

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

DISTRICT CONFERENCES



DEPARTMENT OF
HOMELAND SECURITY

**United States
Coast Guard
Auxiliary**



MMS-PR-AUX (D5NR 16791) -A-CHAPTER 17-(01)

U.S. Department of
Homeland Security

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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 17-(01)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL –
DISTRICT CONFERENCES

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)

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 Chapter 17 (D5NRINST M16790.1d of 13 Mar 2012) 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 (c).
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
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. Most if not all required forms can be downloaded from the D5NR website. <https://5nr.org/member-links/d5nr-forms>, or may be ordered from the Auxiliary National Supply Center.

Victoria L Taylor-Davies, CDR

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

10 NOV 2021

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

Chapter 17 – DISTRICT CONFERENCES

1. Updated per MMS-PR-AUX(D5NR 16791)-A-03
2. Spelled out acronyms for first time use
3. Updated outdated systems to currently used systems
4. Wordsmith for more understanding

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CHAPTER 17

DISTRICT CONFERENCES

A. General.

1. District Five Northern Region (D5NR) conferences are normally held on a semi-annual basis at different locations based on best prices obtained during contract negotiations. Divisions are invited to provide assistance with setting up and helping with conferences. Ideally, these meetings shall be rotated between areas and held on weekends during the months of March and September. Due to national conference priorities, District meetings are scheduled to accommodate national events.
2. District Conferences are organized to provide for periodic business meetings of the District Board and the Past Captains' Association; to offer training presentations and mission directive training for Division and Flotilla members, and to enhance and promote the fellowship cornerstone. Conferences are usually held on a weekend from Friday afternoon through Sunday morning. These events offer the opportunity for District Elected Officers and District Staff Officers to meet with Division and Flotilla counterparts on a periodic basis for the exchange of information and ideas, as well as discussion and resolution of problems.
3. Arranging and conducting negotiations for a District Conference is a very challenging and time consuming task. For this reason the position of District Conference Coordinator (DSO-C) has been created as an addition to the District Commodore's (DCO) Staff. It is essential that the DCO, District Chief of Staff (DCOS), DSO-C, District Staff Officer for Mandated Training (DSO-MT), District Administrative Aide (D-AA), District- Administrative Aide (D-AD), Executive Committee (EXCOM) and the Director of Auxiliary (DIRAUX) to communicate, cooperate and work closely as a professional team in planning, organizing and scheduling conference events, training and activities, per the specific assignments and guidelines listed below. Without exception, any and all activities and events scheduled in conjunction with a conference must be coordinated with the DSO-C and the DCO.

B. Assignments and Duties.

1. District Commodore (DCO). Coordinate the activities of all persons associated with planning conferences.
2. District Chief of Staff (DCOS).
 - a. Develop, plan and execute the training programs for all conferences (in concert with the District Staff Officer- Member Training (DSO-MT).
 - b. Provide DIRAUX with a list of:

- (1) Designated Instructors, eight weeks prior, who require official orders (funding permitting).
 - (2) Provide training Aids needed for Designated Instructors (e.g., computers, projectors).
 - (3) Provide breakdown of specific aids required in each training room; with timelines.
 - c. Collect reports from the District Board, District Chiefs and District Staff Officers and email to the District Board as well as make available for distribution on the D5NR website.
3. District Conference Coordinator (DSO-C).
- a. Select and visit hotels suitable for holding conferences.
 - b. Ensure that an appropriate number of hotel rooms are set aside.
 - c. Negotiate the contract for all planned functions and activities as follows:
 - (1) All group meals.
 - (2) Friday's meetings and events.
 - (3) District Board Meeting.
 - (4) Coffee breaks.
 - (5) Training rooms and hospitality rooms.
 - (6) Commodore's Banquet.
 - (7) Past Captains' Association and members Breakfast.
 - d. Prepare registration forms and/or web portal.
 - e. Collect and safeguard all registration and meal fees.
 - f. Keep track of registration information by entering it into an electronic database or spreadsheet. Utilize this data in a timely fashion to appraise the DCO, DCOS, D-AA, D-AD, Designated Instructors and the hotel of the information they need so that they may

plan accordingly.

