



**Charting
your course
for service in the
UNITED STATES COAST
GUARD AUXILIARY**

**MEMBER
INVOLVEMENT
PLAN**

MAKING CHOICES FOR SUCCESS!

Charting a course creates success for the United States Coast Guard Auxiliary missions and programs, while providing satisfaction and pride by our members.

This booklet of planning is designed as a working document to be maintained for support of our member's involvement. We look forward to your active involvement in Auxiliary activities.

DEPARTMENT OF PERSONNEL

(REV. 10/2005)

MEMBER INVOLVEMENT PLAN

The AUXILIARY MEMBER INVOLVEMENT PLAN is a process whereby an exchange of commitments is made between the member and the Auxiliary. The plan quantifies the commitment and establishes a set of measurable goals. The graphics used in this plan are a tool to be utilized by the interviewer (FSO-PS or FSO-MT) to discuss activities available to Auxiliarists.

All interviewers should be familiar with the information contained in the Auxiliary Manual COMDTINST M16790.1 series, Chapter 8 Member Training and Qualifications. This plan will help new members to visualize the process necessary to attain their involvement goals. Each activity's details are to be discussed with the interviewer. At no time should this Member Involvement Plan be given to the new member without a personal interview and detailed explanation.

1. Data Input Sheet – The first step is to ascertain why the individual has joined the Auxiliary and what you, as FSO-PS or FSO-MT, can do to help the member realize their expectations. The FSO-PS/MT should conduct the Member Involvement interview with the new member as soon as possible, but not later than three (3) months after the enrollment date. Care should be taken in filling out the Data Input Sheet, which should be kept in the flotilla member file. All personal information provided is subject to the Privacy Act Statement.
2. Member Involvement Plan – Review the graphic plan in detail, explaining all local activities and procedures for training. It is appropriate to direct the member according to the details given on the Data Input Sheet, especially as it relates to time and talent. New members should be directed to select (at most) one general and one specialized activity in which to participate. The object of the plan is to create an involved member, who is not overloaded with qualifications, which may lead to burn out.
3. Selection List – Upon completion of discussion of the various opportunities available, the Selection List should be discussed and filled out. A copy of the list should be kept on file by the member and by the flotilla. The Member Involvement Plan and Selection List should be reviewed periodically to update circumstances, training progress and new interests.
4. Implementation – Follow-up should be done by the PS/MT team. The FSO-MT will take responsibility for arranging training in a timely manner. The FSO-PS will do follow-up and encourage the member to complete the desired training while maintaining involvement in flotilla activities.

The key to the Auxiliary Member Involvement Plan's success is timely and appropriate implementation by the flotilla PS/MT Team. Proper implementation will enhance retention by getting our members involved, well trained and active.

**USCG AUXILIARY DATA INPUT SHEET
MEMBER INVOLVEMENT PLAN**

Name _____ **Member #** _____

Enrollment date _____

Address _____

Phone _____ Fax _____ Cell _____

Family _____

Occupation _____

Skills _____

Hobbies _____

Membership in other organizations _____

Previous volunteer experience _____

CHECK ALL THAT PERTAIN TO YOU:

POWER BOAT _____

SAIL BOAT _____

PWC _____

VHF HOME RADIO _____

MOBILE RADIO _____

RADAR _____

VIDEO CAMERA _____

MEDIA CONTACTS _____

COMPUTER _____

PREVIOUS MILITARY _____

LAW ENFORCEMENT _____

TRAILER _____

➤ WHY DID YOU JOIN THE COAST GUARD AUXILIARY?

➤ WHAT ARE YOUR EXPECTATIONS?

INVOLVEMENT OPPORTUNITIES

•Materials

- Uniforms
- Ordering
- Unit Inventory

•Secretary

- Letter writing
- Note Taking
- Public Speaking

•Public Affairs

- Speaker's Bureau
- Written Articles
- Public Appearances
- Media Contacts
- Photo and Video

•Finance

- Budget
- Bookkeeping

•Publications

- Unit newsletter
- Writing
- Creativity

•Information Systems

- Record Keeping
- Computer Work

•Communications

- Webmaster
- E-mail

•Personnel

- Recruiting
- Mentor Program
- Uniform Procurement
- Involvement Activities

•Fellowship

- Sunshine Club
- Official Greeter
- Dinners/ Activities

•Marine Environmental Protection

- Public Outreach & Sea Partners
- Harbor Pollution Patrols
- Spill Reconnaissance
- Commercial Fishing Vessel
- Inspections

•Aids to Navigation

- Federal and Private Aids
- Bridge Inspections

•Auxiliary Aviation

- Flight Standards /Training
- Facilities Liaison
- Flight Safety
- Air Patrols
- Air Transport

