

UNITED STATES COAST GUARD  
FIFTH DISTRICT – NORTHERN REGION  
AUXILIARY POLICY MANUAL

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STANDARD OF CONDUCT



DEPARTMENT OF  
HOMELAND SECURITY

**United States  
Coast Guard  
Auxiliary**



MMS-PR-AUX (D5NR 16791) -A-CHAPTER 05-(02)

U.S. Department of  
Homeland Security

United States  
Coast Guard

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MMS-PR-AUX (D5NR 16791)-A-CHAPTER 05-(02)  
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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 05-(02)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL –  
STANDARD OF CONDUCT

Ref: (a) Coast Guard Fifth District Northern Region Auxiliary Policy Manual, MMS-PR-AUX  
(D5NR 16791)-A-(series)  
(b) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)  
(c) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
(d) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)

1. PURPOSE. This manual outlines policies and procedures for the Coast Guard Auxiliary within Fifth District Northern Region (D5NR) per reference (a). The Auxiliary D5NR is comprised of Auxiliary units and the District Auxiliary staff in the state of Delaware, in areas of Pennsylvania and New Jersey that are within the Coast Guard Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (b) and (c).
2. ACTION. Commanders, Commanding Officers, Officers in Charge, Director of Auxiliary and Auxiliarists within D5NR shall comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. The previous edition of the D5NR Policy Manual, MMS-PR-AUX (D5NR 16791)-A-CHAPTER 05-(01) is cancelled.
4. DISCUSSION. This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary. The D5NR Policy Manual (POLMAN) addresses policies and programs locally. It should be reviewed by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (b) thru (d).
5. CHANGES. Recommendations for changes to this instruction are encouraged and forwarded to the Director of Auxiliary via the chain of leadership and management. A list of recent changes are included.
6. PROCEDURES. Official distribution of this manual will be via electronic copy to the Auxiliary Executive Committee (EXCOM) and e-mailed for distribution. An electronic version will be located at: <https://5nr.org/diraux-guidelines-policies-and-manuals/>

7. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this instruction contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
8. RESPONSIBILITY. Commander, Fifth Coast Guard District, Director of Auxiliary (dpa-n), is responsible for the content and upkeep of this instruction. Questions or concerns about this material contained in manual should be emailed to Director of Auxiliary (D5NR) at [D05-SMB-NRDIRAUX@USCG.MIL](mailto:D05-SMB-NRDIRAUX@USCG.MIL)
9. DISCLAIMER. This instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational direction for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
10. RECORDS MANAGEMENT CONSIDERATIONS. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
12. FORMS AVAILABILITY. All forms required by this instruction may be ordered from the Auxiliary National Supply Center.

*Victoria L Taylor-Davies, LCDR*

V.L.TAYLOR-DAVIES  
Lieutenant Commander, U.S. Coast Guard  
Fifth Coast Guard District Northern Region  
Director of Auxiliary

*20 JULY 2021*

**Significant changes to the D5NR Policy Manual made in this revision:**

**Chapter 5 – Standard of Conduct (Chapter 5)**

1. Updated per MMS-PR-AUX(D5NR 16791)-A-02
2. Updated Director of Auxiliary (DIRAUX) phone and email

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## CHAPTER 5

### STANDARDS OF CONDUCT

- A. Core Values. These are more than just rules of behavior. They are deeply rooted in the heritage that has made the Coast Guard and Coast Guard Auxiliary great. They demonstrate who we are and guide our performance, conduct, and decisions every minute of every day. Because Auxiliarists represent the Coast Guard to the public, we must all embrace these values in all we do.
1. Honor. Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our personal actions. We are loyal and accountable to the public trust.
  2. Respect. We value diversity and treat each other with fairness, dignity, and compassion. We encourage individual opportunity and growth. We encourage creativity through empowerment. We work as a team.
  3. Devotion to Duty. We are professionals who seek responsibility, accept accountability, and are committed to the successful achievement of our collective goals. We exist to serve. We serve with pride.
- B. Professionalism. All Auxiliarists are expected to conduct themselves in a manner that honors the uniform and the service. Unprofessional, unethical, or other inappropriate conduct shall not be tolerated and, if serious enough, should be disciplined. In general, if someone is in doubt as to whether or not a particular action, behavior, or comment is appropriate, odds are that it is not. Members who observe such behavior shall politely and respectfully counsel the offending Auxiliarist on the spot (regardless of office or position) for minor violations and/or report the offense to the appropriate elected leader. For more serious violations or if an initial attempt to counsel the individual is not successful, the member must immediately refer to their chain of leadership. While this might be uncomfortable, silence implies acceptance.
- C. Elected and Appointed Officers. Elected and Appointed Officers are expected to take their prologue and pledge to heart. These are more than just words; they are a standard of leadership and a promise to serve consistently, diligently and faithfully.
1. Prologue: The pledge you are about to take is your commitment to support the United States Coast Guard Auxiliary, an organization dedicated to the promotion of boating safety and providing assistance to the United States Coast Guard in the fulfillment of its civil functions. You accept this membership as a volunteer, and as a member you are charged with certain responsibilities and obligations. These include your willingness to support the Coast Guard Auxiliary and its purposes, to faithfully execute your duties, and to participate

in its authorized programs to the best of your ability and to the extent that time and circumstances permit.