- g. Establish conference costs with consideration to the local allowable government per diem rate and affordable charges for those members attending.
- h. Make advance hotel room reservations per Section G of this chapter.
- i. Ensure that all meeting and training rooms are prepared as required.
- j. Coordinate with host division to ensure adequate on-site assistance as required.

4. District Administrative Assistant (D-AA).

- a. In consultation with the DCO, DIRAUX, D-AD and (for the Spring Awards Conference) the State Liaison Officers (SLOs), compile a list of individuals to be invited to the conference.
- b. Send “save-the-date” notifications to potential DCO invitees.
- c. Prepare necessary conference invitation letters, envelopes and Special Guest Registrations; and deliver them to the DCO for signature and distribution.
- d. In consultation with the DCO, compile a list of individuals to be invited to the Commodore’s Dinner (on Friday night), deliver the invitations, and advise the DSO-C of requested meal preferences as required.
- e. Compile a list of all VIP attendees and liaise with DSO-C (and others as required) to ensure transportation is provided to and from airports for VIP’s requiring this service.
- f. In consultation with the DCO, prepare and distribute invitations to the DCO’s cocktail party on Saturday evening.
- g. Assist D-AD with the proper seating at reserved tables for all meal and awards functions. Prepare place cards as needed.
- h. Assist as necessary during presentation of awards.
- i. Assist D-AD in the setup of rooms for the Board Meeting and Commodore’s Banquet.
- j. In consultation with the DCO, prepare the meeting agenda and ensure that sufficient copies are available for all attendees.
- k. Advise the DCO of the names and titles/rank of all guests in attendance at the Board

Meeting.

1. Assist the DCO as may otherwise be required.

5. District Administrative Aide (D-AD).

- a. With the assistance of the DCO and DIRAUX, write the banquet script and provide copies as needed. A copy of the script shall be furnished to the District Staff Officer – Secretary (DSO-SR) upon the completion of the Commodore’s Banquet.
- b. Ensure that biographies of guest speakers are current and included in the scripts.
- c. Ascertain the names and Flotillas of members who have crossed the bar since the last conference. Only those names obtained from the District Staff Officer (DSO-HR) will be entered on the script.
- d. Work with the Color Guard to ensure that the flags are available for the Board Meeting and that the Color Guard is available for the Commodore’s Banquet.
- e. Ensure that the memorial bell is available at the Commodore’s Banquet and that someone is assigned to toll the bell.
- f. Welcome guests and members to the Commodore’s Banquet, introduce the head table and honors table(s), and call upon the Color Guard to present colors and the Lay Person to give the invocation.
- g. In concert with the Awards Committee Chair, compile, collect and organize all of the awards being presented.
- h. Assist the DCO as may otherwise be required.

6. Executive Committee (EXCOM).

- a. Well in advance of each conference, decide whether to have a guest speaker, vendors, special presentations, etc. Coordinate any plans regarding these areas with the DSO-C.
- b. DCAPT’s, DCOS and DCO will purchase predetermined items for the Hospitality Room for Friday and Saturday nights events.
- c. Items of food necessary to support the Hospitality Room events for Friday and Saturday nights will normally be determined and purchased by the Food Services Team.
- d. The members of the EXCOM and their spouses will act as hosts for all members and

guests who attend the hospitality and special functions, ensuring that guests are properly introduced to others and are made to feel at ease in their surroundings.

e. Interact with members attending the conference as much as possible.

