



**AUXILIARY**

# **PHILIPPINE COAST GUARD AUXILIARY**

## **REGULATIONS MANUAL 2012 EDITION**





TANGGAPAN NG KOMANDANTE  
(OFFICE OF THE COMMANDANT)  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
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**LETTER OF PROMULGATION**

**Subject: Philippine Coast Guard Auxiliary (PCGA) Revised Manual**

**To : All Concerned**

1. The enactment of the Republic Act (R.A.) 9993 otherwise known as the "Philippine Coast Guard Law of 2009" establishes the PCG as an armed and uniformed service of the country. Moreover, it clearly and specifically defines the functions of the PCG one of which is to organize, train, develop, supervise and maintain the PCGA as a civilian volunteer organization under the direct control and supervision of the PCG Commandant for the purpose of assisting the PCG in carrying out its mandated functions.

2. The Philippine Coast Guard Auxiliary Manual 2012 edition is a revision of the Coast Guard Regulations Manual for Philippine Coast Guard Auxiliary dated 01 May 2008. The revision is deemed necessary to further improve the administration, organization and operation of the PCGA in relation to its mandate of assisting the PCG in the promotion of safety of life and property at sea, preservation of the marine environment and its resource, conduct of maritime search and rescue, maintenance of aids to navigation and other activities that will enhance maritime community relations.

3. I commend the officers and men of the PCG-PCGA particularly the members of the Technical Working Group for their joint unrelenting effort and initiative in coming up with this Manual. Indeed, this will be a valuable tool as it provides all the necessary information that will help and guide not only the Auxiliarists but also the PCG and PCGA leadership in the performance of their duties, responsibilities, and functions

4. This manual is hereby promulgated for the information, reference, and guidance of all concerned.

  
**EDMUND C TAN**  
**VADM PCG**

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# **CHAPTER I – HISTORY and ADMINISTRATION**

## **Section A. CREATION OF THE PHILIPPINE COAST GUARD AUXILIARY**

On 09 February 1972, during the evening cocktails at the Philippine Navy Officers' Club commemorating the Philippine Navy Day, then Coast Guard Commandant announced the intention of the Navy Flag Officer-in-Command to form a civilian volunteer unit to assist the Philippine Coast Guard (PCG). All those present during the cocktails including some officials of the Manila Yacht Club gave their outright support on the said plan with the ensuing events leading to the formation of what was later known as the Philippine Coast Guard Auxiliary (PCGA).

The PCGA is a volunteer civilian organization initially established for the purpose of assisting the Philippine Coast Guard in the conduct of search and rescue as most of its first members were owners of boats and yachts. Boat safety has also been identified as an additional concern.

The PCGA eventually expanded and is now a big organization. It is also officially covered now under Section 11 of Republic Act Number 9993, otherwise known as the PCG Law of 2009. As it is currently organized, the PCGA headed by its National Director (ND) assists the PCG in the promotion of safety of life and property at sea. It generally covers the conduct of various activities aimed at assisting the PCG in promoting maritime safety, preservation of the marine environment and its resources, maintenance of aids to navigation, conduct of search and rescue, recreational safety, and such other activities that enhance maritime community relations which include civic action, participation under the National Service Training Program, youth development, and other related activities. It has an Auxiliary District under every regular Coast Guard District and operates based on PCG-approved annual PCGA plans and programs and governed by the PCGA manual of regulations promulgated by the PCG Commandant.

## **Section B. THE ORGANIZATION OF THE PHILIPPINE COAST GUARD AUXILIARY (PCGA) UNDER REPUBLIC ACT NO. 9993, OTHERWISE KNOWN AS THE PHILIPPINE COAST GUARD LAW OF 2009**

The PCG in the performance of its functions under Republic Act No. 5173 may perform any and all acts necessary to rescue and aid persons which have become the basis for the creation of the Philippine Coast Guard Auxiliary in 09 February 1972 at the Philippine Navy Officers' Club. Thereafter, the PCGA has become instrumental in providing support and assistance to the PCG in the promotion of safety of life and property within the maritime jurisdiction of the Philippines

In recognition of the important role and contribution of the PCGA and its members, the legislators deemed it necessary to incorporate in Republic Act No. 9993, otherwise known as the "Philippine Coast Guard law of 2009," a provision which clearly defines the establishment of the PCGA as a civilian volunteer organization formed to assist the PCG in the promotion of safety of life and property at sea, the preservation of

the marine environment and its resources, the conduct of maritime search and rescue, the maintenance of aids to navigation, recreational safety, and such other activities that enhance maritime community relations which include civic action, participation under the National Service Training Program, youth development, and other related activities.

The new Coast Guard law maintained the exercise of direct control and supervision of the PCGA by the Commandant, PCG and his duly designated representatives in supervising the over-all activities of the PCGA.

Hence, the advent of RA 9993 legislated and further strengthened the bond between the PCG and the PCGA towards achieving a safe, clean and secure marine environment for the entire Filipino people.

## **Section C. COAST GUARD AUXILIARY ADMINISTRATION – GENERAL**

### **1. AUTHORITY**

The overall authority for PCGA administration is vested in the Commandant. To effectively plan, coordinate, and carry out the auxiliary's missions, an organization of various units and elements, and auxiliary elected and appointed leaders (as described in this manual), is authorized. Auxiliary units are required to implement standing rules to facilitate the conduct of business. The standing rules must not be in conflict with the provisions of this manual that is made an integral part of a PCG Circular, or with any other Coast Guard rules, regulations and policies.

### **2. COMMANDANT**

The Commandant, as the Coast Guard's most senior officer, is responsible for administering the auxiliary in an economical and efficient manner. The Commandant prescribes policies for governing the auxiliary, and directs, supervises, and coordinates its endeavors and performance. The Commandant may designate another senior officer to act on his behalf based on a defined delegation of authority.

### **3. VICE-COMMANDANT FOR OPERATIONS**

The Vice-Commandant for Operations (VCO) has the responsibility of directing and coordinating the implementation of the Coast Guard operational programs approved by the Commandant. These programs include implementing PCG policies, guidance, and providing the resources for the conduct of law enforcement, navigation, search and rescue, and other PCG functions. The VCO is also responsible for the operation and support of Coast Guard facilities on land, at sea, and in the air. The VCO exercises supervision of the PCGA organization headed by the National Director (ND), PCGA. The VCO submits to the Commandant for his approval the annual plans and programs of the PCGA to support the PCG in the accomplishment of its mission and functions.

The VCO shall:

- Direct auxiliary administration and operation within the policies established by the Commandant.
- Develop policies and procedures for the approval of the Commandant that define standards for the organizational development and manning of the PCGA units and offices, and the appropriate annual plans and programs.
- Develop policies and procedures for the approval of the Commandant that define standards which apply to the determination of appropriateness of PCGA facilities and equipment for PCG use, and on the conduct of training to qualify auxiliarists prior to assignment of duties.
- Consult and coordinate with Coast Guard program managers to determine requirements necessitating the use of auxiliary resources. In consultation with the ND, develop plans and procedures to achieve and maintain PCGA readiness consistent with identified Coast Guard requirements.
- Delegate to auxiliary elected and appointed leaders such matters necessary or appropriate for auxiliary functioning, organization, and internal administration.
- Review and recommend for approval or disapproval of the Commandant the recommendations of the ND that affect official publications, the standing rules and regulations, promotions, awards, uniforms, flags, pennants, annual plans and programs, and other matters relevant to the auxiliary.
- Actively promote auxiliary interests.

#### **4. CHIEF COORDINATOR, COAST GUARD OFFICE FOR PCGA AFFAIRS (O/CG-7)**

The Chief Coordinator shall assist the VCO in the administration of the affairs of the PCGA by processing incoming communications and transmitting to the PCGA through the National Director all instructions, policies and guidance as may be given by the Commandant through the VCO. He shall likewise furnish the Deputy Chief of Coast Guard Staff for Operations, CG-3 such reports on the conduct of PCGA activities that are operational in nature.

He shall also be responsible for the establishment, maintenance, updating and security of the auxiliary database to be created that will store all necessary data pertaining to all auxiliarists including those who are officers, and all records

of PCGA plans, programs and activities conducted. Said database may be replicated for the use of the concerned office of the National Director.

## **5. DISTRICT COMMANDER**

The District Commander is the most senior Coast Guard officer in a Coast Guard District. He is responsible for the efficient, safe, and effective performance of Coast Guard duties and functions and the effective use of assigned personnel and facilities. The District Commander is the primary representative of the PCG on all PCGA matters in his district. He has administrative and operational supervision of the auxiliary district in his area of responsibility.

## **6. COAST GUARD STATION COMMANDER**

Auxiliarists should keep in mind that the Coast Guard Station Commander is a vital source of Coast Guard information that can provide guidance on PCGA matters, more so, on special projects and inter-agency coordination. Auxiliarists must utilize the chain of leadership and management in communicating ideas, information, and requests. This process is important for the orderly conduct of organizational activities and is proven to actually speed up work results, since many solutions are found directly at the division or squadron leadership level which should coordinate its activities with the Coast Guard Station.

## **7. DELEGATION OF AUTHORITY**

The Commandant may delegate special authority for auxiliary administration of a particular PCGA unit or office to a Coast Guard member under the supervision of the VCO. In addition, certain management capability may be delegated to auxiliary leaders for auxiliary functioning, organization, and internal administration. These delegations of authority for Coast Guard members and delegation of management capability for auxiliary elected and appointed leaders appear throughout this manual, but may not be further re-delegated, unless expressly authorized herein. All delegations of authority should be in writing.

## **Section D. COMMAND AND CONTROL**

The PCGA is organized into four (4) unit levels, namely: National Auxiliary Main Office (NAMO), Auxiliary District, Auxiliary Squadron and Auxiliary Division. Supporting their activities are the Auxiliary Support Groups directly under the National Director and the two Deputies. The Auxiliary Support Groups may give recommendations to the ND on program formulation and likewise participate in District, Squadron and Division activities based on their special concerns.

Auxiliary leaders responsible for unit administration and supervision are elected at each level except those of the Auxiliary Support Group who shall be recommended for the designation by the National Auxiliary Board chaired by the Deputy National Director for Operations and subject to the approval of the Commandant.

The Auxiliary leaders in turn appoint appropriate staff officers to carry out the various Auxiliary missions and programs approved by the Philippine Coast Guard (PCG).

The qualifications of the elected and appointed officers of the auxiliary are set out in Chapter 4 (Auxiliary Organizational Structure).

## **1. Chain of Leadership and Management**

The four administrative unit levels are coordinated through an auxiliary **chain of leadership and management** under the control of the Commandant, with the VCO exercising immediate supervisory functions over the activities of the auxiliary organization. This concept pertains to the level of responsibility of each elected and appointed member in accordance with the organizational hierarchy. This auxiliary chain of leadership and management is partly similar but not the same with the chain of command observed in the regular PCG organization.

In the PCGA, the phrase “chain of leadership and management” describes a primary system of communication and responsibility providing for an effective and efficient path for relaying information through all organizational levels. The process is best described as a chain of leadership and management rather than a chain of command, as no military command authority exists in the auxiliary organization.

### **a. Leadership**

When correspondence is submitted via another elected or appointed auxiliary leader in the chain of leadership and management, the concerned auxiliary leader is obliged to immediately endorse and forward the said correspondence as required. Good leadership and management demand the existence of proper channels for auxiliary members to follow and respect. This process assures that every activity is well-monitored and carried out by the ablest members thus preventing confusion, avoiding delay of actions, and allowing for orderly and courteous flow of information.

### **b. Elected Leaders**

Auxiliary elected leaders must convey policy accurately and consistently to auxiliary unit members via the chain of leadership and



management. Likewise, all auxiliarists are expected to use the chain of leadership and management for giving and getting information and in voicing appropriate concerns.

## **Section E. LEADERSHIP AND MANAGEMENT RELATIONSHIP**

### **1. VCO**

The VCO provides administrative and management guidance to the ND and discusses ways for a more effective operation of auxiliary units.

### **2. National Director**

The National Director represents the PCGA and reports to the Commandant through the Vice-Commandant for Operations who examines and evaluates all reports.

In an effort to support the Commandant's Strategic Goals and Objectives, the National Director, under the control and direction of the Commandant through the Vice-Commandant for Operations, shall:

- Lead the strategic management of the auxiliary and ensures that the corresponding PCG-approved auxiliary annual plans, programs, activities and policies are carried out effectively.
- Ensure that appropriate communications and interfaces occur between the Coast Guard and the auxiliary units/leaders.
- Create an environment needed to ensure effective and efficient performance at all organizational levels.
- Create an environment that makes the auxiliary the organization of choice for those wishing to volunteer their time to serve the public interest in maritime-related fields.
- Support the Coast Guard's international program objectives.
- Evaluate the performance of the auxiliary and report as appropriate.
- Serve as the auxiliary champion, key advisor, and primary representative of the organization internally and externally.
- Advise the Vice-Commandant for Operations of the overall administration of the auxiliary.
- Keep the Vice-Commandant for Operations informed of progress made in planning and executing the auxiliary's annual plans, programs and activities.

### **3. Deputy National Director for Operations and Deputy National Director for Administration**

The National Director shall have a Deputy National Director for Operations and a Deputy National Director for Administration.

The Deputy National Director for Operations is second in leadership to the National Director and, when directed, acts for and on behalf of the ND in linkage with the Coast Guard. The Deputy National Director for Administration is third in the PCGA leadership and when directed, acts for and on behalf of the ND in linkage with the Coast Guard. However, the Chief of Staff, PCGA may link directly with the Coast Guard Chief Coordinator (CG-7) on matters related to the concerns of the staff of the National Auxiliary Main Office (NAMO), and for auxiliary programs coordination.

### **4. Director Auxiliary District (DAD)**

At the Coast Guard District level, linkage is achieved by the Director, Auxiliary District (DAD) with the respective Commander of Coast Guard District through the Deputy Commander Coast Guard District who is in charge of auxiliary affairs in the Coast Guard District.

The Directors Auxiliary Districts, within their respective geographic areas, shall:

- Represent the auxiliary during regular meetings with the respective Commanders Coast Guard Districts.
- Implement the auxiliary programs and policies at Auxiliary District level and in-charge of all auxiliary activities in each one's area of coverage.
- Maintain close liaison with the Directors Auxiliary Squadrons (DAS), supervise their activities and provide needed advice and counsel.
- Assist Directors Auxiliary Squadrons in solving problems not resolvable at squadron/division levels.
- Preside over scheduled Auxiliary District monthly meetings and any planning meeting.
- Be responsible for the conduct of auxiliary programs.
- Represent their districts at the National Auxiliary Board meetings and attend Auxiliary Squadron conferences as necessary.
- Keep the ND informed of progress made in planning and executing the policies and programs of the auxiliary.

## **5. Director Auxiliary Squadron**

At the Coast Guard Station level, linkage is achieved by the Director, Auxiliary Squadron (DAS) with the respective Commander Coast Guard Station through the Deputy Commander Coast Guard Station who is in charge of Auxiliary Affairs in the Coast Guard Station.

The Directors Auxiliary Squadrons, within their respective geographic areas, shall:

- Represent the auxiliary during regular meetings and coordination with the respective Commanders Coast Guard Stations.
- Implement the auxiliary programs and policies at Auxiliary Squadron level.
- Maintain close liaison with the Directors Auxiliary Divisions, supervise their activities and provide needed advice and counsel.
- Assist Directors Auxiliary Divisions in solving problems not resolvable at division level.
- Preside over scheduled Auxiliary Squadron monthly meetings and any planning meeting.
- Be responsible for the conduct of auxiliary programs by the Squadron.
- Represent their Squadrons at the Auxiliary District Board meetings and attend Auxiliary Division meetings as necessary.
- Keep the Director Auxiliary District informed of progress made in planning and executing the policies and programs of the auxiliary.

## **6. Director Auxiliary Division**

The Directors Auxiliary Divisions, within their respective geographic areas, shall:

- Represent the auxiliary during regular meetings and coordination with the respective Commanders Coast Guard Detachments in areas where Coast Guard Detachments are present in their area.
- Implement the auxiliary programs and policies at Auxiliary Division level.
- Resolve problems at Auxiliary Division levels.
- Preside over scheduled Auxiliary Division meetings.
- Be responsible for the conduct of approved auxiliary programs.

- Call for meetings and coordination, as needed.
- Keep the Director Auxiliary Squadron informed of progress made in planning and executing the policies and programs of the auxiliary.

## **Section F. AUXILIARY LEADERSHIP AND MANAGEMENT AS AUXILIARISTS**

The PCGA, as a uniformed organization of civilian volunteers, presents unique leadership and management challenges. There is no military command authority that exists.

### **1. Leadership**

Leadership and management capability rests on the auxiliarists' consent and on the effective leadership skills of elected and appointed leaders. No group, including the auxiliary, can function effectively without direction and goals. Leaders must conduct planning, provide coordination, and employ appropriate motivational techniques to attain desired objectives. Most successful leaders are individuals who practice good human relations skills. Effective auxiliary leaders convince auxiliarists to accept personal responsibility for task and mission accomplishment for which they have volunteered. Elected auxiliary leaders are encouraged to seek help from past leaders and use their experiences whenever possible.

### **2. Established Management Procedures**

There are certain established routines which can help in auxiliary unit management. First and foremost is proper planning. The new auxiliary unit elected leaders should carefully choose a staff, develop a schedule of events and meetings, and establish a budget. The newly elected leaders must be thoroughly familiar with auxiliary and Coast Guard manuals governing auxiliary missions and programs.

### **3. Annual Budget**

To plan expenditures properly, every auxiliary unit should have a clearly established annual budget. This budget shall be incorporated in the auxiliary's annual plans which shall be submitted to the Vice-Commandant for Operations for approval of the Commandant, PCG. The annual budget and periodic/quarterly/monthly expenditure/financial report should be presented and a copy of the report should be submitted to the Director Auxiliary District for subsequent submission to the National Director.

### **4. Auxiliary Database**

The PCG Office handling Coast Guard Auxiliary Affairs (O/CG-7) shall operate an auxiliary database which contains personal and activity data about

auxiliarists and units. The database functions as a management tool that is only effective when auxiliarists provide accurate and timely activity input. The National Auxiliary Main Office may obtain information or files from the database. A replicated database, however, may be established at the said NAMO.

The database maintained by the O/CG-7 is designed to assist the Vice-Commandant for Operations through the Chief Coordinator in monitoring the affairs of the PCGA, and to help the auxiliary leadership in tracking, managing, and creating reports on PCGA programs, projects and activities. This will enable also easier preparation of assessments of program implementation for the appreciation of the Commandant.

The Coast Guard Chief Coordinator maintaining the database on auxiliary affairs shall not permit disclosure by any means of the personal data of auxiliarists without the written approval of the Vice-Commandant for Operations and the ND.

## **Section G. MEMBER ANNUAL DUES**

In order to support the programs and activities authorized for the PCGA, every member is assessed an annual dues commensurate to his/her rank as determined and approved by the National Auxiliary Board. This has been the system of funding governing the PCGA organization. In establishing a form of control over these funds which are solely managed by PCGA units and leaders, it is now prescribed that these funds shall be properly accounted and the required monthly and annual financial reports submitted and maintained at all levels. The fund generated is used for maintaining an auxiliary unit office, and for authorized administrative and operational expenses that will all be accounted and audited on a monthly and annual basis.

### **Procedures:**

1. The Director Auxiliary Squadron shall be responsible for collecting the annual dues of his members and remitting 10% to the National Auxiliary Funds, and 10% to the Auxiliary District Funds.
2. The Squadron must forward its share to the National and District Funds not later than the 15<sup>th</sup> day of February of each year.
3. Payment of member's annual dues shall not be later than the 30<sup>th</sup> day of January of each year.
4. Incoming members who join the PCGA during the first six (6) months of the year will be assessed in full (for one year) while those who enter after this period will be assessed a pro-rata amount. They must remit their annual dues to the Squadron within fifteen (15) days from induction.

5. Auxiliary Squadrons will retain the balance of their collection to fund the squadron's administrative and operational expenses.

A monthly financial report shall be read as part of the agenda of a meeting in the Auxiliary Division, Squadron, District and National level. As all auxiliaries are required to be attached individually to a particular Auxiliary Squadron, they shall pay their dues in their respective squadrons. The Auxiliary Division shall officially transmit a copy of its monthly and annual accomplishment and financial reports to the Squadron for review and reference. Likewise, the Auxiliary Squadron shall prepare the same reports and officially transmit them to the Auxiliary District. The Auxiliary District prepares and submits the same type of reports to the Coast Guard District that officially transmits them to the NAMO. The NAMO as a separate office which also caters to the administrative requirements of the National Auxiliary Board, shall also prepare a monthly and annual accomplishment report for submission to the Commandant through the Coast Guard Chief Coordinator and the VCO.

#### **Section H. PCGA NATIONAL CONVENTION**

The PCGA National Convention shall be set and scheduled on the month of May of each year.

The Director Auxiliary District (DAD) shall bid for the hosting of the National Convention. Proposal of bid should be submitted to the NAMO one (1) month prior to the date of the National Convention for evaluation by the National Auxiliary Board. The proposal of bid shall include the following: financial aspects of the convention such as the registration fee; hotels and accommodation fees; convention venue and fee; availability and frequency of transportation (land/ air/water); side trips (tourist destinations); and the percentage share of the NAMO from the proceeds of the convention. The National Auxiliary Board shall vote for the most capable bidder during the National Convention. Bidder garnering the highest number of votes shall be declared during the convention and shall receive the Auxiliary Flag as a symbol of acceptance.

## **CHAPTER 2 – MISSIONS, FUNCTIONS AND PROGRAMS**

### **Section A. MISSION**

The Philippine Coast Guard Auxiliary (PCGA) shall assist the PCG in the promotion of safety of life and property at sea, in the preservation of the maritime environment and its resources, the conduct of maritime search and rescue, the maintenance of aids to navigation, and such other activities that enhance maritime community relations which include civic action, participation under the National Service Training Program (NSTP), youth development, recreational safety and other related activities.

### **Section B. FUNCTIONS**

The PCGA shall continue to exist as a civilian volunteer organization under the Philippine Coast Guard and shall have the following mandated functions:

1. Assist the PCG in search and rescue operations and in responding to ship emergency situations
2. Assist the PCG in promoting the safe operation of vessels and the conservation of the country's marine resources through information dissemination and training, and in responding to emergencies at sea that involve containment of marine pollution and the protection of marine resources
3. Assist the PCG in the maintenance and development of aids to navigation and in the promotion of its significance
4. Promote youth development to enhance their concern for sea safety and the protection of marine environment
5. Promote goodwill and fellowship in the PCGA and with related local and international organizations
6. Assist the PCG in carrying out its plans and programs

### **Section C. UNIT GOALS**

Accomplishment of any task, project or undertaking requires a statement of what is to be accomplished and a plan for doing it. Goals are a convenient way to express the desired outcome of activity. All auxiliary units are encouraged to establish goals and plans to achieve them through activities which the unit expects to engage in. Informal systems for goal and plan development are acceptable. However, a more formal process may be better when a larger organization is involved.

### **Section D. PROGRAMS/ ACTIVITIES AUTHORIZED FOR AUXILIARISTS**

This section describes the various programs/activities in which auxiliarists are currently authorized to participate.

## **1. Maritime Domain Awareness**

Maritime Domain Awareness (MDA) is a comprehensive information, intelligence, and knowledge of all relevant entities within the Philippine maritime domain, and their respective activities, that could affect the country's security, safety, economy, or environment. The PCGA is authorized only in the following limited areas that are subject of the maritime domain:

- Philippine ports
- Inland waterways
- Harbors
- Navigable rivers
- Lakes
- Other Philippine interests as may be authorized by the Commandant.

The MDA community is composed of coast guard service, relevant military services, national and local agencies with responsibilities in the Philippine maritime domain. Only the above-cited areas are authorized for the PCGA. Because risks and interests are common to government, businesses, and citizens alike, community membership also includes public, private, and commercial stakeholders, as well as foreign Governments and international organizations. Qualified auxiliaries may participate in MDA, as directed by the Philippine Coast Guard.

## **2. Support Missions for the Coast Guard**

Auxiliaries augment Coast Guard units by providing a variety of administrative and operational support. One general goal is for auxiliary participation in Coast Guard unit activities to help allow Coast Guard unit commanders to redirect Coast Guard active duty personnel to conduct law enforcement missions or other missions inappropriate for auxiliaries. The relationship must be made clear between the auxiliary assigned to such duties, the auxiliary organization, and the Coast Guard unit to which the auxiliary is assigned.

The following policies apply when assigning auxiliaries to provide administrative or operational support to a Coast Guard unit:

- Auxiliaries must inform their respective Directors Auxiliary Squadrons /Directors Auxiliary Divisions before accepting Coast Guard unit support missions.
- Auxiliaries must wear proper uniform while on assigned missions.
- Auxiliaries must report their activities to their immediate superiors.



- While carrying out support missions, no titles are assigned, formally or informally, which imply supervision, direction, or any leadership role over any other Coast Guard member or Coast Guard auxiliary, unless directed in rare and urgent instances by the Coast Guard unit commander in the area.
- Auxiliarists shall not be vested with any titles or duties which imply or entail law enforcement responsibilities nor shall they carry, handle, repair, or fire weapons of any sort while assigned to Coast Guard operational missions or Coast Guard Auxiliary activities. This includes civilian or government employed law enforcement personnel while acting as an auxiliary. A waiver to this policy may be obtained for the purpose of utilizing qualified auxiliaries as range coaches. Waiver requests shall not be submitted by individual auxiliaries, but rather the operational commander who determines a bonafide need for such.
- No management capability held by auxiliary elected and appointed leaders, or duties held by auxiliary staff members, will be delegated to any other auxiliaries on support missions assigned by any Coast Guard authority.
- Complaints concerning auxiliary misconduct, while serving on a Coast Guard support mission, must be referred in writing to the auxiliary's Director Auxiliary Squadron, copy furnished the Coast Guard Station Commander, for appropriate action as recommended or required by any provisions of PCG policies or circular.

### **3. Programs**

The Commandant may authorize additional Coast Guard programs for auxiliaries/auxiliary participation. When specifically authorized by the Commandant, auxiliary programs and activities may become international, extending beyond the Philippines, its territories, and possessions. The Commandant may approve new non-traditional auxiliary programs in advance.

### **4. Programs not Authorized for Auxiliaries**

Auxiliaries and auxiliary units are not authorized to directly engage or participate in any program or activity espousing political interests or in any business activity for personal gains or to favor someone using the name of PCG and/or PCGA. This also prohibits the wearing of any previous or current PCGA uniform during any political or business activity.

### **5. Role of PCGA on PCG's Functional Areas:**

#### **a. Maritime Search and Rescue**

The PCG is mandated to conduct Search and Rescue operations and to respond to ship emergency situations. As such, the PCGA shall assist on this through the following actions:

1. Provide assets such as aircrafts, vehicles, vessels, tugs, barge, motor bancas, jet ski, rubber boats or any available transportation that would be of aid in SAR operations
2. Share expertise/knowledge on special cases or emergency situations that arise
3. Provide medical assistance to victims and affected individuals
4. Provide/assist on relief operations
5. Provide manpower as necessary
6. In no occasion that the PCGA will conduct a SAR without the permission of the CPCG, Commander Coast Guard District or Station; except while at sea when communication is hampered or is not available, in which case, the PCGA shall render the appropriate report at the first opportunity after arrival at shore.

#### **b. Maritime Safety Administration**

The best way to promote safety of life and property at sea is the implementation of maritime safety rules and regulations. With the expertise of the PCGA members, it can be essential and more effective to render such expertise in assisting the PCG through the following:

1. Perform as Associate Port State Control Inspector after proper orientation by Coast Guard PSC officers
2. Report to the PCG noted vessel deficiencies particularly those of vessels carrying passengers and those carrying hazardous cargoes
3. Provide competent instructors during trainings conducted by the PCG and when requested, to make available technically competent PCGA members to assist in the conduct of ship inspection and/or marine casualty investigations
4. Assist the PCG in providing courses, seminars and workshops on water safety such as on boat handling, typhoon doctrines, and search and rescue for SAR units of local governments and non-governmental organizations

5. In coordination with the PCG, help provide seminars for fishermen and other coastal communities whose means of livelihood is dependent on fishing and small boat travel in order to explain the effects of tropical cyclones (tropical depression, tropical storm and typhoon) and the importance of adhering to the Coast Guard regulation governing movement of vessels during heavy weather and also in the absence of any Public Storm Warning Signal

### **c. Marine Environment Protection**

The promulgation of the Philippine Coast Guard Law of 2009 vested in the PCG the power to enforce laws and promulgate and administer rules and regulations for the protection of the marine environment and resources from offshore sources of pollution within the maritime jurisdiction of the Philippines. In the performance of such functions, the PCGA may assist the PCG through the following:

1. When appropriate, provide technical assistance/expertise to the PCG on matters pertaining Marine Environment Protection (MEP)
2. Assist in the conduct of lectures and training to promote public awareness on Marine Environment Protection
3. Assist the PCG in the conduct of oil spill response operations
4. Participate in marine pollution exercises
5. Assist the PCG in the protection and preservation of Marine Protected Areas (MPAs)
6. Conduct river/coastal clean-up activities
7. Conduct mangrove planting activities
8. Conduct coral reef protection/reforestation/preservation
9. Promote eco-tourism in the country
10. Assist the PCG in rescuing and monitoring of stranded marine mammals

#### **d. Maritime Community Relations**

The PCGA is mandated to assist the PCG in enhancing maritime community relations through the conduct of civic action, participation under the National Service Training Program (NSTP), youth development projects, promotion of recreational safety and other related activities.