As an Auxiliarist, you enjoy certain honors and privileges, among them, wearing the Auxiliary uniform and flying the Auxiliary Ensign. Wear the uniform neatly and correctly and fly the Blue Ensign proudly. Remember that your conduct reflects directly upon the image of both the Coast Guard and the Auxiliary.

The satisfaction you derive, from your Auxiliary membership, will be in proportion to your level of participation in the organization's activities. The success of the Coast Guard Auxiliary will depend upon the extent of your participation and upon the quality of the Auxiliary leaders that you, the member, select.

For further information, please refer to reference (b) of this manual, Chapter 3, Section B, Figure 3-1.

2. Pledge: "I, (your name), solemnly and sincerely pledge myself to support the United States Coast Guard Auxiliary and its purposes, to faithfully execute my duties, and to abide by the governing policies established by the Commandant of the United States Coast Guard." For further information, please refer to reference (b) of this manual, Chapter 3, Section B, Figure 3-1.

D. Member Capability.

1. Auxiliarists who conduct operations or other missions shall put safety first while conducting operations. Members will apply Team Coordination Training (TCT), Crew Resource Management (CRM), and Operational Risk Management (ORM) concepts at all times.
2. Policy, as per reference (c) of this manual; Chapter 1.L, require members to maintain the ability, mobility and endurance to safely and properly execute their duties and to use good judgment and common sense when evaluating their continuing ability to carry out their assignments. If a member's status change, due to a physical impediment or physician's advice, the member shall decline the orders. This policy is intended to ensure the safety of the member, the crew, the facility, and the public.
3. Action.
  - a. Prior or during - a mission or exercise - all members, particularly those in elected leadership positions, should be attentive to the performance of their members in the surface; air; and marine safety programs. Specifically, as it applies to their ability to perform all required tasks.
  - b. If a concern arises about a member's physical or cognitive abilities, the concern should be documented and submitted to the appropriate DCAPT, via the elected Chain of Leadership and Management (e.g., e-mail to FC, then to DCDR, then to DCAPT). The DCAPT, in turn, will bring the matter to the attention of the Executive Committee

(EXCOM) for review and potential action, assuming the DCAPT is unable to make a determination. It is incumbent, upon all elected officers, to forward the information immediately with any additional input they feel qualified to contribute.

- c. The DCAPT will review the information provided and make a recommendation to the Director of Auxiliary (DIRAUX), who will consider all pertinent information and take one of the following potential actions (though this list is not all-inclusive):

- (1) Dismiss the case without action.
- (2) Request an appropriate party (e.g., Operations Training Officer (OTO), DCDR, Division Staff Officer Aviation (DSO-AV), Division Staff Officer Operations (DSO-OP), or their designee) to conduct a “check ride” or evaluation visit with the member to evaluate their ability, mobility and endurance in accordance with references (a) thru (d) of this manual. If it is determined, that the member is no longer capable to safely execute their assigned duties, the member shall be reassigned or deemed inactive (but would retain any earned ribbons or pins).
- (3) Notify the member that sufficient evidence exists to warrant immediate removal from the program based on their inability, immobility, or lack of endurance and that they shall be deemed inactive (but would retain any earned ribbons or pins).

Note: This is, absolutely, not an effort to reduce membership participation in these programs. It is based, strictly, on the need to maintain a safe and professional environment while protecting our members, facilities, and the public.

- E. Augmentation of Coast Guard Units. Auxiliarists who augment Coast Guard units, do so at the pleasure of the commanding officer or officer in charge (or for offices or branches, the appropriate Coast Guard supervisor). These important tasks are frequently critical to the successful execution of the unit’s mission. Auxiliarists are expected to comply with all expectations, policies, and regulations of the host command and, may be released from this privilege at the discretion of the command.
- F. Ethics. In carrying out all duties of the Coast Guard Auxiliary, it is imperative that all members abide by Commandant Standards of Ethics. Missions such as Vessel Exams (VE's), Commercial Fishing Vessel Exams (CFVE's), decal programs, and contracting for service agreements with public and private entities should be closely monitored to ensure no improper representation occurs or is implied. District Five Northern Region (D5NR) legal staff should always be consulted whenever there is a question. The continued integrity and reputation of the organization is critical to its success.