

# **United States Coast Guard Auxiliary**



## **Auxiliary-Sea Scout Youth Development (AUXSCOUT) Program**

### **Standard Operating Procedures**

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16790 / AUX-SOP-002(E)  
22 Apr 2025

## MEMORANDUM

Reply to LTJG K. Richters  
Attn of: (202) 372-1056

From: /B. R. Schmadeke, CAPT/  
Chief, Office of Auxiliary and Boating Safety

To: Distribution

Subj: AUXILIARY-SEA SCOUT YOUTH DEVELOPMENT (AUXSCOUT) PROGRAM  
STANDARD OPERATING PROCEDURES

Ref.: (a) Coast Guard Auxiliary / Boy Scouts of America Letter of Intent of 14 Feb 2025  
(b) Coast Guard External Affairs Manual, COMDTINST M5700.13 (series)  
(c) Auxiliary Manual, COMDTINST M16790.1 (series)  
(d) Coast Guard Auxiliary Public Affairs Manual of May 2014  
(e) AUXSCOUT Program SOP 002(D) of 21 Oct 2022

1. PURPOSE. To establish Standard Operating Procedures (SOP) for the conduct of the Auxiliary-Sea Scout Youth Development (AUXSCOUT) program pursuant to provisions of reference (a)-(d).
2. ACTION. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists who participate in the AUXSCOUT program adhere to this SOP. Auxiliary national program managers shall maintain close liaison with the Coast Guard Auxiliary Division (CG-BSX-1) for the purpose of general AUXSCOUT programmatic advice and guidance including matters of performance standards and expectations.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. Reference (e) is cancelled.
5. DISCUSSION.
  - a. The Sea Scout program began in 1912. It is the oldest older-youth program of the Boy Scouts of America (BSA, doing business as Scouting America). It promotes better citizenship and boating through instruction and practice in: Recreational Boating Safety (RBS); boating skills; outdoor social service experiences; Science, Technology, Engineering, and Mathematics (STEM) training; and knowledge of our Nation's maritime heritage. It enrolls members of both genders from ages 14-21 (or 13-year-olds who have completed the eighth grade).

b. Reference (b) establishes Coast Guard policy to support national youth programs, such as Sea Scouts of Scouting America, with oversight by the Office of Public Affairs, Community Relations Branch (CG-09232). Sea Scouts is a youth program supported by the Coast Guard. Sea Scouts are authorized to use training and recreation facilities at Coast Guard facilities and to participate in Coast Guard cruises and air operations at the discretion of Commanding Officers or Officers-in-Charge, with approval of the District Commander, and in accordance with applicable Coast Guard policies.

c. The Coast Guard Auxiliary traditionally exercised limited partnership with youth organizations pursuant to provisions of reference (c). It concurrently shared with the Sea Scouts a strong mutual respect and appreciation for the benefits gained from leadership education and development programs among youth who possess maritime interests. Both organizations established a Memorandum of Agreement (MOA) in 2009 that allowed their units to partner on a variety of projects including shore-side RBS activities on a case-by-case basis.

d. Close cooperative examination by the Auxiliary and the Sea Scouts identified significantly beneficial prospects of enhancing their partnership including improved Sea Scout training opportunities, enriched Coast Guard and Auxiliary recruiting, and better overall promotion of recreational boating safety among our Nation's boating public. This led to MOA revision in 2018 that provided for AUXSCOUT program development and implementation. The MOA was subsequently updated and replaced by reference (a).

6. DISCLAIMER. This SOP is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Auxiliary personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

7. MAJOR CHANGES.

- a. Authorization for enrollment of Sea Scout youth under 17 years of age is terminated.
- b. Boy Scouts of America's new moniker, Scouting America, is predominantly applied throughout this SOP.
- c. All references to the Coast Guard Auxiliary Association, Inc. have been removed because it is no longer a party to reference (a).

8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications noted throughout this SOP.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This SOP will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment.

10. DISTRIBUTION. No paper distribution will be made of this SOP. An electronic version will be posted on the Coast Guard Auxiliary website: <https://wow.uscgaux.info/content.php?unit=BX-GROUP&category=mou-moa>. Links to all websites in the SOP are the most current available. If

the cited web link does not work, then access should be attempted by copying and pasting or typing the website address into the user's internet browser.

11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this SOP, regardless of format or media, must be managed in accordance with records retention guidance in reference (c).

12. FORMS. Forms that may be associated with this SOP will be available on the Coast Guard Auxiliary website: <https://forms.cgaux.org> .

13. REQUESTS FOR CHANGES. Units and individuals may recommend changes in writing through the cognizant Auxiliary chain of leadership and management including the appropriate Auxiliary national program manager(s) (email acceptable. Comments from users of this SOP are welcomed. All such correspondence may be emailed to Commandant (CG-BSX) at: [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil) .

#

Encl: (1) Auxiliary-Sea Scout Youth Development (AUXSCOUT) Program SOP

Dist: CG-09232, NEXCOM, ANACO-FC, DIRAUX, DCO, National Sea Scout Commodore

## **Auxiliary-Sea Scout Youth Development (AUXSCOUT) Program**

### **Standard Operating Procedures**

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## 1. General Guidelines.

### a. Membership, Program Applicability, and Organization.

- (1) Auxiliary membership is available to any Sea Scout and Sea Scout leader who is at least 17 years of age (yoa) and is recognized as in good standing of the Sea Scouts program pursuant to provisions of this SOP. Those Sea Scouts and Sea Scout leaders who participate in activities involving Auxiliary programs and who do not pursue Auxiliary membership are also subject to the provisions of this SOP.
- (2) Other members of the Boy Scouts of America (BSA, doing business as Scouting America) who are recognized as in good standing of Scouting America and who participate in activities involving Auxiliary programs are subject to the provisions of this SOP.
- (3) Although not required to do so, Sea Scouts and adult Sea Scout leaders who engage in Auxiliary activities on a regular basis, including through Auxiliary flotilla or division chartering of a local Sea Scout Ship, are encouraged to become members of the Auxiliary. Sea Scouts and Sea Scout leaders who desire to become members of the Auxiliary shall apply for Auxiliary membership and meet all Auxiliary membership eligibility criteria required by law and regulation like all other applicants. This includes, without limitation, undergoing prescribed background checks, paying Auxiliary membership dues, and completing all prescribed Auxiliary Core Training (AUXCT).
- (4) Auxiliarists may serve as Scouting America adult volunteer leaders. Auxiliarists who are accepted in this capacity shall become registered Scouting America members.
- (5) Sea Scouts and Sea Scout leaders who engage in Auxiliary activities pursuant to this SOP but who are not enrolled as Auxiliarists shall be recognized and treated as guests in the conduct of such Auxiliary activities.
- (6) Auxiliary flotillas are authorized and encouraged to charter local Sea Scout Ships. Such chartering shall be on a one-on-one basis (i.e., a flotilla may only charter one Sea Scout Ship). Auxiliary-chartered Sea Scout Ships may also be organized into flotillas pursuant to Auxiliary and Coast Guard policies to enable Sea Scouts to fully participate in Auxiliary activities. Auxiliary divisions may also charter a local Sea Scout Ship on a one-on-one basis.
- (7) Sea Scouts and Sea Scout leaders may offer their vessels, aircraft, radios, and vehicles for use and have them accepted by the Coast Guard as Auxiliary facilities pursuant to applicable Coast Guard policies (including references (a) (<https://wow.uscgaux.info/>) and (c) ( )).

