protocols or any other public communications media, so as to reflect discredit or to publicly embarrass the Coast Guard or auxiliary.
- f. Any other actions that, in the Director's judgment, warrant disenrollment proceedings

- g. Any action which may or does bring discredit to the Coast Guard or Coast Guard Auxiliary while identified as an Auxiliarist or acting in an auxiliary capacity.

#### 2. Time Requirements

If the Director Auxiliary District and/or the Commander Coast Guard District conclude that formal disciplinary action is warranted, then, the DAD shall commence or be instructed to commence a formal disciplinary action within thirty days of the receipt of the recommendation by an auxiliary elected leader.

#### 3. Notification

Auxiliarists who are the subject of formal disciplinary action, including disenrollment and/or the issuance of a letter of reprimand, shall, prior to imposition of the discipline, be provided notice of the allegations that prompted the action and an opportunity to respond to those allegations.

#### 4. Notice/Written Response

The Director shall inform the subject of formal disciplinary action in writing of the allegations against him. The written notice should clearly state the reason for the proposed action as well as facts and information upon which the Director has based the action. The letter shall also inform the Auxiliarist of his right to respond.

Within 30 days from mailing the notification required above, the Auxiliarist may submit a written statement either admitting, denying, or admitting with an explanation of the allegation(s). Any denials not made in good faith may alone provide sufficient basis to warrant additional disciplinary action. This written response is in addition to anything submitted during the investigation.

## **5. Director Auxiliary District Review**

The DAD will review the request for formal discipline and the investigation record, and will then make recommendations as to appropriate sanction(s) (if any). This report shall be in writing and forwarded to the Commander Coast Guard District. Normally, the appropriate sanction will consist of a letter of reprimand issued by the DAD. If the recommendation is for disenrollment, the entire investigation package shall be forwarded to the Commander Coast Guard District for further consideration and endorsement to the Deputy Commandant.

## **6. Letter of Reprimand**

A letter of reprimand is a formal corrective letter issued to an Auxiliarist by the DAD or Commander Coast Guard District. The Deputy Commandant or National Director may issue a letter of reprimand to the National Board members or National Auxiliary Main Office Staff members regarding their performance of assigned duties and responsibilities. Before issuing the letter of reprimand, the Commander Coast Guard District and DAD (or Deputy Commandant and ND) should discuss the situation and agree on the appropriate wording for the letter.

### **a. Content**

The reprimand will discuss the specific improper action(s) and the acceptable standards. It will include consideration of any written statements submitted by the subject Auxiliarist and how such statements influenced the decision. References to any previous disciplinary action(s) may be included. The subject Auxiliarist will be advised that a written reply may be made within thirty days of receipt of the letter of reprimand, and such a reply will be retained by the issuer, along with the letter of reprimand.

### **b. Time Requirements**

For all Auxiliarists, except members of the National Auxiliary Main Office staff, a letter of reprimand is valid up to three (3) years, but shall not exceed three years without the concurrence of both the DAD and Commander Coast Guard District. The time period for non-availability for elected and appointed officers, if any, including vacating elected or appointed office, and the denial of a right past officer pin for such office, shall be determined by the Commander Coast Guard District and DAD. For National elected leaders and staff officers, the same requirements apply, but cannot exceed three years without the concurrence of the Deputy Commandant and ND concerned.

### **c. Removal of Letter**

Disciplinary letters placed into an Auxiliarist's file in accordance with this paragraph may be removed from the file at the discretion and agreement of the Commander Coast Guard District and DAD (or Deputy Commandant and ND), as appropriate, when they feel the situation is corrected. If, after the specified period of time from the date of the letter of reprimand, no further adverse action is reported, any letters relating to the letter of reprimand will be removed from the Auxiliarist's file. A separate permanent record of the letter of reprimand shall be retained by the Commander Coast Guard District for the sole purpose of documenting prior discipline should the need arise.

