

## Auxiliary Manual (AUXMAN) PE References

PE References from the Auxiliary Manual (Only the references directly relating to the PE program are copied below)

All PE references by page number:

1-9, 1-13, 1-17, 1-22, 1-25, 1-35, 2-3, 2-4, 2-6, 2-7, 2-8, 2-9, 2-10, 2-11, 2-12, 2-13, 2-19, 3-28, 4-3, 4-9, 4-18, 4-40, 4-45, 5-1, 5-19, 5-28, 5-41, 5-51, 5-53, 5-67, 5-68, 5-73, 5-85, 6-3, 6-4, 6-8, 6-9, 6-10, 6-11, 6-15, 8-8, 8-9, 8-10, 8-22, 10-4, 10-5, 10-10, 10-18, 10-27, 10-52, 11-10, 11-11, 11-12, 11-48, 11-56, 11-58, A-1, A-3, A-4, J-19

2-3/4, **Section A. Missions and Unit Goals**, 2-6/13, NSBW

2-9/10

B.13.d.(1) Course Materials

The Coast Guard Auxiliary Association, Incorporated (CGAuxA, Inc.) develops and publishes and/or acquires and distributes course materials and examinations. These materials are to be used to conduct all Auxiliary PE courses.

- (a) Lesson instructions must conform to outlines published and approved by the NEXCOM. The Boating Skills and Seamanship (BS&S), Sailing Fundamentals (SF), Boating Safety Circular (BSC), and About Boating Safely (ABS) will conform to the National Association of State Boating Law Administrators' (NASBLA) minimum standards. In addition to the course material provided by the CGAuxA, Inc., instructors must teach the appropriate State regulations and conduct a proctored examination.
- (b) Shipping costs for courses are authorized for payment by official Government postage. Course materials are only purchased from Coast Guard Auxiliary district material centers or the Auxiliary Center (AUXCEN). The ANSC does not stock PE course materials for issue or sale.
- (c) Instructors may use only those supplemental electronic projections (Power Point, slides, videos, transparencies, motion pictures, etc.) that are approved by the Auxiliary Director of Public Education (DIR-E) or the District Staff Officer - Public Education (DSO-PE). The DSO-PE should be aware of any copyright or trademark issues on materials to be approved for use and, in appropriate circumstances, written authorization must be obtained in advance. The use of local scenes and information to augment nationally produced electronic projections is acceptable and encouraged.
- (d) Creators of electronic projections for use in PE courses need to be vigilant to the unintended infringement upon another's copyright. Appendix A is the approved policy for electronic projections and related presentations for PE courses. Auxiliarists with questions regarding these policy statements are encouraged to contact their DSO-PE.

B.13.d.(2) Instructors

Auxiliary Instructors (ITs) may create and teach courses made up of lessons or chapters from any approved Auxiliary PE course or courses. These locally produced courses must have a total instruction time of at least two hours times the number of lessons or chapters taught. Instructors must emphasize the practical application of the information contained in the course.

Auxiliarists seeking to qualify as an IT must meet the requirements specified in Chapter 8 of this Manual. Additionally, ITs must have passed any course that they teach. The lead Auxiliary IT must be qualified by the Director and entered in AUXDATA. Auxiliary personnel may use government purchased equipment for all PE classes. Auxiliary ITs, qualified to perform in this program, shall normally not be given reimbursable travel orders.

#### B.13.d.(3) Boating Skills and Seamanship

For the Boating Skills and Seamanship (BS&S) course to be NASBLA approved, instructors will teach at least the first eight lessons, with the exception of Lesson Seven, Inland Boating, which may be taught where appropriate. This is referred to as the Core course. The Core course is NASBLA-approved when State and local regulations are taught and the examination is passed. The total time of instruction for the Core course must be at least two hours times the number of lessons taught. When individual lessons or any combination of lessons (other than the Core course) are taught, the course length will be two hours times the number of lessons taught.

#### B.13.d.(4) Sailing Skills and Seamanship

For this course to be NASBLA-approved, instructors will teach all ten core lessons. The total time of instruction must equal at least two hours times the number of core lessons taught. State and local requirements must be taught and the examination passed. Six elective lessons may be taught to enhance skills.