##### **1) Civic Action**

The following activities are authorized for the PCGA to undertake:

- a. Medical/Dental/Legal missions
- b. Feeding programs
- c. Relief operations
- d. Livelihood trainings

##### **2) Youth Development and NSTP**

The youth development program approved by the Coast Guard for the PCGA involves a creative strategy which gives the youth the chance to gain the realization of their worth in the society. It further provides them with avenues of participation towards this end.

Youth development programs may include activities in sports, socialization, skills training, and other forms of youth advancement and contribution to the community. Such activities may include:

- a. Livelihood and vocational trainings
- b. Public service and youth relationship enhancement
- c. Emergency response familiarization and training
- d. Sports and athletics activities
- e. Values development
- f. Sea-scouts activities

The participation of the PCGA in the NSTP program of the PCG to be implemented in some tertiary level schools shall be as defined in the PCG Circular to be issued by the Commandant in coordination with the Commission on Higher Education (CHED).

## CHAPTER 3 – MEMBERSHIP

### Section A. GENERAL GUIDELINES

- Membership in the PCGA is on a voluntary basis. Auxiliarists, however, may introduce the organization to potential members who are interested in rendering community service as they may later on embrace the concept of Coast Guard auxiliary service. All members of the PCGA are called auxiliarists and should belong to a Squadron. However, those who become officers are entitled to use the auxiliary ranks authorized for them and be addressed as such. There will be no enlisted personnel rank equivalent for the PCGA. Non-PCGA auxiliary officers are plainly called “auxiliarists” with levels of seniority from Auxiliarist 4, Auxiliarist 3, Auxiliarist 2, and Auxiliarist 1, who may be eventually appointed as PCGA officers after satisfaction of requirements issued by the Commandant for the said purpose.
- Membership in a squadron is an entry requirement in the PCGA which has to be maintained while in the PCGA. An auxiliarist, however, may opt to transfer to another squadron through some prescribed procedures by reason of change of domicile or preference for a different squadron primary and/or secondary field of concern. All those performing duties at the National Auxiliary Main Office, Auxiliary District Office and at the Auxiliary Support Group by virtue of some designations or assignments (after being elected or appointed) shall maintain memberships in their respective Auxiliary Squadrons. It is considered an honor for a squadron to have some of its members getting elected or appointed to perform duties in higher units and offices of the PCGA subject to certain terms and conditions.
- The PCGA ranks and positions/designations that will be occupied by the prospective member shall be determined based on his/her qualifications and in accordance with the criteria set forth for the purpose as prescribed herein.
- Membership in a Squadron may not be limited to members belonging to the same profession, employment, company or office.
- As a result of the PCGA purging of its membership list under the “Balik PCGA Program” that was published in a major newspaper of general circulation, a list of members has been generated. These members plus the new members who are accepted and inducted from 01 January to 30 May 2012 shall constitute the list of all regular members. Citizens of foreign countries appearing therein shall continue to retain their “Regular Membership” status. All other auxiliarists inducted on or after 01 June 2012 shall have to comply with the new membership entry qualifications and procedures prescribed herein and whose appointment and designation of rank shall be covered only by a General Order (GO) from the PCG Headquarters. Foreign nationals inducted on or after 01 June 2012 shall no longer be considered as regular members. They are to be considered instead as Foreign Auxiliary Members

and do not anymore enjoy the authority to wear uniforms, among the other restrictions.

- A member declared as inactive for a period of two (2) years shall be delisted from the PCGA roster upon the recommendation of the Director Auxiliary Squadron, endorsements by the Director Auxiliary District and National Director PCGA, endorsement by the VCO, and approval by the Commandant.
- After complying with all the requirements herein prescribed, a new applicant shall undergo a probation period of three (3) months to serve in the PCGA and prove his worth to be an auxiliariist. After completing the probation period and getting a satisfactory rating, he/she shall be appointed as a member and inducted to the PCGA service during a fitting ceremony.

## **1. Types of Membership**

Membership in the PCGA shall be classified into three (3) types.

### **a. Regular Auxiliary Members**

Regular Auxiliary members shall have all the privileges accorded as enumerated in this manual. A PCGA member with a foreign nationality who got appointed prior to 01 June 2012 will still be considered a regular member.

### **b. Foreign Auxiliary Members**

PCGA members of foreign nationality who got appointed on or after 01 June 2012 shall have similar privileges accorded to Regular Auxiliary Members **except** the following:

- i. Wear an Auxiliary uniform with proper devices and insignia.  
(New foreign auxiliary members shall wear a distinct attire to be prescribed which is not similar to a regular PCGA uniform);
- ii. Occupy any elected or appointive position in the PCGA;
- iii. Be conferred a rank in the PCGA;
- iv. Head any Committee or Group; and
- v. Vote or be voted upon during election of officers.

### **c. Honorary Auxiliary Members (Honorary Auxiliary Commodore)**

Honorary Auxiliary Members are Filipino citizens who are neither Regular Auxiliary Members nor Foreign Auxiliary Members but who are awarded the rank of Honorary Auxiliary Commodore for their notable and extraordinary contributions to the Philippine Coast Guard. The rank of Honorary Auxiliary Commodore is the only rank available for an Honorary Auxiliary Member. A candidate for this distinction needs a

sponsoring Auxiliary Squadron and endorsement by the NAB before the recommendation is forwarded to the Commandant for his consideration.

## **2. Member Classification**

### **2.1 Active Member**

A member shall be classified as active if he/she can comply with all of the minimum requirements, as follows:

2.1.a. Participate in at least sixty percent (60%) of the authorized PCGA Activities and Programs.

2.1.b. Attend in at least sixty percent (60%) of the Squadron/Division meetings and conferences.

2.1.c. Paid the Annual Membership Dues

### **2.2 Inactive member**

A member will be declared in inactive status due to the following reasons that are duly validated:

2.2. a. Serious health problems

2.2. b. Failure to attend regular meetings and activities

2.2. c. Failure to pay the required dues

Inactive members may be restored to active status under the following conditions and as recommended by the incumbent Director Auxiliary Squadron:

1) Has manifested willingness by attending regular meetings again

2) Has paid all past dues

## **3. Member Services**

One of the main concerns of the auxiliary is to attract, recruit, develop, train, nurture, and retain auxiliarists for the implementation of PCGA plans and programs. Auxiliarists are trained to accomplish specific missions assigned to the auxiliary and to support collateral Coast Guard missions on a day-to-day and on an emergency basis. In addressing these concerns, auxiliarists provide

auxiliary personnel support and assist the Coast Guard based on the auxiliary's approved programs and activities.

Related to the recruitment of auxiliaries is the acceptance of offer-for-use land, water, air, and communication facilities that can be utilized in the conduct of PCG/PCGA activities to accomplish the mission.

#### **4. Membership Board**

a. A Membership Board shall be established at the Auxiliary District and Auxiliary Squadron level to be composed of the following:

1) Auxiliary District Level:

- |    |                                  |          |
|----|----------------------------------|----------|
| a) | Deputy DAD for Administration    | Chairman |
| b) | Staff for Personnel              | Member   |
| c) | Staff for Education and Training | Member   |
| d) | Staff for Plans and Program      | Member   |
| e) | Staff for Operations             | Member   |
| f) | Staff for Intelligence           | Member   |

2) Auxiliary Squadron Level:

- |    |                                  |          |
|----|----------------------------------|----------|
| a) | Deputy DAS for Administration    | Chairman |
| b) | Staff for Personnel              | Member   |
| c) | Staff for Education and Training | Member   |
| d) | Staff for Plans and Program      | Member   |
| e) | Staff for Operations             | Member   |
| f) | Staff for Intelligence           | Member   |

b. Membership Board Duties and Functions

- Review the qualifications of candidates for membership.
- Assess rank to be conferred to candidates in accordance with existing guidelines as prescribed in this manual.
- Make recommendations to approving authority through the proper chain of leadership and management.
- Recommend innovations to enhance the evaluation of candidates, as appropriate.



## **5. Residency Requirements**

An auxiliarist may join any auxiliary division/squadron of his choice regardless of geographic location and/or boundaries provided that he has been residing in or has business/work concerns in the geographic location and/or boundaries of the division/squadron where he is applying for membership, for not less than the past twelve (12) months. When already an auxiliarist, one must comply with the prescribed period of residency to be considered in an active status while having continuing compliance with the other membership requirements.

## **6. Criminal Convictions**

Application for auxiliary membership should be denied if the applicant has been convicted by regular courts of a crime involving moral turpitude or any of the crimes enumerated under the Revised Penal Code and other special penal laws.

## **7. Current auxiliarist who has been enrolled/ appointed but has a prior conviction or who has submitted false declarations in his application**

An auxiliarist who has been enrolled/appointed but was later found to have a prior conviction, or who has been subsequently convicted by a regular court of offenses as cited above, or who has been found to have made false declarations/data in his application for membership, shall be disenrolled without delay at the instance of the Commander Coast Guard District and properly referred to the VCO for final approval of disenrollment and deletion in the auxiliary database.

## **Section B. ENROLLMENT**

### **1. Initial Enrollment**

The Commander Coast Guard District is vested with the authority to appoint into the PCGA service new applicants up to the highest rank of Commander (CDR) considering that he is in the best position to assess the eligibility of the applicants endorsed for his approval. The appointment order issued by the District Commander shall be communicated to the Commandant, through the proper channels of communication, for his confirmation.

Requirements to be submitted for enrollment are the following:

- a. Duly Accomplished Prescribed Application Form (4 copies);
- b. Duly Accomplished Prescribed Personal History Statement Form (4 copies);

- c. NBI Clearance (original and one photocopy);
- d. Police Clearance (original);
- e. Barangay Clearance at place of residence (original);
- f. Community Tax Certificate (original);
- g. Drug Test Certificate;
- h. Professional License, when appropriate (original for verification and one photocopy)
- i. Four (4) Copies of 2x2 ID Picture
- j. Foreign applicants shall also submit a copy of the Passport, Visa, ACR. In addition, the Coast Guard shall conduct Interpol verification on the applicant, as appropriate. Likewise, in lieu of the NBI clearance, they may submit similar clearances such as FBI clearance and the like as requirement for enrollment.

Applicants who have met all the document eligibility requirements for enrollment must attend the indoctrination/orientation seminar for would-be auxiliarists to be conducted by the team from the Auxiliary District and Squadron, assisted by personnel from the Coast Guard District or Station.

## **2. Re-Enrollment**

Former auxiliarists who have been separated from the auxiliary may be considered for re-enrollment provided they were not administratively disenrolled for cause. To re-enroll, a written request, in addition to the regular requirements for enrollment as provided for in paragraph 1, must be submitted to the Director Auxiliary District or Squadron. The Vice-Commandant for Operations upon recommendation of the Commander Coast Guard District and the Director Auxiliary District may re-establish a former auxiliarist seeking for re-enrollment to his previous status, as appropriate.

## **3. Member Identification Number and Identification Card**

When an individual has been inducted into the PCGA by the Commander Coast Guard District, an individual member identification number is assigned and a corresponding identification card shall be issued to him/her. The ID number is critical for proper identification, accounting, and for entering into the PCGA database the accomplishments and other information pertaining to him/her.

The Member ID number for auxiliary officers shall be prefixed with AO denoting auxiliary officer followed by the six-digit number, while that for the non-officers from Auxiliarist 4 to 1 shall be the individual six-digit number only. The system of ID numbering shall be prescribed by the Commandant in a separate Circular.

The said member ID numbers shall be included in the data base at the PCG and District Headquarters, as well as at the PCGA National Auxiliary Main

Office and Auxiliary District Offices. Those officers and other members whose names are no longer appearing in the active list of officers and members shall be dropped from the Roll of PCGA active officers and members, and their ID numbers set aside for future reference.

#### **4. Lost Identification Card and Re-Enrollment**

A replacement card for a lost ID card shall be issued after submission of a duly notarized affidavit of loss. There is no new member ID number issued to a member who lost his/her ID card since each auxiliaryist receives only one unique membership identification number which may be rendered inactive when an auxiliaryist is disenrolled. Upon return to active status, a re-enrolled auxiliaryist is re-issued his/her former ID number regardless of whether or not he/she is located in a different auxiliary district from the original enrollment location.

### **Section C. MEMBERSHIP ACCESSION**

To be formally inducted as an auxiliaryist, an applicant must first meet the documentary eligibility requirements for membership, complete the Indoctrination Seminar with an issued certificate, complete the three (3) months probationary period with a satisfactory rating, and be given the appointment order by the Commander Coast Guard District for his/her enrollment. The probationary period starts from the day the candidate has attended and completed the orientation seminar.

#### **1. Rank Designation upon Entry**

As a general policy, the highest auxiliary rank that may be conferred to a new regular member officer is Auxiliary Commander (CDR). Member-candidates who do not qualify to become auxiliary officers shall be designated as "auxiliaryists" with the classification Auxiliaryists 4 to 1.

##### **a. Auxiliary Commander (CDR)**

Auxiliary Commander may be conferred to:

- 1) Candidates who own and operate yachts/boats 100 gross tons and above or aircrafts
- 2) Licensed Master Mariner or Chief Engineer (Management Level)
- 3) Head of government agencies (National or Local).
- 4) Aircraft Pilots

##### **b. Auxiliary Lieutenant Commander (LCDR)**

Auxiliary Lieutenant Commander may be conferred to:

- 1) Licensed Chief Mate/ Second Engineer
- 2) Licensed professionals (doctors, lawyers, engineers, dentists) or businessmen with equivalent stature or degree of potential assistance
- 3) Applicants who own yachts/boats/watercrafts 35 to 100 gross tons

**c. Auxiliary Lieutenant (LT)**

- 1) Applicants who own yachts/boats/watercrafts 15 to 35 gross tons
- 2) Licensed marine deck and engine officers (Operational Level) or businessmen with equivalent stature or degree of potential assistance

**d. Auxiliary Lieutenant Junior Grade (LTJG)**

- 1) Licensed professionals (nurses, teachers, others) or businessmen with equivalent stature or degree of potential assistance
- 2) Marine Deck and Engine Ratings
- 3) Applicants who own medium to large-sized land transport vehicles

**e. Auxiliary Ensign (ENS)**

- 1) Applicants who own boats/yachts/watercrafts 3 to 15 gross tons
- 2) Applicants who owns other transport vehicles
- 3) Other applicants not meeting the above qualifications

**f. Auxiliarist (AUX1/ AUX2/ AUX3/ AUX4)**

- 1) Applicants who own yachts/boats less than 3 gross tons
- 2) Applicants who possess special and technical skills
- 3) Other applicants not meeting the above qualifications

**2. Membership Privileges**

Once an applicant has been inducted as an auxiliarist (regular member), he/she shall have the following privileges:

- Entitled to receive current copies of auxiliary publications.
- Entitled to attend all auxiliary national, district, squadron and division meetings, training sessions, and social events, subject to certain limitations as may be provided for by the host.
- Entitled to vote on any matter in his squadron/division.
- Entitled to be carried in the district membership rolls and receive an auxiliary membership photo identification card.

- Entitled to wear an auxiliary uniform with proper devices and insignia subject to the provisions of Chapter 10 under wearing of uniforms.
- Eligible to any elected or appointive position/designation for which he/she is qualified.
- Entitled to Coast Guard and auxiliary basic and advanced training subject to availability of slots.

### **3. Rank of Honorary Auxiliary Commodore**

These are persons who are not auxiliarists but are awarded ranks of Honorary Auxiliary Commodores for providing notable and extraordinary contribution to the Philippine Coast Guard. An Auxiliary Squadron initiates the process by sponsoring a deserving candidate.

The Commandant shall have the sole authority to confer this honorary rank. The recommendation for such action shall be made by the National Director after the same is passed by the National Auxiliary Board. The recommendation shall be reviewed by the VCO before it is forwarded to the CPCG.

## **Section D. DOLPHIN SERVICE RECOGNITION PLAQUE**

While there is no retirement scheme in the PCGA, and considering that the PCGA is a volunteer rather than an employment organization, a Dolphin Service Recognition Plaque will be awarded to render kudos to an auxiliarist who has served outstandingly for at least twenty (20) years of continuous active auxiliary service and has at least successfully completed a regular term as Squadron Director. A recipient of this award who will continue to serve actively in the PCGA will receive the same award with an additional star on top of the bronze dolphin design for every additional five years of outstanding continuous active auxiliary service. This is the only award that can be given during the opening ceremony of the PCGA National Convention and will be awarded by no less than the Guest of Honor on that occasion.

## **Section E. TRANSFERS**

### **1. Within a District**

An auxiliarist may request transfer to another squadron or division. The written request is submitted to the Deputy Commander Coast Guard District via the Director Auxiliary Division, Director Auxiliary Squadron and Director Auxiliary District. Provided the auxiliarist is current in financial obligations, has no administrative actions pending, and has accounted for all assigned property, the auxiliarist's Director Auxiliary Division, Director Auxiliary Squadron and Director

Auxiliary District may favorably endorse the transfer. The request is sent through the chain of leadership and management. If the auxiliarist is delinquent, the Director Auxiliary Division should withhold the approval of the transfer until the auxiliarist fulfills all current financial or property obligations. The transfer is effective when endorsed by the receiving Directors Auxiliary District/Squadron and approved by the Commander Coast Guard District. All approved transfers shall be communicated by the Commander Coast Guard District to the Vice-Commandant for Operations through the National Director and the PCG Chief Coordinator for Auxiliary Affairs.

## **2. Between Districts**

An auxiliarist may request for transfer to another Auxiliary District. The written request is submitted to the Deputy Commander Coast Guard District via the Director Auxiliary Division, Director Auxiliary Squadron and Director Auxiliary District. Provided the auxiliarist is current in financial obligations, has no administrative actions pending, and has accounted for all assigned property, the auxiliarist's Director Auxiliary Division, Director Auxiliary Squadron and Director Auxiliary District may favorably endorse the transfer. The request is sent through the chain of leadership and management. If the auxiliarist is delinquent, the Director Auxiliary Division should withhold approval of the transfer until the auxiliarist fulfills all current financial or property obligations. The transfer is effective when the losing District's endorsement is likewise endorsed favorably in writing by the receiving Directors Auxiliary District/Squadron, Commander Coast Guard District, National Director, and approved by the Vice-Commandant for Operations. All approved transfers shall be communicated by to the PCG Chief Coordinator for Auxiliary Affairs (CG-7).

## **Section F. FELLOWSHIP**

Fellowship remains an essential ingredient in making any organization of volunteers successful. The Coast Guard recognizes the importance of this aspect of volunteer participation and encourages a close relationship between auxiliarists and other Coast Guard personnel. Fellowship makes the team work and binds the entire organization together.

## CHAPTER 4 – ORGANIZATIONAL STRUCTURE

### Section A. RANK AND POSITION/ DESIGNATION

The PCGA organization shall be headed by the National Director (ND). Assisting him in the management of the affairs of the PCGA are the Deputy National Director for Operations and the Deputy National Director for Administration who shall both be past Directors Auxiliary Districts like the ND. The National Auxiliary Main Office has various staff officers on various fields of concerns headed by the Chief of Staff who submits to the ND through the two Deputies all communications emanating from the staff, other PCGA units, the PCG, other organizations, and other individuals, in order to seek guidance, give feedback, forward recommendations, secure approval and concurrence, and/or refer certain matters for the disposition of the ND. The ND may refer to the National Auxiliary Board (NAB) important issues and concerns including but not limited to policies and programs formulation and review, budget preparations and adjustments, designations of senior officers to sensitive positions, resolution of pending issues, crafting of operational strategies, settlement of high-level organizational issues, periodic election of the ND, review of results of investigations conducted, and many others. The National Auxiliary Board is chaired by the Deputy ND for Operations with the Deputy ND for Administration as the Vice-Chairman. Other members of the NAB are the Immediate Past ND, all incumbent District Directors, all Immediate Past DDs, and all incumbent Directors of the six (6) Auxiliary Support Groups. The Chief of Staff, PCGA acts as the Head of the Board Secretariat but is not a member of the Board. The NAB meets at least once a month.

There shall be six (6) Auxiliary Support Groups as follows:

The (Maritime Safety) **MARSAF Support Group** shall handle, formulate and recommend for the approval of the NAB and the ND all matters related to Maritime Safety. It shall ensure that all related policies and programs approved by the Commandant are properly implemented through the different Directors Auxiliary Districts.

The (Marine Environmental Protection) **MAREP Support Group** shall handle, formulate and recommend for the approval of the NAB and the ND all matters related to Marine Environmental Protection and Management. It shall ensure that all related policies and programs approved by the Commandant are properly implemented through the different Directors Auxiliary Districts.

The (Maritime Search and Rescue) **MARSAR Support Group** shall handle, formulate and recommend for the approval of the NAB and the ND all matters related to Maritime Safety, Disaster Preparedness and Management. It shall ensure that all related policies and programs approved by the Commandant are properly implemented through the different Directors Auxiliary Districts.

The (Maritime Community Relations) **MCOMREL Support Group** shall handle, formulate and recommend for the approval of the NAB and the ND all matters related to Community Relations, presence and activities of the PCGA in Coastal Communities, to include participation in the NSTP programs of the PCG. It shall ensure that all related policies and programs approved by the Commandant are properly implemented through the different Directors Auxiliary Districts.

The **EXTERNAL AFFAIRS Group** shall handle, formulate and recommend for the approval of the NAB and the ND all matters related to all external relations, including but not limited to international affairs, relations with other national and local organizations, transactions and activities in partnership with other external or third parties. It shall ensure that all related policies and programs approved by the Commandant are properly implemented through the different Directors Auxiliary Districts.

The **VOLUNTEER SERVICES, TRAINING AND PROTOCOL Group** shall handle, formulate and recommend for the approval of the NAB and the ND all matters related to all services, needs and care of all Volunteer Members of the PCGA. It shall also be the training and education arm of the PCGA. Part of its education and training program are the adherence and proper observance of the right protocols and standardized orientation and indoctrination modules. It shall ensure that all related policies and programs approved by the Commandant are properly implemented through the different Directors Auxiliary Districts.

The **Director Auxiliary Support Group** must have served for at least one term as Director Auxiliary Squadron. Preference, however, may be given to a Past DAD when he is available and suitable to the functions of a particular Auxiliary Support Group owing to his experience and leadership record which can benefit the organization. The Auxiliary Support Groups shall serve as service providers to all PCGA units. In coordination with the DADs, they shall help provide all the PCGA units with trainings, skills development, and knowledge as regards to the functional specialty of their Auxiliary Support Group. They shall operate and function in coordination always with the PCGA District.

All individuals previously given Honorary Auxiliary Commodore ranks but who are not regular members shall be advised to affiliate in a squadron of their own choice in order to give them the opportunity to learn more about the PCGA and participate in its activities and meetings. They may, however, opt to convert into being regular auxiliarists after satisfying the requirements as set out in the manual.

At the District organization level, there shall be a Director Auxiliary District in each Auxiliary District assisted by a Deputy Director Auxiliary District for Operations and a Deputy Director Auxiliary District for Administration all of whom should be Past Directors Auxiliary Squadrons. There shall be a Chief of Staff of the District Auxiliary Office. There shall also be a District Auxiliary Board which shall be chaired by the Deputy Director Auxiliary District for Operations with the Deputy Director Auxiliary District for Administration as Vice-Chairman. Other members include the Immediate Past Director Auxiliary District and all incumbent Directors Auxiliary Squadrons. The



Chief of Staff of the District Auxiliary Office is not a member and shall head the Board's Secretariat.

At the Squadron organization level, there shall be Director Auxiliary Squadron in each Auxiliary Squadron assisted by a Deputy Director Auxiliary Squadron for Operations and a Deputy Director Auxiliary Squadron for Administration. There shall be a Chief of Staff of the Squadron Auxiliary Office. There shall also be a Squadron Auxiliary Board chaired by the Deputy Director Auxiliary Squadron for Operations with the Deputy Director Auxiliary Squadron for Administration as Vice-Chairman. Other members of the Board are all the Directors Auxiliary Divisions with the Chief of Staff as the Head of the Board Secretariat.

The Division is the basic unit of the PCGA classed or categorized according to geographical location managed by the Director Auxiliary Division.

- A squadron should be composed of not less than two Divisions.
- A Division should have at least 20 active members
- A member can be considered an active member if he participates in the activity of the Division such as in the conduct of search and rescue operations, promotion of marine environmental protection, youth development, meetings and others and when he pays his dues on time.

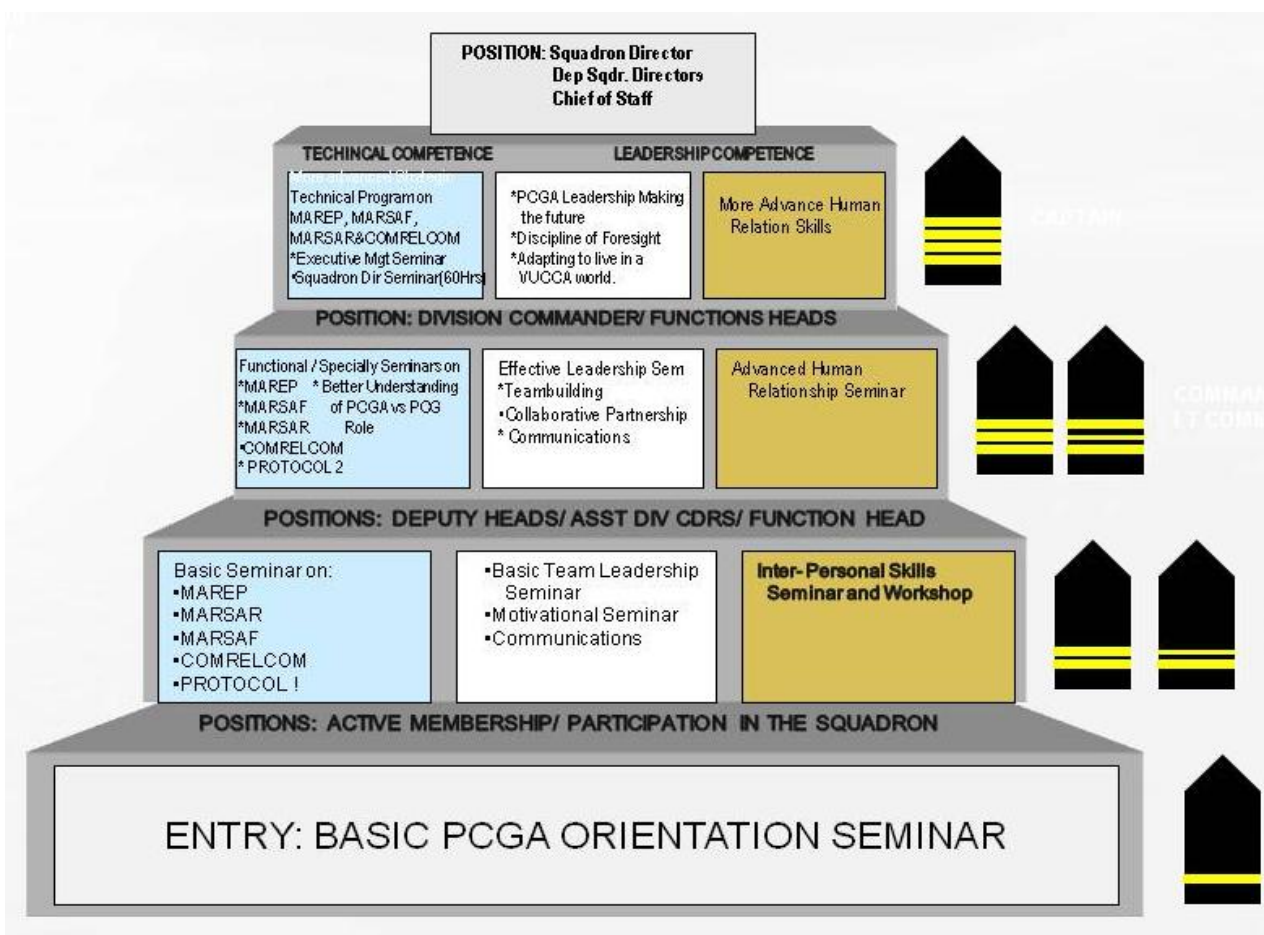
**Section B. PCGA OFFICER SENIORITY POSITION AND EQUIVALENT RANKS:**

<b>Position</b>	<b>Rank</b>
National Director	Auxiliary Vice Admiral
Deputy National Director for Operations	Auxiliary Rear Admiral
Deputy National Director for Administration	Auxiliary Rear Admiral
Director Auxiliary District	Auxiliary Commodore
Director Auxiliary Support Group	Auxiliary Commodore
Chief of Staff, PCGA	Auxiliary Commodore
Deputy Director Auxiliary District for Operations	Auxiliary Captain
Deputy Director Auxiliary District for Administration	Auxiliary Captain
Deputy Director Auxiliary Support Group	Auxiliary Captain
Director Auxiliary Squadron	Auxiliary Captain
Staff National Auxiliary Main Office	Auxiliary Captain
Chief of Staff Auxiliary District	Auxiliary Captain
Chief of Staff Auxiliary Support Group	Auxiliary Captain
Deputy Director Auxiliary Squadron for Operations	Auxiliary Captain
Deputy Director Auxiliary Squadron for Administration	Auxiliary Captain
Staff Auxiliary District	Auxiliary Commander
Staff Auxiliary Support Group	Auxiliary Commander

Chief of Staff Auxiliary Squadron	Auxiliary Commander
Director Auxiliary Division	Auxiliary Commander
Deputy Director Auxiliary Division	Auxiliary Commander
Staff Auxiliary Squadron	Auxiliary Lieutenant Commander
Chief of Staff Auxiliary Division	Auxiliary Lieutenant Commander
Staff Auxiliary Division	Auxiliary Lieutenant

**Promotion:**

1. The general promotion system for the PCGA shall be governed by a ladderized program. At each level, every officer shall comply and complete the eligibility requirements and minimum time-in-grade to be promoted. In the event that the officer is appointed up to the rank of Lieutenant Commander (LCDR), he/she shall complete all the requirements for the ranks lower than the rank he/she was appointed prior to his promotion to the next higher rank or designation to a Table of Organization (TO) position. Below is the minimum requirements for the promotion program:



2. Minimum Time-in-Grade for promotion when occupying TO Position based on this manual

1.	Auxiliary Vice Admiral	-
2.	Auxiliary Rear Admiral	-
3.	Auxiliary Commodore	two years
4.	Auxiliary Captain	four years
5.	Auxiliary Commander	three years
6.	Auxiliary Lieutenant Commander	three years
7.	Auxiliary Lieutenant	two years
8.	Auxiliary Lieutenant Junior Grade	one year
9.	Auxiliary Ensign	one year

- Promotion of Flag Officers or promotion to a Flag Rank position shall be limited to holders of Table of Organization (TO) positions only.
- Promotion of auxiliarist from Auxiliarist 4 to Auxiliarist 1 shall be every two (2) years provided that said auxiliarist serves and satisfies a continuous two (2) years of active service at every stage of the promotion.