## **7. Disenrollment Authority**

The authority for disenrolling an auxiliarist rests with the Commandant who has delegated to the Deputy Commandant the authority to review a case and to submit the appropriate recommendation. No Auxiliarist may disenroll another Auxiliarist.

## 8. Immediate Disenrollment

The Deputy Commandant may exercise the authority to disenroll a member for any one of the following causes:

- a. Upon Auxiliarist's request.
- b. Upon ceasing to possess the qualifications for membership.
- c. For cause.
- d. Upon direction of the Commandant.
- e. Upon death.

### a. Effect on Leader Duties

If the membership is suspended, the suspension will include elected and/or appointed office duties. If the certifications are suspended, and the Auxiliarist is the senior elected leader of an auxiliary unit, the suspension of the Auxiliarist is the senior elected leader of an auxiliary unit, the suspension will include elected leader duties. If the Auxiliarist whose certifications are suspended is an elected leader, but not the senior elected leader of an auxiliary unit or an appointed leader, the suspension may include elected and/or appointed office duties, as determined by the ND and Deputy Commandant. The Auxiliarist may resume the duties of these offices, if and when full auxiliary rights and privileges are regained (if the term of office has not expired).

### b. Auxiliarist's Request

The PCGA is an organization of volunteers and an Auxiliarist may resign at any time. The resignation request must be in writing and submitted to the Director Auxiliary Squadron. The DAS shall promptly forward all such requests to the Commander Coast Guard District via the DAD. This action will enable the DAD to discuss with the Auxiliarist the reason for resignation before the final paperwork is submitted to the Commander Coast Guard District. If the Auxiliarist still wishes to resign

after consultation with the DAD, the Auxiliarist shall be required to turn in his/her PCGA ID card and return of any Government or auxiliary-owned property in his possession. Upon receipt of the written request, the Commander Coast Guard District will recommend to the Deputy Commandant the deletion of the Auxiliarist's name from the active members listed in the auxiliary database. The Commander Coast Guard District shall acknowledge all resignations in writing.

### c. Ceasing to Possess Qualifications for Membership

The Deputy Commandant may disenroll an Auxiliarist whenever the Auxiliarist ceases to possess any of the qualifications for membership, as recommended by the Commander Coast Guard District and the DAD.

### d. For Cause

Any infraction outlined in this section may lead the Deputy Commandant to immediately disenroll a member. However, if in the Deputy Commandant's opinion, an Auxiliarist's action(s), though not cited in this section, has a disruptive impact that adversely affects the operations/ administrative functions of the auxiliary, Coast Guard unit, or other entity, the Deputy Commandant may take the appropriate disciplinary action including disenrollment. The Deputy Commandant shall take such action based upon all available information presented or after initiating further inquiry to gather additional relevant facts when, in the Deputy Commandant's judgment, it is deemed necessary. Such detrimental conduct may arise from a single incident or be the result of a pattern of conduct which warrants immediate disciplinary action by the Deputy Commandant, so as to preserve program integrity and/or the good order of the auxiliary.

**UNDER THE LEADERSHIP OF:**



**VADM VALENTIN B PRIETO JR PCGA**  
National Director

**ACKNOWLEDGEMENT:**



**RADM GERONIMO P REYES PCGA**  
Deputy National Director for Special Projects



**PCGA HYMN**

Onward we go, PCGA  
With the commitment of saving lives at sea  
Dedicated to a service that is true  
Making this world a safe place for me and you.

Forward we go, PCGA  
Philippine Coast Guard Auxiliary  
Onward we go, Onward we go  
Saving lives we always do.

Kami ang kabalikat ninyo  
Lahat ng oras, ulan man o bagyo  
Handang tumulong sa kapwa Pilipino  
PCGA kami'y handang magserbisyo.

Sulong kapatid sa PCGA  
Philippine Coast Guard Auxiliary  
Mabuhay tayo, Mabuhay tayo  
Philippine Coast Guard Auxiliary!  
Philippine Coast Guard Auxiliary.