#### B.13.d.(5) Weekend Navigator

The Weekend Navigator is a comprehensive course designed for both experienced and new power boat and sailboat operators. The course is divided into two major parts designed to educate in skills required for a safe voyage on a variety of waters and boating conditions. The course can be taught as a whole or in separate modules.

#### B.13.d.(6) About Boating Safely

For the About Boating Safely (ABS) course to be NASBLA approved, when used in a formal classroom presentation, all seven chapters must be taught. The total time of instruction shall be at least six to eight hours. State and local regulations must be taught and an examination passed. For ABS to be NASBLA approved when taken as a home study course (with textbook and/or CD) or on the Internet, the student must attend an Auxiliary class where State and local regulations are taught and an examination is passed.

#### B.13.d.(7) Youth Courses

Youth courses, Boating Fun and Waypoints, will each be one session of at least one hour in duration.

#### B.13.d.(14) Training Session Scheduling

An Auxiliary unit elected or appointed leader, or the unit's PE or MT staff officer, must schedule all PE and MT sessions. Other staff officers may schedule sessions for training in their respective programs. The schedule must include a specific time and place for the training sessions. Assignment to a session is an assignment to duty according to the provisions of this Manual. In order to avoid any ambiguity or misunderstanding about PE course scheduling, any such course schedule and advertisement plan shall be reviewed by a second party in the Auxiliary unit, other than the scheduler, prior to release and implementation.

#### B.13.d.(15) Course Completion Certificates

Course completion certificates, and/or cards, should be awarded only to those persons who complete authorized PE courses and pass approved final examinations. Certificates and/or cards will not be awarded to those who just take the exam. Flotillas shall maintain a record of certificates issued and student information in a permanent file or database.

#### B.13.f.(1) Appointment of SLO

DCOs are responsible for supporting this program by appointing an Auxiliarist from each State in the district/region in close coordination with the Director, the district State Boating Law Administrator (BLA), the District RBS Specialist, and the Auxiliary's Director for RBS Outreach (DIR-B). Those States within more than one district or region must have a single SLO acceptable to all DCOs. There should not be more than one SLO per State unless State requested. DCOs should coordinate this recommendation with Directors within their respective district/region. The Auxiliarist appointed to serve as a SLO should be an individual well versed in the State's boating laws and regulations and who resides in reasonably close proximity to BLA Headquarters. This Auxiliarist must be capable of effective communications with elected and appointed officials regarding State boating law issues.

#### B.13.f.(2) SLO Duties

The SLO's duty is not to interpret Coast Guard policy. Matters in discussion with BLA, not having specific Coast Guard guidance, must be referred to the Director. Participation of the Director or the District RBS Specialist in policy discussion meetings is expected. The SLO should:

- (a) Maintain a close relationship with the BLA and staff. The SLO should meet with the BLA at least semi-annually. More frequent contact, as needed, may occur with appropriate BLA staff members.
- (b) Submit a letter report after each meeting to the Director, DIR-B, DCO, District RBS Specialist, and CG-54222 summarizing the meeting and outlining significant issues or points of concern. Government mail or email use is authorized for the SLO program.
- (c) Remain current in Federal, State, and local legislation concerning RBS and the Auxiliary. Review pending legislation for significance to the Auxiliary program. The LLC Chairperson should be informed immediately of any issue significantly affecting any Auxiliary program.
- (d) Provide input to district and division publications informing the Auxiliary of legislative issues of interest.
- (e) Arrange and attend an annual meeting between the BLA, Director, DCO, and District RBS Specialist. This meeting should be arranged early in the year and should focus on reviewing previous year's accomplishments and planning for the upcoming year. Coordination of Auxiliary support to State boating safety programs should be emphasized.

#### B.13.d.(8) On Water Training

On Water Training (OWT) for PE course participants or local first responders who may operate in a maritime environment (e.g., emergency medical service personnel, firefighters) may be conducted as authorized by the Commandant. Only those PE course participants who have successfully completed an Auxiliary PE course presented by an Auxiliary unit are eligible for OWT.

