

U.S. Department of  
Homeland Security

**United States  
Coast Guard**



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District Eleven

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16790  
05 JAN 2024

## MEMORANDUM

From: Thomas C. Perez, CWO-2 By direction  
CGD ELEVEN (dpa-nr)

To: U.S. COAST GUARD ELEVENTH DISTRICT NORTHERN REGION AUXILIARY

Subj: OFFER FOR USE DISTRICT PROCEDURES

Ref: (a) Auxiliary Operations Process Guide Volume I AOPG 16798.21 (series)  
(b) Auxiliary Operations Process Guide Volume II AOPG 16798.32 (series)  
(c) Auxiliary Operations Process Guide Volume III AOPG 16798.33 (series)

1. Facilities must be inspected and a new offer for use must be completed on an annual basis. The initial and each renewal inspection must be conducted by an appropriate facility type inspector. Inspectors must report inspection findings on the current version of the correct inspection form for the type of facility on an annual basis.
2. Documentation, Registration, insurance, and photos must be updated within 30 days prior to offer for use request.
3. Photos of a vessel must include a clear view of the port bow, starboard bow, port beam, starboard beam, port quarter, starboard quarter, and the stern.
4. Photos of an air facility must include the left and right nose quarter.
5. Photos of a vehicle must include the front and rear quarter, left side, and right side.
6. Boat Trailers shall utilize the USCG Auxiliary Trailer Check List provided in the OTO webpage. [District 11NR Operations Training Officer \(uscgaux.info\)](http://uscgaux.info) located in the Trailer / Motor Operations Resources section.
7. All pertinent documents and photographs are to be uploaded into Aux Data II under the Facility Inspections section.

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