### PCGA Ranks

The PCGA Auxiliary ranks are as follows:

Abbreviation	Full rank name
VADM	VICE ADMIRAL
RADM	REAR ADMIRAL
COMMO	COMMODORE
CAPT	CAPTAIN
CDR	COMMANDER
LCDR	LIEUTENANT COMMANDER
LT	LIEUTENANT
LTJG	LIEUTENANT JUNIOR GRADE
ENS	ENSIGN
AUX1	AUXILIARY 1
AUX2	AUXILIARY 2
AUX3	AUXILIARY 3
AUX4	AUXILIARY 4

**Important:** The acronym PCGA shall be written after the name of the auxiliarist when the rank is abbreviated and used in a document as follows:

- VADM (NAME IN CAPITAL LETTERS) PCGA
- RADM PCGA
- COMMO PCGA
- CAPT PCGA
- CDR PCGA
- LCDR PCGA
- LT PCGA

8. LTJG
9. ENS

PCGA  
PCGA

**Retired Service Personnel:**

1. Retired military, police and coast guard personnel may join the PCGA organization.
2. They shall be appointed in the PCGA with their corresponding ranks when they retired from the military, police or coast guard service. For a retired officer holding a rank higher than that of the National Director, subject officer shall be appointed with the rank corresponding to the highest PCGA rank. The said retired officers must present their service records for guidance of the PCG-PCGA Membership Boards that will be created for this purpose.

**Section C. TERMS OF OFFICE**

<b>Position</b>	<b>Number of Terms</b>	<b>Period per Term</b>
National Director	One Term only	2 years
Deputy National Director	Maximum Two Terms	2 years
Director Auxiliary District	One Term only	2 years
Director Auxiliary Support Group	Maximum Two Terms	2 years
Chief of Staff, PCGA	Maximum Two Terms	2 years
Deputy Director Auxiliary District	Maximum Two Terms	2 years
Deputy Director Aux Support Group	Maximum Two Terms	2 years
Director Auxiliary Squadron	Maximum Two Terms	2 years
Chief of Staff, Auxiliary District Office	Maximum Two Terms	2 years
Deputy Director Auxiliary Squadron	Maximum Two Terms	2 years
Chief of Staff, Auxiliary Squadron	Maximum Two Terms	2 years
Director Auxiliary Division	Maximum Two Terms	2 years
Deputy Director Auxiliary Division	Maximum Two Terms	2 years

**Section D. ELECTION/SELECTION PROCESS (For Active Regular Members Only)**

**1. Qualifications of candidates for National Director PCGA**

The National Director shall be selected from among all past Directors Auxiliary Districts and all outgoing Directors Auxiliary Districts who are about to end their term and are due for replacement. All candidates must be active members in good standing as passed upon by the National Auxiliary Board.

He/She shall have:

- a. Completed a term as Director Auxiliary District or as follows:
  - 1). Served for at least one (1) year of his/her term and not removed for a cause. For a former DAD who was not able to complete his term due to a valid reason accepted and approved by the Commandant and as endorsed favorably by the NAB, he must have served for at least one year of said term; or
  - 2) For the Acting Director who only served the unexpired term of a previous DAD, he must have served for not less than one year of the unexpired term.

Only the period served by an Acting Director when there is no incumbent regular Director validly occupying the said position may be counted as a regular period for the said term.

- b. Must be physically fit and of good moral character.
- c. Must be an active member of PCGA for at least eight (8) years and an active Flag Officer for at least two (2) years.
- d. Must be in active status for the past four (4) years prior to the start of the term of the position sought/ nominated for.
- e. Must be a Filipino citizen.

**Procedures:**

- a. The National Election Committee (NELCOM), prior to the PCGA National Convention, shall receive nominations or certificates of candidacy for the position of National Director, PCGA. All nomination forms or certificates of candidacy shall be accompanied by a clearance from the NAB allowing the candidate to run for the position of National Director. The NAB evaluates all candidates and nominees as to their conditions of standing as PCGA members during its April monthly board meeting as a special agenda item therein. All active PCGA Officers and members in good standing can nominate a qualified candidate in writing or endorse a certificate of candidacy. After receipt of nomination letters/ certificates of candidacy, and the NAB clearances, the NELCOM shall then pre-qualify the nominees/ candidates in accordance with the other qualification standards prescribed herein, and publish within ten (10) days before the scheduled election the final list of qualified nominees/candidates.
- b. The Election of the National Director shall be conducted by the NELCOM composed of the following members:
  - 1) Deputy Chief of Coast Guard Staff for CRS, CG-7 as Chairman
  - 2) Deputy CG-7 as member; and

3) National Auxiliary Main Office (NAMO) Staff for Administration and Personnel as member

c. At a time and place to be specifically announced by the NELCOM during the first day of the National Convention, the following are eligible to vote for the position of PCGA National Director if they have served for at least one year of their term:

- 1) Incumbent National Director
- 2) All members of the National Auxiliary Board as follows:
  - a) Immediate Past National Director
  - b) Deputy National Director for Operations
  - c) Deputy National Director for Administration
  - d) Directors Auxiliary Districts
  - e) Immediate Past Directors Auxiliary Districts
  - f) Directors Auxiliary Support Groups

d. Selection must be done through secret balloting with the National Director and all members of the National Auxiliary Board casting their votes simultaneously. If a qualified voter cannot cast his/her vote during the actual conduct of election during the National Convention, he/she may sign an official proxy form prescribed by the NELCOM in order to authorize another qualified (second) voter to vote on his behalf. This authorization cannot be transferred through another proxy form by the said second voter to a third qualified voter. In case where a qualified voter (original) signs two (2) or more proxy forms to two or more different qualified voters, only the latest signed proxy form shall be recognized by the NELCOM.

1) To be duly elected National Director, even if there is only one qualified candidate, a candidate should be able to garner a majority number of votes (minimum of 50% plus (+) one vote) of the total votes cast.

2) Where there are three or more candidates and the minimum of 50% plus one vote is not achieved, a second round of election shall be conducted for the two candidates who got the highest number of votes during the first balloting. If the minimum 50% plus one vote is still not achieved, the Commandant shall appoint one of the top two candidates as the new National Director. The selection of the new National Director will be announced by the Chairman, NELCOM before the closing of the National Convention. The new National Director assumes his office on June 1 following the election, together with all the other elected and appointed officers. A new leadership team is therefore put in place on the said date.

## **Formal Turnover**

A formal turnover of Leadership and Management of the PCGA will be scheduled and conducted with the Commandant as the Presiding Officer not later than 01 June of the same year.

## **Term of Office**

The National Director shall serve for a term of two (2) years which starts on 01 June or at an earlier scheduled formal turnover after being duly elected. He shall serve for one (1) term only.

## **Temporary Incapacity or Permanent Vacancy**

In the event that the National Director is temporarily incapacitated to act as such, the Deputy National Director for Operations shall act as the National Director until the full recovery of the incumbent National Director. In case of permanent vacancy due to serious illness, death or resignation of the National Director, the Deputy National Director for Operations shall continue to serve the unexpired term.

## **2. Qualifications of candidates for Director Auxiliary District**

1. Must have completed a term as Director Auxiliary Squadron (DAS).
  - a. For those who only served the unexpired term of a previous DAS, he must have served for not less than one year of the unexpired term; or
  - b. For an incumbent DAS, he must have served at least one (1) year of his term.
  - c. For a former DAS who was not able to complete his term due to a valid reason accepted and approved by the Commander Coast Guard District as endorsed favorably by the concerned Auxiliary District Board, he must have served for at least one year of said term.

**Note:** Only the period served by an Acting Director when there is no incumbent regular Director validly occupying the said position may be counted as a regular period for the said term.

2. Must be physically fit and of good moral character.
3. Must be an active member of PCGA for at least six (6) years.

4. Must be in active status for the past three (3) years prior to the start of the term of the position sought for.
5. Must be a Filipino citizen.

**Procedures:**

1. The District Election Committee (ELECOM), within forty-five (45) days prior to the end of the term of the Director Auxiliary District, shall call for nominations for the position of Director Auxiliary District for a period of fifteen (15) days. All active District PCGA Officers and members in good standing can nominate in writing any desired qualified nominee. The District ELECOM shall then pre-qualify the nominees in accordance with the qualification standards prescribed herein. All nominees should be cleared by the Auxiliary District Board to be active members in good standing.
2. Within five (5) days after the nomination period and once pre-qualified, the District ELECOM shall then inform in writing all the nominees of their nomination/s. The nominee must accept the nomination in writing, within ten (10) days. Within five (5) days after the acceptance period or ten (10) days prior the end of the term, the ELECOM shall declare and issue the final list of qualified nominees to be elected as Director Auxiliary District.
3. The Election of the Director Auxiliary District shall be conducted by the District Election Committee (ELECOM). The District Election Committee shall be composed of the following members:
  - 3.1 Deputy Commander Coast Guard District or his/her official representative as Chairman
  - 3.2 Adjutant Coast Guard District as member; and
  - 3.3 Auxiliary District Staff for Administration and Personnel as member
4. At a time and place to be specifically announced by the District Election Committee, the following are eligible to vote for the position of Director Auxiliary District:
  - 4.1 Incumbent Director Auxiliary District
  - 4.2 All members of the Auxiliary District Board as follows:
    - a. Immediate Past Director Auxiliary District
    - b. Deputy Director Auxiliary District for Operations
    - c. Deputy Director Auxiliary District for Administration
    - d. Directors Auxiliary Squadrons



5. Selection must be done through secret balloting with the Director Auxiliary District and all members of the Auxiliary District Board casting their votes simultaneously. If a qualified voter cannot cast his/her vote during the actual conduct of election, he/she may sign an official proxy form prescribed by the ELECOM in order to authorize another qualified (second) voter to vote on his behalf. This authorization cannot be transferred through another proxy form by the said second voter to a third qualified voter. In case where a qualified voter (original) signs two (2) or more proxy forms to two or more different qualified voters, only the latest signed proxy form shall be recognized by the ELECOM.

1) To be duly elected Director Auxiliary District, even if there is only one qualified candidate, a candidate should be able to garner a majority number of votes (minimum of 50% plus (+) one vote) of the total votes cast.

2) Where there are three or more candidates and the minimum of 50% plus one vote is not achieved, a second round of election shall be conducted for the two candidates who got the highest number of votes in the first balloting. If the minimum 50% plus one vote is still not achieved, the Vice-Commandant for Operations shall appoint one of the top two candidates as the new Director Auxiliary District.

### **Formal Turnover**

A formal turnover of Leadership and Management of the Auxiliary District will be scheduled and conducted with the Vice-Commandant for Operations as the Presiding Officer not later than 01 June of the same year after the election.

### **Term of Office**

The Director Auxiliary District shall serve for a term of two (2) years which starts on 01 June or at an earlier scheduled formal turnover after being duly elected. He shall serve for one (1) term only.

### **Temporary Incapacity or Permanent Vacancy**

In the event that the Director Auxiliary District is temporarily incapacitated to act as such, the Deputy Director Auxiliary District for Operations shall act as the Director Auxiliary District until the full recovery of the incumbent Director Auxiliary District. In case of permanent vacancy due to serious illness, death or resignation of the Director Auxiliary District, the Deputy Director Auxiliary District for Operations shall continue to serve the unexpired term.

### **3. Qualifications of candidates for Director Auxiliary Squadron**

1. Must be physically fit and of good moral character.
2. Must be an active member of PCGA for at least four (4) years.
3. Must be in active status for the past two (2) years prior to the start of the term of the position sought for.

#### **Procedures:**

1. The Squadron Election Committee (ELECOM), within forty-five (45) days prior to the end of the term of the Director Auxiliary Squadron, shall call for nominations for the position of Director Auxiliary Squadron for a period of fifteen (15) days. All active Squadron PCGA Officers and members in good standing can nominate in writing any desired qualified nominee. The Squadron ELECOM shall then pre-qualify the nominees in accordance with the qualification standards prescribed herein. All nominees should be cleared by the Auxiliary Squadron Board to be active members in good standing.
2. Within five (5) days after the nomination period and once pre-qualified, the Squadron ELECOM shall then inform in writing all the nominees of their nomination/s. The nominee must accept the nomination in writing within ten (10) days. Within five (5) days after the acceptance period or ten (10) days prior the end of the term, the ELECOM shall declare and issue the final list of qualified nominees to be elected as Director Auxiliary Squadron.
3. The Election of the Director Auxiliary Squadron shall be conducted by the Squadron Election Committee (ELECOM). The Squadron Election Committee shall be comprised of the following members:
  - 3.1 Operations Officer Coast Guard District as Chairman
  - 3.2 Adjutant Coast Guard District as member; and
  - 3.3 Auxiliary Squadron Staff for Administration and Personnel as member
4. At a time and place to be specifically announced by the Squadron Election Committee, the following are eligible to vote for the position of Director Auxiliary Squadron:
  - 4.1 Incumbent Director Auxiliary Squadron;
  - 4.2 All members of the Auxiliary Squadron Board as follows:
    - a. Immediate Past Director Auxiliary Squadron
    - b. Deputy Director Auxiliary Squadron for Operations;
    - c. Deputy Director Auxiliary Squadron for Administration
    - d. Directors Auxiliary Divisions

5. Selection must be done through secret balloting with the Director Auxiliary Squadron and all members of the Auxiliary Squadron Board casting their votes simultaneously. If a qualified voter cannot cast his/her vote during the actual conduct of election, he/she may sign an official proxy form prescribed by the ELECOM in order to authorize another qualified (second) voter to vote on his behalf. This authorization cannot be transferred through another proxy form by the said second voter to a third qualified voter. In case where a qualified voter (original) signs two (2) or more proxy forms to two or more different qualified voters, only the latest signed proxy form shall be recognized by the ELECOM.

1) To be duly elected Director Auxiliary Squadron, even if there is only one qualified candidate, a candidate should be able to garner a majority number of votes (minimum of 50% plus (+) one vote) of the total votes cast.

2) Where there are three or more candidates and the minimum of 50% plus one vote is not achieved, a second round of election shall be conducted for the two candidates who got the highest number of votes in the first balloting. If the minimum 50% plus one vote is still not achieved, the Commander Coast Guard District shall appoint one of the top two candidates as the new Director Auxiliary Squadron.

### **Formal Turnover**

A formal turnover of Leadership and Management of the Auxiliary Squadron will be scheduled and conducted with the Commander Coast Guard District as the Presiding Officer not later than 01 June of the same year after the election.

### **Term of Office**

The Director Auxiliary Squadron shall serve for a term of two (2) years which starts on 01 June or at an earlier scheduled formal turnover after being duly elected. He shall serve for a maximum of two (2) terms only.

### **Temporary Incapacity or Permanent Vacancy**

In the event that the Director Auxiliary Squadron is temporarily incapacitated to act as such, the Deputy Director Auxiliary Squadron for Operations shall act as the Director Auxiliary Squadron until the full recovery of the incumbent Director Auxiliary Squadron. In case of permanent vacancy due to serious illness, death or resignation of the

incumbent Director Auxiliary Squadron, the Deputy Director Auxiliary Squadron for Operations shall continue to serve the unexpired term.

#### **4. Qualifications of candidates for Director Auxiliary Division**

1. Must be physically fit and of good moral character.
2. Must be an active member of PCGA for at least two (2) years.
3. Must be in active status for the past one (1) year prior to the start of the term of the position sought for.

#### **Procedures:**

1. The Director Auxiliary Division and the Deputy Director Auxiliary Division shall be appointed by the Director Auxiliary Squadron as recommended by the Auxiliary Squadron Board which considers candidates based on their qualifications.
2. The names and records of the appointed officers shall be forwarded by the Director Auxiliary Squadron to the Director Auxiliary District for his review and confirmation of the appointment.

#### **Formal Turnover**

A formal turnover of Leadership and Management of the Auxiliary Division will be scheduled and conducted with the Director Auxiliary District as the Presiding Officer not later than 01 June of the same year after the confirmation of the appointment.

#### **Term of Office**

The Director and Deputy Director of the Auxiliary Division shall serve for a term of two (2) years which starts on 01 June. They can be appointed to a maximum of two (2) terms only.

#### **Temporary Incapacity or Permanent Vacancy**

In the event that the Director Auxiliary Division is temporarily incapacitated to act as such, the Deputy Director Auxiliary Division shall act as the Director Auxiliary Squadron until the full recovery of the incumbent Director Auxiliary Division. In case of permanent vacancy due to serious illness, death or resignation of the incumbent Director Auxiliary Division, the Deputy Director Auxiliary Division shall continue to serve the unexpired term.

## **5. Removal from Office**

A National and Auxiliary District officer can be removed from office for cause by the direction of the Commandant for serious violation of the pertinent policies or circular governing the PCGA, as recommended in writing by the VCO. Likewise, removal from office of the Auxiliary Squadron officer can be approved by the VCO when so recommended in writing by the Commander Coast Guard District and Director Auxiliary District. The Director Auxiliary District can approve the removal from office of the Auxiliary Division officer as recommended by the Director Auxiliary Squadron.

## **6. Duties of Elected Auxiliaries**

The duty of elected auxiliaries in all auxiliary leadership positions (National, District, Squadron, Division) is to be thoroughly familiar with the regulations and all assigned responsibilities. Each leader must maintain close liaison with units immediately higher or lower in the auxiliary organization. Additionally, each must ensure auxiliaries are trained and qualified in their assigned duties in the unit. Each should strive to inspire cooperation and encourage fellowship among auxiliaries. Incumbents should use the experience and expertise of the immediate past leaders. Incumbent elected auxiliaries are responsible for:

- Conduct of unit meetings.
- Supervision and successful execution of unit activities to accomplish Auxiliary missions and goals.
- Support and compliance with auxiliary and Coast Guard policies.
- Prompt submission of required reports and correspondence.
- Membership recruiting and retention.
- Leadership, management, supervision, and operation of their unit, and unit member training, qualification, assignment to duty, recognition, and corrective action.
- Liaison with Coast Guard units in the auxiliary area of operations

## **7. Staff Officers**

### **Introduction**

Every unit's senior elected auxiliary leader appoints staff officers. Staff duties are purely administrative, providing functional supervision program management over specifically authorized activities. The appointment and delegation of duties should be given to each staff officer in writing.

The Auxiliary is organized and administered along parallel staffing principles, which requires staff officers at all levels, in conducting auxiliary activities, to report to senior levels and to monitor activities at lower levels. Mission accomplishment will be difficult unless auxiliarists carefully follow the parallel staffing concept. Staff officers are charged with carrying out their part of the unit mission.

## **Appointment**

Staff officers are appointed and serve at the elected auxiliarist's pleasure. A Staff officer's appointment expires with the term of the appointing leader unless the appointment is terminated earlier. Staff officers may be removed from a position any time the appointing leader deems it appropriate. District Staff officer appointments are made only with the concurrence of the Director Auxiliary District. National Staff officer appointments are made only with the ND's approval.

Staff appointment at each level shall come with minimum qualifications requirements especially for the Deputy positions. Hereunder are the minimum qualifications:

### **a. Deputy National Director for Operations/ Administration**

1. Must have served a term as Director Auxiliary District (DAD)
2. For an incumbent DAD, he must have served at least one (1) year of his term.
3. Must be an active member of PCGA for at least eight (8) years and an active Flag Officer for at least two (2) years.
4. Must be in active status for the past four (4) years prior to the start of the term of the position.

### **b. Deputy Director Auxiliary District for Operations/ Administration**

1. Must have served a term as Director Auxiliary Squadron
2. For an incumbent DAS, he must have served for at least one (1) year of his term
3. Must be an active member of PCGA for at least six (6) years.
4. Must be in active status for the past three (3) years prior to the start of the term of the position.

### **c. Deputy Director Auxiliary Squadron for Operations/ Administration**

1. Must be physically fit and of good moral character.
2. Must be an active member of PCGA for at least four (4) years.
3. Must be in active status for the past two (2) years prior to the start of the term of the position.

## **8. New Auxiliarist**

New auxiliarists are not normally offered staff officer appointments during their first membership year. They should use their initial period to gain qualifications and learn about the Coast Guard and the auxiliary. Time may also be spent working with elected leaders or staff officers in areas of the new auxiliarist's interest. The auxiliary unit's elected leader has full discretion to waive the year's service to make appointments, as deemed useful for both the auxiliarist's and unit's benefit and to encourage auxiliarist contributions.

## **9. Staff Officer Responsibilities**

To be successful, elected leaders must make certain that staff officers are well briefed on their duties and responsibilities. To carry out these duties, staff officers are encouraged to appoint committees to help them. Staff officers must report progress monthly to the appointing elected leader. Staff officers will maintain records and correspondence concerning their office. These documents are turned over, with all publications and other pertinent material, to the successor when relinquishing office.

## **10. Elected Leader or Auxiliarist Responsibilities**

An elected leader's delegation of management capability to a staff officer does not relieve the elected leader from any responsibility. Elected leaders must ensure that leadership and management capabilities are properly exercised and instructions are properly carried out. Staff officers may assign qualified auxiliarists to duties in their area of responsibility.

## **11. Simultaneous Offices**

Staff officers are not barred from holding simultaneous elected offices or another staff office. Before appointment of additional jobs, however, the added burden on the auxiliarist should be considered by the elected leader and by the unit membership.

# **CHAPTER 5 – AUXILIARY ADMINISTRATIVE DISCIPLINE**

## **Section A. AUXILIARY ADMINISTRATIVE DISCIPLINE**

### **Introduction**

The purpose of auxiliary administrative disciplinary actions is to correct inappropriate behavior. Normally, only when all other reasonable attempts to correct the inappropriate behavior have failed shall disenrollment be considered. Certain offenses are so unacceptable that they may cause such serious discredit to the organization's core values and principles that disenrollment becomes appropriate. The Commander Coast Guard Station and Commander Coast Guard District shall make these determinations following the procedures in this chapter. The Director Auxiliary Squadron concerned should, however, take initial action or conduct the initial investigation on any complaint and submit his findings through channel. Although the PCGA is a uniformed organization of civilian volunteers, auxiliaries are not subject to the Coast Guard Code of Discipline. However, as covered in this circular, auxiliaries may be subject to various administrative penalties, including disenrollment from the auxiliary. Such administrative actions may be initiated when auxiliaries violate the policies and procedures that govern the Coast Guard Auxiliary established by the Commandant and for conduct unbecoming of an auxiliary.

### **1. Auxiliary Rights**

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

### **2. Request for Investigation**

Any member of the Coast Guard or Coast Guard Auxiliary who believes that an auxiliary has violated the policies prescribed by the Commandant for the auxiliary and its missions, as contained in this PCGA Regulations Manual or in any other relevant Coast Guard or PCGA policies, may make a request for a preliminary investigation. Prior to instituting any Coast Guard or Auxiliary disciplinary action towards an auxiliary, the pertinent facts surrounding the circumstances must be determined, including what offenses (if any) occurred, and any matters in defense or explanation. This request must be in writing and shall be made to the senior elected leader (who is not personally involved in the complaint subject matter) at the lowest level of the organization capable of handling the complaint. Normally, this would be the Director Auxiliary Squadron. When the matter involves Staff Officers or Squadron elected leaders, it would be appropriate to refer the complaint to the Director Auxiliary District. Complaints regarding District staff or District elected leaders should go to the National Director. When the matter involves National Staff or National elected leader,



complaints should go to the Vice-Commandant for Operations through the Chief Coordinator, PCG Office for Auxiliary Affairs. The Commander Coast Guard District/ Commander Coast Guard Station shall assist in determining the appropriate level of organization to address the complaint.

### **3. Elected Leader Options**

If the elected leader receiving the request needs additional information and/or documentation to determine whether a valid request for an investigation has been made, the elected leader receiving the request may ask in writing, or orally, for further information from the complainant, or may appoint an auxiliarist or committee to determine the facts. If an auxiliarist or committee is appointed, the elected leader must inform the suspected auxiliarist that an accusation regarding him/her 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/committee prior to any report to the elected leader. If the elected leader appoints a committee, it will consist of two to three people who are members of his PCGA unit.

### **4. Elected Leader Determination**

Once the auxiliary elected leader has received the investigation report and supporting documents (if any), a determination shall be made by this leader as to whether the facts as presented 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.

### **5. Non-Violation Determination**

If the preliminary facts are deemed not to be a violation of auxiliary policy or the guidelines as set forth in this manual, or if there is insufficient evidence, the elected leader will notify (in writing) the auxiliarist who requested the investigation that no action will be taken or that minor corrective action will be taken. Those actions could include training and/or counseling of the offending auxiliarist where that is the only step needed to correct the inappropriate behavior or conduct.

### **6. Minor Violation**

If the preliminary facts, as determined by the investigation and/or the elected leader, indicate a minor violation has been committed, the auxiliarist shall be advised of the unacceptable conduct, specific deficiencies, and acceptable standards of performance by informal disciplinary action (as deemed appropriate by the elected leader).

## **Section B. INFORMAL DISCIPLINARY ACTION**

### **Introduction**

Informal disciplinary action involves an elected leader correcting minor violations of auxiliary policy made by an auxiliaryist, and documenting that 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 further disciplinary actions are recorded or pending during the next two-year period, the documentation will be removed from the auxiliaryist'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.