#### B.13.d.(9) One-Time Courses

Outside organizations sometimes request a one-time course, beyond what is available in the nationally approved lessons, to fulfill a special need. It may teach such courses, subject to the Director's approval.

#### B.13.d.(10) First Aid

The general topic of First Aid may not be taught in PE classes.

#### B.13.d.(11) Pyrotechnics

Auxiliarists may incorporate training on the proper care, storage, and disposal of commercially available marine pyrotechnics into their PE classes and courses. Only simulated operation of such may be demonstrated. Activation of any pyrotechnic is not authorized as part of any Auxiliary PE class, course, or public outreach program. Acceptance of any pyrotechnic for disposal or disposition, from any individual or entity other than Coast Guard, is also not authorized.

#### B.13.d.(12) Training Assistance

Any non-Auxiliary Coast Guard member (active duty, Reserve, or civilian), State boating education personnel, fire rescue, EMT, law enforcement personnel, or teachers may help local Auxiliary units with PE programs. Auxiliary units should seek this assistance where possible. A qualified Auxiliary IT must supervise or present all Auxiliary PE courses. Guests with special expertise are always welcome to teach a lesson in a PE course as long as a qualified Auxiliary IT is present to be responsible for the information accuracy and quality provided.

#### B.13.d.(13) Flotillas

Flotillas establishing dates for PE courses must complete and forward a Notice of Intent to Teach Form (ANSC-702) to the appropriate Auxiliary and outside organizations (such as BoatUS and other corporate entities) so they may publicize the course content and schedule as broadly as possible.

#### B.13.d.(15) Course Completion Certificates

Course completion certificates, and/or cards, should be awarded only to those persons who complete authorized PE courses and pass approved final examinations. Certificates and/or cards will not be awarded to those who just take the exam. Flotillas shall maintain a record of certificates issued and student information in a permanent file or database.

(1) Auxiliarists in AP status may train in any program like any other Auxiliarists in IQ, BQ, or AX status. This includes mentor assignments, workshop attendance, and enrollment in Coast Guard or Coast Guard Auxiliary “C” schools. However, they may not displace any Auxiliarists in IQ, BQ, or AX status who desire to participate in any training venue. (2) Auxiliarists in AP status must successfully complete BQ status requirements identified in section 8.B.1.c of this Manual in order to qualify in any Auxiliary program authorized for them.

(3) Auxiliarists in AP status may perform and have signed-off all tasks that must be completed to earn qualification in any program, with the exception of those aviation competency tasks that must be performed in an airborne facility.

(4) Auxiliarists in AP status may be qualified by the Director or appropriate qualifying authority in any program except as Coxswain and Personal Watercraft Operator (PWO) in the boat crew program, as any of the aviation program competencies (i.e., Aircraft Commander, First Pilot, Co-Pilot, Air Crewman, Air Observer), and as a Fingerprint Technician. Pursuant to qualification, Auxiliarists in AP status may engage and participate in Auxiliary programs with the following qualifiers:

(a) Auxiliarists in AP status who qualify as Instructors or as Marine Environmental Education Specialists (AUX-MEES) as part of the Auxiliary Trident program may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while doing so.

(b) Auxiliarists in AP status who participate in Auxiliary public affairs/outreach events (e.g., Coastie demonstration; public affairs booth) may do so in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while doing so.

4-3 Flotillas

4-9 Divisions

## **B.2.**

### **Geographic Boundaries**

Geographic limits of divisions are for administrative purposes only. Limits are assigned by the Director after considering input from the District Board. Usually, indefinite areas of primary responsibility or activity are preferred to rigid geographic boundaries. However, all steps shall be taken to ensure that Auxiliary services are available and provided for every geographic portion of the region. There are no prohibitions that prevent any Auxiliary unit from conducting activities in another’s area. Auxiliary units in close proximity are expected to cooperate with each other in the coordination of Auxiliary unit activities. Locations for VSC stations, setting up PE courses, and recruiting Auxiliarists require flexibility and inter-unit coordination.