- (8) Appendices C and D provide more detailed guidance, practices, and considerations for the processing of AUXSCOUT program enrollment applications and associated AUXDATA II entries.
  - (9) Appendix F provides information pertaining to the establishment of three Auxiliary appointed staff offices to support the AUXSCOUT program: the District Staff Officer – AUXSCOUT (DSO-AS), the Division Staff Officer – AUXSCOUT (SO-AS), and the Flotilla Staff Officer – AUXSCOUT (FSO-AS). It contains criteria for appointment, qualification and training requirements, and functions and responsibilities for these appointed offices.
- b. Youth Interaction, Public Outreach, and Associated Training.
- (1) Auxiliary national AUXSCOUT program oversight shall organizationally reside under the Youth Programs Division Chief (DVC-SY) of the Auxiliary Student Programs Directorate (DIR-S). Pursuant to reference (a), this entity shall be responsible for exchanging annual reports through electronic or other means reporting on program activities the Auxiliary has conducted. Auxiliary reports shall be submitted to Scouting America's National Sea Scout Director.
  - (2) All Auxiliarists are strongly encouraged to thoroughly familiarize themselves with the AUXSCOUT program and successfully complete Scouting America's Youth Protection Training (YPT), background for which is contained in Appendix B. However, Auxiliarists who have the potential to directly interact with any members of Scouting America who are under 18 years of age on a regular basis shall:
    - (a) Read and be thoroughly familiar with reference (a).
    - (b) Read and be thoroughly familiar with this SOP.
    - (c) Be current in AUXCT.
    - (d) Successfully complete Scouting America's YPT and provide proof of such completion to the cognizant Flotilla Commander prior to such interaction. This training must be renewed every two years in order to remain authorized to engage in the AUXSCOUT program. Additional information about YPT can be found in Appendices B and C.

A regular basis is defined as the likelihood of direct interaction (e.g., face-to-face; via phone/email/text/online/social media) with such Scouting America members more than once in each calendar year in the course of planning or conducting any Auxiliary activity. This threshold does not include public education or public affairs activities that are provided to the general public, nor does it include regular Auxiliary unit meetings. Successful Scouting America YPT completion and currency shall be recorded in AUXDATA II.

- (3) Auxiliarists who serve in the following national appointed offices and in district elected and appointed offices for any flotilla or division that charters a Sea Scout Ship shall be current in AUXCT and shall successfully complete Scouting America's YPT in advance of their assumption of office regardless of the degree of direct interaction (if already in office, then such training shall be successfully completed prior to formalization of the relationship):
- (a) Chief, national Youth Programs Division (DVC-SY) and subordinate staff.
  - (b) All Auxiliary national Chief Counsel staff officers and District Staff Officers – Legal/Parliamentarian.
  - (c) District Staff Officer for the AUXSCOUT Program (DSO-AS).
  - (d) Assistant District Staff Officer for the AUXSCOUT Program (ADSO-AS).
  - (e) Division Commander (DCDR) and Vice Division Commander (VCDR).
  - (f) Division Staff Officer for the AUXSCOUT Program (SO-AS).
  - (g) Division Staff Officer for Human Resources (SO-HR).
  - (h) Division Staff Officer for Member Training (SO-MT).
  - (i) Division Staff Officer for Operations (SO-OP).
  - (j) Flotilla Commander (FC) and Vice Flotilla Commander (VFC).
  - (k) Flotilla Staff Officer for the AUXSCOUT Program (FSO-AS).
  - (l) Flotilla Staff Officer for Human Resources (FSO-HR).
  - (m) Flotilla Staff Officer for Member Training (FSO-MT).
  - (n) Flotilla Staff Officer for Operations (FSO-OP).
- (4) Auxiliarists who serve in any other appointed offices in a flotilla or division that oversee program management in any other program area that is subject to engagement with Sea Scout youth pursuant to chartering a Sea Scout Ship shall be current in AUXCT and shall successfully complete Scouting America's YPT in advance of their assumption of office regardless of the degree of direct interaction (if already in office, then such training must be successfully completed prior to formalization of the relationship). For example, if a flotilla that charters a Sea Scout Ship includes the

vessel examination program as part of its engagement with Sea Scout youth, then the Flotilla Staff Officer – Vessel Examinations (FSO-VE) shall be current in AUXCT and shall successfully complete Scouting America's YPT prior to engagement of Sea Scout youth in vessel examination program activities.

- (5) Consistent with Scouting America's Youth Protection Standards, the principles of two-deep leadership (i.e., at least two-person adult presence) and gender-specific requirements always apply to Auxiliarists when engaging face-to-face with any member of Scouting America younger than 18 years of age, whether enrolled in the Auxiliary or not, and who is not a family member. Specifically:
  - (a) No Auxiliarist shall ever put themselves in a one-on-one situation with such Scouting America youth members.
  - (b) Every Auxiliarist is expected to prevent the possibility of singular presence and shall ensure that another adult is in their company whenever physically present with such Scouting America members.
  - (c) If Sea Scout youth participating in or attending an Auxiliary activity are of both sexes, then two-deep leadership must also consist of at least one member of each sex. If the Sea Scout youth are of a single sex, then at least one of the two-deep leadership shall be of that sex.
- (6) The Scouting America adult leadership accompanying Sea Scout youth, whether enrolled in the Auxiliary or not, to any Auxiliary activity aboard an Auxiliary surface, air, or radio facility shall ensure that the appropriate Scouting America activity consent and approval by parent or legal guardian form is completed by each participant under the age of 17 years and presented for visual confirmation of completion to the Auxiliary mission leader (e.g., coxswain, aircraft commander, or radio facility operator) prior to mission commencement. The Sea Scout youth's parent or legal guardian may specify the form's effective time period ranging from a singular event up to the Sea Scout's 17<sup>th</sup> birthday. The form is located on the Scouting America forms website (<https://www.scouting.org/health-and-safety/resources-forms/> ).
  - (a) No Auxiliary mission leader may perform the mission with such Sea Scout youth unless the Auxiliary mission leader has visually confirmed the completion of a form for each Sea Scout youth. For example, if only two of three Sea Scout youth who are scheduled to participate in an Auxiliary surface patrol present their completed forms to the Auxiliary mission leader and the third Sea Scout youth forgot to bring the form with them or their form is outside its effective period as specified by their parent or legal guardian, then that third Sea Scout youth shall not be allowed to participate in any aspect of the Auxiliary patrol activity until they present their completed form to the Auxiliary mission leader.

