

22 July 2020

Re: Phase 1 rollout clarification

Dear members,

It's been about a week since we received the approval to go forward with Phase 1 of getting the Auxiliary back to some duty in D11N. DIRAUX has received several Requests for Assignment for Duty, and there have been several questions asked. I'd thought I'd clarify the process to alleviate frustration. In addition, we now have an online version of the Request for Assignment to Duty form available:

<https://www.emailmeform.com/builder/form/kaOd0s0wb3qbgW8L3f73GJFj>

1. Only the activities listed below are included in Phase 1
2. The Order Issuing Authority (OIA), or approver, is any of those listed after that activity (DIRAUX or OTO or Sector). The DIRAUX office (DIRAUX/OTO) should be the main approver. Use Sector as the OIA if the activity is specifically requested by them.
3. You must have an AUX-COVID-19 High Risk Assessment Form on file with DIRAUX when requesting Assignment to Duty (or send the first time you request Assignment to Duty).
4. All activities in Phase 1 require approval. Use the Request for Assignment for Duty form and submit to the shared email box at DIRAUX: [D11AUXNorthern@uscg.mil](mailto:D11AUXNorthern@uscg.mil). There is now an online version that goes directly to DIRAUX when you hit "submit". It can be found at: <https://www.emailmeform.com/builder/form/kaOd0s0wb3qbgW8L3f73GJFj>.
5. For each activity, you must note the specific date(s) you expect to participate in the activity, and submit your request at least a week in advance to give DIRAUX time to process your request. As local trends in COVID numbers and county requirements are used in the decision to approve or deny each request, no more than one week of dates per activity can be requested at a time.
6. Each activity requires its own Request for Assignment to Duty. If requesting more than one activity, each one must be on a separate form.
7. You will receive an email from the OIA (ie. DIRAUX) when your request has been approved or denied. You cannot participate in an activity until you receive an approval.
8. Due to current D11 policy prohibiting Active Duty members from commuting in uniform, AUX members will only be authorized to wear an AUX polo shirt and khakis or clean pants/short for all approved activities.

Phase 1 activities, and the Order Issuing Authority (OIA):

- a. **Private Aids To Navigation Verifications.** Missions that can be completed from land are authorized. **OIA - DIRAUX/OTO**
- b. **Marine Dealer Visits or RBS Program Visits (PV).** Individual visits may be made to marine dealers for 'no-contact drop-off' of up-to-date boating safety materials only. The public-

facing or Q&A portion of this Auxiliary mission is prohibited. **OIA - DIRAUX/OTO**

c. **Telecommunications.** Missions that can be completed with a single member and do not involve public interface are authorized. **OIA - DIRAUX/OTO/Sector**

d. **Vessel Safety Checks (VSC).** May be completed if they can be performed without boarding the vessel. The Examiner may stand alongside the vessel from a pier or a trailer as long as they maintain social distancing from the owner. Auxiliarists should leverage technology to complete VSCs via photographs. If there is a demand at a particular location multiple Examiners may be allowed at one location but each examiner must work independently.

**Facility inspections are NOT authorized at this time.** DIRAUX is working to develop a plan for safe facility inspections and will provide information with available. **OIA - DIRAUX/OTO/Sector**

(1) Examiners will work individually with the vessel operator/owner to work through a vessel exam. Examiners should have owners point to or hold up items and take pictures of items that cannot be viewed from outside the vessel. If space permits and social distancing can be maintained, there may be more than one examiner at a site (i.e. marine dealer parking lot), but for the exams, only one examiner may be working in concert with the vessel owner.

(2) Sign-in sheets are recommended for areas where more than one exam is being requested (i.e. boat ramps) to assist in flow and order of the exams. The examiner should maintain control of the sign-in sheet and write the owners name and contact information down to minimize the handling of clip boards and pens. If a clipboard or pen is handled by multiple people it must be sanitized after each use.

(3) If it is determined that a complete vessel exam cannot be completed while maintaining the above social distancing practices, the boat owner should be directed to the virtual VSC checklist (<http://wow.uscgaux.info/content.php?unit=V-DEPT&category=virtual-safety-check>) and the examiner should retain the owners contact information so they can be contacted when social distancing requirements have been relaxed and the VSC can be completed.

e. **Proctoring.** Member to member exam proctoring is authorized as long as PPE is worn and six feet of physical separation is maintained at all times. Only one-on-one testing may be conducted. **OIA - DIRAUX/OTO**

(1) For tests proctored on a computer, hand sensitization should be used by the proctor and the student before using the keyboard.

f. **Citizenship Verifications.** Potential new member citizenship verifications may be completed as long as PPE is worn and six feet of physical separation is maintained at all times. Only one-on-one verifications may be conducted. **OIA - DIRAUX/OTO**

Please don't hesitate to use the Chain of Leadership if you have additional questions.

Take Care!

--

Mary Kirkwood  
District Commodore (DCO)  
US Coast Guard Auxiliary  
District 11 Northern