## **4-18 National**

4-40 Staff Officers

4-45 District & Div Staff Officers

## **5-1 Chapter 5 Regulations and Policies**

## **5-19 Section D. Marketing and Public Affairs**

### **5-28 Data Privacy**

### **5-41 Sale of Items**

### **5-51 Authorized Activities**

### **5-53 Requests for Assistance from Other Agencies (recognition for activities)**

5-67/68

## **Section L. Public Education Course Fees**

**Introduction** The conduct of the Auxiliary's PE program allows for the collection of certain fees to provide funding for certain Auxiliary programs. Fee types and their uses may include but are not limited to those listed in this section.

### **L.1. Custodial Fees**

Some PE courses are conducted in buildings whose management charges the Auxiliary custodial or rental fees. If the building owners do not provide anyone to collect fees, Auxiliarists may do it for them. In collecting these fees, Auxiliarists must inform students that the Auxiliary is not charging for instructing the course. Such fees should be properly labeled as, "custodial fees." The fees must be kept separate, both for accounting purposes and physically, from any collections for texts and other materials. When custodial fees become too costly, flotillas should make every effort to re-locate to a classroom site with little or no cost.

### **L.2. Course Material Fees**

When conduct of a PE course involves texts or training aids that become student property, the purchase of these materials must not be mandatory. The purchase of course materials must not be a condition of class attendance. Attending class without purchasing materials must not be termed auditing, nor will course completion certificates earned by students through satisfactory class attendance, homework preparation, and passing of an exam, as may be required of the class, be withheld for not purchasing materials, but an examination and certificate fee may be charged. Course texts, aids, and related items may be sold to students at fair market driven prices.

### **L.3. Administrative Fees**

Administrative fees are used to support various authorized Auxiliary programs and may be added to textbook costs. These fees support purchase of teaching aids such as pencils, paper, projectors, bulbs, screens, and miscellaneous audio-visual or operational equipment. The collected fees shall not be used for any flotilla social function.

### **L.4. Registration Fees**

Some classes are conducted as part of organized adult education programs which require the collection of registration fees. This fact must be amply advertised in the advance course publicity. The Flotilla Staff Officer - Finance (FSO-FN) shall collect and deposit these fees to the flotilla treasury for furtherance of Auxiliary programs. Such funds shall not be used for flotilla

social activities. Some programs are established where payment must be given to course sponsors or instructors as wages. In this case, the Auxiliary will arrange for the institution to keep the payment as an Auxiliary donation.

#### **L.5. Remuneration**

Auxiliary instructors serve as volunteers, therefore, they and their units are prohibited from collecting or receiving any compensation for their services performed as Auxiliarists.

#### **L.6. Course Surcharges**

In some instances, units are adding surcharges to the costs of PE materials in addition to the administrative fee to support other Auxiliary programs. Such surcharges should be added to the administrative fee and not separately advertised. A small, general increase to the course materials costs is the preferred method of supporting other programs.

#### **L.7. Prohibited Use of Fees**

Funds collected from the sale of public education materials may not be used for social activities. Funds may be used to support all other authorized activities conducted independent of the course.

2-19

#### **B.24. Programs Not Authorized for Auxiliarists**

Auxiliarists and Auxiliary units are not authorized to directly sponsor any youth groups or training programs such as:

- a. Jaycee Jr. Yacht Clubs
- b. Youth Regatta Programs
- c. Sea Exploring
- d. Boy/Girl Scouts
- e. Jr. ROTC
- f. Naval Sea Cadets
- g. Similar organizational entities unless specifically approved by the Commandant

PE programs or Coast Guard active duty prototype support initiatives may be offered, but Auxiliary participation in such programs (other than PE and other support activities specifically approved by the Commandant) shall be as a private citizen, not as an Auxiliarist. This sponsorship prohibition does not restrict providing the normal Auxiliary programs available to any other citizen or organization within the scope of available personnel and equipment resources to do so, or in attending such functions as the National Scouting Jamborees or similar events

5-73

#### **Section N. Finances Introduction**

The Commandant considers financial management to be necessary to establish certain guidelines to avoid the chance of embarrassment to either the Auxiliary or the Coast Guard. The Coast Guard has a responsibility to ensure proper financial procedures and accountability are observed at each level for all monies received. This accounting includes monies received from such



sources as dues, PE courses, and gifts. Expenditure of such funds shall only be in support of authorized Auxiliary activities.