### **1. Infractions Warranting Informal Disciplinary Action**

Infractions that may warrant informal disciplinary action include:

- Flagrant and/or repeated uniform or grooming violations.
- Unintentionally compromising or mishandling Coast Guard or auxiliary examinations, privacy act information, or sensitive official message traffic or correspondence.
- Unwarranted violations or abuse of the chain of leadership and management.
- Failure to follow procedures prescribed by Coast Guard and/or auxiliary written directives, procedures, standing rules, or policies. In reviewing a complaint of this nature, the facts must show that the auxiliaryist had knowledge or reasonably should have had knowledge of the directives, procedures, standing rules, or policies.
- Misrepresentation in official correspondence or reports.
- Misrepresenting Coast Guard authority, rank, title, or auxiliary position or status, either implied or by design.
- Failure to follow established procedures as prescribed by written directives or policies.
- Failure to follow published auxiliary web policies and guidelines when available.

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

Appropriate sanctions for minor infractions include:

- Counseling Session
- Denial of Certain Privileges
- 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 auxiliary, 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 auxiliary'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 arise.

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 auxiliary 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.

## **Section C. 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:

- 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.
- 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.
- Misuse of Coast Guard or auxiliary funds or property.
- Repeated actions prejudicial to the good order of the auxiliary or any of its programs, as documented in the auxiliarist's record.
- Failure to follow civil rights laws, and/or the Human Relations and Sexual Harassment Policy contained in this manual.
- 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.
- 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.
- Any other actions that, in the Director's judgment, warrant disenrollment proceedings.

## **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 VCO.

## **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 VCO 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 VCO 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 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 offices, if any, including vacating elected or appointed office, and the denial of a right for the wearing of any insignia or

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 VCO 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 VCO 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 VCO the authority to review a case and to submit the appropriate recommendation. No auxiliarist may disenroll another auxiliarist.

## **8. Immediate Disenrollment**

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

- Upon auxiliarist's request.
- Upon ceasing to possess the qualifications for membership.
- For cause.
- Upon direction of the Commandant.
- Upon death.

### **a. 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 DAD will require the return of the

auxiliarist's ID card and return of any Government or auxiliary-owned property in the auxiliarist's possession. Upon receipt of the written request, the Commander Coast Guard District will recommend to the VCO the deletion of the auxiliarist's name from the active members listed in the auxiliary database. All resignations shall be acknowledged in writing by the Commander Coast Guard District.

#### **b. Ceasing to Possess Qualifications for Membership**

The VCO 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.

#### **c. For Cause**

Any infraction outlined in this section may lead the VCO to immediately disenroll a member. However, if in the VCO's opinion, an auxiliarist's action(s), though not cited in this section, has a disruptive impact that adversely affects the operations/administration/functions of the auxiliary, Coast Guard unit, or other entity, the VCO may take the appropriate disciplinary action including disenrollment. The VCO shall take such action based upon all available information presented or after initiating further inquiry to gather additional relevant facts when, in the VCO'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 VCO, so as to preserve program integrity and/or the good order of the auxiliary.

### **Section D. TEMPORARY SUSPENSION DURING FORMAL PROCEEDINGS**

#### **Introduction**

During formal proceedings, auxiliarists may be temporarily suspended, pending the outcome of the proceeding. This section describes suspension authorization, effect on duties, and other related matters.

#### **1. Authorization**

The VCO is authorized to suspend any certifications, duties of office (elected and appointed), or membership of an auxiliarist during formal disciplinary proceedings (the seriousness of the matter may result in the disenrollment of an auxiliarist). This suspension must be in writing, detailing the reason and length of the suspension.

## **2. 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 auxiliaryist is the senior elected leader of an auxiliary unit, the suspension will include elected leader duties. If the auxiliaryist 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 VCO. The auxiliaryist 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).

## **3. Extensions**

If the investigation requires additional time, the suspension may be extended accordingly. The extension's circumstances must be explained in writing and the auxiliaryist may appeal the extension to the Commandant.

## **4. Auxiliaryist Rights and Privileges**

An auxiliaryist under suspension, for any offense that may lead to disenrollment, is not entitled to any auxiliary rights or privileges, except as may be determined by the VCO. The VCO shall specify in writing what rights or privileges (if any) the suspended auxiliaryist retains during the suspension.

## **5. Appeal**

An auxiliaryist who receives notice of temporary suspension of qualification and/or membership may appeal the VCO's action to the Commandant. Temporary suspensions will remain in effect, unless overturned on appeal.

## **6. Notification**

The VCO shall notify the ND of any suspension of qualifications and/or membership of a National Auxiliary Board member, Deputy National Director, or National Auxiliary Main Office Staff member.

## **Section E. APPEALS OF DISCIPLINARY ACTIONS**

### **Introduction**

Appeals may be made for both informal and formal disciplinary actions. This section describes the requirements for appeals under these circumstances.

### **1. Informal Disciplinary Actions**



Appeals of informal disciplinary actions shall be made directly to the Auxiliary leader or Coast Guard officer below without obtaining endorsements from the chain of leadership and management.

- Appeal of an informal disciplinary action is taken by an auxiliary elected leader to the senior Auxiliary elected leader at the next higher level in the chain of leadership and management within the district or National Area.
- Appeals of a DAD's action are made to the ND.
- Appeals of ND action are made to the VCO.
- Appeals of VCO action are made to the Commandant.

An appeal must be filed within thirty days of the date of an informal disciplinary action. Once an appeal has been determined, there is no further appeal.

## **2. Formal Disciplinary Actions and Dis-enrollments**

Requirements for appeals of formal disciplinary actions and dis-enrollments are as follows:

### **a. Appeal of DAD's Action**

Appeals of DAD's formal disciplinary action must be submitted to the ND. Any appeal must be filed with the ND within thirty days of the DAD's mailing of the letter to the subject auxiliarist. The action shall include a complete review of the entire record of the disciplinary action, with appropriate legal counsel. The standard of review is limited to whether the disciplinary procedures have been followed. The ND's decision is final.

### **b. Appeal of ND's Action**

Appeals of ND's formal disciplinary action (letter of reprimand) must be submitted to the VCO within thirty days of the ND mailing the letter to the subject auxiliarist. The VCO's action shall include a complete review of the entire record of the disciplinary action. The standard of review is limited to whether the disciplinary procedures have been followed. The VCO's decision is final.

### **c. Appeals of VCO's Action**

Appeals of the VCO's formal disciplinary action (letter of reprimand) must be submitted to the Commandant. Any appeal must be filed within thirty days of the VCO's action. The Commandant's action shall include a complete review of the entire record of the disciplinary action. The standard of review is limited to whether the disciplinary procedures have been followed. The Commandant's decision is final.

#### **d. Disenrollment Appeals**

Appeals of disenrollment must be submitted to the Commandant. Any appeal must be filed within thirty days of the VCO's mailing the notification to the subject auxiliary. Appeals of disenrollment to the Commandant shall include a complete review of the entire record of the disciplinary action. The Commandant may make independent findings of facts and conclusions. The Commandant's decision is final.

### **Section F. Additional Procedural Rules for Appeals**

The following additional procedural rules apply for all appeals:

#### **1. Effect of Appeal**

No appeal, once submitted, will in any way suspend the implementation of any disciplinary action once issued during the processing of the appeal.

#### **2. Right to Appeal**

The right of appeal extends only to an auxiliary who is the subject of disciplinary action and to no other person. Notwithstanding this section, a complainant may seek relief from an initial determination that no action be taken, or that action taken was of an insufficient nature, by a written request to the senior auxiliary elected leader at the next higher level in the auxiliary chain of leadership and management.

### **Section G. INFORMATION RETENTION AND HANDLING**

#### **Introduction**

This section describes the requirements for retaining information obtained during the course of investigating complaints and handling of processing appeals to disciplinary actions.

#### **1. Records**

Copies of any records of any disciplinary action taken with regard to an auxiliary will be retained for the specified period of time, up to three years from the date of the action by the VCO.

## **2. Record Removal**

As described above, these records will be removed from the auxiliarist's file if no subsequent disciplinary action has neither been initiated nor finalized during the specified period of time. A separate permanent record shall be retained by the VCO for the sole purpose of documenting prior discipline should the need arise.

# CHAPTER 6 – SPECIAL POLICIES AND PROTOCOL

## Section A

### 1. Penalty for Unauthorized Use of Words “Coast Guard”

No individual, association, partnership or corporation shall, without authority of the Commandant, use the combination of the letters “PCG” or “PCGA,” the words “Coast Guard,” “Philippine Coast Guard,” or “Philippine Coast Guard Auxiliary,” or any combination or variation of such letters or words alone or with other letters or words, as the name under which he or it shall do business for the purpose of trade, or by way of advertisement to induce the effect of leading the public to believe that any such individual, association, partnership or corporation has any connection with the Philippine Coast Guard or the Philippine Coast Guard Auxiliary. No individual, association, partnership or corporation shall falsely advertise, or otherwise represent falsely by any device whatsoever, that any project or business in which he or it is engaged, or product which he or it manufactures, deals in, or sells, has been in any way endorsed, authorized, or approved by the Coast Guard or the auxiliary.

**Note:** Any items of clothing or any other paraphernalia which may be perceived by members of the general public to establish an official relationship with the Coast Guard or the Coast Guard Auxiliary in a commercial context are prohibited. Any member who acts contrary to this provision may be subject to disciplinary action if the actual intent of the wearing or display is to advance falsely an endorsement. Actual intent may be established upon a showing of prior conduct contrary to this provision.

### 2. Appearance

Often the public does not differentiate between Coast Guard active duty and the Auxiliary, especially when the uniform is worn. Coast Guard active duty members are bound by strict military grooming and weight standards. Realizing that the auxiliary is made up entirely of volunteers, the active duty grooming and appearance standards are relaxed as they apply to auxiliaries. As a matter of pride, all auxiliary members should set the goal to strive to attain the same standards as active duty members. Auxiliaries who wear the auxiliary uniform will be held to high grooming and appearance standards

#### a. Uniforms

Auxiliaries are authorized to wear Coast Guard Auxiliary uniforms with the appropriate auxiliary insignia, with exceptions and difference from regular Coast Guard uniforms. Uniforms shall be worn as prescribed in Uniform Regulations in this manual or in a separate policy issuance of the Commandant.

## **b. Grooming**

Auxiliarists who desire to wear their hair, jewelry, or maintain a general appearance different from the standards set by the Coast Guard can apply for a waiver to be approved by the Commandant, as appropriate.

## **c. Weight Standards**

The auxiliary does not have a weight standards program, but all members should set the goal to strive to meet the same standards as the active duty. Auxiliary members are encouraged to eat a balanced diet and maintain a medically recommended weight level, which is conducive to a long and healthy life. Auxiliarists who wear the auxiliary uniform shall ensure that it fits properly and presents a proper appearance. The uniform should be tailored if an auxiliarist loses or gains weight.

## **3. Customs and Courtesies**

The auxiliary is non-military but certain military and civilian customs and courtesies apply to auxiliarists, especially while in uniform, as follows:

- Respect for our national traditions.
- Courtesy aboard military, coast guard and police installations, vessels, and aircraft.
- Respect and courtesy toward the flags, vessels, aircraft, officials, and other personnel of all nations.
- Mutual respect and courtesy toward all Coast Guard personnel and personnel of other military services.

## **4. Saluting**

Saluting is proper courtesy for auxiliarists when greeting senior coast guard and auxiliary officers, and in extending courtesy to commissioned officers of the Armed Forces of the Philippines and the Philippine National Police. Auxiliarists, when out of doors, in uniform and covered, should:

- As a courtesy, initiate, or return a hand salute to commissioned officers.
- Return any and all salutes given.
- Salute the National Ensign: When the flag is raised or lowered at morning or evening colors; when the flag passes in a parade; when the National Anthem or Taps is played.
- Observe protocol upon boarding and leaving military and coast guard vessels: When boarding in uniform (but not before sunrise and after sunset), stop before the start of the gangplank, turn and salute the

National Ensign at the stern staff, even if obscured and not visible. Then, proceed to walk towards the ship's deck and salute the personnel in charge of the vessel's quarterdeck and verbally request permission to come aboard. When departing in uniform, salute the personnel in charge of the quarterdeck and verbally request permission to depart. Upon receiving permission, step onto the gangplank and disembark. As soon as you leave the gangplank, turn and salute the National Ensign (but not before sunrise and after sunset), and then proceed. If not in uniform, follow the above procedures, but do not render salutes.

### **Proper Salute**

When covered in uniform, the hand salute is correctly executed by raising the right hand smartly until the tip of the forefinger touches the lower part of headdress or forehead, above and slightly to the right of the right eye, thumb and fingers extended and joined, palm down, upper arm horizontal, forearm inclined at forty-five degrees, hand and wrist straight. At the same time, one's head is turned toward the person being saluted. To complete the salute, the arm is dropped to its normal side position and eyes are turned to the front.

### **Senior Coast Guard Officer Protocol**

Auxiliarists should be aware that custom dictates that senior Coast Guard officers enter a vehicle, boat, or vessel last, and leave the vehicle, boat, or vessel first. An auxiliarist may be aboard when a senior Coast Guard officer entitled to honors boards a vessel. The auxiliarist will be assigned a position for the occasion. As the senior Coast Guard officer honored boards the vessel, the command, "Attention" is given, everyone comes to attention, and the hand salute is rendered. Be aware that the passage of senior Coast Guard officers should not be obstructed. Anyone aware of such a situation will give the command, "Gangway" and the area is cleared.

Some of the more frequently observed gross saluting errors include:

- Failure to hold the position of the salute until it is returned by the person saluted.
- Failure to look at the person or colors being saluted.
- Failure to assume the position of attention when saluting.
- Failure to have the fingers, hand, and arm in the proper position for saluting as mentioned in the previous paragraph.
- Saluting with a cigarette in the hand or mouth.
- Saluting while the left hand is in a pocket.
- Returning a salute in a casual manner.

## **5. Posting of Colors and Playing of National Anthem**

During the ceremonial posting of colors and/or the playing of the National Anthem, indoors and in uniform, auxiliarists should stand at attention facing the National Ensign until the colors are posted and/or the Anthem is completed.

## **Section B. ADDITIONAL POLICIES**

### **1. Communication with Other Government Agencies**

Auxiliarists shall not communicate with officials of other Government agencies or members of Congress in the name of the auxiliary unless the VCO, for National Auxiliary, or Commander Coast Guard District, for District and Squadron Auxiliaries, determine that the recommendations or requests are consistent with the Coast Guard and auxiliary policy and grants the auxiliarist specific permission in advance of the communication.

### **2. Private Citizens**

The right of auxiliarists to communicate directly with elected and appointed Government officials and agencies as private citizens is not restricted. Neither official stationery nor auxiliary titles shall be used in such communications.

### **3. Industry Relations**

No undertaking may be made in the name of the auxiliary for any manufacturer, product, or service by which an endorsement by the Coast Guard or the auxiliary is stated, implied, or inferred.

## **Section C. PUBLIC APPEARANCES FOR POLITICAL AFFAIRS**

### **Introduction**

Political and legislative activity affecting the Coast Guard may be of interest to auxiliarists.

### **1. Public Appearances**

Auxiliarists may appear and testify as private citizens at legislative hearings or political meetings without Coast Guard approval. If auxiliarists appear and/or testify as a private citizen on a matter related to the Coast Guard or the auxiliary, they must provide the VCO and the Commander Coast Guard District with advance notification. If auxiliarists appear and/or testify in a private

capacity, they may not wear the uniform, use an auxiliary title, or otherwise indicate that they represent the Coast Guard or the auxiliary.

## **2. Political Activities**

Auxiliarists are not allowed to wear the auxiliary uniform during any political activity.

## **Section D. MARKETING AND PUBLIC AFFAIRS**

### **Introduction**

There is a need to develop public understanding and appreciation of the auxiliary's role and a need to help the Coast Guard in maintaining and carrying out the service's public information program.

#### **1. Goal**

Auxiliarists participating in the Auxiliary Marketing and Public Affairs Program shall direct their efforts toward publicizing the auxiliary's aims, purposes, and activities.

#### **2. Publicity**

Staff officers for public affairs and publications at the district, squadron and division levels perform many activities that stimulate interest within the auxiliary. They also present the aims of the Coast Guard and the auxiliary to the general public.

##### **a. Pending Activity**

Since the auxiliary is a working part of the Coast Guard, the Auxiliary Director should clear, before release, publicity releases concerning pending activities.

##### **b. Newsworthy Activities**

Timely release of noteworthy and newsworthy activities is essential. To prevent untimely delay in the submission of the information in this case, an abbreviated approval procedure is authorized. This method includes approval by telephone or electronic mail. This exception is only for releases discussing auxiliarists' actions, including those performed in direct support of a Coast Guard operation. This action does not authorize the auxiliary to release articles discussing actual Coast Guard operations, casualty information, or speculation of fault/cause of an incident. If in



doubt, err on the side of caution. A clipping of the published items shall be sent to the Commander Coast Guard District.

### **c. Videotapes of Electronic Media**

The production of videotapes or other electronic releases to the media are governed by the same review provisions as written material, to include web site and Internet operations.

## **Section E. PUBLICATIONS**

### **Introduction**

An individual serving as an auxiliarist is prohibited from receiving any compensation for articles related to the Coast Guard or the auxiliary which are produced as a result of such service. Any article written for auxiliary publications becomes the sole property of such entity that publishes such work unless intellectual property rights are reserved in writing.

### **1. National, District, Squadron Publications**

Feature articles on auxiliary topics prepared by auxiliarists for commercial periodicals, articles for organization's publications, or Coast Guard internal publications are encouraged.

#### **a. Approval**

The VCO or the Commander Coast Guard District must approve the article before publication. Before printing any national auxiliary publication, all articles and photographs shall be submitted to the VCO or Commander Coast Guard District, as appropriate, for approval.

#### **b. Distribution**

The VCO may authorize official business mail privilege, for mailing a national auxiliary publication when the contents of the publication are approved.

### **2. Web Sites**

Where practical, auxiliary units are encouraged to create and maintain web sites to promote auxiliary missions and services to the public, and provide program information to auxiliarists. Likewise, Auxiliary Directors are encouraged to create sites that assist their auxiliarists and provide program information to Coast Guard units on how to use and obtain auxiliary resources within the area of responsibility.

### **3. Coast Guard Auxiliary Emblem and Official Seal**

The Auxiliary emblem and official seal are separate in design and purpose.

#### **a. Auxiliary Emblem**

The Coast Guard Auxiliary emblem may be used on publications or in association with authorized articles regarding the auxiliary. Use of the auxiliary official seal is strictly prohibited.

#### **b. Auxiliary Seal**

The Coast Guard Auxiliary official seal is authorized for use on official Coast Guard Auxiliary documents requiring signature under seal. It is authorized for official invitations, auxiliary official stationery, programs, certificates, diplomas, and for display on Coast Guard Auxiliary exhibits. The seal may not be reproduced for other purposes, without approval of the VCO via the ND. The seal shall not be included within the design of any other seal or emblem.

# **CHAPTER 7 – ADDITIONAL GUIDE TO COURTESY AND PROTOCOL**

## **Guide to Courtesy and Protocol for Auxiliary Units and Auxiliaries**

### **Introduction**

Courtesy is the key to successful human relationships. In the auxiliary, courtesy kindles the friendly association of auxiliaries and enhances the success of social activities. The term protocol is closely integrated with courtesy and involves universally accepted customs and regulations that govern the formality, precedence, and etiquette practiced on a day-to-day basis within a civilized society. Courtesy is nothing more than proper consideration for the feelings and rights of others, and protocol is the body of accepted rules of social behavior practiced by thoughtful and considerate people. For elected and appointed leaders, the practice of courtesy and protocol are necessary requirements for the successful performance of their duties. Customs and protocol practiced in the Auxiliary are a part of the ceremonial procedures that contribute dignity and color to our lives as civilian members of the Coast Guard family.

The Coast Guard is a maritime service. The protocols and etiquette also reflect the customs and traditions of the Naval/Sea Services as well as the military. The auxiliary, as part of the Coast Guard family, must observe similar customs and protocols, even though auxiliaries are plain civilians.

### **Section A. Greetings**

The hand salute is a long-established form of greeting and recognition exchanged between persons in the armed services. Saluting between auxiliaries is not usually the custom. It is customary to exchange greetings such as “good morning,” “good afternoon,” “good evening,” etc. along with the salute. The exchange of greetings should also be accompanied by a smile or a cheerful expression.

### **Section B. National Ensign/Anthem**

When out of doors, (in uniform) and addressing the National Ensign, or whenever the National Anthem is rendered, a salute is given. This particularly applies to the respect paid at Morning or Evening Colors ceremonies aboard a ship (not underway) or aboard a Coast Guard or other military installation. During the ceremony of hoisting or lowering the flag, those present in uniform should come to attention and render the salute. The same applies if the flag is passing in a parade or in review. The salute to the flag in a moving column should be rendered at the moment the flag passes. During a rendition of the National Anthem when the flag is displayed, all those present in uniform should face the flag and render the salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should stand at attention until the music is completed.

## **Section C. Civilian Clothes**

When outdoors and not in uniform, the salute is rendered for the same situation. The salute is made by standing at attention and placing the right hand over the heart. Any civilian headdress should be removed and held in the right hand over the heart.

## **Section D. Vehicles**

When on a Coast Guard or other military installation in a vehicle, at the time of colors, and traffic safety permits, stop and sit at attention, but do not salute. Provided it is safe to do so, it is appropriate to also get out of the vehicle and render honors.

## **Section E. Vessels**

If a passenger in a boat, one should remain at attention, seated or standing. The ship officer salutes for the ship. When indoors and the flag is presented and/or the National Anthem is played, all should stand at attention.

## **Section F. Flag Etiquette**

Auxiliary leaders are primarily concerned with and responsible for those rules of flag etiquette that pertain to the display of the National Ensign at meetings and social events. The flag is often referred to by other names such as the colors, ensign, and standard. Regardless of the name, it is important that the flag always be properly displayed so as not to commit a breach of protocol.

### **Displayed in a Meeting Room**

In a meeting room, when displayed flat behind the speaker's podium or head table, the flag should be placed above and behind the speaker with the triangle uppermost and with the color blue at the audience's left.

When displayed from a staff in the meeting room, the national flag will be accorded a position of superior prominence over any flag displayed in the same room. It is the only flag that may be displayed behind and to the right of the speaker's podium or head table. In other words, to the left of the audience. All other flags, displayed in the same room including the auxiliary ensign, will be placed on the speaker's left and to the audience's right.

## **Section G. Wardroom Customs**

The wardroom is where the ship's officers eat. Enlisted personnel eat on the mess deck. If invited to dine in the wardroom and the occasion calls for a sit down meal, expect the Captain, the Executive officer, or other senior ship's officer to be the

presiding Coast Guard officer at the mess. Presiding Coast Guard officers will invite the other Coast Guard officers who are members of the mess, plus those guests aboard who were invited to use the mess to be seated at the table when they are ready for the meal to be served. It is not customary for anyone to sit at the table without being invited to do so by the presiding Coast Guard officer. Customs also dictates that if it is necessary to leave the table before the meal is finished and the presiding Coast Guard officer has not risen, ask for permission before leaving the table by asking, "May I be excused, sir (or ma'am)?" Certain subjects are normally taboo during mealtime. Among these subjects are politics, religion, or shop talk. If in doubt, always let the presiding Coast Guard officer guide the conversation. Frequently, when several guests are aboard, it may be necessary to have the seating in the Coast Guard officers' wardroom mess in groups, particularly if the guests are going to be aboard for several days. Usually, a list will be posted indicating the Coast Guard officers and wardroom guests of each seating group to be seated. Do not wear headgear in the wardroom or other indoor spaces. Do not place hats on eating tables. As a hint, there are usually hat pegs just outside the wardroom or in the passageway.

### **1. Officer's Country**

Officer's country is a semi-restricted area where officers work, eat, and berth. This area is normally off limits unless invited by the host. The wardroom is located within officer's country.

### **2. Chief Petty Officer's Mess**

On larger vessels, the chief petty officers (CPOs or simply chiefs) have their own mess. This is a privileged area and guests do not enter at any time unless specifically invited by a CPO of the chief's mess. The same is true of the captain's quarters (also known as "the cabin"). It is customary not to enter the crew's quarters unless invited to do so, or if it is necessary, to pass through that area in your movement from one part of the ship to another.

## **Section H. Authorized/ Restricted Areas**

In some instances, shipboard hosts may indicate areas that may be frequented and may also point out other areas that will be restricted. Respect these areas. This is a sign of a courteous guest. Always observe the ship's rules. If in doubt, ask the host.

## **Section I. Invitations**

### **1. Types of Invitations**

There are several basic forms for invitations. The individual extending the invitation should select the format most suited to the specific function and to the invitee. Formal invitations, either printed or in letter format, should be used for official visitors invited to attend formal dinners, dinner dances, or ceremonial

occasions. A less formal invitation may be used for other events such as regular meetings, happy hours, or other informal gatherings.

## **2. Information Included**

Courtesy to the invitee includes the provision of all information regarding the event for which the invitation is extended. This includes specific information regarding the place, date, time, uniform required, whether or not the invitee is expected to bring a guest, and what part (if any) the invitee is expected to play in the program.

## **3. RSVP**

One way to ascertain whether or not the invitee will attend is to request an RSVP. If it is important for planning purposes to determine if guests will be present, indicate RSVP (phone number or address) not later than (date the reply is needed). If an invitation with an RSVP requirement is received, courtesy requires an appropriate response to the person who sent the invitation. Failure to do so may put the potential host in an embarrassing position.

## **4. Expenses**

Regardless of the civilian, auxiliary or Coast Guard status of the invitee, if an invitation stipulates, "It is our pleasure to extend an invitation to you and Mrs. Doe to attend our Turnover Dinner as our guest," Mr. Doe will assume that he will not be expected to pay for dinner tickets for himself and his guest. In order to extend an invitation to an event in which the invitee is expected to pay, state, "It is our pleasure to ask you and Mrs. Doe to join us at our Fellowship Dinner." Then include the cost of the event, and enclose a reservation form in the letter.

## **5. Timelines**

The more senior the guest, the earlier they must establish a schedule. If the invitation is to a senior Coast Guard officer or a National Auxiliary representative of the auxiliary, it has the best chance of being accepted if it is received at least eight weeks in advance of the event.

## **6. Host**

Normally, the auxiliary leader or Coast Guard leader of the organizational unit sponsoring the function is considered the host for invited guests unless other specific arrangements are made. Hosts have certain responsibilities toward, and for, the guests. In many instances, it may not be possible for the host to personally take care of all of the individual responsibilities. If this is the case, the host may delegate an auxiliariest to function as an aide for each guest or group of guests, as necessary. The host's responsibility is to arrive at the event before the time guests are expected to arrive to be on hand to greet them. Again, common courtesy is the answer. The following responsibilities of hosts apply:

- There should be places for coats and hats.
- Reserved seating should be pointed out as guests arrive.
- For open seating, appropriate seating arrangements should be pointed out to guests.
- Meal tickets, if any, should be given to guests as they arrive.
- The program should be explained or distributed.
- The host should ensure that guests are offered drinks.
- If the host is unable to remain with the guests, they should be introduced to an alternate host.

## **Section J. Formal Function and Protocol**

Directors Auxiliary Districts usually have the job of presiding at formal social and ceremonial functions sponsored by the district and, at times, may be invited to attend similar functions given by other Auxiliary units or outside organizations. These formal activities include changes of watch, changes of command, dinners, award banquets, luncheons and, at times, social gathering in another's home. On occasions when one is a guest, it is customary to personally greet the host and hostess as soon as possible after arriving. At the conclusion of the function, it is also common courtesy to personally express appreciation to the host and hostess for being invited, before departing. When a senior auxiliary leader is present, such as the DAD, ND, or the Commander Coast Guard District, etc., it is considered proper to delay leaving until they have paid their respects and departed.

### **1. Guest of Honor/ Presiding Officer**

During formal function or ceremonies, the following are the most appropriate Guest of Honor/ Presiding Officer:

- a. Auxiliary Squadron - Director Auxiliary District/ Commander CG District
- b. Auxiliary District - National Director/ VCO
- c. National Auxiliary - Commandant, PCG

However, the host is not restricted from inviting other high ranking dignitaries to the occasion/ceremony. That personality maybe higher in rank or position than that of the Guest of Honor or Presiding Officer. In this case, the following protocols must be observed:

- a. The Host must inform the Guest of Honor/Presiding Officer in advance that a personality higher or equal to his rank/position is invited to the occasion/ceremony.
- b. The Host must inform the invited guest in advance that the Guest of Honor/Presiding Officer is equal or lower in rank/position as that of him.