6. Director of Auxiliary (DIRAUX).

a. Liaise with the DCO well in advance regarding the expected availability of Coast Guard funding for the next two conferences (e.g. for official orders).

b. Prepare, approve and issue travel orders (budget permitting), for funded members (e.g. the District Board and Designated Instructors), as requested by the DCO, DCOS and DSO-C.

c. Assist D-AA, D-AD and/or DSO-C as requested, other obligations permitting.

d. Interact with members attending the conference as much as possible.

e. Ensure funded members are educated on proper procedures for submittal of travel claims.

f. Ensure that DIRAUX Staff are onsite for the last day to help with the processing of travel claims.

C. Location.

1. Meeting locations shall be selected in as timely a fashion as possible so as to move conferences around the District, thereby giving as many members as possible the opportunity to attend. This will be done while keeping in mind cost factors for the members and budgetary constraints of DIRAUX and D5-NR.

2. When selecting a meeting location, consideration should be given to its accessibility from major interstate highways, and ideally, a major airport (for dignitaries traveling from outside of D5NR).

3. The hotel and/or conference center should have ample parking, good lighting, comfortable and well-appointed sleeping accommodations, ballrooms and meeting rooms large enough to accommodate conference and member needs.

5. The hotel should be as handicap accessible as reasonably possible; with ramps and/or elevators as an alternative to stairs or steps.

D. Contract Negotiations.

1. DSO-C is the principal contract negotiator for the District.
2. DSO-C shall negotiate the rates for rooming and other hotel services applicable to conference needs.
3. Complimentary suites, meeting rooms and other items shall be considered during contract negotiations.
4. DSO-C shall work with the hotel restaurant staff to provide an attractively priced, good wholesome menu for the members.
5. The DCO (or the DCO's designated representative) shall visit each potential hotel site prior to requesting a contract to determine if the building configurations are acceptable.
6. DSO-C shall ensure that there are adequate facilities to accommodate the needs of handicapped members and/or guests.
7. The facility shall provide adequate security for attendees and their property.
8. The hotel shall ensure that adequate registration clerks, cook staff, serving staff, and custodial staff are present during the entire conference.
9. The hotel staff should be responsive to any needs that may arise during the conference.

E. Contract.

1. A contract shall be prepared by the hotel based on the requirements as specified by DSO-C. The contract shall be submitted to the DCO via the DSO-C for approval.
2. If the contract meets all requirements, DSO-C shall forward the contract to District Staff Officer – Legal Parliamentarian (DSO-LP) for a legal review.
3. If approved by DSO-LP, the contract shall be sent to the DCO for approval and signature.
4. If the contract requires changes before final approval, DSO-LP or the DCO shall return the contract to DSO-C who shall negotiate the required changes with the hotel.
5. Any supplemental contracts shall be negotiated and approved per D5NR policy.

F. Special Guests.

1. Only the DIRAUX and DCO can invite Special Guests to a conference. Special guests shall normally be provided with a room and meals paid for by the District. NOTE: Coast Guard members shall normally be funded by their unit (e.g., D5, Sector Delaware Bay, etc.).
2. Transportation to and from airports or other facilities shall be provided for Special Guests as necessary.
3. Only the President of the Past Commander's Association (PCA) can invite guests to the PCA breakfast. The President of the PCA, in conjunction with the DSO-C, should ensure that adequate seating is provided for all attendees, especially for VIPs and Special Guests.

G. Reservations and Registration.

1. Hotel reservations are required for all members staying at the conference facility.
2. To obtain the negotiated rate, reservations must be made prior to the designated cutoff date (as publicized on the registration form).
3. DSO-C shall make reservations for EXCOM, District Board Members, District Captains, selected District Staff Officers, Special Guests and Designated Instructors.
 - a. Special guests are specifically invited by the DIRAUX or DCO. The DCO shall furnish the DSO-C with the names of special guests.
 - b. Designated Instructors are identified by the DCOS (working with the DSO-MT). The DCOS shall furnish DSO-C with the names of Designated Instructors.