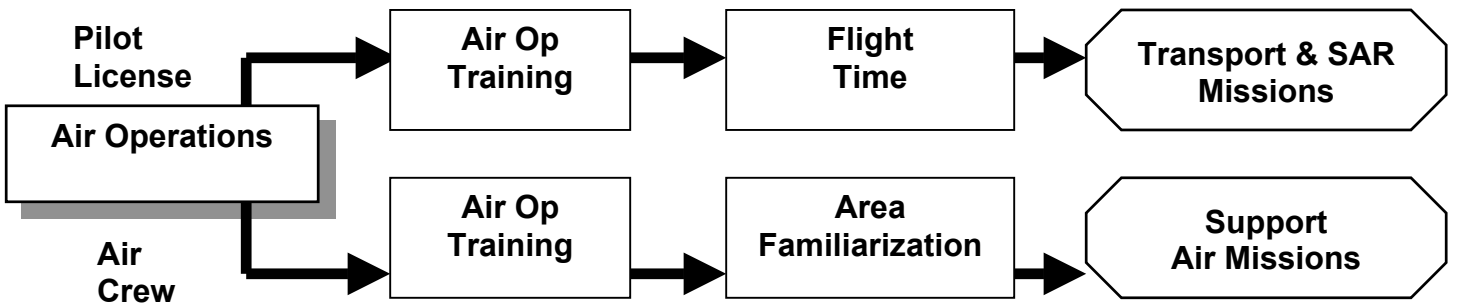
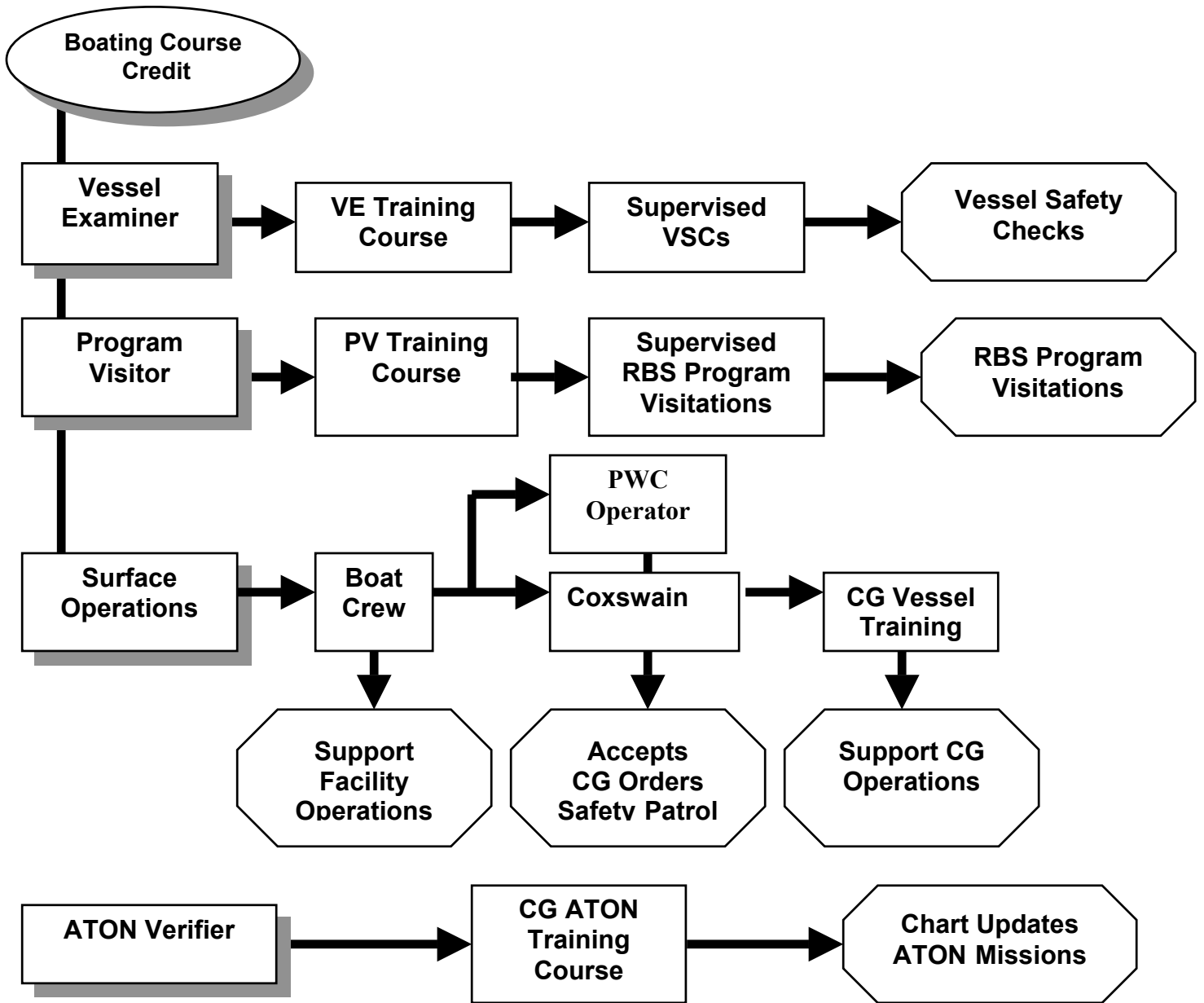
•Coast Guard Support

- Communications Watch
- Administrative Support
- Photography/Writing
- Joint Public Appearance with CG
- Officer of the Day Duties
- Teaching/Mentoring
- Administrative Support
- Worklife Personnel Support
- Team Coordination Training
- Further needs per local unit

