

**U.S. Coast Guard Station New London
Auxiliary Augmentation Team
Division 025-01SR
Policies And Guidelines For Membership**

Reference: Auxiliary Operations Policy Manual COMDTINST M16798.3E

The following policies and guidelines have been established by the command at Coast Guard Station New London, Ct. All members participating in this program will be issued annual Non-reimbursable orders.

Basic Requirements:

To become a member of the station augmentation team an Auxiliarist must first meet the following requirements.

1. Hold a current Auxiliary identification card.
2. Be Basically Qualified.
3. Be a member in good standing of division 025.
4. Have total interest in one of the billets open to Auxiliarists.
5. Have the proper uniforms of the day required for a selected billet.
6. Submit the completed augmentation application.
7. Submit the letter of approval from the member's Flotilla Commander.
8. Be willing to stand duty for the required minimum hours per month for a selected billet.

Additional Requirements For The Following Billets:

Administration:

1. Complete a minimum of 96 hours per year (8 hours per month).
2. Have skills in record keeping and computer word processing.

This billet consists of record keeping and computer word processing. The member may also assist station personnel in other administrative tasks.

Armory:

1. Complete a minimum of 96 hours per year or (8 hours per month).
2. Have knowledge of weapons handling and servicing.
3. This billet may require active duty security clearance.

This billet consists of assisting the station weapons officer with weapons cleaning and other tasks.

Communications:

1. Certified and Break-in watchstanders are required to complete a minimum of (2 four-hour watches each month) to remain current in the program.
2. Must have satisfactorily completed the AUXCOM course
3. Must meet Coast Guard audio and visual requirements
4. To become qualified as a watchstander, a written test and oral board must be passed.

This billet consists of radio, telephone and computer operation along with record keeping and other paper work.

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Damage Control Team:

1. Complete a minimum of (8 hours per month) on a day that the DC team meets.
2. Must have experience in carpentry, masonry, painting, plumbing, and general repairs.
2. Must be able to work alone on assigned tasks.

This billet consists of undertaking general repairs to buildings and property. It also consists of new construction of assorted projects.

Historical Records:

1. Complete a minimum of 96 hours per year (8 hours per month).

This billet consists of collecting and organizing scrapbooks and stations electronic media bringing this material up to date preserving past history.

Ice Patrols:

1. Must be available for ice patrol on each day of the month during winter season.
2. A minimum of 2 persons is required for each patrol.

This billet consists of visiting selected bodies of water and measuring thickness of ice and reporting all conditions to Station New London and Sector Long Island Sound.

Operations:

1. Complete a minimum of 96 hours per year (8 hours per month).
2. Hold the title of Division Operations Officer.

This billet primarily gives the division operations officer a base office to work out of where he/she can work more closely organizing patrol craft for station operations.

Station Boat Crew:

1. Be currently qualified as a regular or reserve crewman, engineer, or coxswain or be currently qualified as an Auxiliary boat crewmember or coxswain.
2. Must be certified as physically fit by a medical doctor.
3. Must complete all physical fitness requirements
4. To become crew qualified an underway and oral board must be passed.
5. To remain qualified a boat crewmember or engineer complete (40 hours of underway time every 6 months). Ten percent of this time shall be at night and all required drills and training must be completed.

This billet consists of augmenting on board a regular Coast Guard platform as needed by station operations. Auxiliarists do not take part directly in law enforcement operations.

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Station Security:

- 1. Complete a minimum of (8 hours per month) at station.**
- 2. Prior experience in security operations is preferred.**
- 3. Be on call for station functions requiring gate or other security.**

This billet consists in assisting station New London in security matters when needed as gate guards and other base security needs. This is an un-armed billet.

The above requirements and information in this publication are by the direction of the command at station New London in conjunction with Coast Guard policies.

By Direction: _____ Date: _____

**Commanding Officer
Coast Guard Station New London**