5-85

## **Section P. Accommodation of Individuals with Physical and Mental Disabilities**

### **Introduction**

This section describes the provisions for accommodating individuals, whether they are enrolled in the Auxiliary or they are members of the public enrolled in boating safety classes offered by the Auxiliary, who have physical or mental disabilities. Auxiliary units may receive requests to accommodate physically or mentally challenged individuals. The Auxiliary is not subject to requirements of covered entities as defined in the Rehabilitation Act of 1973 nor the Americans with Disabilities Act (ADA). However, the Auxiliary may take reasonable steps to accommodate individuals with physical or mental disabilities who desire to participate in Auxiliary events, programs, activities, and PE classes.

### **P.1. Accommodation for PE Classes**

To accommodate individuals with physical or mental disabilities who desire to take an Auxiliary PE class, Auxiliary units may, when available, try to obtain suitable services through non-profit agencies or through local/State governments. Contacts with these agencies should be initiated and nurtured by all units who conduct PE classes. To the greatest extent possible, units should also attempt to identify Auxiliarists who can also provide such services. The actions to accommodate individuals with physical or mental disabilities should be taken in a reasonable period of time, which does not necessarily mean immediately. The individual should provide reasonable notice of their disability(ies) so that the Auxiliary unit can attempt to arrange suitable accommodations. If suitable accommodations cannot be arranged for a pending class, the individual's participation may be delayed to a future class when/if accommodations are available. Once accommodations have been arranged for a course, units should notify the Director and aggressively advertise the availability of the course with its accommodations in order to attract the maximum number of individuals who would benefit from such.

6-3/4

## **Section A. General Services and Supplies Introduction**

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

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

- a. Available Coast Guard shore facilities for Auxiliary meetings and for conducting authorized educational and training programs.
- b. Appropriate Coast Guard training aids and operational equipment such as (but not limited to) dewatering pumps, computers, fax machines, radios and pagers.
- c. Services of Coast Guard personnel assigned to administrative, training, and educational activities.



### **A.3. Auxiliary Center – St. Louis, MO (AUXCEN)**

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

### **A.4. Course Materials**

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

6-8/11 Surplus Property

## **6-15 Section E. Other Agencies and Partnerships**

### **8-8/10 Section B. Training and Qualification Opportunities**

#### **B.1.h. Portability of Qualifications**

Once an Auxiliarist is qualified in a program, the Auxiliarist may exercise the qualification in any Auxiliary region, subject to proper assignment to duty. Additionally, the Director of a receiving region may specify appropriate tasks that must be completed by a qualified Auxiliarist who has recently transferred from a different region or who periodically visits the receiving region. Completion of such tasks must occur prior to that Auxiliarist's conduct of program activity in their new region in order to ensure familiarity with regional geography, demographics, policies and/or program expectations. It shall be documented by memo from the Director of the receiving region to the Auxiliarist with copy to the Director of the Auxiliarist's home region, if appropriate. The scope of such tasks shall be kept to a minimum with all due regard for the skills, experience, and desire already reflected by the Auxiliarist's qualification. For example, the Director of one region may require Auxiliary instructors who transfer in or visit from different regions to complete a review with a qualified instructor in that region to ensure familiarity with specific State requirements prior to their conduct of public education. The same may be required of vessel examiners prior to their conduct of vessel safety checks in a new region.

#### **B.2. Auxiliary Instructor**

The Auxiliary program qualifies Auxiliarists as ITs for PE and member training (MT) courses. The qualification program is as follows:

##### **.B.1.a. Levels of Qualification**

There is one level of qualification - IT.

**B.2.b. IT Duties** ITs can teach either or both Auxiliary PE and/or MT courses. Additionally, experienced ITs shall serve as prime mentors in qualifying new ITs, improving the skills of current instructors, and assisting in the NM program.

##### **B.2.c. Qualification Requirements**

All new ITs will be qualified using the current IT Development Course (IDC) as follows:

(1) For IT qualification, the candidate completes the IDC, passes the open book examination with a three-hour time limit and passing grade of 90 percent, and teaches a minimum of two classes of satisfactory instruction under a certified IT's supervision. The certified IT determines whether or not the instruction was satisfactory and provides specific, instructional feedback to the qualifying Auxiliarist to assist them in gaining qualification. The IT may be in the same flotilla as the candidate. The first presentation should be of ten to thirty minutes in length, and the second presentation should be one to two hours in length.

