

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

---



DEPARTMENT OF  
HOMELAND SECURITY

**United States  
Coast Guard  
Auxiliary**



MMS-PR-AUX(D5NR 16791) -A-(03)

U.S. Department of  
Homeland Security

United States  
Coast Guard

Commander (dp)  
Fifth Coast Guard District



431 Crawford Street.  
Portsmouth, VA 23704  
Staff Symbol: (dp)  
Phone: (215)271-4937  
Fax: (757)398-6203

MMS-PR-AUX(D5NR 16791)-A-(03)

20JUL2021

FIFTH DISTRICT NORTHERN REGION MISSION MANAGEMENT SYSTEM  
PROCEDURE

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

Ref: (a) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
(c) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)

1. **PURPOSE.** To implement and supplement the overarching policy guidance contained in reference (a) within the Fifth District Northern Region (D5NR). The Auxiliary Fifth District, Northern Region is comprised of all Auxiliary units and the district Auxiliary staff in the state of Delaware, and in areas of Pennsylvania and New Jersey that fall within the CG Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (a) and (b). This instruction supersedes MMS-PR-AUX(D5NR 16791)-A-(02), for the reasoning of updating the website in section 6. All else remains the same.
2. **ACTION.** Commanders, Commanding Officers, Officers in Charge, and the Director of Auxiliary and Auxiliarists within the Fifth District, Northern Region shall comply with the provisions of this instruction.
3. **DIRECTIVES AFFECTED.** The previous edition of the D5NR Policy Manual (D5NRINST M16790.1D of 13 Mar 2012) is cancelled. This policy will now be broken out by chapter with each chapter independent of each other. Each section for MMS-PR-AUX(D5NR 16791)-A-(series) will be labeled by chapter.
  - a. MMS-PR-AUX(D5NR 16791)-A-(series) is Mission Management System-Procedure-Auxiliary District Five Northern Region COMDTINST 1679-A-(series). When MMS-PR-AUX(D5NR 16791)-A-(series) and the below chapters are updated, all will remain the same in their title except for the series number will increase by one. For example:
    - i. MMS-PR-AUX(D5NR 16791)-A-CHAPTER 01-(01) means Mission Management System-Procedure- District Five Northern Region COMDTINST 16791. The 'A' is designated for the Auxiliary District Five

Northern Region Policy. 'CHAPTER 01' is designated for 'Organization as 'CHAPTER 02' is designated for 'Membership and General Administration' and so forth. The '(01)' is the series and the only part of this alpha-numeric title that is subject to change each time the policy is updated. This series number will increase by one each time the procedure is updated.

- b. D5NR DIRAUX will have the authority to create/edit the below chapters which will be coded as follows, each (xx) is a series that will change with each update:

CODE	TITLE
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 01-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>ORGANIZATION</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 02-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>MEMBERSHIP AND GENERAL ADMINISTRATION</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 03-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>AUXILIARY DATA SYSTEM (AUXDATA)</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 04-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>MEMBER TRAINING AND QUALIFICATIONS</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 05-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>STANDARDS OF CONDUCT</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 06-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>FACILITIES</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 07-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>ATON, PATON, AND CHART UPDATING PROGRAM</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 08-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>PATROLS</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 09-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>SEARCH AND RESCUE DETACHMENT (SARDET)</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 10-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>COMMUNICATIONS</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 11-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>AVIATION PROGRAM</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 12-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>AWARDS</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 13-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>PUBLIC AFFAIRS</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 14-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>EMERGENCY RESPONSE PLAN</b>

MMS-PR-AUX(D5NR 16791)-A-CHAPTER 15-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>QUALIFICATION EXAMINER PROGRAM</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 16-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>CHANGE OF WATCH CUSTOMS AND PROTOCOL</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 17-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>DISTRICT CONFERENCES</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 18-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL - <b>AUXILIARY FOOD SERVICE</b>
MMS-PR-AUX(D5NR 16791)-A-CHAPTER 19-(01)	FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL – <b>PERSONALLY IDENTIFIABLE INFORMATION</b>

4. **DISCUSSION.** This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary as identified through revision of ref (a). Additionally, the D5NR Policy Manual (POLMAN) addresses policies and programs at the local level. It should be reviewed in its entirety by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (a) thru (c).
5. **CHANGES.** Recommendations for changes to this manual are encouraged and should be 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 EXCOM and e-mailed for distribution. An electronic version will be located at <https://www.5nr.org/diraux-guidelines-policies-and-manuals/>.
7. **PRIVACY COMPLIANCE.** When completed, the numerous forms identified or referred to in this Manual 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 manual and instruction. Questions or concerns about this material contained in manual should be addressed to Director of Auxiliary (D5NR) at 215-218-1031.

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 procedure 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 procedure 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 Guide may be ordered from the Auxiliary National Supply Center.

M.C. Reed  
Captain, U.S. Coast Guard  
Chief, Fifth District Prevention Division