- c. Before the start of the program, if the invited guest arrives first than the GOH/Presiding Officer, the guest must be first entertained at a separate room/venue.
- d. Upon the arrival of the GOH/Presiding Officer, everyone shall stand as symbol of respect and honor while the Host will escort him to his designated seat at the presidential table. All those present at the venue may be seated once the GOH has seated.
- e. Once everyone is seated including the GOH/Presiding Officer, the invited guest(s) may then be allowed to enter the ceremony area. Upon entry, the invitee shall be acknowledged in accordance to his rank or position. Everyone including the GOH/Presiding Officer shall stand to render respect until the invitee has taken his seat. Considering that that invitee is not part of the program, he/she shall not be given a seat at the presidential table but rather designate him a seat at the front of the audience.
- f. With the indulgence of the invitee, the program shall commence without any delay.
- g. Once the GOH/Presiding Officer has been introduced, everyone shall stand in attention. However, the most senior officer/Invited guest may not stand and may remain seated.
- h. During the program, only the GOH/Presiding Officer will be allowed to deliver his remarks/speech. Whenever the invited guests wants to deliver their own remarks out of the prescribed program, they may be allowed but on the separate portion of the ceremony (Cocktails/ portions specifically allotted for other remarks after the conclusion of the program proper) so as not to embarrass the GOH/Presiding Officer.
- i. During the cocktail/dinner/reception, the most senior invited guests shall be given a seat at the presidential table to join and mingle with the Host and GOH/Presiding Officer.

## **2. Receiving Lines and Receptions**

If attending a function where a receiving line is established and the time for beginning of the function is specified, it is courteous to be present to proceed through the line at, or immediately after the time indicated. It is discourteous to carry a drink, cigarette, cigar, etc., when going through the line. It is also a courtesy to other guests, who may be waiting, not to stop for any extended conversation with any member of the official party in the receiving line. Normally, spouses or significant others immediately precede their Auxiliary spouse or mate when couples are going through a receiving line. A clear, distinct introduction is given to the first official member of the line. This is necessary so that members of the official party may be introduced as people proceed through the line. Once introduced to the last person in the line, it is courteous to move some distance away so that other people still passing through the line are not blocked.



### **3. Introductions**

When introducing guests, be extremely careful to be accurate with names and titles. Lengthy introductions for each person at the head table frequently embarrass the individuals concerned and may prove boring to the other guests. Generally, only the principal speaker or speakers at the event require an introduction over and above their name and present title. Even then, it may be desirable to limit the special introduction to a brief description of the speaker's career achievements to date. Do not make the introduction longer than the speech. Practice beforehand, if necessary, so that names and titles can be spoken fluently and easily when introducing guests. Before introducing a senior guest, examine the intent. If the plan is to inform the audience regarding the individual's background, give a brief career resume. If the guest is to be the principal speaker, your introductions should, within one or two minutes, establish the credibility of the guest to speak on the intended topic or subjects. Introductions should help to launch the speaker into a successful talk. An extended discourse on the individual's career and prior assignments probably would not serve that purpose.

### **4. Seating Arrangements and Speaking Order**

Whenever guests are specifically invited to attend functions where seating is provided, whether it is a meeting, luncheon, a dinner, or some other sit-down activity, be certain that guests know where they will be seated, and if invited speakers, what order they will speak.

#### **Head Table**

If there is a head table for a meal and meal tickets are required, arrangements should be made with the serving personnel so that individuals at the head table are not required to present individual tickets before being served. It is not essential that all invited guests be seated at the head table at a structured function. In some instances, where the number of distinguished guests exceeds the available seating space at the head table, or for various other reasons, only a few of the distinguished guests may be seated at the head table. These should include at least the principal speaker and senior Coast Guard and auxiliary personnel. Other special guests may be seated at front tables on the main floor of the dining area, or the spouses of the officers at the head table may be seated at special tables in the main dining area. The distinguished guests may be seated at front tables on the main floor of the dining area, and brought up to places at the head table at the start of the program. If this format is followed, the guests should be acknowledged at the beginning of the affair.

## **5. Seating at Head Table**

Seating at the head table is primarily for persons who are involved in the program of the event or hold a position of responsibility in the organizational chain of the auxiliary, including supervising Coast Guard personnel. Seating at the head table is assigned in descending order of the individual's status (Coast Guard rank, auxiliary office, with official representatives of senior officers, regardless of rank/office, afforded the same status as those they represent).

## **6. Precedence at the Head Table**

The office held by the individual should be considered. If a national auxiliary elected or appointed leader is present and the Commander Coast Guard District is not present, the national auxiliary elected or appointed leader (other than members of the national staff) should occupy one of the two primary places of honor at the center of the table. If the Commander Coast Guard Station or Detachment is present, that officer should also be accorded a place of honor at the head table. The master of ceremonies, or presiding officer for the function, should be at the center of the table. Honors begin at the master of ceremonies' immediate right, then immediate left, then right, then left, etc., in turn until places are assigned for each of the distinguished guests or auxiliaries who will be seated at the head table. Most frequently, the place of honor, at the presiding officer's immediate right, will be assigned to the principal speaker. The position on the immediate left of the presiding officer would then be filled by the senior officer present from the Coast Guard, or by the auxiliary leader. Auxiliary leaders at the national level take precedence over auxiliary district leaders whenever two levels of the organization are represented by elected leaders.

There is nothing mandatory about having all of the Coast Guard officers on one side of the presiding auxiliary elected or appointed leader and all auxiliary leaders on the other side. In fact, quite frequently Coast Guard guests already know one another, thus, the best interchange may take place if Coast Guard officers are interposed among auxiliary leaders. Civilian guests may also be interspersed between Coast Guard officers and auxiliary leaders at the head table.

When the Commander Coast Guard District or his Deputy is not present at an auxiliary function, the Commander Coast Guard Station, regardless of rank, shall be recognized and afforded all appropriate protocol as the Commander Coast Guard District would receive as the direct representative of the Commander Coast Guard District unless he has designated another officer for that purpose at the event. This would call for the Commander Coast Guard Station to be accorded a seating position recognizing that precedence, even though another officer may be present who might have a higher rank than him.

## **7. Socializing**

When invited as guests at a structured function, most people enjoy meeting the other people present, particularly if they are not acquainted with the membership of the local group. Either the host or someone assisting as the local host for guests at a structured function has an unwritten obligation to not allow one person to monopolize the time of invited guests in lengthy conversations, especially on subjects that could become embarrassing. In such a situation, it is appropriate to interrupt the discussion in a courteous manner, either by asking the guest if you could have a few words, or simply by taking someone else to the guest for an introduction.

## **8. Protocol for Elected Leader Entering Room**

If in a room and seated when the Commandant, VCO, Commander Coast Guard District, any Admiral, the ND or other elected national leader enters the room, it is courtesy to stand. Coast Guard personnel must stand at attention when a senior Coast Guard officer enters the room. As a courtesy, Coast Guard personnel are encouraged to stand to recognize leaders of the auxiliary. Discontinue any conversation until at least a senior officer in the room has had an opportunity to greet the new arrival and assure that a seat is provided, if they indicate a desire to remain. It is not necessary to call for attention on these occasions. If you are the first to observe them entering the room, simply say, "Ladies and Gentlemen, the Commander Coast Guard District (or other appropriate title) has joined us," or say, "acknowledging the arrival (or presence) of the Commander Coast Guard District."

## **Section K. Speaking Order for Guests**

When a number of distinguished invited guests are seated at the head table or present at honors tables, and the program includes remarks from each distinguished invited guest, the question rises as to the order in which each should speak. A special guest may be invited to address a specific subject and is usually accorded a special place on the program before remarks are made by other guests. If the primary speaker is to be the Commander Coast Guard District, his/her comments fall in this category. Otherwise, the precedence for speaking by distinguished guests at the head table or honors table is usually performed in an ascending order according to Coast Guard rank or auxiliary office (low to high).

- For Auxiliary District meetings, the DAD will speak last. This includes speaking after the Commander Coast Guard District or higher ranking Coast Guard Officer.
- For national meetings, the ND will speak last. This includes speaking after the Commandant or any other Coast Guard Flag officer.

- For all other meetings (squadron, division, etc.), the Commander Coast Guard District or Station, as appropriate, will normally immediately precede the last speaker who will normally be the DAD when present. For those ceremonial occasions where it may be desirable for the Commander Coast Guard District to speak last, the DAD will usually agree to the change in support of the ceremonial event.

## **Section L. Auxiliary Funeral Services**

Participation by the Coast Guard Auxiliary in funeral services for deceased auxiliaries is governed entirely by the wishes of the family of the deceased. The auxiliary should make known through normal channels of communication that services are available for use at the time of the death of an auxiliary. If the deceased auxiliary had previously specified, or if the survivor of an auxiliary desires that the Auxiliary take an active part in the funeral services, the survivor should make this request known to the mortuary and the priest.

### **1. Notifications**

Any auxiliary having knowledge of the death of a fellow auxiliary should notify the Director Auxiliary Squadron without delay. The DAS should call (in person) on the deceased survivor to offer condolence and assistance. At that time, it can be determined from the family whether participation by the Auxiliary is desired and to what extent. Details of participation can then be worked out. It is important that auxiliaries not put undue pressure on the survivors for the use of the auxiliary service. A great deal of hurt can be done by overzealous friends of the deceased. Auxiliary involvement should not be restricted to members of the deceased's squadron. Most auxiliaries have a wide circle of friends and associates. Auxiliaries at other division, squadron and district levels should be made aware of the situation and the recognition planned, so they may participate. Participating auxiliaries should be in uniform. Service Dress Blue (Alpha) is appropriate.

### **2. Church Service**

If there is to be a church service, or a service conducted at the funeral home by a priest or church leader, the auxiliary service should come before the church service. It is usually held in the evening at the funeral home. The interment should be given by the family's priest or church leader. Not to observe this is to breach an important pastoral relationship between the family and their pastor.

The auxiliary participation in an auxiliary's funeral may, depending on the wishes of the deceased's family, range from the auxiliaries arriving as a group to pay their respects, an auxiliary vigil (with no rifles) posted at the viewing in conjunction with a brief memorial service or participation in the funeral itself.

Whatever the level of auxiliary activity, great care must be taken to maintain the dignity of the occasion.

Firing of guns and playing of taps are military traditions not allowed for auxiliary funeral services except for those who have served the military service.

If the deceased had once been in the military service, and the family concurs, the casket shall be draped with the national flag. If the deceased had never been in the military, a flag can still be used as provided by the squadron. When the flag is draped on the casket, it shall be placed so the triangle is at the head of the casket with the red color over the left shoulder of the deceased. Nothing shall rest on top of the flag. The flag is removed before the casket is lowered during interment. The folded flag is then handed over to the family representative who is normally the spouse, son/daughter, or parent.

The national ensign and auxiliary flag should also be placed on the left and right sides of the casket, respectively.

# CHAPTER 8 – HUMAN RESOURCES

## Section A. DIVERSITY MANAGEMENT

### Introduction

The auxiliary is guided by the current diversity policies of the Commandant of the Coast Guard. No person shall be subject to discrimination in the Auxiliary or its programs because of race, color, religion, sex, age, national origin, or disability.

### 1. Responsibilities

The Commandant is responsible for providing overall leadership and policy direction to ensure all policies and procedures contained in this section are in effect throughout the Coast Guard and the auxiliary.

The VCO is responsible for implementation of the Coast Guard's Diversity Policy Statement within and throughout the auxiliary.

The ND and the NAB are responsible for supporting the Commandant's Diversity Policy Statement and in promoting diversity and diversity management principles throughout the organization.

### 2. Policy

All leaders are responsible for implementing diversity enhancing activities and working towards diversity goals and objectives.

## DIVERSITY POLICY STATEMENT

The men and women of the Coast Guard and the Auxiliary are the core of capability. Their ability to attract, develop, retain, and deploy a quality, diverse workforce is the key to the Coast Guard's success - it must be a top priority for everyone. The strength of their differences and similarities shall be honed to:

- Create a positive environment, through consistent leadership, where all members of the Coast Guard can achieve their potential and make their greatest contribution to accomplishing the mission.
- Continuously strive for a workforce and promote an environment that places high value on individual dignity, respect, and professional growth.

Diversity in the workforce contributes measurably to creative thinking and innovation so critical to excellence. Each one must ensure that his actions conform to the spirit and intent of this policy, based on our core values of Honor, Respect, and Devotion to Duty.

### **3. Coast Guard Auxiliary Diversity Vision Statement**

As an organization of volunteers, the auxiliary has its own uniqueness. Auxiliarists serve in communities throughout the country, come from different social, religious, ethnic, and economic backgrounds, and yet join together to contribute their time and talents toward the common cause of supporting Coast Guard missions. They recognize diversity and remove all barriers, real or perceived, so that current and potential auxiliarists will feel an increased pride and honor in their membership.

The Coast Guard Auxiliary will:

- HONOR the auxiliarists' desire for training and meaningful involvement, so that they can enhance the Coast Guard's capability and promote sea safety, security and the protection of the marine environment.
- RESPECT the volunteer nature of their organization and its unique attributes, which enable them to fulfill their role as an integral part of Coast Guard.
- Recognize and encourage DEVOTION TO DUTY, while understanding the diversity of the auxiliarists and their varying abilities to give of their time.
- PROVIDE the current and potential auxiliarists with a positive environment that will promote membership in all segments of the population, enhance their opportunities to serve, and increase their desire to remain as long-term contributing auxiliarists.
- FULFILL their missions and provide adequate resources to their membership and inspire pride in the auxiliary. This will enable them to expand their membership diversity and strengthen their ability to be ready at all times.

### **4. Auxiliary Diversity Goals and Objectives**

The Coast Guard Auxiliary has established three goals and related objectives to support and promote diversity such as:

- Positive environment.
- Value all auxiliarists.
- Promote individual success.

## **a. Positive Environment**

**Goal 1** – Positive Environment - Create a positive volunteer environment for managing membership diversity. Objectives to meet this goal are as follows:

- Enlighten leaders to manage diversity as a membership retention issue.
- Achieve a diverse volunteer membership that represents all segments of the population.
- Gain an understanding of current auxiliary culture to enable the identification and removal of barriers to a positive environment for auxiliaries.
- Ensure plans, resources and policies fully support managing diversity.

## **b. Value All Auxiliaries**

**Goal 2** – Value All Auxiliaries - Be an organization that highly values its auxiliaries and respects their differences. Objectives to meet this goal are as follows:

- Ensure leaders and auxiliaries understand and value differences.
- Recognize and reward individual and group contributions to managing diversity.
- Provide fair, equal, and rapid conflict resolution.
- Communicate effectively with all auxiliaries.

## **c. Promote Individual Success**

**Goal 3** – Promote Individual Success - Ensure all auxiliaries have the opportunity to reach their full potential as individual auxiliaries. Objectives to meet this goal are as follows:

- Ensure every auxiliary understands task requirements and responsibilities and is coached to achieve success.
- Remove or reasonably attempt to remove physical barriers to participation consistent with law.

## **5. Implementation**

In order to effectively implement the Auxiliary's diversity goals and objectives, ND will appoint a National Diversity Advisor who will head the National Diversity Team.



The National Diversity Team will:

- Maintain a knowledge base of current diversity and diversity management initiatives through reading and research.
- Conduct district and national seminars, workshops, forums, and panel discussions to educate the membership on diversity and its effect on the organization.
- Work closely with the NAB, ADB and ASB to encourage implementation of tasks relative to the auxiliary's diversity goals and objectives.
- Share practical experiences in managing diversity through auxiliary publications.
- Utilize the results of surveys and exit interviews to determine diversity issues and intervention strategies that effect the satisfaction of the membership.

## **Section B. SEXUAL HARASSMENT PREVENTION**

### **Introduction**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. This also encompasses unwelcome display or communicating of sexually offensive materials. Harassment based on perceived or stated sexual orientation is considered sexual harassment and is prohibited.

### **1. Responsibilities**

The Coast Guard and auxiliary must have people who work together effectively to accomplish missions and are responsible for enabling and ensuring this for each of its members.

#### **a. Fair Treatment**

All persons are entitled to be treated fairly and with dignity and respect. All must be allowed to work and to enjoy an environment free of unlawful discrimination.

#### **b. Adverse Affects of Harassment**

The economic costs of sexual harassment are significant. Even more harmful are the negative effects of sexual harassment on productivity and readiness. These areas include increased absenteeism,

greater personnel turnover, lower morale, and decreased effectiveness. Adverse actions also result in a loss of personal, organizational, and public trust. While not easy to quantify, these costs are real and seriously affect the Coast Guard and auxiliary's ability to accomplish missions.

### **c. Prevention Through Leadership and Commitment**

The key to preventing sexual harassment is personal leadership and commitment. Those who serve in auxiliary leadership and staff positions must commit themselves to promoting equitable treatment. Auxiliary leaders must convey this commitment clearly and unequivocally to all auxiliaries by holding themselves and their auxiliaries accountable. This section provides tools for preventing sexual harassment and for addressing sexual harassment incidents, should such actions occur. There must be an affirmative will to use these tools in meeting the Commandant's goals as stated in this chapter.

### **d. Prevention of Gender Discrimination**

Sexual harassment is a form of prohibited discrimination based upon sex. Discrimination against people based upon their gender is also a significant problem. Gender or sexual discrimination exists when a person is treated differently because of gender. Prevention of gender discrimination must be pursued with the same vigor as that for preventing sexual harassment.

## **2. Policy**

The Coast Guard is committed to maintaining a work environment free from unlawful discriminatory practices and inappropriate behavior. In support of this commitment, the Coast Guard's policy is:

- All auxiliaries will receive training in the areas of identification, prevention, resolution, and elimination of sexual harassment. This training is a mandatory condition and is an integral portion of the initial orientation. It must be reinforced annually thereafter.
- Individuals who believe they have been sexually harassed shall be afforded the opportunity and venues to seek resolutions and redress. All leaders within the chain of leadership and management will ensure that auxiliaries are aware of the process through which to file reports of allegations of sexual harassment. The climate shall not tolerate acts of reprisal, intimidation, or further acts of harassment. All auxiliaries must be aware of the avenues of resolution and redress available.

- All reported incidents of sexual harassment should be resolved at the lowest possible level. All incidents should be resolved promptly and with sensitivity. Confidentiality will be maintained to the greatest extent possible.
- Counseling support or referral services will be made available for all persons involved in incidents of sexual harassment.

### **Section C. EQUAL OPPORTUNITY**

All Coast Guard and auxiliary personnel shall be treated with respect. The Coast Guard prohibits all forms of discrimination that violate law or policy in any action affecting our personnel, those seeking employment with the Coast Guard, and those benefiting from our public services or sponsored programs.

Toward this end, all concerned shall:

- Reach out widely to identify the best-qualified applicants for enlistment, officer accession, civilian employment, and auxiliary enrollment. The goal is to recruit, retain, train, and deploy a highly capable, diverse, and flexible workforce;
- Ensure that all people are given fair and equal treatment in personnel decisions; evaluate personnel based on their job performance; provide advancement and retention opportunities based on demonstrated performance and potential; and
- Take prompt, appropriate, and effective measures to enforce this policy and to ensure personal accountability.

Every Commander, Commanding Officer, Officer-in-Charge, Director and supervisor is to be personally committed to and responsible for fair and equal treatment of all Coast Guard and auxiliary personnel and those with whom they interact. They must be in a model organization that ensures no unlawful discrimination in recruitment, selection, assignment, retention, training, or general treatment of any member of the Coast Guard and auxiliary.

## CHAPTER 9 – MEMBER TRAINING AND QUALIFICATIONS

### Section A. AUTHORITY

#### 1. Advancement

*The Commandant shall prescribe the circumstances and qualifications under which members of the auxiliary may be advanced.*

#### 2. Training, Examination, and Assignment

*The Commandant will prescribe the type of training, qualifications, and examinations required before a member of the auxiliary shall be deemed qualified to perform certain duties. The Commandant also will prescribe the circumstances and manner in which certain members of the auxiliary shall be authorized to perform regular and emergency specific duties.*

### Section B. TRAINING AND QUALIFICATION OPPORTUNITIES

#### Introduction

Auxiliarists can pursue training to increase knowledge and skills, and to attain qualifications for participation in various Coast Guard and auxiliary programs. Auxiliarists may also be admitted in Coast Guard regular training for organic personnel. Regular in-house squadron training sessions are fundamental to keeping auxiliarists informed, interested, qualified, and ready to participate fully in auxiliary activities.

#### 1. Other Administrative Training Programs

##### a. Auxiliary Administrative Procedures Course

This course shall be developed and given to auxiliarists to help them understand the administrative procedures in the organization.

##### b. Auxiliary Leadership Courses

The Auxiliary Leadership courses shall likewise be developed and offered to all concerned auxiliarists. In addition, an Auxiliary Leadership and Management short course is an alternative designed to orient and train squadron members in some of the basics of auxiliary leadership,

interpersonal communications, motivation of volunteers in a diverse world, management of Auxiliary units, rewards and recognition procedures, etc.

**c. Coast Guard Correspondence Courses**

With the exception of classified courses, correspondence courses shall also be offered to auxiliarists.

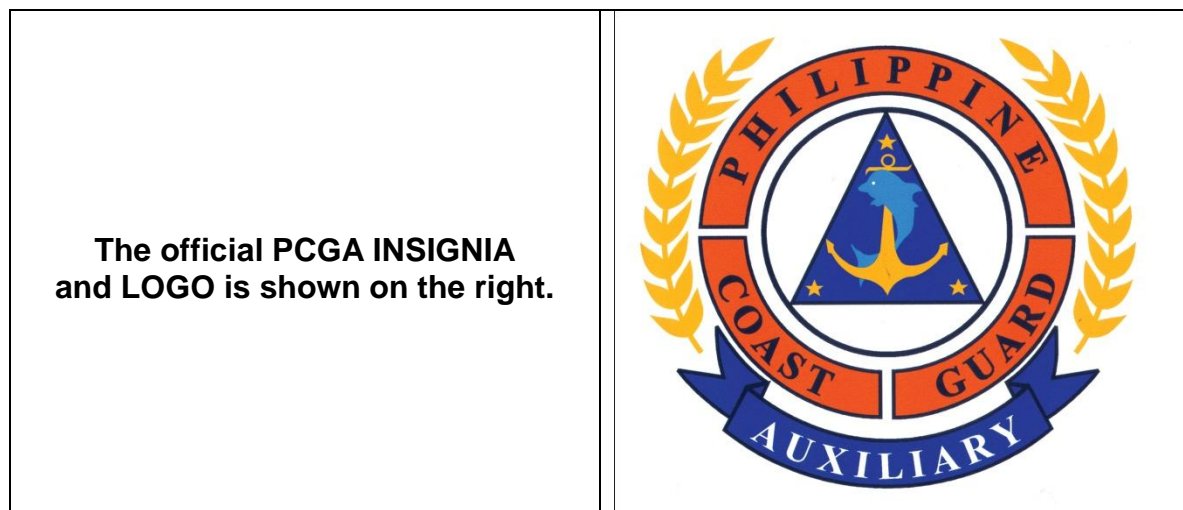
## CHAPTER 10 – OFFICIAL INSIGNIA and UNIFORMS

Organization, entities, groups and even smaller units are identified and bonded together with symbols, emblems, logos and of course wearing of uniform.

### 1. The official LOGO and INSIGNIA of the PCGA.

For purposes of clarity, logistics and for practical reasons, the PCGA logo and insignia shall be one and the same.

The PCGA logo and insignia carries the PCG Coat of Arms in the middle and the bold capital letters Philippine Coast Guard. It symbolizes the attachment and bond of the PCGA to the PCG. It is bolstered with the word auxiliary at the bottom of the said Coat of Arms and PCG letters to identify itself as the auxiliary referred to by the RA9993 (PCG Law). The laurels symbolize that the PCGA totally embraces the vision, mission and objectives of the Philippine Coast Guard and submits itself to its control and supervision as mandated by law creating the PCG and its auxiliary, the PCGA.



The said insignia and logo should be use in all written communications, letterheads, uniforms and presentation and identifying mark of the PCGA. It should not be altered nor be given any additional background.

Its use, however, must have the written authority of the Director Auxiliary District or of the next higher officer, with a copy furnished to the National Auxiliary Board.

The identification with PCGA and the use of the said logo in a calling card may be allowed. However, it shall not be used/placed side-by-side or together with the logo/s of any other organization/s, entity or unit/s, except the PCG. The logo and rank should only be printed if the card merely provides information on the squadron membership/PCGA affiliation and contact numbers of the member-auxiliarist. Prior evaluation and written approval of the Director of next ranking auxiliary unit/ office is required prior to the printing of said calling card.

All PCGA units and offices particularly the Auxiliary Squadron to be where all auxiliaries must be affiliated shall automatically adopt the said insignia and logo, with the letters PCGA and squadron number beneath the same. The said squadron insignia and logo shall be used in all squadron letterhead, communications and presentations, and more importantly to be adopted also as the squadron badge. All Auxiliaries are required to wear the squadron badge on the center of the right breast pocket of the prescribed uniform.



**The PCGA SQUADRON INSIGNIA, LOGO AND BADGE**

## **2. The Official Uniforms of the PCGA Auxiliarist**

Uniforms have been used for centuries to identify military persons as to country, service, group and place in the chain of command. Generally, all members of each service wear similar uniforms with enough distinction/s to permit identification by service, and show membership of groups in a given service.

There are also small marks of identification added to uniforms to identify the wearer, groupings, show position in a chain of command, or achievements and awards.

Another distinguishing feature is the headgear, which differs from Flag Officers, Field Grade Officers and Company Grade Officers. Cap devices are the same for men and women of the same rank.

The PCGA regular officers and members have the distinction and privilege of wearing uniforms, the designs of which were initially patterned from the PCG uniforms with some modifications. Having descended from a military heritage, the uniforms are steeped in tradition and should therefore be worn properly, proudly and in accordance with the dignity of the office it represents.

The prescribed uniforms for PCGA shall be worn only when attending official PCGA meetings/conferences or conventions or when attending official PCG/PCGA activities or functions. **To assure the maturity and value of the PCGA's chain of leadership and management, only flag rank officers presently occupying TO positions shall wear the PCGA uniform.** Other flag rank officers not holding any TO position, as well as the other members of the Auxiliary Boards, shall wear the PCGA prescribed short sleeves Barong Tagalog or shirt jack with the PCGA Insignia. They can, however, wear the usual PCGA formal uniform with rank insignias during PCGA National Conventions and anniversaries, Auxiliary District and Squadron anniversaries, District Conventions, or as may be authorized by the Commandant.

Wearing of the auxiliary uniform without proper authority is a violation of law. Occasions when wearing of uniforms is prohibited include:

- In public places/establishments such as airports, malls, church, and the like, except when a PCG or PCGA function or activity is being held thereat.
- In places of dubious reputation where the uniform might be discredited or disgraced.
- When engaged in political activities.
- During paid employment or sports.
- Aboard an auxiliary vessel or aircraft facility unless the facility is on an authorized Coast Guard mission.
- Entry to or while present in a foreign country or territory unless specifically authorized by an appropriate Coast Guard authority. Authorization may be granted when visiting a foreign country as an auxiliariest on official business.

Auxiliarists may not wear any distinctive part of the uniform or official auxiliary insignia or shoulder boards with civilian clothing.

## **Section A. AUTHORIZED UNIFORMS FOR PCGA:**

### **1. For Men/ Women Auxiliary Officer**

- 1) Dinner Dress White/Dinner Dress Black Uniform (Optional)
- 2) Service Blue (Alpha)
- 3) Service Blue (Bravo)
- 4) Working Blue
- 5) Field Uniform

### **2. For Men/ Women Auxiliarist (Aux4 - Aux1)**

Field Uniform

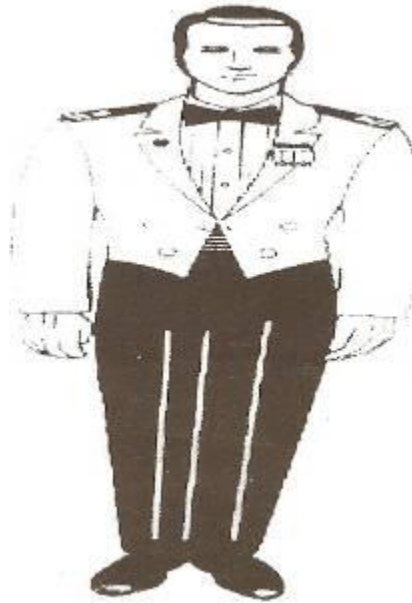


Other field uniforms may be authorized upon approval of the respective Directors Auxiliary Districts that are intended for special and specific activities within their respective areas of responsibility. However, the design of the uniform shall include the name or logo of the specific activity and all the other participating units/agencies, if any.