(2) The supervising IT or an elected leader signs and dates the completed examination form stating IT qualifications have been met.

#### B.2.d. Waiver Requirements

In some cases, the Director may waive requirements for IT. The Director may delegate this duty to the DSO-MT. The decision to waive requirements will be based on sufficient documentation, but at a minimum, the waiver will include the following criteria:

(1) Submit documentation of two or more years of recent work experience as an instructor such as a certified schoolteacher or as a full time or adjunct instructor in the military, business, academic or professional communities. The number of years' service and recent experience will weigh in the Director's decisions. The FC will review and approve the application before forwarding to the Director.

(2) USPS members, who have completed the USPS Instructor Qualification course and are graduates of the Coast Guard's Instructor

Development Course (IDC), will be certified as ITs upon application.

#### B.2.e. Ribbons and Medals

An Auxiliarist qualified as an IT is entitled to wear the IT program ribbon and miniature medal.

#### B.2.f.

##### Maintaining Certification

To remain certified, an IT must teach two hours or serve as an assistant IT for four hours each year or by teaching one hour and assisting for two hours. ITs must also attend approved workshops when required.

#### B.2.g. Recertification

Failure to satisfy annual requirements will require the Auxiliarist to recertify as an IT. When the hours for teaching/serving as an assistant IT have not been met, the IT must perform the annual certification task(s), as a trainee, under the supervision of a certified IT. The certified IT receives the training (PE or MT) credit for the two or four hours performed during this recertification process. The candidate must then complete the annual certification requirements to retain certification for the following year.

## 8-22 Training

### **Training**

Most Auxiliarists attend several flotilla training sessions while becoming qualified as an IT or VE. Increasingly, more Auxiliarists are studying diligently to achieve AUXOP status through the completion of all designated specialty courses with associated closed book testing. Flotillas are strongly encouraged to conduct annual workshops in the VSC, OPS, PE and other programs with materials provided by the National Staff. These workshops serve to sharpen skills, grow knowledge, and better prepare Auxiliarists to serve the public and Coast Guard in primary mission areas.

## 10-4/5 **Section A. When Uniforms are Required and Prohibited**

### **A.4. Instructors (IT) and Assistants**

All instructors (IT) and assistant ITs in PE classes shall be in a uniform appropriate to the setting and climate. Authorized uniforms include the Undress Blue (Alpha), Tropical Blue, Winter Dress Blue, or Service Dress Blue uniforms. The Auxiliary Blue Blazer outfit may also be worn. The uniform worn should be consistent with the one worn by the senior IT, if practical.

10-10, 10-18, 10-26 Uniforms, 10-52 RBS

11-10/12, 11-48, 11-56, 11-58 Awards

A-1, A-3/4

## **Appendix A. Policy for Electronic Projections and Related Presentations for Public Education Courses**

**Introduction** The availability of new technology for producing electronic presentations (videos and Power Point presentations), and related teaching aids, provide solid opportunities for the Auxiliary to increase the effectiveness of classroom instruction. However, they also raise new challenges. It is necessary to adhere both policy and guidelines for development, distribution, and use of this technology to capture the benefits yet avoid infringement of copyright material or dissemination of incorrect information. Moreover, creation and distribution of new material by Auxiliarists may jeopardize course approval and accreditation. For example, several Auxiliary courses are NASBLA approved. This approval requires that the material included be in compliance with NASBLA criteria in terms of scope and coverage. Auxiliarists may not be aware of these criteria and unwittingly create problems. However, units should be able to create enhanced presentations that deal with local conditions, hazards, and regulations in order to best tailor them to their local audiences. The following policy is designed to assist all Auxiliarists to better cope with copyright and accuracy issues yet not jeopardize the interest of Auxiliarists or the Auxiliary as a whole.