- (b) Submission of said forms to the Auxiliary mission leader for visual confirmation of completion shall constitute express consent by the Sea Scout and Sea Scouts' parent or legal guardian to the Auxiliary mission leader's viewing of their Sea Scout's Personally Identifiable Information (PII) displayed on the form. The PII may not be used by the Auxiliary for any other purpose.
  - (c) The Auxiliary mission leader shall only visually confirm the completion of these forms; they shall not retain them. The Sea Scout, if 17 years of age or older, or their accompanying Sea Scout leader, if the Sea Scout is under 17 years of age, shall retain custody of these forms.
- (7) At least one adult (i.e., 18 years of age or older) Auxiliarist or Sea Scout leader with current Scouting America Safe Swim Defense Training (SSDT) is required to be present for the conduct of swimming-related activities such as those associated with the Auxiliary Paddlecraft (AUXPAD) program training. This training must be renewed every two years in order to remain authorized to be present for the conduct of swimming-related activities in the AUXSCOUT program.
- (8) At least one adult (i.e., 18 years of age or older) Auxiliarist or Sea Scout leader with current Scouting America Safety Afloat Training (SAT) and CPR training is required to be present for the conduct of a mission involving an Auxiliary surface facility. This training must be renewed every two years in order to remain authorized to be present for the conduct of activity involving an Auxiliary surface facility in the AUXSCOUT program.
- (9) All due attention shall be afforded the protection of PII of Sea Scouts and Sea Scout leaders. PII is defined as information that can be linked to a specific individual, including, without limitation, name, date of birth, home mailing address, telephone number, Social Security number, mother's maiden name, home e-mail address, Zip code, account numbers, certificate/license numbers, vehicle identifiers (including license plates), Uniform Resource Locators, and Internet protocol addresses. Auxiliarists shall not provide the PII collected from Scouting America members to any entity for any purpose. They shall not add the names and addresses of Scouting America members who take Auxiliary training to the Auxiliary database for mailing of its literature or use that PII for any purpose other than to track which Scouting America members have completed the training.
- (10) Whenever photographing and/or recording AUXSCOUT activities that entail identifiable images and/or sound recordings of Scouting America minors (i.e., younger than 18 years of age) or Scouting America adults, then the joint photography, video, and audio consent form in Appendix E shall be used. This form has been approved by national Auxiliary and Scouting America leadership to appropriately obtain and document the granting of permission to take and publish images and/or sound recordings of such individuals in news releases and/or educational and

promotional materials in any medium of expression. When completed, this form shall be sent to the Document and Administrative Directorate (DIR-W) and must not be retained by the local Auxiliary unit.

- (11) Public outreach efforts that advertise, promote, and recruit for the AUXSCOUT program shall be conducted in accordance with provisions of reference (d). Any product developed to support such efforts (e.g., brochures, photos, posters, videos, audios) shall first be routed through the developer's Auxiliary chain of leadership to the DVC-SY. DVC-SY shall review the product along with the Director of Public Affairs (DIR-A) and route their joint recommendation through the Director of Student Programs (DIR-S) to the Assistant National Commodore – ForceCom (ANACO-FC) for review and relay to the Deputy National Commodore – Mission Support (DNACO-MS) for final approval or disapproval. The product shall not be deployed or used in any way until written approval is provided by DNACO-MS (email acceptable). Disapproved products shall not be deployed or used at all.
- (12) Pursuant to reference (a), the Assistant National Commodore, Chief Counsel (ANACO-CC) and Deputy Assistant National Commodore, Chief Counsel (ANACO-CCd) are authorized to convey written consent or denial in reply to Scouting America requests to use the Coast Guard or Auxiliary names, insignia, or logos for purposes of advancing and supporting the AUXSCOUT program. They shall be included in the routing immediately prior to the DNACO-MS of outreach efforts and products addressed in paragraph 1.b.(11) above whenever such efforts and products seek to employ the Coast Guard or Auxiliary names, insignia, or logos.
- (13) Appendices C and D provide more detailed guidance, practices, and considerations for the processing of AUXSCOUT program training and associated AUXDATA II entries.

c. Sea Scout Ship Chartering.

- (1) Similar to Auxiliary flotilla establishment as described in reference (c), authority to approve a flotilla to charter a Sea Scout Ship is vested in the cognizant District Director of Auxiliary (DIRAUX). For Sea Scout Ship chartering purposes, authority to approve an Auxiliary division to charter a Sea Scout Ship is also vested in the cognizant DIRAUX.
- (2) A flotilla or division that desires to charter a Sea Scout Ship shall request authorization to do so through its chain of leadership for DIRAUX approval (email acceptable). The request shall include the flotilla or division leader's attestation that all aforementioned requisite leaders and staff officers have read and understood this SOP, that they have successfully completed Scouting America YPT, that all other Auxiliarists who are required to successfully complete Scouting America YPT and other AUXSCOUT training requirements shall do so pursuant to this SOP, and that the request has the expressed approval of the corresponding local Scouting America

council. The request shall also include a roster of the Sea Scout Ship's youth and adult leaders.

- (3) Similar to flotilla establishment as described in reference (c), an Auxiliary charter certificate shall be issued to the flotilla or division upon DIRAUX approval. DIRAUX shall sign this certificate (available on the Auxiliary certificate website: <https://certs.cgaux.org/index.php>), and shall notify the District Commodore (DCO), DSO-AS, and DVC-SY of the chartering (email acceptable).
- (4) Auxiliary units that charter Sea Scout Ships are encouraged to incorporate their partnership into their public outreach efforts including advertising associated activities through newsletters, websites, and other authorized social media tools. Auxiliary units that do not charter Sea Scout Ships but otherwise engage with them pursuant to provisions of applicable Coast Guard policies and this SOP are similarly encouraged to incorporate their partnership into their public outreach efforts. Auxiliary units shall always adhere to the provisions of references (b) and (d) found at <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/About-CG-Directives-System/Commandant-Instruction-Manuals/smdpage2823/8/> and <http://auxpa.cgaux.org/PADocs/AUXPAManual.pdf>, respectively, with particular attention to requirements pertaining to the inclusion of youth in written, audio, and visual media material.
- (5) Appendices C and D provide more detailed guidance, practices, and considerations for the processing of AUXSCOUT program chartering and associated AUXDATA II entries.

## 2. Authorized Activities.

### a. Auxiliary Program Participation and Claiming Activity.

- (1) Sea Scouts and Sea Scout leaders may participate in any Auxiliary program to the extent authorized in this SOP.
- (2) Appropriate Auxiliary forms and AUXDATA II mission codes shall be used by Auxiliarists when claiming hours for the conduct of activities authorized pursuant to this SOP. The following notes on respective forms shall accompany claimed AUXSCOUT activity hours:
  - (a) For Auxiliarists who are not Sea Scout members but claim hours engaged in AUXSCOUT activities, include the note, "**OPCODE: AUXSCO1.**"
  - (b) For Sea Scouts and Sea Scout leaders who have enrolled in the Auxiliary, include the note for *any* claimed Auxiliary activity, "**OPCODE: AUXSCO2.**"