## **Section B. DESCRIPTION of AUTHORIZED UNIFORMS:**

### **1. Dinner Dress White (Mess Jacket) Uniform**

1. The Dinner Dress White uniform is worn for formal dinner occasions;
2. Pershing cap is worn with this uniform;
3. The coat is the standard Coast Guard (Navy) white colored mess jacket. The buttons are silver. Two medium buttons with a chain same color as the buttons, are used to close the coat;
4. Hard shoulder boards are attached to loop upon the shoulder to designate rank;
5. Black bow tie plain style, not extending  $\frac{1}{4}$  inches in vertical width is worn;
6. Breast insignias/devices. Miniature medals are worn on this uniform. Auxiliary pin/badges, that have no miniatures, are also worn if authorized. Ribbons and name tags are not allowed;
7. The shirt is white with pleated soft front dress shirt with a turn-down collar and worn with plain gold cuff links and gold shirt studs;
8. Cummerbund (waistband). A pleated silver cummerbund 5" high is worn with pleats facing upwards;
9. Trousers shall be black of the same material as the coat, high-waisted of plain design (this means no stripe down the leg), without back pockets;
10. Socks shall be black, made of knitted or rib knit, undecorated material;
11. Shoes shall be black with heels made of smooth leather or synthetic materials. Shoes shall be low cut of plain style without decorations. There shall be no stitching or seams across the toe. Heels shall be no higher than 1". Sole edges, heels and laces must be black.



2

Optional items: white suspenders, with gloves.

## 2. Service Blue Alpha Uniform

The Service Blue Alpha is worn with the pershing cap, service blue polo shirt, blue web belt with gold PCGA buckle, dark blue pants, black socks and prescribed black shoes. The prescribed undershirt is a v-neck white cotton shirt, without any large markings or print that may be seen through the polo shirt.

The following are the ONLY authorized attachments: (1) Ribbons directly on top of the left breast pocket cover; (2) Squadron Badge on the center of the right breast pocket (below the cover); (3) prescribed nameplate, unit citation ribbons; and (4) Command Badge. The enhanced (HARD) shoulder boards are worn with this uniform. No other devices i.e. pens, pins, patches or paraphernalia may be attached or worn on it. Any other badges, pins, wings, flags, etc., not mentioned in items 1-4 cited in this paragraph, or those given by other international organizations, other military units, may be worn only if it has the explicit written approval of the Commandant upon the recommendation of the PCGA National Auxiliary Board.



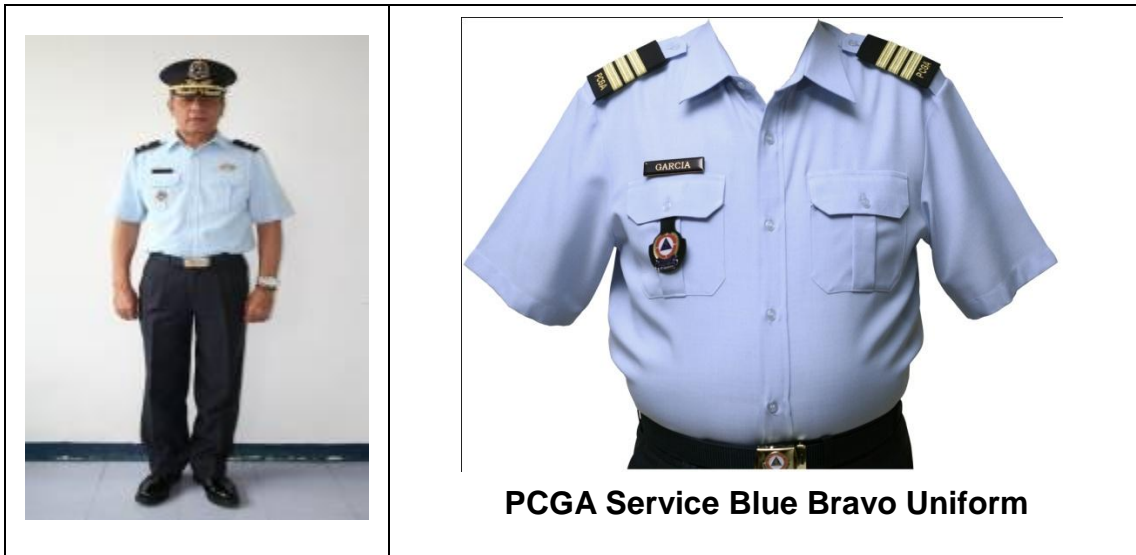
This uniform should be worn during Turn-over/Change of Command, National Convention, and National Command Conference.

## 3. Service Blue Bravo Uniform

The Service Blue Bravo is worn with the pershing cap, service blue polo shirt, blue web belt with gold PCGA buckle, dark blue pants, black socks and prescribed

black shoes. The prescribed undershirt is a v-neck white cotton shirt, without any large markings or print that may be seen through the polo shirt.

Only the following are authorized attachments: (1) Squadron Badge on the center of the right breast pocket (below the cover); (2) prescribed nameplate; and (3) Command Badge. The SOFT shoulder loops are worn with this uniform. No other badge, ribbon, pin, patch, device or paraphernalia may be attached or worn on it.



This uniform is appropriate to be worn in classrooms, during unit meetings, parades, orientation seminars, etc.

#### **4. Working Blue Uniform**

The Working Blue Uniform is worn with the PCGA bull cap, working blue polo shirt, blue web belt with gold PCGA buckle, dark blue pants, black socks and prescribed black shoes. An embroidered name tag with Yellow Gold Letters over same blue cloth is permanently sewn on top of the right pocket, while the letters PCGA embroidered in yellow gold letters over the same blue cloth is sewn permanently on top of the left pocket cover. A rank patch with appropriate bar/s for the rank of Ensign to Captain embroidered in yellow gold letters over same blue cloth shall be sewn each on the left and right collars. The prescribed undershirt is a round neck dark blue cotton shirt.

The following are the ONLY authorized attachments: (1) Squadron Badge on the center of the right breast pocket (below the cover), (2) Command Badge and (3) metal star/s for appropriate star rank. No other badge, ribbon, pin, patch, device or paraphernalia may be attached or worn on it.

This uniform shall be worn during outreach activities such as blood lettings, medical and dental services, boating and other activities which require physical actions.

**5. PCGA Field uniform**

**a. Field Uniform for Men and Women Auxiliary Officer**

The Field Uniform is composed of a collared T-Shirt in either dark blue or orange color, blue web belt with gold PCGA buckle, blue maong pants, and optional bull cap. An embroidered or printed PCGA Logo (maximum of 4 inches diameter) shall be printed on the left breast portion on the front and the words/letters COAST GUARD (3inches height), AUXILIARY, CGAD and SQUADRON NO (optional) (2 inches height) at the back, using ARIAL BLACK font.



This uniform shall be worn during outreach activities such as coastal cleanups, mangrove plantings, bloodlettings, medical and dental missions, boating, and other activities that require physical actions.

**b. Field Uniform for Men and Women Non-officer Auxiliarist**

The Field Uniform is composed of a round neck T-Shirt in either dark blue or orange color, blue web belt with gold PCGA buckle, blue maong pants, and optional bull cap. An embroidered or printed PCGA Logo (maximum of 4 inches diameter) shall be printed on the left breast portion on the front and the words/letters COAST GUARD (3inches height), AUXILIARY, CGAD and SQUADRON NO (optional) (2 inches height) at the back, using ARIAL BLACK font.



This uniform shall be worn during outreach activities such as coastal cleanups, mangrove plantings, bloodlettings, medical and dental missions, boating, and other activities which require physical actions.

## 6. DESCRIPTION OF BASIC COMPONENTS OF THE UNIFORMS

### a. Service and Working Blue Trousers

Trousers or pants for the Service Blue and Working Blue Uniforms are one and the same. It is made of dark blue cloth. The wearer has the option to have it pleated or plain from the front waistline. A blue web belt with a PCGA gold buckle is always worn with the trousers.

Women Auxiliary Officers have the option to wear a skirt with the same color and fabric, in lieu of the trousers, the length of which should not go higher than 3 inches above the knees.



### b. Official PCGA Buckle and Belt

The Official PCGA buckle carries the PCGA Insignia at the center over the front gold metal plate. A dark blue web canvass belt is always attached to it, and wrapped around the waist line of the trouser. The tip or end portion of the belt is placed inside the buckle and should not protrude out of the buckle.



### c. Service Blue Polo Shirt

The service blue polo shirt is made of light blue cloth. It is short-sleeved with stand up collar with stays and epaulets. Its difference with the PCG service polo shirt is that it has pleated button row at the front and double pleated breast pocket. With this shirt, the collar is worn open without a tie.

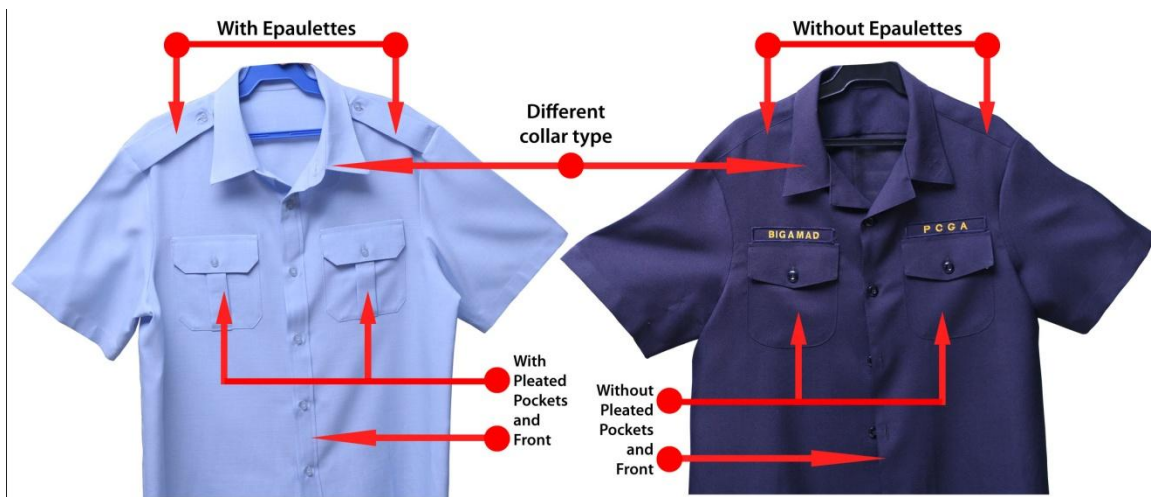
Its proper manner of wearing and attachments are specified earlier. Prospective auxiliary officers with pending General Orders or with General Orders but not yet officially inducted can wear this with the prescribed nameplate ONLY and without any other attachments.

It is worn tucked-in at all times for both male and female auxiliary officers.

#### d. Working Blue Polo Shirt

The service blue polo shirt is made of dark blue cloth. It is short-sleeved with flat coat type collar without stays and epaulettes. It is the same with the PCG service Polo Shirt, and should be buttoned up to the last top button.

It is worn tucked-in at all times for both male and female auxiliary officers.



#### e. Official PCGA Name Plate

An official PCGA nameplate must always be worn with the Service Blue uniform. The PCGA nameplate shall have black background with gold letters and borders and topped with a shiny plastic laminate.

On the Service Blue Alpha, it shall be worn on top of the right breast pocket directly with a half inch clearance from the citation ribbons.

On the Service Blue Bravo, it shall be worn on the right breast pocket with its bottom seating or aligned to the top of the pocket cover.

For the Working Blue uniform, the PCGA nametag shall be embroidered using yellow gold letters over the same blue cloth fabric as the Working Blue uniform. It shall be sewn directly on top of right breast pocket.

**f. Prescribed Shoes and Socks**

Shoes shall be black with heels made of smooth and shiny leather or synthetic material (preferably Charol). Shoes shall be low cut plain style without decoration. There shall be no stitching or seams across the toe. It should have heels which, however, shall not be higher than one (1") inch for men and two and half (2 ½ ") inches for women. Sole edges, heels and laces must be black.



Socks should be worn at all times with the prescribed shoes. It shall be black in color, made of knitted or rib knit undecorated material.

**Section C. HEADGEARS**

**1. Pershing Cap**

The Pershing cap is named after the famous American General John “black jack” Pershing, Chief of Staff of the U.S Army and Commanding General of the U.S Army Expeditionary Force which saw action in Zamboanga, Philippines and in France during WW1.

Field grade and flag officers have elaborated braids on the visors of their pershing caps; company grade officers do not have silver braids; pershing caps are worn with dark blue covers (dinner dress white uniform and service blue uniforms).



## 2. Ladies Headgear

The Ladies headgear is similar to the pershing cap for men but has no braids and is likewise worn with dinner dress white uniform, service dress white uniform, and service blue alpha and bravo uniforms.



Both the Pershing Cap and the Ladies Headgear are made of dark blue cloth material and bears the PCGA Insignia.

## 3. PCGA Ball Cap

PCGA ball caps, popularly known as baseball caps, are now known in the military as Command Ball Caps. This is used with the working blue for field activities especially on sea duty. This is in dark blue fabric and bears the PCGA insignia at the center front. No other markings, rank, or devices shall be placed on it.



## Section D. OFFICIAL SHOULDER BOARD AND LOOP

The shoulder boards and loops are the epaulette or adornment consisting of an ornamental cloth pad worn on the shoulder that indicate rank. They are worn on and inserted properly on the epaulettes strap of the Service Blue or dinner uniforms.



The PCGA shoulder boards are designed with the insignia and with the PCGA acronym on it.

There are two (2) types of Shoulder Boards.

The **HARD shoulder board** is made of cloth material with a hard insert inside it, and is adorned with metal ornaments. It always carries the metal-casted PCGA insignia with the PCGA acronym directly below, and a small golden button locker with the dolphin and anchor symbols on it. It is used with the Dinner Jacket and the Service Blue Alpha uniforms.







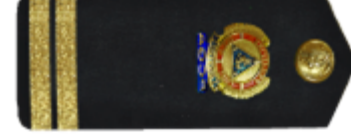

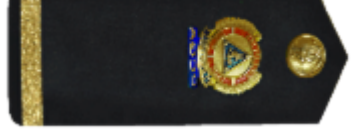


Emblem for use on HARD Shoulder Boards










The hard shoulder board of a flag rank officer has a flat plain gold color background fabric with the metal star symbol on top, while that of a lower rank officer uses boards with black background fabric and yellow gold color stripes to indicate ranks.

The **SOFT shoulder board** or **LOOP** is made of soft black cloth material with the PCGA acronym embroidered at the end using yellow gold threads. Stars indicate the ranks of flag officers while bars are used for the rank of Captain and below. The stars and bars are also embroidered using yellow gold threads. The shoulder loop is used with the Service Blue Bravo uniform.

Sample photo of Official PCGA Hard Shoulder Board

<p><b>VICE ADMIRAL</b></p>	
<p><b>REAR ADMIRAL</b></p>	
<p><b>COMMODORE</b></p>	
<p><b>CAPTAIN</b></p>	
<p><b>COMMANDER</b></p>	
<p><b>LT COMMANDER</b></p>	
<p><b>LIEUTENANT</b></p>	
<p><b>LT JUNIOR GRADE</b></p>	
<p><b>ENSIGN</b></p>	

Sample photo of Official PCGA SOFT Shoulder Loop

<p><b>VICE ADMIRAL</b></p>	
<p><b>REAR ADMIRAL</b></p>	
<p><b>COMMODORE</b></p>	
<p><b>CAPTAIN</b></p>	
<p><b>COMMANDER</b></p>	
<p><b>LT COMMANDER</b></p>	
<p><b>LIEUTENANT</b></p>	
<p><b>LT JUNIOR GRADE</b></p>	
<p><b>ENSIGN</b></p>	

## **Section E. Proper Wearing of Uniform**

The PCGA is a uniformed civilian volunteer organization established by the Philippine Coast Guard. The proper wearing of its prescribed uniform is the responsibility and sacred obligation of each and every member of the PCGA. The proper wearing of uniform not only earns respect, but also symbolizes the proper decorum expected of a PCGA Officer and a "Gentleperson."

In addition to what was previously presented in this chapter, hereunder are additional guidelines in the wearing of the aforementioned uniforms:

- 1) Shirts pockets should be empty of any articles.
- 2) All buttons must be properly fastened, except the collar button on the service blue alpha shirt.
- 3) Shoulder boards and all other uniform accessories must be worn in the proper place and position.
- 4) Appropriate uniforms must be worn at all times.
- 5) Uniforms must be clean and neatly pressed while buckles and shoes must be polished.
- 6) A PCGA Gentleman Officer should not wear the uniform with long pony-tailed hair, or with earrings, tattoos, or lewd jewelries.

Respect for the uniform is always emphasized and must therefore be checked regularly by the National Director and the Directors of Auxiliary Districts and Squadrons. The continuous and habitual breach of the proper wearing of uniform is a cause for delisting/ disenrolling in the auxiliary service.

Note: Designs and colors as shown in the illustrations may not appear exactly as described herein due to print color and layout differences. The prescribed colors and sizes are as specifically stated herein with samples made available at the different CGAD Districts.

## **CHAPTER 11 – AUXILIARIST RECOGNITION AWARD**

### **Section A. SIGNIFICANCE**

The mission of the PCGA is to assist the Philippine Coast Guard in promoting safety of life at sea, protection of the marine environment and such other humanitarian activities as may be directed by the Commandant, PCG. Hence, acts and deeds of these volunteer individuals or groups of persons are of paramount consideration. There is a need for public recognition of exemplary performance to motivate them to achieve greater individual and organizational goals, thus enhancing their efficiency and effectiveness.

Awards and decorations are tokens or intangible proofs of deeds embodying honorable, meritorious and heroic acts and display of skills with proficiency, competence and excellence that serve as memorabilia and inspiration.

### **Section B. APPLICABILITY**

This provision applies to all auxiliarists (officers and non-officers) of PCGA who have distinguished themselves on exemplary achievement or service in activities relevant to the objectives of the PCGA and the PCG in general.

The Coast Guard through the recommendation of the PCGA may give appropriate awards and recognitions to members of other volunteer organizations or professions who have participated in or significantly contributed to PCGA activities such as on search and rescue, disaster relief operations or marine environmental protection.

### **Section C. PURPOSE**

To prescribe the policies and procedures in the granting of awards and decorations to deserving PCGA officers and members/ organizations in order to recognize actions or deeds and exceptional service or achievement.

## Section D. TYPES OF AWARDS AND DECORATIONS

### 1. *Outstanding Achievement Medal and Ribbon*



This is awarded by the PCG Commandant for the highest achievement of a PCGA member with outstanding performance of his duty in support of the PCG Mission and Functions. To justify the award, the act must be evidenced by the outstanding voluntary initiative of the member. As a distinction, the award shall be conferred as follows:

1 <sup>st</sup> Award	(Basic Ribbon)
2 <sup>nd</sup> Award	with 1 Triangle
3 <sup>rd</sup> Award	with 2 Triangles
4 <sup>th</sup> Award	with 3 Triangles
5 <sup>th</sup> Award	with 4 Triangles
6 <sup>th</sup> Award	with 1 Star
7 <sup>th</sup> Award	with 1 Star & 1 Triangle
8 <sup>th</sup> Award	with 1 Star & 2 Triangles
9 <sup>th</sup> Award	with 1 Star & 3 Triangles
10 <sup>th</sup> Award	with 1 Star & 4 Triangles
11 <sup>th</sup> Award	with 2 Stars
12 <sup>th</sup> Award	with 2 Stars & 1 Triangle

## **2. Distinguished Service Medal and Ribbon**

**PCGA Distinguished Service Medal**



This award is given to outgoing PCGA officers who have served for a time in a position of leadership and responsibility in recognition of their service as a National Director PCGA and Director Auxiliary District or Squadron.

## **3. Merit Medal and Ribbon**

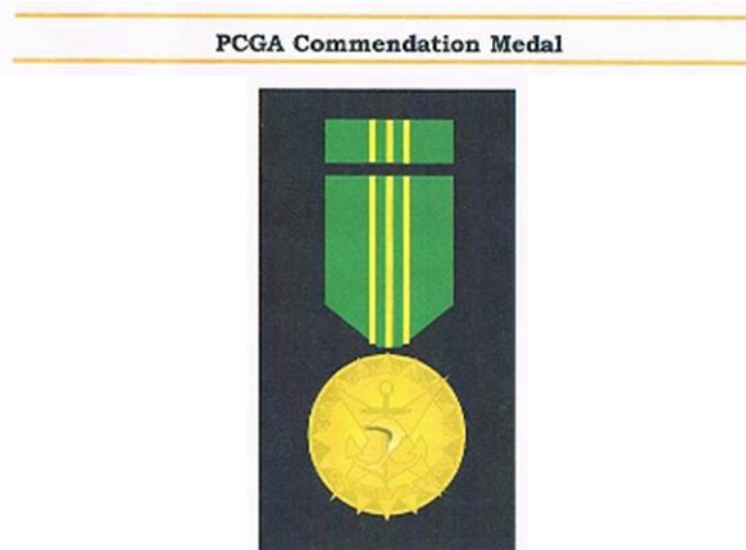
**PCGA Merit Medal**



This is awarded for meritorious services rendered that has great impact on the accomplishment of the PCGA mission or for leading and managing efficiently

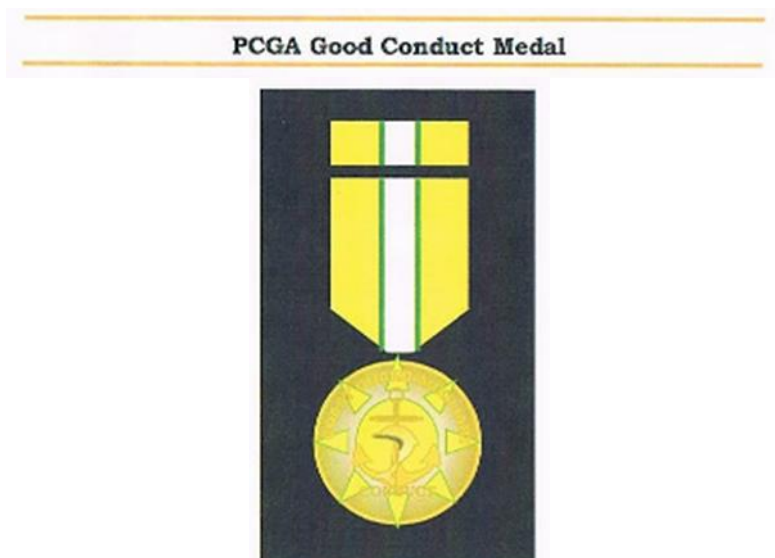
a PCGA unit other than those cited above for at least six months. For those serving a term of a unit, this is issued only once for the term covered.

#### **4. Commendation Medal and Ribbon**



For demonstrating exemplary efficient service in pursuance of the PCG's mission and functions. The accomplishment is lower in degree than that of the Merit ribbon.

#### **5. Good Conduct Medal and Ribbon**



To earn this award, a PCGA member must have served at least two (2) years of active participation in all PCG-PCGA projects and activities with no record of punishment, conviction or derogatory information.



## **6. Search and Rescue Medal and Ribbon**

**PCGA Search & Rescue Medal**



For exemplary acts in the conduct of search and rescue resulting in saving of life at sea. To justify the award, the act shall be evidenced by voluntary participation in the face of great risk and sacrifice during such activity/operation.

## **7. Civic Action Medal and Ribbon**

**PCGA Civic Action Medal**



This award is given for meritorious achievement in the field of civic action in line with the approved programs in support of the PCG and PCGA mission.

## **8. Long Service Medal and Ribbon**

**PCGA Long Service Medal**



For recognition of fruitful and honorable service to the Philippine Coast Guard Auxiliary. To warrant the award of service ribbon, a PCGA officer must have rendered years of continuous fruitful and honorable service with the PCGA.

## **9. Anti-Marine Pollution Campaign Medal and Ribbon**

**PCGA Anti-Marine Pollution Medal**



For participation in an exercise to protect the marine environment or to take part through voluntary rendition of actual response service in anti-marine pollution programs conducted in the Coast Guard Districts and Stations.

**10. Disaster Relief and Rehabilitation Medal and Ribbon**

**PCGA Disaster Relief & Rehabilitation Medal**



For voluntary participation in relief and rehabilitation operations connected with typhoons, floods, earthquakes and disasters or calamities for any period during and after the calamities.

**11. Red Cross Medal and Ribbon**

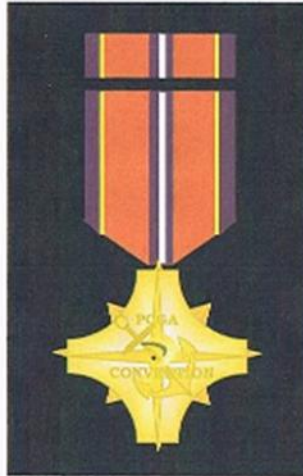
**PCGA Red Cross Medal**



Awarded to all PCGA members who have actively participated in at least two (2) bloodletting activities.

## **12. National Convention Medal and Ribbon**

### **PCGA National Convention Medal**



For attending the PCGA National Convention, one may qualify for this award.

## **13. International Convention Medal and Ribbon**

### **PCGA International Convention Medal**



For attending a Coast Guard Auxiliary International Convention, one may qualify for this award.

#### **14. World Clean-up Day Medal and Ribbon**

PCGA World Clean-up Day Medal



For participating in the PCG/PCGA National Clean-up activity.

#### **15. Commandant PCG Unit Citation**

This award is exclusively awarded by the Commandant, PCG to any unit, i.e. Auxiliary District, Squadron, Division or any other unit in the PCGA that in the judgment of the Commandant has demonstrated outstanding and exemplary service in the pursuance of the PCGA mission and functions. It may be worn by all members of the unit that have earned the award.

#### **16. National Director PCGA Unit Citation**

This is awarded exclusively by the National Director to any PCGA unit that has distinguished itself outstandingly in the rendition of its duty. The award is intended to recognize the performance of the Auxiliary District, Squadron, Division and other units within the PCGA that the National Director recognizes to have demonstrated outstanding service.

#### **17. Presidential Unit Citation**

This is awarded exclusively by the President of the Republic of the Philippines to any unit of the PCGA that has rendered distinguished voluntary service in pursuance of the mission and functions of both the PCG and the PCGA. The award is given in recognition of the exemplary performance of a

District, Squadron, or Division, or other unit of the PCGA during a given period that is deemed to be uniquely outstanding.

The above-cited medals may be worn on the formal Mesh Jacket Uniform only, while the basic Ribbons shown below may be worn with corresponding triangles and stars on the Service Blue Alpha Uniform only.



### Hierarchy of Awards and Points System

Specific awards and decorations are conferred upon members who meet the prescribed criteria. These awards have a clear and defined hierarchy and corresponding point value. This will not only distinguish individual accomplishments and good standing among awardees but would form a solid basis for promotion to higher rank and election to leadership positions from Auxiliary Squadron to District and National levels.

Marks on the basic ribbon connote the subsequent granting of the same award. The standard mark is a triangle or in some cases a star.

The hierarchy and points system shall be as follows:

- |  |           |
|--|-----------|
| a. Outstanding Achievement Ribbon        | 15 points |
| b. Distinguished Service Ribbon          | 14 points |
| c. Long Service Ribbon                   | 13 points |
| d. Merit Ribbon                          | 12 points |
| e. Search and Rescue Ribbon              | 11 points |
| f. Anti-Marine Pollution Campaign Ribbon | 10 points |

- |  |          |
|--|----------|
| g. Disaster Relief and Rehabilitation Ribbon | 9 points |
| h. Commendation Ribbon                       | 8 points |
| i. Civic Action Ribbon                       | 7 points |
| j. Red Cross Ribbon                          | 6 points |
| k. Good Conduct Ribbon                       | 5 points |
| l. National Convention Ribbon                | 4 points |
| m. International Convention Ribbon           | 4 points |
| n. World Clean-up Day Ribbon                 | 3 points |

For unit citations, the Directors of the units cited will be given the following points value:

- |   |           |
|---|-----------|
| o. Presidential Unit Citation           | 15 points |
| p. Commandant PCG Unit Citation         | 14 points |
| q. National Director PCGA Unit Citation | 13 points |

### **18. Traditional Awards and Units Citations**

These awards and/or unit citations shall be exclusively conferred by the Philippine Coast Guard to any member or officer or unit of the PCGA that has rendered distinguished voluntary service in pursuance of the mission and functions of the PCG. These awards and unit citations shall be given during the anniversary celebrations of the PCG.

- a. Best Auxiliary District of the year
- b. Best Auxiliary Squadron of the Year
- c. Best Auxiliary Division of the Year
- d. Best Auxiliary Officer of the Year
- e. Best Non-Officer Auxiliarist of the Year

### **19. PCGA Leadership Badges**

PCGA officers who have served for a time in a position of leadership, management and responsibility shall be entitled to wear certain PCGA Leadership Badges indicative of their service in the PCGA. The following are the authorized PCGA Leadership Badges:

#### **Unit Leadership Badge**

This PCGA Leadership Badge shall be worn by PCGA officers who have served a term as PCGA National Director, Director Auxiliary District, Director Auxiliary Squadron, or as Director Auxiliary Division.