H. Registration Forms and Uniforms.

1. Registration information will be emailed and posted on the D5NR website well in advance of the registration deadline. Members who have registered and pay for meals in advance will be provided with meal tickets upon arrival.
2. Registration forms should include all costs associated with the conference (e.g. hotel rooms, meals and registration), the uniform-of-the-day for all activities, and a tentative program of planned daily activities. This gives those planning to attend the conference an idea of what to pack and provides advance notice of the scheduled activities and special events that they may attend (including scheduled training activities or workshops).
3. The registration form should also contain adequate instructions on how to get to the conference location and a telephone number for the hotel (and web site, if applicable). If

warranted, a map should be included.

I. Registration and Information Table.

1. A registration and information table should be provided in the lobby of the hotel to assist attendees upon their arrival.
2. The DSO-C will solicit help with the manning of the registration and information table to ensure members arriving get their meal tickets, schedules and maps of the hotel and meeting rooms.
3. The registration and information table should normally be manned in coordination with the training and activity schedule.
4. When unattended, a sign should be posted at the registration and information table with the name and location of the responsible person to contact with any questions (e.g., for late arrivals).

J. Transportation.

1. There may be a need to transport Special Guests to and from the conference from a local airport. D-AA and DSO-C will work together with the local DCDR to identify someone for this task.
2. The selected person must be in proper uniform, have an understanding of Coast Guard rank structure and Coast Guard Auxiliary titles, and be very familiar with the local area.
3. A clean and spacious vehicle shall be utilized for this purpose, when required.
4. The selected person shall communicate the Special Guest's estimated time of arrival (ETA) at the hotel to the DCO, DCOS and/or the DSO-C so that the Special Guest can be welcomed on arrival. NOTE: The DSO-C should be alert to the arrival of all Special Guests, whether they needed transportation assistance or not, and promptly advise the DCO, DCOS or appropriate EXCOM member of their arrival at the hotel.

K. Meeting Rooms.

1. It is the responsibility of DSO-C in coordination with D-AD to ensure that the rooms provided for the District Board meeting and Commodore's Banquet are satisfactory.
2. Lighting, adequate tables and seating, along with proper speaker hookups will be ensured. It

is better to have too much space than not enough.

3. All other meeting and training rooms will be of adequate size, lighting and engineering (e.g., heating, cooling and noise control) to ensure an effective environment, with comfortable seating and appropriate work space, as necessary.
4. DSO-C will ensure that there is an adequate space provided for the Hospitality room. A large suite with a kitchen, microwave and counter space for the preparation of food is ideal. There should also be a sink and refrigerator in the room. DSO-C will make arrangements for ice as needed.

L. Finances.

1. Proceeds collected by DSO-C shall be turned over to District Staff Officer of Finance (DSO-FN) within seven working days after the conclusion of a conference.

M. Post Conference Reports.

1. D-AA and D-AD shall provide post conference comments and feedback to DSO-C within twenty days after the conclusion of the conference.
2. District Captains (DCAPT) should solicit comments from the Division Commanders (DCDR) within their area for discussion at the next meeting of the EXCOM.
3. DSO-C shall work with the DCO, DCOS, and DSO-MR to have a survey sent to all members to gauge reaction and feedback.
4. DSO-C shall submit a District Conference Financial and Attendance Summary within thirty days following each conference to DSO-FN, DCOS and the DCO.
5. Comments regarding problems encountered and suggestions for future conference planning may be included on separate pages of the final report submitted to the EXCOM by DSO-C.

NOTE: Clearly, it is neither possible nor desirable to document in this chapter every task that needs to be done once the conference is underway. The DCO, DCOS, DSO-C, D-AA, D-AD, EXCOM and DIRAUX are well versed in their individual responsibilities. These individuals should strive to train other members to assist with tasks so there is no void in the event someone becomes sick or is otherwise unable to attend. Likewise, each team member should prepare and maintain a checklist of tasks of his/her responsibilities (along with a summary of any key lessons learned or pitfalls to avoid) that another member could easily follow if circumstances required.