- (3) Appendix D provides more detailed guidance, practices, and considerations for the processing of AUXSCOUT program AUXDATA II entries.
- b. Organizational Activities. Sea Scouts and other members of Scouting America who are not enrolled in the Auxiliary shall be welcomed to attend Auxiliary unit meetings as guests of the Auxiliary. Sea Scouts under the age of 18 who do so shall be accompanied by a parent, guardian, or person *in loco parentis* (i.e., acting in place of a parent or guardian) consistent with Scouting America Youth Protection Training. If the meeting is held on a Coast Guard, Department of Defense, or other installation that restricts access, the Auxiliary unit leader shall coordinate with the installation sufficiently in advance of the meeting to facilitate Sea Scout admission or advise the Sea Scout of disapproved admission.
- c. Operational Activities.
- (1) The Auxiliary shall perform vessel safety checks on vessels owned or operated by Scouting America, Sea Scouts, or other members of Scouting America consistent with provisions and expectations of its vessel examination program.
  - (2) To the extent possible, the Auxiliary shall provide the Sea Scouts and other members of Scouting America, with Coast Guard or Auxiliary recreational boating safety and other literature for distribution to Sea Scouts or the public at recreational boating safety or Scouting America events.
  - (3) Joint operations between Auxiliary and Sea Scout facilities are strongly encouraged to promote professional development with appropriate authorization from cognizant Coast Guard Order Issuing Authorities (OIA).
  - (4) The Auxiliary shall provide shore-side and underway training to Sea Scouts and other members of Scouting America at Auxiliary installations and on operational facilities belonging to, or utilized by, the Auxiliary or the Coast Guard, as authorized, in a manner consistent with all Coast Guard, Auxiliary, and Scouting America policies.
  - (5) Auxiliary mission leaders shall ensure that all Sea Scouts and Sea Scout leaders who are enrolled in the Auxiliary are fully outfitted with all Personal Protective Equipment (PPE) as required for Auxiliary mission performance. As established in section 1.a.(6), Sea Scouts and Sea Scout leaders who are not enrolled in the Auxiliary shall be recognized and treated as guests in the conduct of Auxiliary activities. They shall be accordingly outfitted with PPE as such activities warrant for guests, as it can be provided if they do not already possess it, and as may be necessary to augment PPE provided through their Sea Scout membership.
  - (6) Auxiliary facilities with Sea Scouts aboard shall not be scheduled for search-and-rescue (SAR) standby duty nor SAR response missions. If an Auxiliary facility with

Sea Scouts aboard must respond to a SAR incident, the Sea Scouts shall not be involved in the operation.

- (7) All members of Auxiliary boat, air, and radio facility crews are expected to have strong mentoring skills and prior experience working with youth or younger trainees and shall carefully read the information provided on the Coast Guard Auxiliary Youth Programs website (<https://auxscout.com>) prior to such engagement.
- (8) For any mission involving an Auxiliary facility carrying Sea Scouts and Sea Scout leaders who are not enrolled in the Auxiliary, the Auxiliary mission leader shall ensure the OIA is aware that the facility will be carrying them as guests (e.g., names and number of Sea Scouts and Sea Scout leaders aboard).

d. Science, Technology, Engineering, Mathematics (STEM) Activities.

- (1) STEM activities are authorized to be provided by Auxiliarists to Sea Scouts in order to supplement, and not supplant, Sea Scout rank requirements.
- (2) Projects associated with such STEM activities shall only be performed if they are aligned with Coast Guard Auxiliary training methods and materials.

3. Uniforms.

- a. Sea Scouts and Sea Scout leaders who are not Auxiliarists are expected to wear the appropriate Sea Scout uniform while participating in Auxiliary activities.
- b. Sea Scouts and Sea Scout leaders who are Auxiliarists shall wear the appropriate Auxiliary uniform when assigned to duty and engaging in Auxiliary activities whether aboard a Coast Guard facility or at another location (this does not include engaging in personal Auxiliary administrative activity at home like performing online training or filling out online Auxiliary activity reports).
- c. Sea Scouts and Sea Scout leaders who are Auxiliarists are authorized to wear all earned Auxiliary ribbons, medals, insignia, and devices as appropriate on Auxiliary uniforms. Comparable Sea Scout ribbons, medals, insignia, and devices are not authorized for wear on Auxiliary uniforms.
- d. Auxiliarists who are Sea Scouts and Sea Scout leaders shall wear the appropriate Sea Scout uniform when engaging in Sea Scout activities and not assigned to duty.

## Appendix A

### Sea Scout Program Organization

**Source: Sea Scout Manual**

**Additional information available at <https://seascout.org/manual-resource-center/>**

**This site should be periodically checked for updates and revisions**

1. The basic unit in Sea Scouting is called the “Ship.” Ships are sponsored by a Chartered Organization, and many are chartered by religious institutions, schools, businesses, local maritime organizations, yacht clubs, or not-for-profit corporations. A Ship must have at least five Sea Scouts and five adult leaders.
2. A Ship is led by youths who are elected to the positions of Boatswain, Boatswain’s Mate, Crew Leader, Assistant Crew Leader, Yeoman, Purser, and Storekeeper. A Skipper and Mates assist and advise the youth leadership. The Ship Committee is a group of adults led by the Ship Committee Chair. The Committee supports the Ship program, and manages record keeping, finance, and registration. A limiting factor in organizing and supporting new Ships is recruiting knowledgeable adult leadership and providing suitable vessels to support the Ship’s program. The cost of owning vessels, including title, registration, insurance, dockage, and maintenance is borne by the Ship or its Chartered Organization.
3. Above the level of the Ship, Scouting America has local Councils, Council Service Territories, and the National Committee. A council may have one or more Sea Scout Ships. If there are enough Ships, the Council has a Council Sea Scout Committee which holds regattas, training days, events, long cruises, leadership development training, multi-Ship sails and barbecues, and much more. Several Councils in a geographic area are supported by a Scouting America “Council Service Territory” (CST). CSTs are multi-state in size and scope. CSTs typically promote regattas, rendezvous, training weekends, safety-at-sea events, long cruises, Sea Scout advancement academies, and other events that are hosted by local Scout councils.
4. The National Sea Scout Support Committee’s (NSSC) mission is to develop, enhance, and expand the Sea Scout program in a manner that emphasizes Scouting America’s purposes. Committee members are appointed by the National Sea Scout Commodore and Director upon approval of the individual’s council and serve for one-year terms. The Commodore may appoint a National Boatswain from among the youth members with the approval of the individual’s council. The committee is made up of eight task forces: Marketing and Communications, Membership and Retention, Resource Support, Partnerships and Relationships, Health and Safety, Training, Awards and Recognition, and Materials and Literature.
5. Sea Scout adult leaders take required biannual Youth Protection Training, have access to basic and advanced leadership training, and are vetted in a criminal background check upon initial enrollment. Both men and women are eligible to serve in any capacity. Leaders are encouraged to complete a basic boating safety course from their state, the Auxiliary, or

America's Boating Club. Leaders are encouraged to take seamanship skills training from other organizations including the America's Boating Club, American Canoe Association, or Coast Guard Auxiliary.

## Appendix B

### Scouting America Youth Protection Standards

Source: Scouting America website

<https://www.scouting.org/training/youth-protection/>

**This site should be periodically checked for updates and revisions**

#### 1. Scouting America Youth Protection Mission Statement.

True youth protection can be achieved only through the focused commitment of everyone in Scouting. It is the mission of Youth Protection volunteers and professionals to work within Scouting America to maintain a culture of Youth Protection awareness and safety at the national, territory, area, council, district, and unit levels.

#### 2. Scouting America Youth Protection Training (YPT).

- a. One does not have to be a registered member of Scouting America to take YPT.
- b. To take Youth Protection Training, go to <https://my.scouting.org/> and create an account. An email notification will be received with account information, including a member ID/reference number.
- c. From the <https://my.scouting.org> portal, click Menu then My Dashboard from the menu list. The My Training page displays to take YPT. Upon successful completion, a training certificate can be printed. Training will automatically be updated in Scouting America's system and associated with the member ID/reference number issued when the account was created.
- d. Scouting America places the greatest importance on creating the most secure environment possible for Scouting America youth members. To maintain such an environment, Scouting America developed numerous procedural and leadership selection policies and provides parents and leaders with resources for the Cub Scout, Venturing, and Sea Scout programs.