### **In this**

### **Appendix**

This appendix contains the following information:

#### **Topic See Page**

Audio-Visual Policy A-3

Origination A-4

Homeland Security Signature Policy A-4

### **A.1. Audio-Visual Policy**

Individual Auxiliary units are encouraged to supplement existing audio-visual material provided by the National Staff. The material covered in national texts must be covered in class. ITs need to also be aware that modifications to the syllabus may result in the course not fulfilling applicable requirements. The use of local scenes, portions or charts, etc. to augment nationally produced electronic projections and printed material is acceptable and does not require explicit approval.

A.1.a. Copyrighted Material of Others

Auxiliarists may not use the copyrighted material of others in these supplementary materials without express written permission from the copyright holder. Generally, material published by the Government is not copyrighted, so use of material taken from Government publications, unless a copyright acknowledgment is included, should not result in problems. Certain Governmental publications utilize material that is copyright protected by others. Accordingly, permission must still be obtained in these cases from the original copyright holder.

#### **A.1.b. Auxiliary Created Material**

Auxiliarists who create electronic projections as a personal teaching aid for their own use may use Auxiliary PE materials without approval so long as the material is presented without alteration. Auxiliarists may wish to create new materials and distribute this material to other units through such means as posting electronic projects on flotilla, division, or district web sites, creation of CD-ROMs or other methods. In doing so, Auxiliarists should be aware that CGAuxA, Inc. has copyrighted the material contained in the texts, electronic projections, and related course materials. Posting this material on web sites without specific authorization from the president of CGAuxA, Inc., or his/her designated representative, is an infringement of this copyright and the unit distributing the material could be subject to legal action by CGAuxA, Inc. Thus, any material taken from Auxiliary texts, electronic projections, and other course support material must be submitted to CGAuxA, Inc. through its president or designee for approval.

#### **A.1.c. Review and Approval**

Original material prepared by an Auxiliarist that is not limited to local scenes, portions, of charts, etc., that is distributed to others, including other ITs, for use in PE courses must be reviewed and approved. The DSO-PE has the capability to review and approve this material. Alternatively, the DSO-PE may refer the matter to the DIR-E for approval. If an Auxiliarist wishes to have educational material posted on the national web site, this material must be approved by the DIR-E. Approved materials shall be marked, "Approved, DIR-E/CGAuxA, Inc." on each overhead or slide. Alternately, the originator may desire to affix a CGAuxA, Inc. copyright label on the material to be distributed after obtaining CGAuxA, Inc. approval. The DIR-E shall be informed of such a request.

### **A.2. Origination**

In the case of original material submitted to the DSO-PE for approval, the Auxiliarist who originated the material must attest in writing to the fact that the material is not covered by copyright and/or a copy of written permission to use copyrighted material must be sent to the DSO-PE. The standardized approval form adopted by the Department of Education shall be utilized to obtain necessary approvals. It is important that all nationally approved electronic projections used in PE have the same basic type, fonts, colors, and graphic layouts. The DSO-PE shall be consulted to resolve any questions or concerns.

### **A.3. Homeland Security Signature Policy**

As with all agency seals and logos, proper care must be taken to ensure usage conforms to individual guidelines. The DHS signature is made of a seal and wordmark. The wordmark's letters are placed to the right of the seal and set in uppercase and lowercase letters of the font Joanna MT, or Times New Roman if Joanna is not available. If there is insufficient horizontal space, the seal shall be centered above the wordmark. To ensure legibility, the signature's clear

space is equal to the uppercase letter “H”. When possible, the signature shall be reproduced in color. (see Figure A-1)

The DHS signature may be displayed as part of opening web pages of Auxiliary web sites. If so displayed, it must be located in the upper left side of the page, counter-balanced by the Auxiliary signature (see section 5.I.3 of this Manual) on the upper right side of the page. The DHS signature may similarly be employed on Auxiliary business cards, newsletters, and publications. Use of the seal alone is reserved for special instances such as lapel pins or podium signs. Other authorized uses of the DHS signature, along with additional display guidance, are described in DHS Management Directive 0030 available on the Chief Director’s web site (see Appendix I). If ever in doubt about utilization or display of the DHS signature, the Chief, Imagery Branch (CG-0922) shall be consulted directly.

J-19 Definitions