

July 12, 2020

D11 Northern Region Auxiliary Members,

****Only the below listed Auxiliary Activities and activities that can be completed virtually are authorized in D11. For all other Auxiliary Activities a waiver must be routed to the D11 Commander for final approval determination.****

In accordance with the attached D11 Novel Coronavirus (COVID-19) - D11 Auxiliary Awareness and Guidance approved by the District 11 Commander, and the Auxiliary COVID-19 Reconstitution Guidance put out by CG-BSX-1, the activities listed in paragraph 4. of COVID-19 Aux Awareness and Guidance Memo may be approved by the appropriate order issuing authority (OIA). In order to be assigned to duty for these activities you shall follow all personnel protective equipment and training requirements outlined in the two above mentioned documents. In addition every Auxiliarist participating in one of the approved activities must complete and submit the attached Aux-COVID-19 High Risk Certification Form and submit it to the DIRAUX office and appropriate OIA in order to be considered for assignment to duty. Every Auxiliarist completing non-virtual Auxiliary activities must become familiar with all attached documents. If you have questions route them thru your chain of leadership to the DIRAUX office.

Due to current District Eleven policy prohibiting Active Duty members from commuting in uniform, Auxiliary members will only be authorized to wear an Aux polo and khakis or clean pants/shorts for all approved activities.

The below list of activities are no longer authorized to be approved by an Auxiliarist but can only be authorized by the appropriate active duty OIA listed below. All approved activities are to be conducted individually unless otherwise noted specifically below or being conducted with a member of the same household. All Aux-COVID-19 High Risk Certification Forms and requests for assignment to duty must be submitted to the appropriate OIA and DIRAUX office via the shared email inbox D11AUXNorthern@uscg.mil at least one week prior to the requested assignment to duty date.

A member may request assignments to duty for a week at a time. For example if an examiner would like to complete VSCs on Thursday, Friday and Saturday, they may submit one request for all days one week in advance. A new Aux-COVID-19 High Risk Certification Form does not need to be submitted with each request for assignment to duty as long as the member states that the form has been submitted and there are no changes to the members status. All other non-virtual Auxiliary Activities at the request of an Active Duty unit may only be approved by the D11 Commander via the waiver process. DIRAUX and Auxiliary Leadership will continue to monitor the COVID-19 situation within the District and propose an appropriate Phase 2 to the District Eleven Commander in order to maintain members health and safety. At this time I do not know exactly when Phase 2 will be approved or what activities it will include.

Approved Phase 1 activities, and who the Order Issuing Authority (OIA) is:

- a. **Private Aids To Navigation Verifications.** Missions that can be completed from land are authorized. **OIA - DIRAUX/OTO**
- b. **Life Jacket Wear Rate Observations.** The Auxiliary Life Jacket Wear Rate Observation Program (AUXLWO) is currently only approved in D11 Southern region. Observations may be made at sites and on weekends as announced by the auxiliary national AUXLWO coordinator. **OIA - DIRAUX/OTO**

- c. **Marine Dealer Visits or RBS Program Visits (PV).** Individual visits may be made to marine dealers for 'no-contact drop-off' of up-to-date boating safety materials only. The public-facing or Q&A portion of this Auxiliary mission is prohibited. **OIA - DIRAUX/OTO**
- d. **Telecommunications.** Missions that can be completed with a single member and do not involve public interface are authorized. **OIA - DIRAUX/OTO/Sector**
- e. **Vessel Safety Checks (VSC).** May be completed if they can be performed without boarding the vessel. The Examiner may stand alongside the vessel from a pier or a trailer as long as they maintain social distancing from the owner. Auxiliarists should leverage technology to complete VSCs via photographs. If there is a demand at a particular location multiple Examiners may be allowed at one location but each examiner must work independently. **Facility inspections are NOT authorized at this time.** DIRAUX is working to develop a plan for safe facility inspections and will provide information with available. **OIA - DIRAUX/OTO/Sector**
- (1) Examiners will work individually with the vessel operator/owner to work through a vessel exam. Examiners should have owners point to or hold up items and take pictures of items that cannot be viewed from outside the vessel. If space permits and social distancing can be maintained, there may be more than one examiner at a site (i.e. marine dealer parking lot), but for the exams, only one examiner may be working in concert with the vessel owner.
 - (2) Sign-in sheets are recommended for areas where more than one exam is being requested (i.e. boat ramps) to assist in flow and order of the exams. The examiner should maintain control of the sign-in sheet and write the owners name and contact information down to minimize the handling of clip boards and pens. If a clipboard or pen is handled by multiple people it must be sanitized after each use.
 - (3) If it is determined that a complete vessel exam cannot be completed while maintaining the above social distancing practices, the boat owner should be directed to the virtual VSC checklist (<http://wow.uscgaux.info/content.php?unit=V-DEPT&category=virtual-safety-check>) and the examiner should retain the owners contact information so they can be contacted when social distancing requirements have been relaxed and the VSC can be completed.
- f. **Proctoring.** Member to member exam proctoring is authorized as long as PPE is worn and six feet of physical separation is maintained at all times. Only one-on-one testing may be conducted. **OIA - DIRAUX/OTO**
- (1) For tests proctored on a computer, hand sanitization should be used by the proctor and the student before using the keyboard.
- g. **Citizenship Verifications.** Potential new member citizenship verifications may be completed as long as PPE is worn and six feet of physical separation is maintained at all times. Only one-on-one verifications may be conducted. **OIA - DIRAUX/OTO**

V/R
CDR Paige Keenan

Director of Auxiliary (Northern and Southern Regions) Eleventh Coast Guard District
Coast Guard Island Bldg 50-2 Alameda, CA 94501
Email: Paige.A.Keenan@uscg.mil

Desk: 510-437-3326

Cell: 510-590-2449