#### 3. Leadership Selection.

- a. Scouting America takes great pride in the quality of its adult leadership. Being a leader in Scouting America is a privilege, not a right. The quality of the program and the safety of its youth members call for high-quality adult leaders.
- b. The adult application requests background information that should be checked by the unit committee or the Chartered Organization before accepting an applicant for unit leadership. While no current screening techniques exist that can identify every potential child abuser, the risk of accepting a child abuser can be reduced by learning as much as possible about

an applicant for a leadership position—his or her experience with children, why he or she wants to be a Scout leader, and what discipline techniques he or she would use.

4. Required Training.

- a. Youth Protection Training is required for all Scouting America registered volunteers and is a joining requirement.
- b. Youth Protection Training must be taken every two years. If a volunteer's Youth Protection Training record is not current at the time of recharter, the volunteer will not be reregistered.

5. The “**Three R’s**” of Youth Protection.

- a. The “Three R’s” of Youth Protection convey a simple message for the personal awareness of Sea Scout youth members:
  - (1) **Recognize** that anyone could be an abuser.
  - (2) **Respond** when someone is doing something that goes against your gut or against the safety guidelines.
  - (3) **Report** attempted or actual abuse or any activity that you think is wrong to a parent or other trusted adult.
- b. Youth Protection Reporting Procedures for Volunteers. There are two types of Youth Protection–related reporting procedures all volunteers must follow:
  - (1) When one witnesses or suspects any child has been abused or neglected (see “Mandatory Report of Child Abuse” below).
  - (2) When one witnesses a violation of Scouting America’s Youth Protection policies (see “Reporting Violations of Scouting America Youth Protection Policies” below).

6. Mandatory Report of Child Abuse.

- a. All persons involved in Scouting shall report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This reporting responsibility may not be abdicated to any other person.

b. Steps to Reporting Child Abuse.

- (1) Ensure the child is in a safe environment.
- (2) In cases of child abuse or medical emergencies, call 911 immediately.
- (3) In addition, if the suspected abuse is in the Scout's home or family, you are required to contact the local child abuse hotline.
- (4) Notify the Scout executive or his/her designee, if he/she cannot be reached call the 24/7 Scouts First Helpline at 1-844-726-8871 or email, [scoutsfirst@scouting.org](mailto:scoutsfirst@scouting.org).

7. Reporting Violations of Scouting America Youth Protection Policies. If you think any of the Scouting America's Youth Protection policies have been violated, including those described within Scouting's Barriers to Abuse, you must notify your local council Scout executive, or his/her designee so appropriate action can be taken for the safety of the Scouts.

8. Privacy and Barriers to Abuse.

- a. A key ingredient for a safe and healthy Scouting experience is the respect for privacy. Advances in technology are enabling new forms of social interaction that extend beyond the appropriate use of cameras or recording devices (see "Scouting's Barriers to Abuse" at: <https://www.scouting.org/health-and-safety/safety-moments/scoutings-barriers-to-abuse/>).
- b. Sending sexually explicit photographs or videos electronically or "sexting" by cell phones is a form of texting being practiced primarily by young adults and children as young as middle-school age. Sexting is neither safe, nor private, nor an approved form of communication and can lead to severe legal consequences for the sender and the receiver.
- c. Although most scouts and leaders use digital devices responsibly, educating them about the appropriate use of cell phones and cameras would be a good safety and privacy measure. More information about such personal safety awareness can be found at Scouting America's Training for Youth site: <https://www.scouting.org/training/youth/scouts-bsa/>.

## Appendix C

### Guidance for Auxiliary Enrollment Applications, Chartering, and Associated Training

1. Confirming Sea Scout Membership. The Auxiliarist who interviews any Sea Scout (e.g., youth; adult leader) using the Auxiliary Enrollment form (ANSC-7001) shall visually sight the Sea Scout's membership card to confirm current Sea Scout membership. If the Sea Scout has been enrolled for less than six months, then they may have not yet received their Sea Scout membership card. In such cases, the interviewing Auxiliarist shall visually sight the Sea Scout's membership application form.
2. AUXDATA II Entry of Sea Scout (Youth and Adult) Scouting America Membership Information.
  - a. To enable identification of newly enrolled Auxiliarists who are Sea Scout members, the DIRAUX shall check the "Sea Scout" field for such individuals in their AUXDATA II record as part of their enrollment form processing. DIRAUX shall similarly uncheck the field upon confirmation of an Auxiliarist's disenrollment from the Sea Scouts.
  - b. The DVC-SY and DSO-AS are authorized to check the "Sea Scout" field in the AUXDATA II record for Auxiliarists who may subsequently become Sea Scout members, and they may uncheck that field for Auxiliarists upon confirmation of their disenrollment from the Sea Scouts.
3. Chartering Sea Scout Ships That Have Enrolled Members.
  - a. A Sea Scout Ship that is chartered by an Auxiliary unit *and* has all of its Sea Scout members (youth and adult) enroll in the Auxiliary shall be processed in AUXDATA II as a Flotilla Detachment.
  - b. To annotate that a Sea Scout Ship with enrolled members has been chartered, the DIRAUX shall enter the detachment with the name of the flotilla with the following prefix: "SSS-"
  - c. For example – Flotilla Detachment Name: SSS-Montville
  - d. This does not apply for Sea Scout Ships that are chartered by a flotilla but all of whose Sea Scout members (youth and adult) do not enroll in the Auxiliary. In such cases, those members of the Sea Scout Ship who enroll in the Auxiliary shall be entered as members of the cognizant flotilla. Sea Scout Ships chartered under these circumstances shall be tracked at Auxiliary district level, not in AUXDATA II.
4. AUXDATA II Entry of Scouting America YPT.
  - a. Auxiliarists who take the YPT in order to satisfy the training requirement prior to engaging with Sea Scout youth shall provide proof of completion to the DIRAUX. Proof

of successful completion can be in the form of an emailed screen shot of their online course completion, an emailed PDF of their online course completion certificate, or provision of a hard copy for viewing.

- b. Upon confirmation of successful completion, the DIRAUX, or designated representative, shall make the appropriate entry in the AUXDATA II task: **YPT – Youth Protection Training**.
- c. A how-to guide for taking YPT can be found at: <https://www.scouting.org/wp-content/uploads/2018/03/How-to-Guide-for-Taking-Youth-Protection-Training-3-1-18.pdf>.
- d. The YPT certificate must be less than 24 months old to be entered into AUXDATA II because YPT certification is only good for 24 months. Additionally, section 1.b.(2)(d) requires that the YPT training must be renewed every 24 months in order to remain authorized to engage in the AUXSCOUT program.

5. AUXDATA II Entry of Scouting America SSDT, Scouting America SAT, and Sea Scout Adult Leader Basic Training (SSALBT).

- a. Auxiliarists who take the SSDT, SAT, and/or the SSALBT course from Scouting America shall provide proof of successful completion to the DIRAUX. Proof of successful completion may be in the form of an emailed screen shot of their online course completion, an emailed PDF of their online course completion certificate, or provision of a hard copy for viewing.
- b. Upon confirmation of successful completion, the DIRAUX, or designated representative, shall make the entry in the appropriate AUXDATA II task: SSDT, SAT, or SSALBT.
- c. The SSDT and the SAT certificate must be less than 24 months old to be entered into AUXDATA II because they are only good for 24 months. Additionally, sections 1.b.(7) and 1.b.(8) require that these training courses be renewed every 24 months in order to remain authorized to engage in associated AUXSCOUT activities.
- d. There are no date requirements for the SSALBT certificate. Appendix F sections 1.c.(7), 2.c.(7), and 3.c.(7) require AUXSCOUT staff officers FSO-AS, SO-AS, and DSO-AS, respectively, to successfully complete this training.