The PCGA Unit Leadership Badge shall have round laurel leaves and the PCGA logo. The distinctions are as follows:

- a. National Director - Gold Laurel Leaves with 3 stars
- b. Director Auxiliary District - Gold Laurel Leaves with 2 stars
- c. Director Auxiliary Squadron - Gold Laurel Leaves with 1 star
- d. Director Auxiliary Division - Silver Laurel Leaves, with no star

The above-named incumbent officers shall wear the PCGA Unit Leadership Badge above the left pocket on top of the ribbons for the Service Blue Alpha uniform, or at least one (1") inch on top of the left pocket cover on the Service Blue Bravo or Working Blue uniforms only.

Officers who have served in the named positions for at least one (1) year and who were given orders awarding to them such badges shall wear the PCGA Unit Leadership Badge above the right pocket on top of the unit citation ribbons for the Service Blue Alpha uniform, or at least an one (1") inch above the right pocket cover on top of the name plate on the Service Blue Bravo or Working uniforms only.

#### **Section E. RECOMMENDATION FOR AWARDS**

- To be fully effective, an award should be timely. A recommendation shall be coursed through channels which shall be acted upon as quickly as possible.
- Recommendations must be based upon the statement of a responsible person who is a witness to the deed or act done. Written testimony shall be in the form of certifications or affidavits.
- Each basis of recommendation for an award/decoration shall show the exact status based on the services of the person being recommended at the time of rendition.
- When a recommendation is supported by official records, that fact shall be stated and included in the recommendation. Such information enables prompt and certain identification of the record.
- All accomplishments must be confirmed by previous reports to the Commander Coast Guard District, Station and Detachment, and duly entered in their journals.

The processing flow for the grant of awards shall be as follows:

- a. The Director Auxiliary Division submits a recommendation for award to the Director Auxiliary Squadron who refers the document to the Squadron Awards and Decorations Board for evaluation.
- b. If the recommendation is found not to have merit, the Director Auxiliary Squadron returns it to the Director Auxiliary Division with an explanation on his decision; otherwise, he endorses it immediately to the Director Auxiliary District.



- c. The Director Auxiliary District refers the recommendation to the District Awards and Decorations Board. If the Board finds it to be meritorious, he endorses the recommendation to the Commander Coast Guard District for approval if within his authority to issue. If it requires approval of the VCO, the Commander Coast Guard District endorses it to the National Director for further endorsement to the VCO. All recommendations shall be acted upon within fifteen (15) days from receipt of the official communications.
- d. The ND endorses the request to the VCO for his approval and issuance of award. If the award subject of the request is not within the authority of the VCO to issue, the VCO shall endorse the same to the Commandant for approval if found to be in order.
- e. Upon issuance, the order is then transmitted to the ND and back to the Auxiliary District and Squadron level for presentation to the awardees.
- f. Processing of an award must be given preferential attention by all concerned. As earlier stated, the recommendation must be acted upon within fifteen (15) days from receipt of the official communication.

## **Section F. PRESENTATION OF AWARDS**

Presentation of award shall be made with formal and impressive ceremony and as much as possible in the presence of other officers and members of the PCGA.

In the presentation, an award or decoration may be pinned on the awardee only when he/she is in proper PCGA uniform.

## **Section G. LIMITATIONS**

Only one award shall be made for the same act of heroism, extraordinary achievement or period of meritorious service.

Duplicating awards shall not be made for outstanding achievement and inclusive meritorious service within the same period of time. Continuation of the same or similar type of duty previously recognized by an award shall not be the basis for a second decoration.

## **Section H. AWARDS AND DECORATIONS BOARD**

An Awards and Decorations Board shall be created in every Squadron and District, covered by appropriate orders, to deliberate and pass upon recommendations for awards and decorations.

## **Composition**

Deputy Director for Administration	: Chairman
Administrative and Personnel Officer	: Member
Operations Officer	: Member

## **Section I. PROCUREMENT OF AWARDS AND DECORATIONS**

This shall be the responsibility of the Auxiliary Squadron recommending the awards. It is important that the awards and decorations procured should reflect the exact description of the award in the manual.

## **Section J. ANNOUNCEMENT AND PUBLICATION**

Awards and decorations granted by the CPCG and the VCO shall be announced and published in the HPCG General Orders, copy furnished the Auxiliary Database Manager.

Awards and decorations granted by the Commander Coast Guard District shall be announced and published in the Special Orders by their respective Commands, copies of which shall be furnished to the Auxiliary Database Manager and the National Auxiliary Main Office.

## **Section K. MANNER OF WEARING**

Ribbons may be worn on formal PCGA uniforms on the following occasions, unless otherwise prescribed:

1. During state occasions, local or abroad;
2. When receiving or calling on high-ranking PCG, PNP or AFP officers, including Coast Guard Auxiliary officers of a recognized country;
3. As escort of colors;
4. During regular PCGA functions and meetings
5. Parades, reviews, inspections and funerals.
6. Ceremonial and social occasions

Ribbons may not be worn when wearing the PCGA Service Blue Bravo or working blue uniform, and/or when engaged in PCGA field work or activity.

Ribbons are worn in rows on the uniform above the left breast pocket. The highest award at the topmost row, right to left according to the hierarchy of awards.

Medals, ribbons, pins, wings, devices, etc. awarded by other institutions may be worn with the PCGA uniforms over the right breast pocket. The documentation for said award, ribbon or pin shall first be transmitted to the National Auxiliary Board upon the recommendation of the Director Auxiliary Squadron through the Director Auxiliary District. The National Auxiliary Board shall deliberate on the recommendation and shall communicate to the National Director its recommendation. If approved, the ND issues a General Order authorizing the same to be worn.

Wearing of unauthorized medals, ribbons, pins, device, etc. which are not covered by proper General Orders is tantamount to wearing an unauthorized uniform and is subject to disciplinary action as earlier prescribed in another chapter of this Manual.

### **Section L. LEVELS OF APPROVING AUTHORITIES FOR AWARDS AND DECORATIONS**

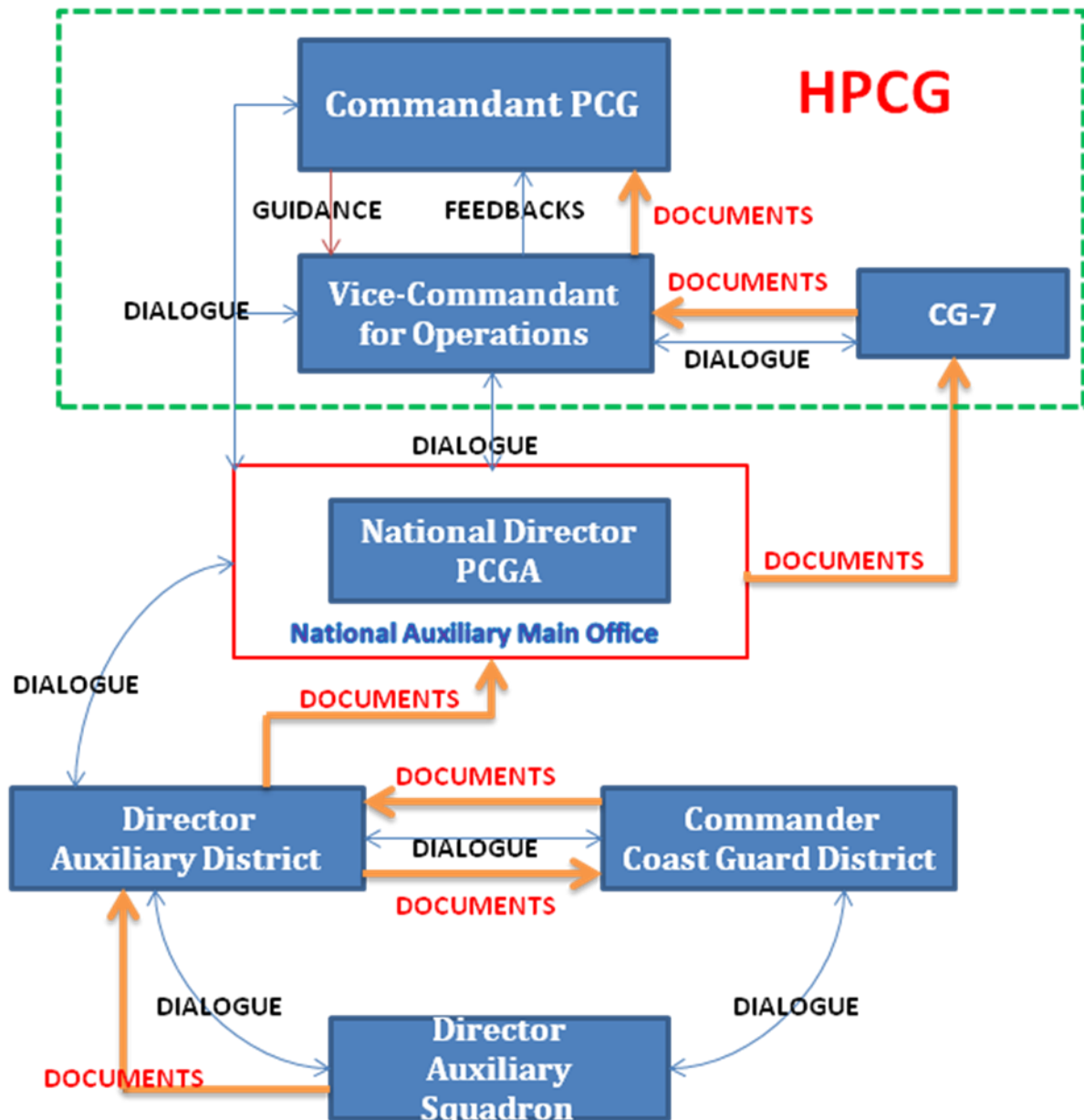
<b>Approving Authority</b>	<b>Awards and Decorations</b>
Commandant, PCG	<ul style="list-style-type: none"> <li>• Dolphin Service Recognition Plaque</li> <li>• Outstanding Achievement Ribbon</li> <li>• PCG Commandant Unit Citation</li> <li>• Presidential Unit Citation Endorsement</li> </ul>
Vice-Commandant for Operations	<ul style="list-style-type: none"> <li>• Distinguished Service Ribbon</li> <li>• Long Service Medal</li> <li>• Convention Ribbon</li> </ul>
Commander Coast Guard District	<ul style="list-style-type: none"> <li>• Merit Ribbon and below</li> </ul>
National Director PCGA	<ul style="list-style-type: none"> <li>• National Director PCGA Unit Citation</li> </ul>
Director Auxiliary District	<ul style="list-style-type: none"> <li>• Good Conduct Ribbon</li> </ul>

Note: Policies on Awards may be issued by the Commandant on a separate document/ booklet with more details and description.

# **ANNEXES**

# ANNEX I. PCG-PCGA CHAIN OF LEADERSHIP AND MANAGEMENT

## PCG - PCGA COMMUNICATION FLOW



## ANNEX II. PCGA APPLICATION FORM

PHILIPPINE COAST GUARD AUXILIARY _____ AUXILIARY SQUADRON <b>MEMBERSHIP APPLICATION</b>				
<input type="checkbox"/> New Enrollment		<input type="checkbox"/> Re-enrollment		<input type="checkbox"/> Transfer of Squadron
LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female
OTHER NAMES USED:				
HOME ADDRESS				
MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow/Widower		NAME OF SPOUSE		NO. OF CHILDREN
HEIGHT	WEIGHT	COLOR OF EYES	COLOR OF HAIR	
SCARS OR MARKS AND OTHER DISTINGUISHING FEATURES:				
SSS/GSIS NO.		DATE OF BIRTH		PLACE OF BIRTH
CITIZENSHIP		RELIGION		BLOOD TYPE
TEL. NO. (HOME)		TEL. NO. (BUSINESS)		MOBILE PHONE
EMAIL 1		EMAIL 2		FAX NO.
ACR NO. (IF ALIEN)	PASSPORT NO./EXPIRY DATE	TYPE OF VISA ISSUED	TIN NO.	
<b>SECTION II – EDUCATIONAL BACKGROUND – College/Post-Grad/Special Studies</b>				
NAME OF SCHOOL	DEGREES OBTAINED	INCLUSIVE DATES	YEAR GRADUATED	
<i>(Attached photocopies of either the transcript of records, diploma or PRC certificate)</i>				
<b>SECTION III – EMPLOYMENT/OCCUPATIONAL BACKGROUND</b>				
<input type="checkbox"/> EMPLOYED		<input type="checkbox"/> OWN BUSINESS		
COMPANY	COMPANY	COMPANY	COMPANY	
<i>(Attached latest employment's certification, SEC Registration, Art. Of Incorporation or DTI Registration)</i>				
FOR PAST OR CURRENTLY IN GOVERNMENT POSITION – Please state highest Appointment/Elected Office				
Position/Period Assumed:				
Nature of Office:				
<i>(Attached certification from the Office concerned)</i>				
<b>SECTION IV – ADDITIONAL DATA</b>				
PROFESSIONAL LICENCES:				
SPECIAL TRAININGS:				
SPECIAL INTERESTS/SKILLS:				
<i>(Attached photocopies of license/s or certificate/s)</i>				

**SECTION V – EMERGENCY CONTACT INFORMATION**

LAST NAME	FIRST NAME	MI	SUFFIX	RELATIONSHIP
ADDRESS				
TEL NO. (HOME)		TEL NO. (BUSINESS)		MOBILE PHONE NO.

**SECTION VI – READINESS INPUT**

A. FUNCTIONS YOU WANTED TO BE INVOLVED IN: (Please check choice/s)

( ) MARSAR – Maritime Search and Rescue  
 ( ) MAREP – Marine Environmental Protection  
 ( ) MARSAR – Maritime Safety  
 ( ) COMREL – Community Relations (Civic action activities i.e. Medical/Dental Missions; Youth development)

B. ANSWER B1 AND CHECK APPROPRIATE ANSWERS FOR B2 TO B4:

1. What is your purpose in joining the PCGA? (in at least 50 words you may use separate sheet)  
 2. Are you willing to be trained? ( ) Yes ( ) No  
 3. Are you willing to travel outside of your home area? ( ) Yes ( ) No  
 4. Are you available on call 24 hours? ( ) Yes ( ) No If No, need \_\_\_\_\_ days/advance notice

**SECTION VII – ASSETS/RESOURCES AVAILABLE TO PCGA PROJECTS**

(This data will be used for reference as available resources in times of disaster/emergency only and does not mean a full turn-over to PCG/PCGA of said items/equipment)

ITEMS/CLASSIFICATION	QUANTITY	DESCRIPTION
WATERCRAFT (Boat)		Name _____ Type _____ Speed _____ Power _____ Range _____ Full Capacity (Ltrs/Gals) _____
AIRCRAFT		
LAND TRANSPORTATION		
AMBULANCE/FIRETRUCKS		

OTHER EQUIPMENTS (Please specify) i.e. Communications: Telephone, 2-way radios, generators, etc.

MANPOWER (Please specify-Doctors/Dentists/Nurses/Support Staff, etc)

**SECTION VIII – ORGANIZATIONS**

**LIST OF ORGANIZATIONS OR SOCIAL GROUPS WHICH YOU HAVE BEEN A MEMBER OF:**

ORGANIZATION	PLACE	DATE OF MEMBERSHIP	POSITION HELD

**SECTION IX – REQUIRED CLEARANCES and ATTACHMENTS**

a. NBI CLEARANCE	a. NBI CLEARANCE
b. POLICE CLEARANCE	b. POLICE CLEARANCE
c. BARANGAY CLEARANCE	c. BARANGAY CLEARANCE
d. ORIENTATION SEMINAR CERTIFICATE (copy)	d. ORIENTATION SEMINAR CERTIFICATE (copy)

*(All of the listed items must be included with the application package)*

**SECTION X – MISCELLANEOUS**

COPY THE FOLLOWING PARAGRAPH IN YOUR OWN HANDWRITING.

“As Luis F. Repazo of 105<sup>th</sup> Xavier Ave., guzzled his way through three bottles of brandy, Josephine Z. Quinsing, a partner in the law firm of San Diego and Ballesteros, located at 2879 Valley Forge St., Quezon City, turned to Richard Ting Sr., a Chinese food expert from O.W. Kwantung Company Ltd., 346 Hadji Jairula Hussein Blvd., and said, “I can’t for my Government but I’m quite sure your country and mine better get together for closer understanding.”

**SECTION XI – APPLICANT STATEMENT AND SIGNATURE**

I have ( ) have not ( ) been convicted of a violation of any laws of the Republic of the Philippines, classified as a major misdemeanor or a felony, (If convicted of a major misdemeanor or felony, state specifics, including date, city & state offense/s occurred, disposition and comments and attach to this application.) I affirm under the penalties of perjury as to the truth of all the statements contained in this application and authorize verification for the official use of the Philippine Coast Guard or Philippine Coast Guard Auxiliary. I understand that any false statement contained herein is grounds for my disenrollment from the Philippine Coast Guard Auxiliary.  
 I PLEDGE TO SUPPORT THE PHILIPPINE COAST GUARD AUXILIARY AND ITS PURPOSES AND TO ABIDE BY THE GOVERNING POLICIES ESTABLISHED BY THE COMMANDANT OF THE PHILIPPINE COAST GUARD.

NAME AND SIGNATURE OF SPONSOR	DATE	NAME AND SIGNATURE OF APPLICANT
-------------------------------	------	---------------------------------

THUMBMARKS

LEFT	RIGHT
------	-------

Please paste here  
 2 x 2 colored photo  
 with white background

**SECTION XII – SQUADRON DIRECTOR ENDORSEMENT**

APPLICANT IS: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> NOT ACCEPTED	SQUADRON DIRECTOR SIGNATURE	DATE
---	-----------------------------	------

*Note: If applicant is not accepted, explain in detail below*




## MEMBERSHIP APPLICATION

1. **GENERAL** – Everyone requesting membership in the Philippine Coast Guard Auxiliary must complete this form.
  - a. Read all instructions carefully
  - b. This form is used to supply new member personal information for entry into the Auxiliary database.
  - c. USE BLUE OR BLACK INK FOR COMPLETING THE WRITTEN PORTION OF ALL OF THESE FORMS.
2. **SECTION I – PERSONAL DATA OF APPLICANT** – To be completed by applicant.
  - a. LAST NAME, FIRST NAME, MIDDLE NAME and SUFFIX – Enter full legal name
  - b. OTHER NAMES USED – List all other names you were known by or are now using. If you are female, and are or have been married, include maiden name, and other married names if married more than once. Identify maiden name with “NEE”.
  - c. GENDER – Check one of the genders.
  - d. HOME ADDRESS – Enter current home address.
  - e. MARITAL STATUS – Check one of the marital status.
  - f. NAME OF SPOUSE – Use spouse’s given name – no nicknames
  - g. NO. OF CHILDREN – Indicate number
  - h. HEIGHT, WEIGHT, COLOR OF EYES, COLOR OF HAIR – Enter appropriate answers
  - i. SCARS OR MARKS AND OTHER DISTINGUISHING FEATURES – Enter description
  - j. SSS/GSIS NO. – Enter SSS or GSIS No. as the case maybe
  - k. DATE OF BIRTH, PLACE OF BIRTH – Enter DOB using MM/DD/YY numeric format, 01/18/45. Membership eligibility begins with 18 years of age.
  - l. CITIZENSHIP, RELIGION, BLOOD TYPE – Enter appropriate answers.
  - m. TEL. NOS. (HOME), (BUSINESS) & MOBILE PHONE – Enter phone numbers.
  - n. EMAIL 1, EMAIL 2, & FAX NO. – Enter email addresses and fax no.
  - o. ACR NO./PASSPORT NO./EXPIRY DATE, TYPE OF VISA & TIN NO. – Enter corresponding nos. Attach photo copies of ACR AND PASSPORT.
3. **SECTION II – EDUCATIONAL BACKGROUND – College/Post-Grad/Special Studies** – To be completed by applicant
  - a. Enter appropriate answers
  - b. Attach photocopies of either the transcript of records, diploma or PRC certificate.
4. **SECTION III – EMPLOYMENT/OCCUPATIONAL BACKGROUND** – To be completed by applicant
  - a. Enter appropriate answers
  - b. Attach latest employment’s certification, SEC Registration, Articles of Incorporation or DTI Registration. If Government employee, attach certification from the office concerned.
5. **SECTION IV – ADDITIONAL DATA** – To be completed by applicant
  - a. Enter appropriate answers.
  - b. Attach photo copies of licence/s or certificate/s.
6. **SECTION V – EMERGENCY CONTACT INFORMATION** – To be completed by applicant
  - a. Enter name, emergency contact’s relationship, address and phone numbers.
7. **SECTION VI – READINESS INPUT** – to be completed by applicant after the orientation seminar.
  - a. Answer B1 in at least 50 words. You may use a separate sheet.
  - b. Check appropriate answers for B2 to B4.
8. **SECTION VII – ASSETS/RESOURCES AVAILABLE TO PCGA PROJECTS** – To be completed by applicant after the orientation seminar.
  - a. Enter appropriate answers.
9. **SECTION VIII – ORGANIZATIONS** – To be completed by applicants
  - a. Enter appropriate answers.
10. **SECTION IX – REQUIRED CLEARANCES AND ATTACHMENTS** - To be attached to application
  - a. NBI Clearance (Original and 3 copies)
  - b. Police Clearance (Original and 3 copies)
  - c. Barangay Clearance (Original and 3 copies)
  - d. Orientation Seminar Certificate (copy)
  - e. Endorsement letter from the Squadron Director.
11. **SECTION X – MISCELLANEOUS** – To be completed by applicant
  - a. To be copied by the applicant in his own handwriting.
12. **SECTION XI – APPLICANTS STATEMENT AND SIGNATURE** – To be completed by the applicant and sponsor.
  - a. Felony/misdemeanor convictions – check appropriate answer to conviction statement. Review application and data to ensure accuracy, then sign and indicate date using either blue or black ink. The sponsor will co-sign the statement. The applicant will affix his thumb marks and attach his 2 x 2 picture.
13. **SECTION XII – SQUADRON DIRECTOR ENDORSEMENT** – To be completed by the Squadron Director.
  - a. The Squadron Director check appropriate decision then sign the application form and indicate the date.

# ANNEX III. APPLICANT'S PERSONAL HISTORY STATEMENT FORM

## PERSONAL HISTORY STATEMENT

### I N S T R U C T I O N S

1. Answer all the questions completely; if the question is not applicable, write "NA." Write "UNKNOWN" only if you do not know the answer and cannot obtain the answer from personal records. Use the blanks pages at the back of this form for extra details on any question for which you do not have sufficient space.

2. Type, print or write carefully, illegible or incomplete forms will not receive consideration.

### W A R N I N G

1. The correctness of all statements of entries made herein will be investigated.

2. Any deliberate omission or distortion of material facts may give sufficient cause for denial of clearance.

3. The statement made herein is classified "**CONFIDENTIAL**." Revelation or use for purposes other than that authorized is prohibited by pertinent provisions of AFPRG 200-052.

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#### **I. PERSONAL DETAILS**

A. Name: \_\_\_\_\_  
(Last) (First) (Middle)

B. Rank: \_\_\_\_\_ PCGSN: \_\_\_\_\_ Br/Svc: \_\_\_\_\_

C. Present Job / Assignment: \_\_\_\_\_

D. Business or Duty Address: \_\_\_\_\_

E. Home Address (Include St. & Nr): \_\_\_\_\_

F. Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

G. Change in Name (If by Court Action give details): \_\_\_\_\_

H. Nicknames: \_\_\_\_\_ Nationality: \_\_\_\_\_

I. TIN: \_\_\_\_\_ National Reg. Card: \_\_\_\_\_

J. Religion: \_\_\_\_\_ Blood Type: \_\_\_\_\_

#### **II. PERSONAL CHARACTERISTICS**

A. Description: Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ (cms) Weight \_\_\_\_\_ (kgs)  
Build (heavy, Medium, Light): \_\_\_\_\_ Complexion (Dark, Fair, Light): \_\_\_\_\_

Color of Eyes: \_\_\_\_\_ Color of Hair: \_\_\_\_\_

Scars or marks and other distinguishing features: \_\_\_\_\_

B. Physical Condition/Present State of health (Excellent, Good, Poor) \_\_\_\_\_

Physical or Mental Defects: \_\_\_\_\_ Recent Serious Illness: \_\_\_\_\_

**III. MARITAL HISTORY**

A. Marital Status: \_\_\_\_\_  
 (Single, Married, Separated or Widow)

B. Name of Spouse: \_\_\_\_\_  
 (Full Name)

Date and Place of Marriage: \_\_\_\_\_

Occupation and Place of Employment: \_\_\_\_\_

C. Children:

Name	Date of Birth	Citizenship

**IV. FAMILY HISTORY AND INFORMATION**

A. Father's Name: \_\_\_\_\_  
 (Full name)

Date and Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation and Place of Employment: \_\_\_\_\_

Citizenship: \_\_\_\_\_ if naturalized, give date and place where naturalized

B. Mother's Name: \_\_\_\_\_  
 (Full Name)

Date and Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation and Place of Employment: \_\_\_\_\_

Citizenship: \_\_\_\_\_ if naturalized, give date and place where naturalized

C. Brothers and Sisters

NAME	AGE	ADDRESS	OCCUPATION

D. Step-parent or Guardian: \_\_\_\_\_

Address \_\_\_\_\_

Occupation and Place of Employment \_\_\_\_\_

Citizenship \_\_\_\_\_ if naturalized, give date and place where naturalized

E. Father-in-Law \_\_\_\_\_

Date and Place of Birth \_\_\_\_\_

Address \_\_\_\_\_

(Street) (Bo/Brgy) (Town/City)

\_\_\_\_\_ Tel Nr \_\_\_\_\_

(Province)

Occupation and Place of Employment \_\_\_\_\_

Citizenship \_\_\_\_\_ If naturalized, give date and place where naturalized

F. Mother-in-Law \_\_\_\_\_

Date and Place of Birth \_\_\_\_\_

Address \_\_\_\_\_

(Street) (Bo/Brgy) (Town/City)

\_\_\_\_\_ Tel Nr \_\_\_\_\_

(Province)

Occupation and Place of Employment \_\_\_\_\_

Citizenship \_\_\_\_\_ if naturalized, give date and place where naturalized

## V. EDUCATIONAL BACKGROUND

### A. Elementary

School	Location	Date of Attendance	Year Graduated

### B. High School

School	Location	Date of Attendance	Year Graduated

### C. College

School	Course	Location	Date of Attendance	Year Graduated

### D. Post Graduate

School	Course	Location	Date of Attendance	Year Graduated

### E. Other Schools Attended and Date of Attendance

School	Course	Location	Date of Attendance	Year Graduated

F. Civil Service Eligibility, if any, and others similar qualifications \_\_\_\_\_

\_\_\_\_\_

**VI. MILITARY HISTORY**

A. Date Enlisted in the AFP \_\_\_\_\_

B. Date of Commission \_\_\_\_\_ Source of Commission \_\_\_\_\_

C. Important Unit Assignment since Enlistment/CAD: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

D. Military Schools Attended

Name of Schools & Location	Date of Attendance	Nature of Training	Rating

E. Decorations and Awards or Commendations Received

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VII. PLACES OF RESIDENCE SINCE BIRTH**

Inclusive Dates	Places/Address

**VIII. EMPLOYMENT**

Inclusive Dates	Type of Employment	Name/Address of Employment	Reason of Leaving

Have you ever been dismissed or forced to resign from a position? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, explain \_\_\_\_\_

**IX. FOREIGN COUNTRIES VISITED (In chronological order)**

Date	Country Visited	Purpose of Visit

**X. CREDIT REPUTATION**

- A. Are you entirely dependent on your salary? Yes \_\_\_\_\_ No \_\_\_\_\_ if no, state other sources of income \_\_\_\_\_
- B. Name and Address of Banks or other Credit/Institution with which you have accounts/loans: \_\_\_\_\_
- C. Have you filed a statement of your Assets and Liabilities with any government agency  
Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what, agency? \_\_\_\_\_
- D. Have you filed your last income tax return? \_\_\_\_\_
- E. Three (3) credit references in the Philippines:

Name	Address

**XI. ARREST RECORD AND CONDUCT**

- A. Have you ever investigated / arrested, indicted or convicted for any violation of law? \_\_\_\_\_? If so, state name of court, nature of offense and disposition of case. \_\_\_\_\_
- B. Has any member of your family ever been investigated / arrested, indicated or convicted for any violation of law? \_\_\_\_\_ If so, state name of court, nature of the case and disposition of case. \_\_\_\_\_
- C. Have you, ever been charged in any Administrative Case? \_\_\_\_\_
- D. Have you ever been arrested or detained pursuant to the provision of PD 1081 and its implementation order (GO, PO, LOI)? \_\_\_\_\_ If so, state the nature of the case and the place of your detention \_\_\_\_\_
- E. Do you use intoxicating liquor or narcotics? \_\_\_\_\_ If so, what extent? \_\_\_\_\_

**XII. GENERAL REPUTATION**

- A. Give five (5) character references (not relatives) known three years or longer, who are not your relatives:

Name	Business Address/Residence (Include Street & Number)

B. List down three (3) neighbors at your present residence:

Name	Business Address/Residence (Include Street & Number)

**XIII. ORGANIZATION**

List of organization or social groups which you have been a member:

Organization	Address	Date of Membership & Position held

**XIV. MISCELLANEOUS**

A. Hobbies, sports and past times

\_\_\_\_\_

\_\_\_\_\_

B. Language and Dialect (indicate ability as fluent, fair or poor):

Language or Dialect	Speak	Read	Write

C. Are you willing to undergo periodic lie detection test? \_\_\_\_\_

D. Copy exactly the following paragraph in your own handwriting

As Luis E Rapazo III of 105<sup>th</sup> Xavier Ave guzzled his way through three bottles of brandy, Josephine Z Quinsing, a partner in law firm of San Diego and Ballesteros located at 2879 Valley Forge St., Quezon City turned to Richard Ting Sr., a Chinese food expert from O.W. Kwantung Company, Ltd., 346 Hadji Jairul Hussein Blvd., and said, "I can't speak for my Government but I'm quite sure your country and mine better get together for closer understanding."