6. Claiming AUXSCOUT Program Activity.

- a. For Auxiliarists who **are not** Sea Scouts or Sea Scout leaders but claim hours engaged in AUXSCOUT activities, include the note, “**OPCODE: AUXSCO1**,” in the remarks section of any form used to submit activity hours (e.g., ANSC-7029, 7030, 7038, 7046, 7066). This note shall only be used for hours related to AUXSCOUT activities.

- b. For Auxiliarists who **are** Sea Scouts or Sea Scout leaders who have enrolled in the Auxiliary, include the note for any claimed Auxiliary activity, “**OPCODE: AUXSCO2,**” in the remarks section of any form used to submit activity hours (e.g., ANSC-7029, 7030, 7038, 7046, 7066). This note shall be used for **all** hours claimed by these members.

## Appendix D

### Guidance for Auxiliary Information Services (IS) Officers

1. Claiming AUXSCOUT Program Activity for Auxiliarists Who Are Not Sea Scout Members.
  - a. For Auxiliarists who **are not** Sea Scouts or Sea Scout leaders but claim hours engaged in AUXSCOUT activities, include the note, “**OPCODE: AUXSCO1**” in the remarks section of any form used to submit activity hours (e.g. ANSC-7029, 7030, 7038, 7046, 7066).
  - b. This OPCODE should **only** be added for hours related to AUXSCOUT activities.
  - c. If a member has ANSC-7029 or ANSC-7030 hours **with and without** AUXSCOUT activities, then two forms must be generated and submitted. Separate data entry actions will be required to enter these forms.
  - d. If a group of Auxiliarists, some Sea Scout members and some not, are conducting a Sea Scout activity or Auxiliary mission where all participants can be reported together on a form (e.g. ANSC-7030, 7038, 7046, 7066), two forms will be required. One form shall be submitted for Auxiliarists who are not Sea Scout members and on which the “**OPCODE: AUXSCO1**” may be applied if applicable. A second form shall be submitted for Auxiliarists who are dual Auxiliary / Sea Scout members and on which the “**OPCODE: AUXSCO2**” will be applied.
  - e. If a mission activity required a second OPCODE (e.g., “Coasties;” “Sammy the Sea Otter”), then the AUXSCOUT code shall be secondary and not input. Only one OPCODE can be entered into AUXDATA II.
2. Claiming AUXSCOUT Program Activity for Auxiliarists Who Are Sea Scout Members.
  - a. For Auxiliarists who **are** Sea Scouts or Sea Scout leaders and who have enrolled in the Auxiliary, include the note, “**OPCODE: AUXSCO2**” in the remarks section of any form used to submit activity hours (e.g., ANSC-7029, 7030, 7038, 7046, 7066).
  - b. This OPCODE shall be added for **all** hours claimed by these dual Auxiliary / Sea Scout members.
  - c. If a mission activity required a second OPCODE (e.g., “Coasties;” “Sammy the Sea Otter”), then the AUXSCOUT code shall be secondary and not input. Only one OPCODE can be entered into AUXDATA II.
3. Training Auxiliarists about **AUXSCO1** and **AUXSCO2** OPCODEs.
  - a. FSO-IS and SO-IS staff officers should offer training at the flotilla and division levels to members on how and when to add the **AUXSCO1** and **AUXSCO2** OPCODEs in ANSC

form remarks fields. They should also provide instruction on the need for separating regular and AUXSCOUT-related hours onto separate forms when necessary.

- b. FSO-ISs should review and facilitate corrections to any errors on forms before sending to their SO-IS for AUXDATA II entry.

#### 4. AUXDATA II Entry of Scouting America YPT, SSDT, SAT, and SSALBT.

- a. Auxiliarists who complete YPT, SSDT, SAT, or SSALBT in order to satisfy training requirements prior to engaging with Sea Scout youth must provide proof of successful completion to the DIRAUX. Proof may be in the form of an emailed screen shot of their online course completion, an emailed PDF of their online course completion certificate, or provision of a hard copy for viewing. The Auxiliarist must first provide proof of completion to their Flotilla Commander (FC), who shall forward it to the DIRAUX for processing and AUXDATA II entry.
- b. A how-to guide for taking YPT can be found at: <https://www.scouting.org/wp-content/uploads/2018/03/How-to-Guide-for-Taking-Youth-Protection-Training-3-1-18.pdf>.
- c. The YPT, SSDT, and SAT certificates must be less than 24 months old to be entered into AUXDATA II because these certifications are only effective for 24 months. Additionally, the AUXSCOUT SOP requires that the YPT, SSDT, and SAT training must be renewed every 24 months in order to remain authorized to engage their respective aspects of the AUXSCOUT program.
- d. IS officers shall not enter these training completions into AUXDATA II. If an IS officer receives proof of these training completions, they shall forward them to the Auxiliarist's FC for proper routing to the DIRAUX.

#### 5. AUXDATA II Entry of Sea Scout Youth Name.

- a. AUXDATA II now contains a data field that allows an Auxiliarist to be concurrently identified as a member of the Sea Scouts.
- b. AUXDATA II was initially unable to allow such identification. Given the aforementioned change, IS and AS officers should now collaborate in deleting the “-BSA” extension from the last names of any Sea Scout members whose names were initially entered with that extension under previous AUXSCOUT SOP and ensuring the appropriate Sea Scout data field is filled in order to denote the Auxiliarist's concurrent Sea Scout membership.

## Appendix E

**U.S. Coast Guard Auxiliary and Scouting America  
Joint Photography / Video / Audio Consent Form/Release**  
(available at: <https://forms.cgaux.org/forms1.php> )

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC-7020a (03-20)	<b>U.S. COAST GUARD AUXILIARY and BOY SCOUTS OF AMERICA</b> <b>Joint Photography/Video/Audio</b> <b>Consent Form / Release*</b>	<div style="background-color: blue; color: white; padding: 10px; border: 1px solid black; width: fit-content; margin: 0 auto;"> <b>CLEAR FORM</b> </div>
<p align="center"><b>PARENTAL RELEASE FOR MINOR CHILDREN (Under 18)</b></p> <p>I, (print name) _____, represent that I am the parent of (print child's name) _____, with the legal right to grant permission to the U.S. Coast Guard Auxiliary and the Boy Scouts of America to take and publish images and/or sound recordings of my child in news releases, and/or educational and promotional materials in any medium of expression without limitation and without compensation of any kind to me or my child. I understand that all such images and sound recordings shall remain the joint property of the U.S. Coast Guard Auxiliary and the Boy Scouts of America which have the exclusive right to their publication, and that the U.S. Coast Guard Auxiliary may assign the rights granted to it herein to the Coast Guard Auxiliary Association, Inc.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ ( Signature of parent )</p> <p>_____ ( Address )</p> </div> <div style="width: 45%;"> <p>_____ ( Date )</p> <p>_____ ( City, State, Zip )</p> </div> </div>		
<p align="center"><b>ADULT RELEASE</b></p> <p>I, (print name) _____, hereby grant permission to the U.S. Coast Guard Auxiliary and/or the Boy Scouts of America to take and publish images and/or sound recordings of me in news releases and/or educational or promotional materials in any medium of expression without limitation and without compensation of any kind. I further agree that my name and other identifying descriptions may be revealed in descriptive text or commentary in connection with the image(s) and/or recordings. _____ (Initial here only if permission to identify the subject is granted.) I understand that all such images and sound recordings are the joint property of the U.S. Coast Guard Auxiliary and the Boy Scouts of America which have the exclusive right to their publication, and that the U.S. Coast Guard Auxiliary may assign the rights granted to it herein to the Coast Guard Auxiliary Association, Inc.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ ( Signature of Adult Subject )</p> <p>_____ ( Address )</p> </div> <div style="width: 45%;"> <p>_____ ( Date )</p> <p>_____ ( City, State, Zip )</p> </div> </div> <p style="font-size: small; margin-top: 10px;">*This consent form/release is to be used when photographing and/or recording joint U.S. Coast Guard Auxiliary and Boy Scouts of America activities if identifiable images of minors are being recorded.</p>		

## **Appendix F**

### **Auxiliary AUXSCOUT Appointed Staff Offices**

1. Flotilla Staff Officer for the AUXSCOUT Program (FSO-AS).
  - a. This staff officer shall be appointed by the Flotilla Commander (FC). The office shall only be filled by an appointee if the flotilla has direct, sustained, and constructive engagement with a counterpart Sea Scout Ship. In accordance with reference (c), it shall report to the Vice Flotilla Commander (VFC).
  - b. The FSO-AS shall provide assistance to flotilla members as they engage in the AUXSCOUT program and shall be responsible for direct liaison with the cognizant Sea Scout adult leadership.
  - c. Qualification and Training Requirements. The FC shall consider and validate an FSO-AS' possession and successful completion of the following qualification and training requirements prior to making the appointment:
    - (1) A minimum of two years of first-hand experience with the Sea Scouts, Scouting America, and the AUXSCOUT program preferred.
    - (2) Strong knowledge of Auxiliary organization and missions including experience in program and project management with emphasis on working across organizational lines and with senior leaders.
    - (3) Innovative attitude and capability to produce high quality professional products (e.g., briefs, presentations, reports).
    - (4) Strong collaborative spirit and willingness to mentor junior personnel, excellent writing and communication skills, and high proficiency with virtual work-enabling information technology tools.
    - (5) Thorough familiarity with the provisions of this SOP.
    - (6) Thorough familiarity with references (a)-(d).
    - (7) Successful completion of YPT, SSDT, SAT, and SSALBT on Scouting America's adult training website.
  - d. Functions and Responsibilities. The FSO-AS shall:
    - (1) Establish and sustain supportive working relationships with the Auxiliary leaders and program managers involved with the AUXSCOUT program as executed by the division and other participating flotillas.

- (2) Establish and sustain supportive working relationships with cognizant Sea Scout leaders.
- (3) Mentor flotilla members to establish and sustain constructive relationships with local Sea Scout leaders and local Scouting America councils that promote and facilitate a spirit of cooperation, open and candid conversation, and enhancement of the AUXSCOUT program.
- (4) Investigate any issues that adversely affect the flotilla's AUXSCOUT program and facilitate the resolution of such issues.
- (5) Prepare and submit timely reports of all meetings with the Sea Scouts to the SO-AS via the VFC and with copies to other FSO-ASs within the division. Prepare informative news briefs to keep the flotilla informed of highlights of its engagement in the AUXSCOUT program.
- (6) Conduct AUXSCOUT workshops and training seminars for flotilla members as needed.
- (7) Provide information to the division and other flotillas in the division about Scouting America conferences and workshops and encourage participation and participate in applicable Scouting America training events whenever possible.

2. Division Staff Officer for the AUXSCOUT Program (SO-AS).

- a. This staff officer shall be appointed by the DCDR. The office shall only be filled by an appointee if the division or at least one of its flotillas has direct, sustained, and constructive engagement with at least one counterpart Sea Scout Ship. In accordance with reference (c), it shall normally report to the VCDR unless subject to a consolidated division organization in which case it shall report to the Division Staff Officer – Public Affairs (SO-PA) for consolidated outreach purposes.
- b. The SO-AS shall provide assistance to the division and its flotillas as they engage in the AUXSCOUT program and shall be responsible for direct liaison with the cognizant Sea Scout adult leadership.
- c. Qualification and Training Requirements. The DCDR shall consider and validate an SO-AS' possession and successful completion of the following qualification and training requirements prior to making the appointment:
  - (1) A minimum of two years of first-hand experience with the Sea Scouts, Scouting America, and the AUXSCOUT program preferred.
  - (2) Strong knowledge of Auxiliary organization and missions including experience in program and project management with emphasis on working across organizational lines and with senior leaders.

- (3) Innovative attitude and capability to produce high quality professional products (e.g., briefs, presentations, reports).
  - (4) Strong collaborative spirit and willingness to mentor junior personnel, excellent writing and communication skills, and high proficiency with virtual work-enabling information technology tools.
  - (5) Thorough familiarity with the provisions of this SOP.
  - (6) Thorough familiarity with references (a)-(d).
  - (7) Successful completion of YPT, SSDT, SAT, and SSALBT on Scouting America's adult training website.
- d. Functions and Responsibilities. The SO-AS shall:
- (1) Establish and sustain supportive working relationships with the Auxiliary leaders and program managers involved with the AUXSCOUT program as executed by the division and participating flotillas.
  - (2) Establish and sustain supportive working relationships with cognizant Sea Scout leaders.
  - (3) Mentor FCs to establish and sustain constructive relationships with local Sea Scout leaders and local Scouting America councils that promote and facilitate a spirit of cooperation, open and candid conversation, and enhancement of the AUXSCOUT program.
  - (4) Investigate any issues that adversely affect the division's AUXSCOUT program and facilitate the resolution of such issues.
  - (5) Prepare and submit timely reports of all meetings with the Sea Scouts to the DSO-AS via the VCDR and with copies to other SO-ASs within the district. Prepare informative news briefs to keep the division informed of highlights of its engagement in the AUXSCOUT program.
  - (6) Conduct AUXSCOUT workshops and training seminars for the division and flotillas as needed.
  - (7) Provide information to the division and flotillas about Scouting America conferences and workshops and encourage participation and participate in applicable Scouting America training events whenever possible.

3. District Staff Officer for the AUXSCOUT Program (DSO-AS).

- a. This staff officer shall be appointed by the DCO in consultation with the DVC-SY and serve at the DCO's pleasure. The office shall only be filled by an appointee if at least one division or flotilla has direct, sustained, and constructive engagement with at least one counterpart Sea Scout Ship. In accordance with reference (c), it shall normally report to the DCOS unless subject to a district organization that incorporates District Directorate Chiefs (DDC) in which case it shall report to the DDC – Prevention (DDC-P) for consolidated outreach purposes.
- b. The DSO-AS shall provide district-level assistance to divisions and flotillas as they engage in the AUXSCOUT program and shall be responsible for direct liaison with the cognizant Sea Scout adult leadership.
- c. Qualification and Training Requirements. The DCO shall consider and validate a DSO-AS' possession and successful completion of the following qualification and training requirements prior to making the appointment:
  - (1) A minimum of two years of first-hand experience with the Sea Scouts, Scouting America, and the AUXSCOUT program preferred.
  - (2) Strong knowledge of Auxiliary organization and missions including experience in program and project management with emphasis on working across organizational lines and with senior leaders.
  - (3) Innovative attitude and capability to produce high quality professional products (e.g., briefs, presentations, reports).
  - (4) Strong collaborative spirit and willingness to mentor junior personnel, excellent writing and communication skills, and high proficiency with virtual work-enabling information technology tools.
  - (5) Thorough familiarity with the provisions of this SOP.
  - (6) Thorough familiarity with references (a)-(d).
  - (7) Successful completion of YPT, SSDT, SAT, and SSALBT on Scouting America's adult training website.
- d. Functions and Responsibilities. The DSO-AS shall:
  - (1) Establish and sustain supportive working relationships with the SO-ASs as well as Auxiliary leaders and program managers involved with the AUXSCOUT program as executed by divisions and participating flotillas.