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the foregoing answers are true and correct to the best of my knowledge and belief and I agree that my misstatement or omission as to material facts will constitute ground for denial of my application for clearance.

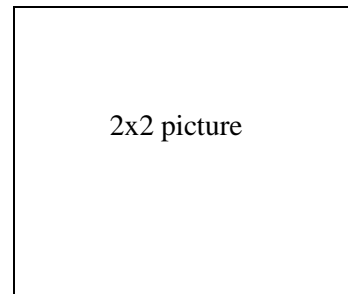
Signed at \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

THUMBMARKS



LEFT

RIGHT

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
Philippines, affiant exhibited to me his /her Community Certificate Nr \_\_\_\_\_  
Issued on \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
(Administrative Officer/Notary Public)

\_\_\_\_\_  
(Rank and Designation)

\_\_\_\_\_  
(TIN)





Department of Transportation and Communications  
Philippine Coast Guard  
Coast Guard District Southwestern Mindanao  
PHILIPPINE COAST GUARD AUXILIARY DISTRICT SOUTHWESTERN MINDANAO  
308<sup>TH</sup> PCGA SQUADRON  
Port Area, Pagadian City



# Certificate of Indoctrination

This is to certify that

**MS./MR. JUAN DELA CRUZ**

has undergone the required eight (8) hours Indoctrination and Orientation Seminar per requirements for membership under the Philippine Coast Guard Auxiliary Manual, series 2012 at

\_\_\_\_\_ on \_\_\_\_\_.

Given this \_\_\_th day of \_\_\_\_\_.

**CAPT MAGITING VOLUNTER PCGA**  
Squadron Auxiliary Director, 308<sup>th</sup> PCGA Squadron

**LT PEDRO DUGUMON PCG**  
Station Commander, CGS Pagadian

**“Annex V”: DIRECTOR AUXILIARY SQUADRON ENDORSEMENT  
MEMORANDUM**

Philippine Coast Guard  
PHILIPPINE COAST GUARD AUXILIARY  
COAST GUARD AUXILIARY DISTRICT \_\_\_\_\_  
**0000<sup>TH</sup> PCGA SQUADRON**  
address

MEMORANDUM

FOR : Director Auxiliary District \_\_\_\_\_  
Via : Station Commander, CGS \_\_\_\_\_  
From : Director Auxiliary Squadron 0000<sup>th</sup> PCGA Squadron  
Encl : Individual Application Form  
Date : \_\_\_\_\_

---

1. The 0000<sup>th</sup> PCGA Squadron has recruited prospective PCGA members. After completion of the necessary documents, the required eight(8) hours orientation and indoctrination seminar has been conducted on \_\_\_\_\_ and the participants have been issued Certificates of Indoctrination.

2. In this regard, the following-named recruits are respectfully endorsed for appointment into the Philippine Coast Guard Auxiliary (PCGA) service with honorary ranks as indicated hereunder:

To be rank  
Mr./Ms. \_\_\_\_\_  
Mr./Ms. \_\_\_\_\_

To be rank  
Mr./Ms. \_\_\_\_\_  
Mr./Ms. \_\_\_\_\_

3. Furthermore, request that the above-named applicants be endorsed for appointment as members of the unit as indicated:

To be members of 000<sup>TH</sup> Squadron

LT \_\_\_\_\_  
ENS \_\_\_\_\_

TO BE MEMBERS OF 0000.00 PCGA DIVISION

LT \_\_\_\_\_  
ENS \_\_\_\_\_

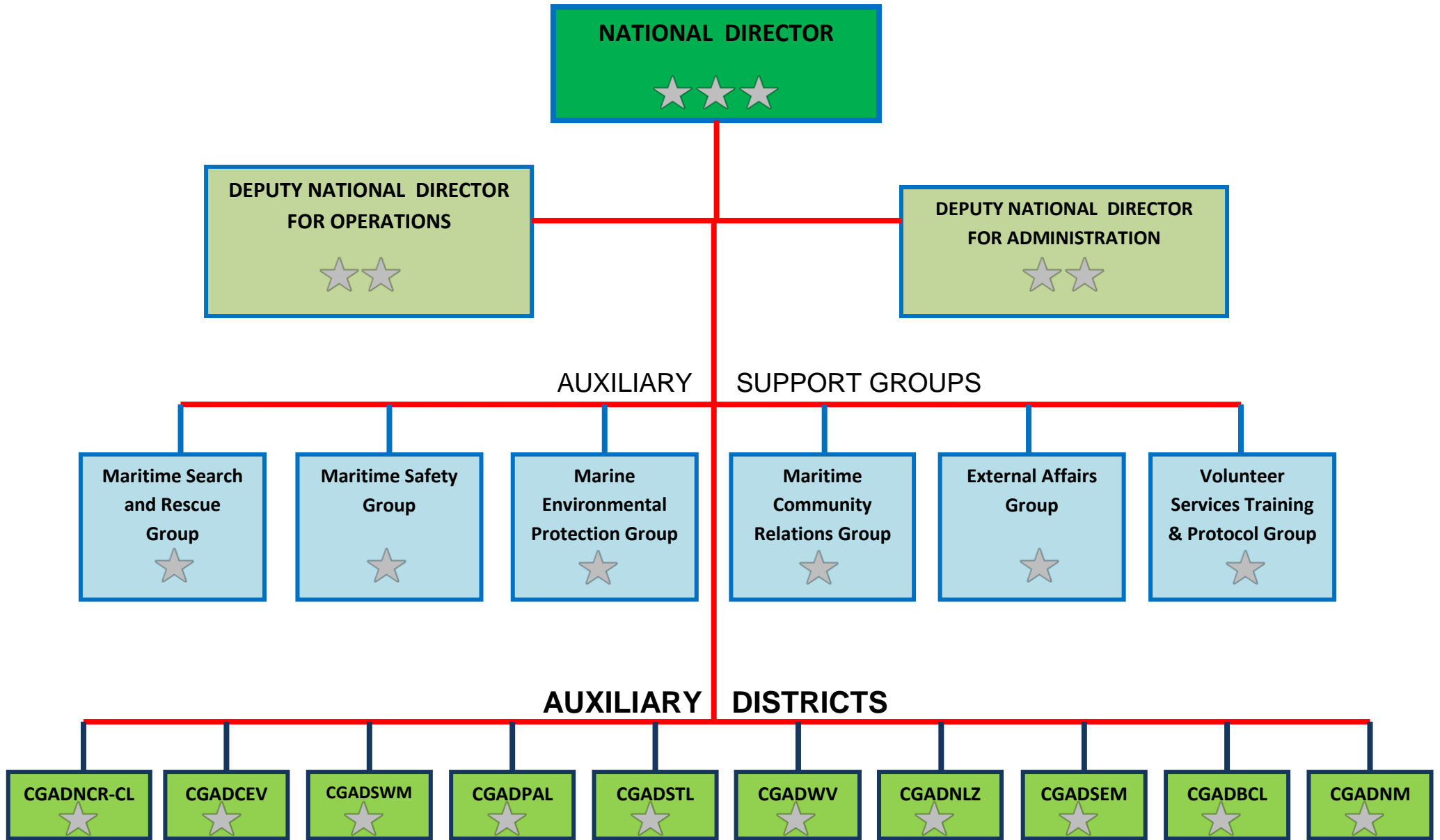
4. For your favorable consideration.

CAPT MAGITING VOLUNTEER PCGA  
Squadron Auxiliary Director, 0000<sup>th</sup> PCGA Squadron

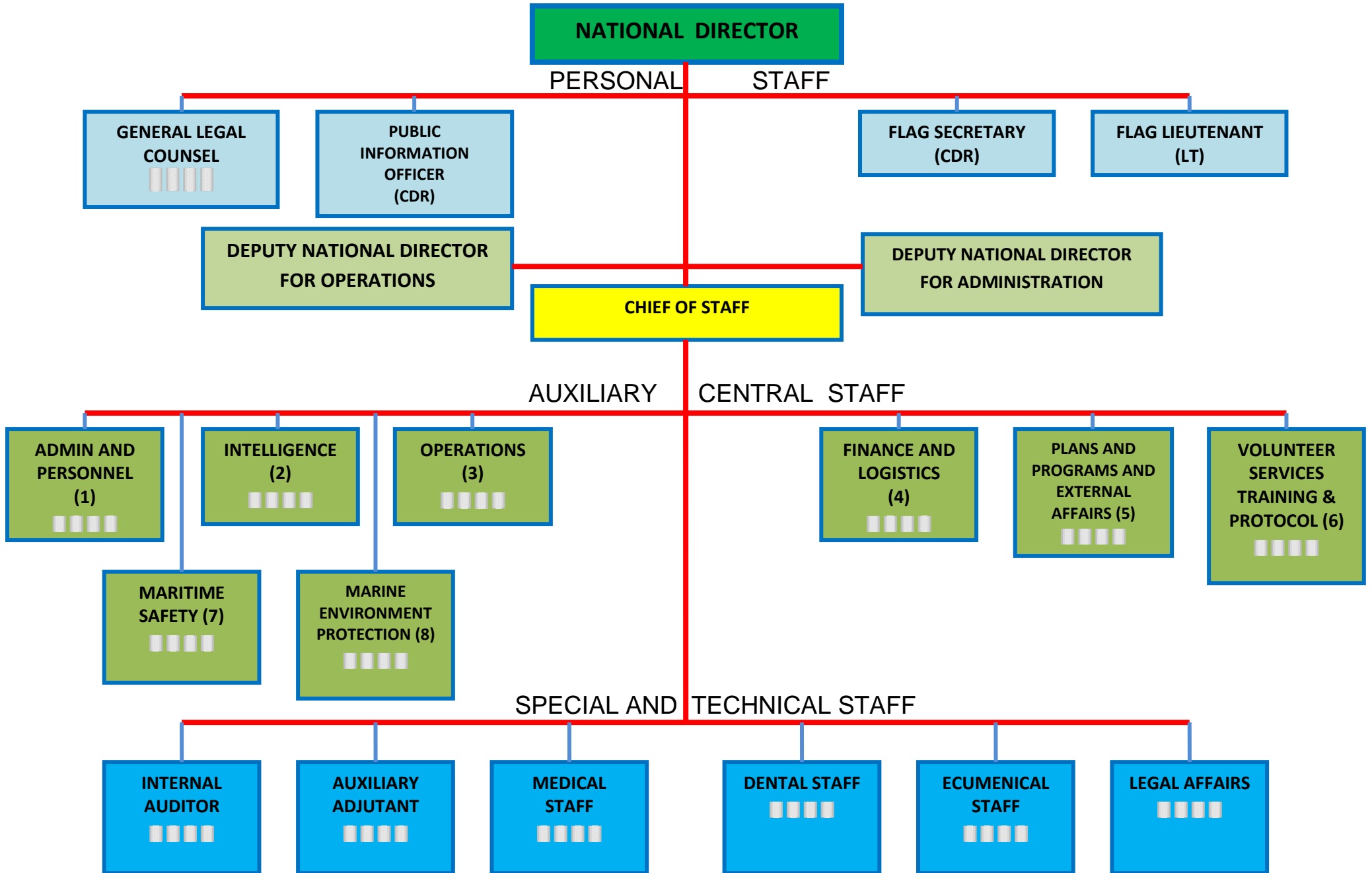
Noted by:

LT SUPER MAN PCG  
Station Commander, CGS \_\_\_\_\_

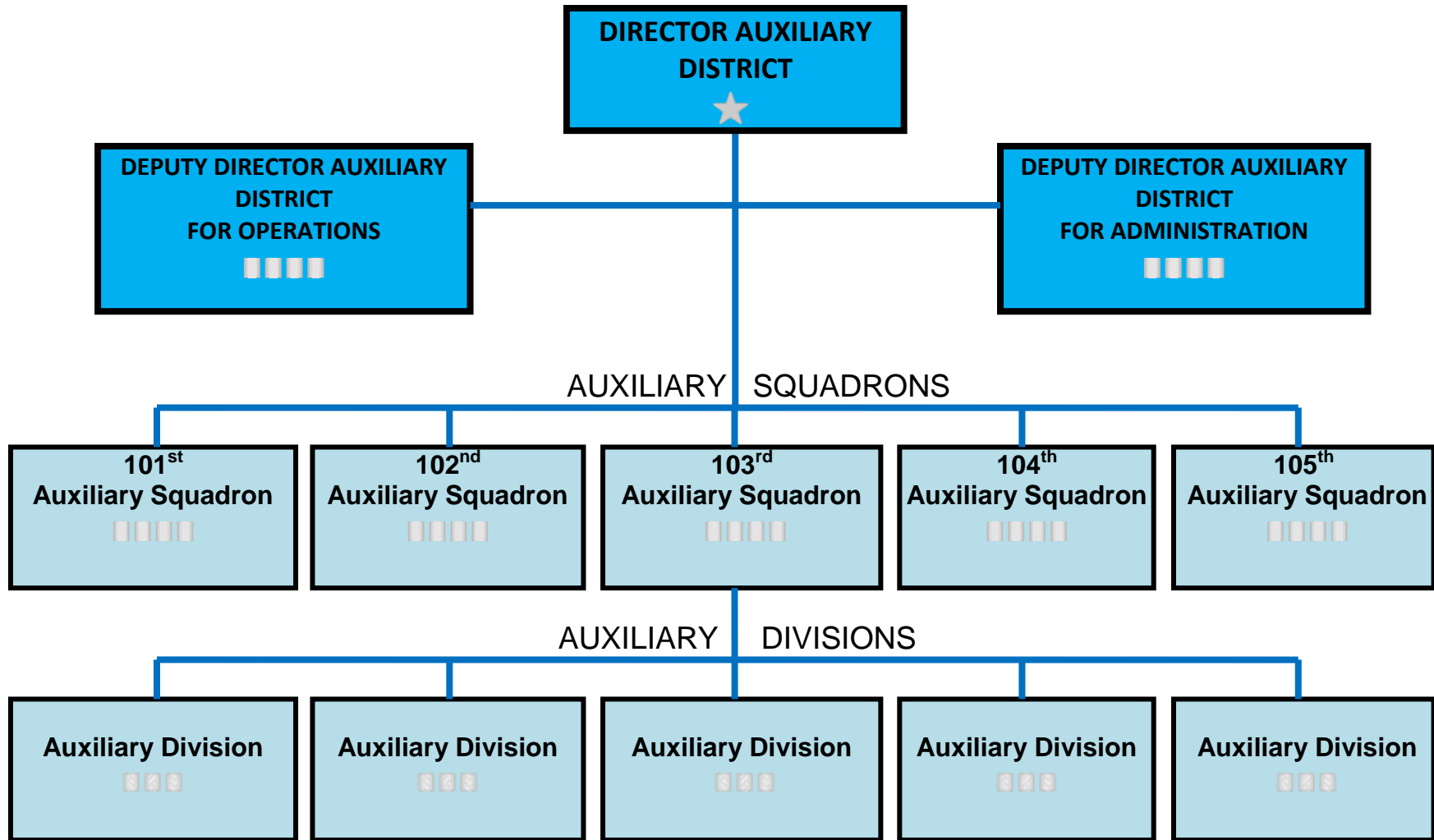
# Annex VI: PCGA ORGANIZATIONAL STRUCTURE



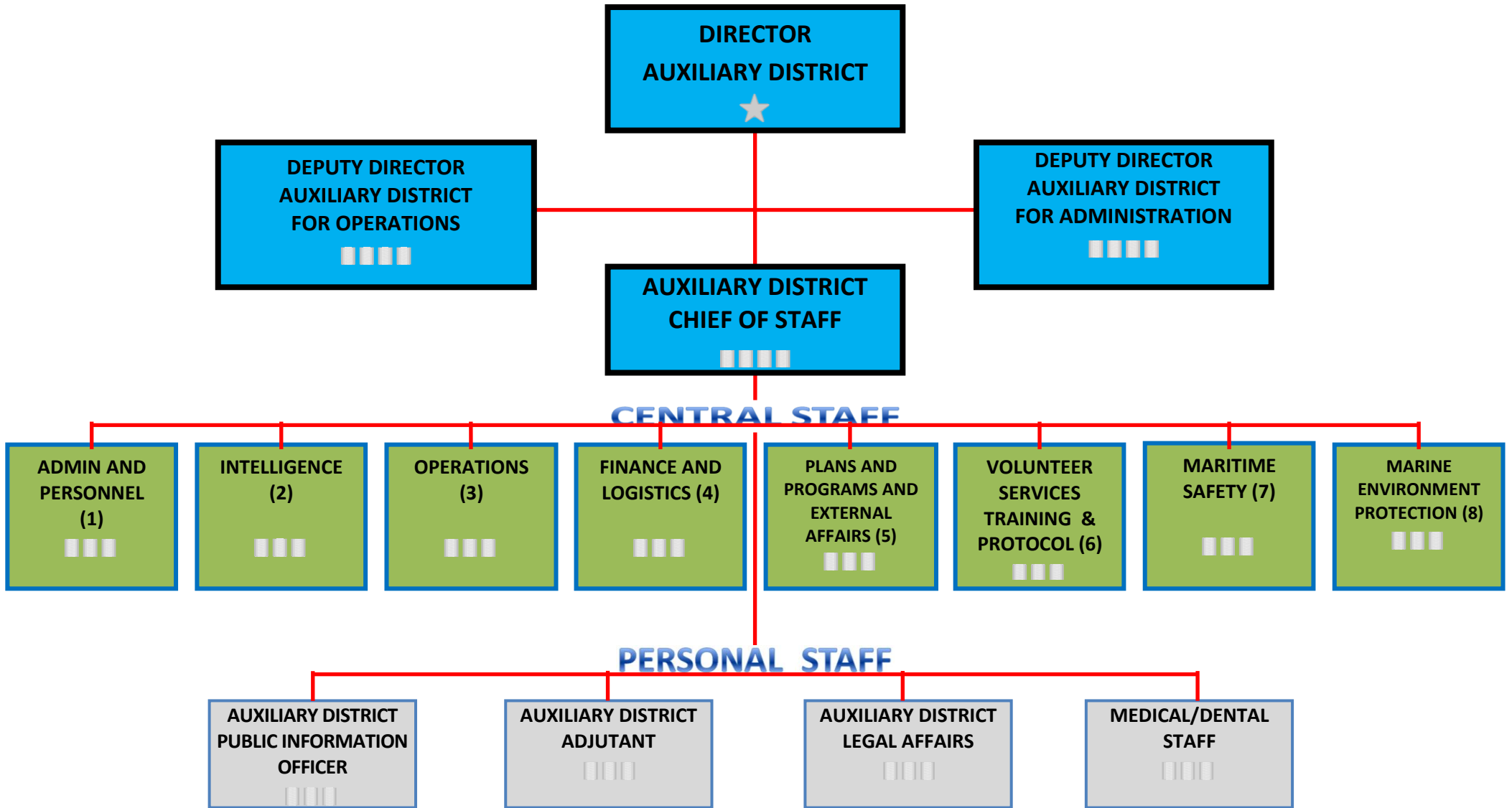
# Annex VII: NATIONAL AUXILIARY MAIN OFFICE ORGANIZATION



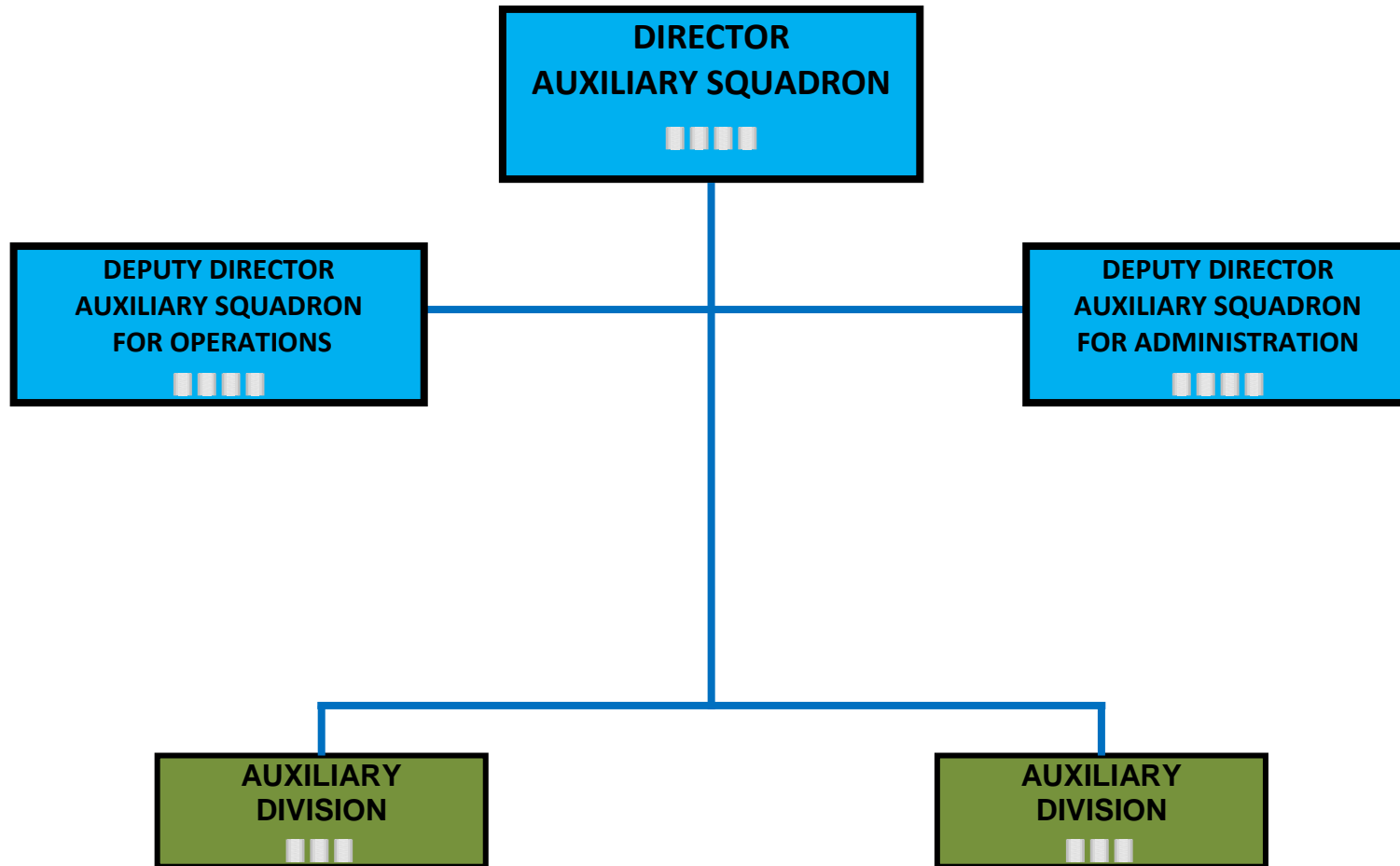
# Annex VIII: AUXILIARY DISTRICT ORGANIZATIONAL STRUCTURE



# Annex IX: AUXILIARY DISTRICT STAFF ORGANIZATION

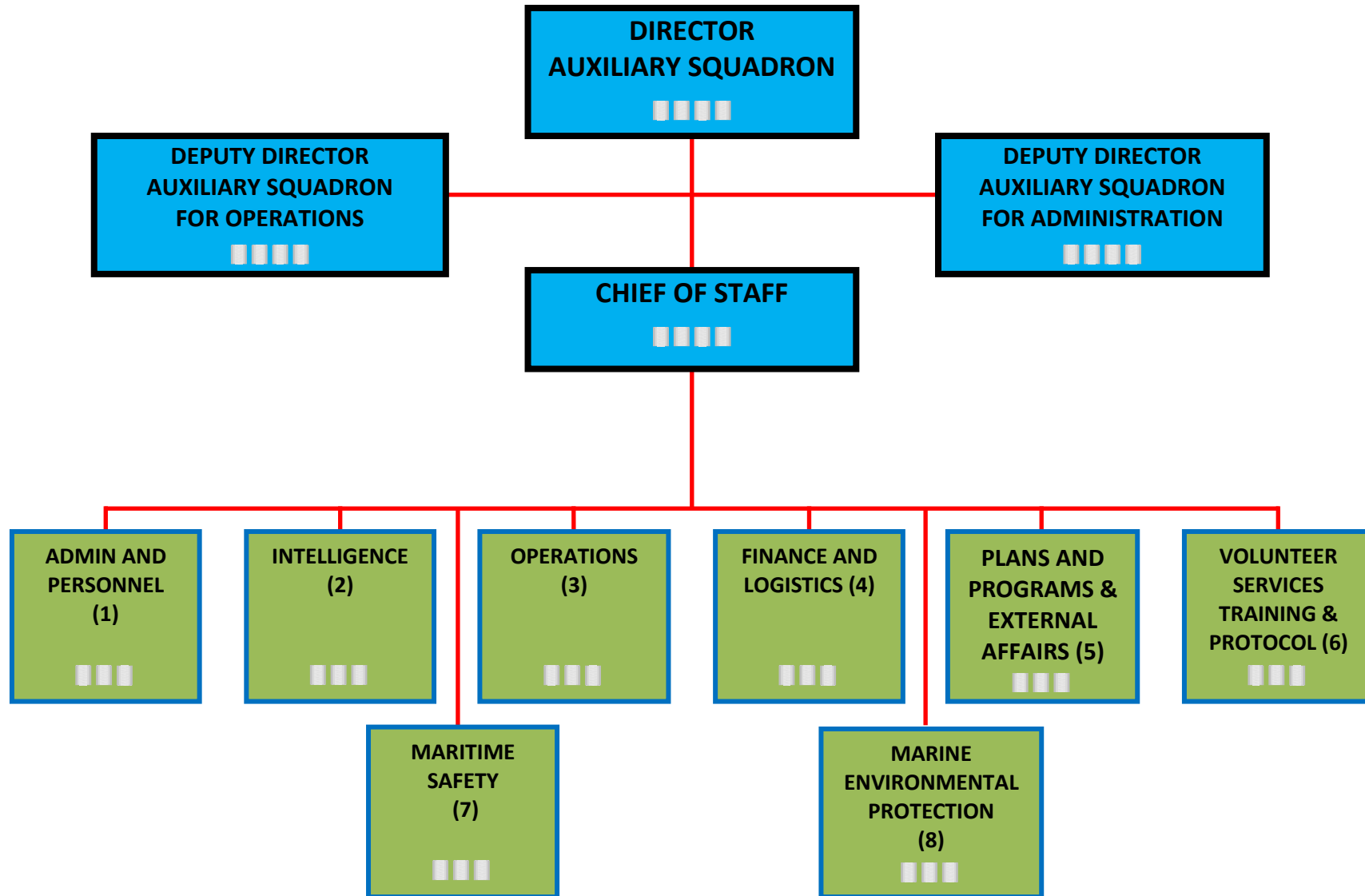


## Annex X: AUXILIARY SQUADRON ORGANIZATIONAL STRUCTURE





## Annex XI: AUXILIARY SQUADRON STAFF ORGANIZATION



## Annex XII: AUXILIARY DIVISION STAFF ORGANIZATION