- (2) Establish and sustain supportive working relationships with cognizant Sea Scout leaders.
- (3) Mentor SO-ASs to establish and sustain constructive relationships with local Sea Scout leaders and local Scouting America councils that promote and facilitate a spirit of cooperation, open and candid conversation, and enhancement of the AUXSCOUT program.
- (4) Investigate any issues that adversely affect the district's AUXSCOUT program and facilitate the resolution of such issues.
- (5) Prepare and submit timely reports of all meetings with the Sea Scouts to the DVC-SY as well as to the DCO via the DCOS and with copies to SO-ASs within the district. Prepare informative news briefs to keep the district informed of highlights of its engagement in the AUXSCOUT program.
- (6) Solicit, compile, and submit quarterly reports from each Sea Scout Committee (SSC) that is engaged within the district to the DVC-SY by their requested due dates.
- (7) Conduct AUXSCOUT workshops and training seminars for the division and flotillas as needed.
- (8) Provide information to the SO-ASs about Scouting America conferences and workshops and encourage participation and participate in applicable Scouting America training events whenever possible.

## Appendix G

### Glossary

Term	CG Auxiliary meaning	Sea Scout meaning
AUXCT	Auxiliary Core Training: A series of courses required of all Auxiliarists to ensure their awareness of significant security and procedural policies.	Not used, however, Scouting America has a series of training opportunities which leaders are encouraged to take related to specific positions within the organization.
AUXSCOUT	Auxiliary-Sea Scout Youth Development Program: The Auxiliary-Sea Scout partnership program to develop Sea Scout youth in maritime interests.	The Auxiliary-Sea Scout Youth Development Program. The Auxiliary-Sea Scout partnership program to develop Sea Scout youth in maritime interests.
Charter Organization	Not applicable.	The entity which sponsors a Scouting America unit. Chartering Organizations have responsibilities defined in Scout policy.
Council	Not applicable.	Basic Scouting America organizational unit covering several counties or larger areas. Sea Scout Ships register with their Council, and individual members volunteer and join through their council.
Council Service Territory	Not applicable	A region-like area consisting of approximately 15-25 Scouting America Councils.
District	A large, usually multi-state, organizational unit led by an elected Auxiliary Commodore. In the Coast Guard, it is commanded by a Rear Admiral.	A Scouting America organizational unit that is part of a Council, and which may be one city or county in size.
Flotilla	Basic organizational unit; Auxiliary's Sea Scout Ship equivalent.	Formerly, a regional, multi-state unit like an Auxiliary district. Flotillas have been discontinued as an organizational unit as of 2018.

National Program Chair	National Commodore	National Commodore <i>or</i> National Sea Scout Program Chair. Each National Program Chair serves for two years.
Region	A sub-unit of an Auxiliary district, usually several states in size and larger than a Coast Guard Sector.	Not applicable.
Sector	An active duty Coast Guard unit smaller than a district or region.	Not applicable.
Ship	A maritime vessel generally more than 67 feet in length overall.	Basic organizational unit; Sea Scout's Auxiliary flotilla equivalent.
Wardroom	Officers' mess.	Sea Scout leaders' committee at the Council level.
Youth Protection Training (YPT)	Not applicable.	Scouting America-required adult training that is renewed every two years and is taken online.

## **Appendix H**

### **Acronyms**

ANACO-CC	Assistant National Commodore – Chief Council
ANACO-CCd	Assistant National Commodore – Deputy Chief Council
ANACO-FC	Assistant National Commodore – ForceCom
ANSC	Auxiliary National Supply Center
AUXSCOUT	Auxiliary-Sea Scout Youth Development Program
ADSO-AS	Assistant District Staff Officer - AUXSCOUT
AS	AUXSCOUT Program
AUXPAD	Auxiliary Paddlecraft Program
AUXCT	Auxiliary Core Training
BA	Branch Assistant
BSA	Boy Scouts of America (doing business as Scouting America)
CG-BSX	Chief, Office of Auxiliary and Boating Safety
CG-BSX-1	Chief, Auxiliary Division
CHDIRAUX	Chief Director of Auxiliary (aka, CG-BSX)
CPR	Cardio-Pulmonary Resuscitation
CST	Council Service Territory
D-AA	District Commodore – Administrative Assistant
DCDR	Division Commander
DCO	District Commodore
DCOS	District Chief of Staff
DDC	District Directorate Chief
DDC-P	District Directorate Chief - Prevention
DIR-A	Director of Public Affairs

DIR-S	Director of Student Programs
DIRAUX	District Director of Auxiliary (dpa)
DNACO-MS	Deputy National Commodore – Mission Support
DSO-AS	District Staff Officer – AUXSCOUT
DVC-SY	Division Chief – Youth Programs
FC	Flotilla Commander
FSO-AS	Flotilla Staff Officer - AUXSCOUT
FSO-CS	Flotilla Staff Officer – Communications Services
FSO-HR	Flotilla Staff Officer – Human Resources
FSO-IS	Flotilla Staff Officer – Information Services
FSO-MT	Flotilla Staff Officer – Member Training
FSO-OP	Flotilla Staff Officer - Operations
FSO-PA	Flotilla Staff Officer – Public Affairs
FSO-PB	Flotilla Staff Officer - Publications
FSO-SR	Flotilla Staff Officer – Secretary
FSO-VE	Flotilla Staff Officer – Vessel Examinations
IS	Information Services
LOI	Letter of Intent
MOA	Memorandum of Agreement
NACO	National Commodore
NEXCOM	National Executive Committee
OIA	Order Issuing Authority
OPCODE	Operation Code
PII	Personally Identifiable Information
PPE	Personal Protective Equipment

PWO	Personal Watercraft Operator
RBS	Recreational Boating Safety
SAR	Search and Rescue
SAT	Safety Afloat Training
SO-AS	Division Staff Officer – AUXSCOUT
SO-HR	Division Staff Officer – Human Resources
SO-IS	Division Staff Officer – Information Services
SO-MT	Division Staff Officer – Member Training
SO-OP	Division Staff Officer – Operations
SO-PA	Division Staff Officer – Public Affairs
SOP	Standard Operating Procedures
SSALBT	Sea Scout Adult Leader Basic Training
SSC	Sea Scout Committee
SSDT	Safe Swim Defense Training
SSS	Sea Scout Ship
STEM	Science, Technology, Engineering, and Mathematics
VCDR	Vice Division Commander
VFC	Vice Flotilla Commander
YOA	Years of Age
YPT	Youth Protection Training