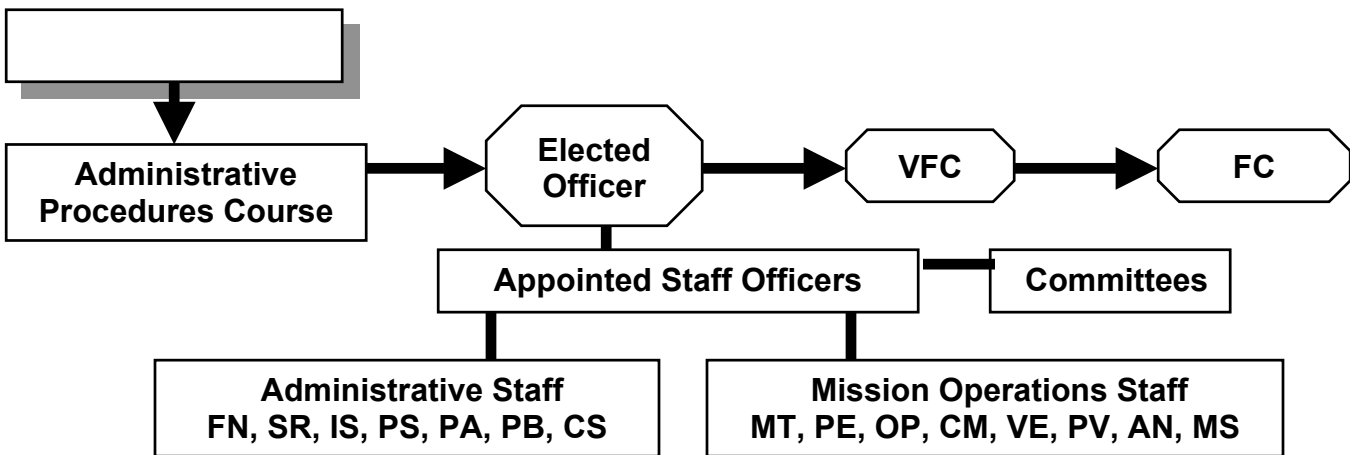
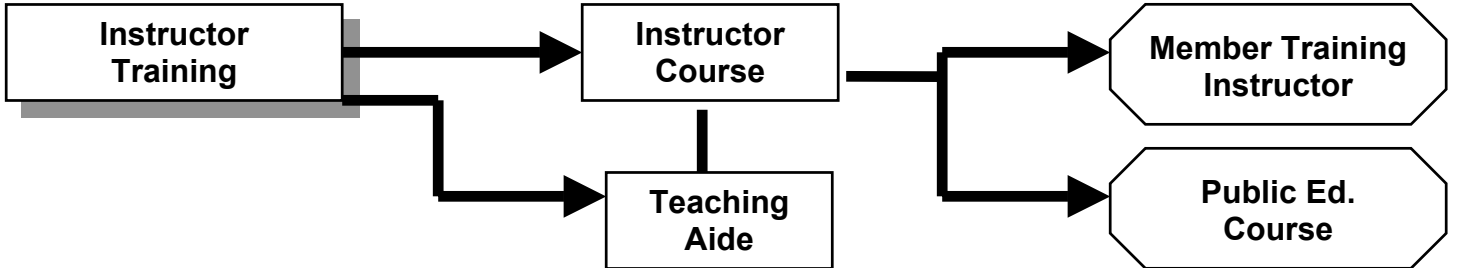
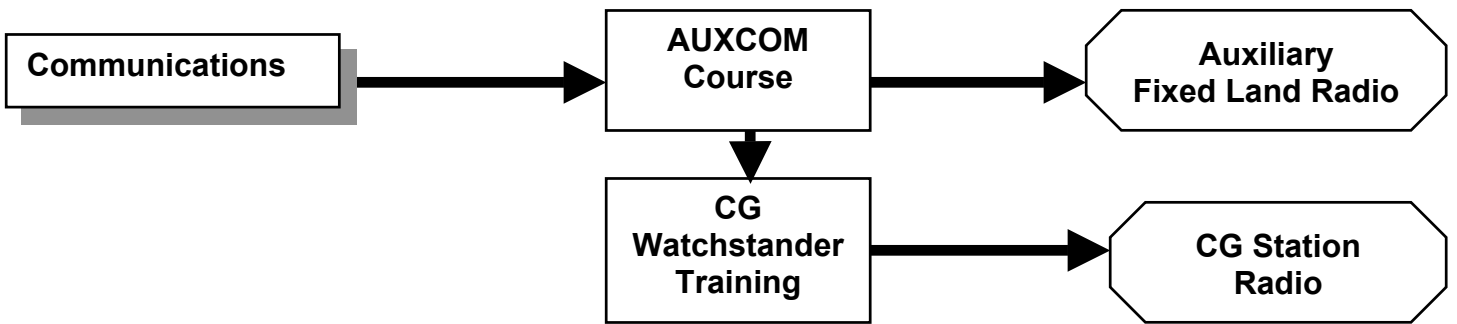
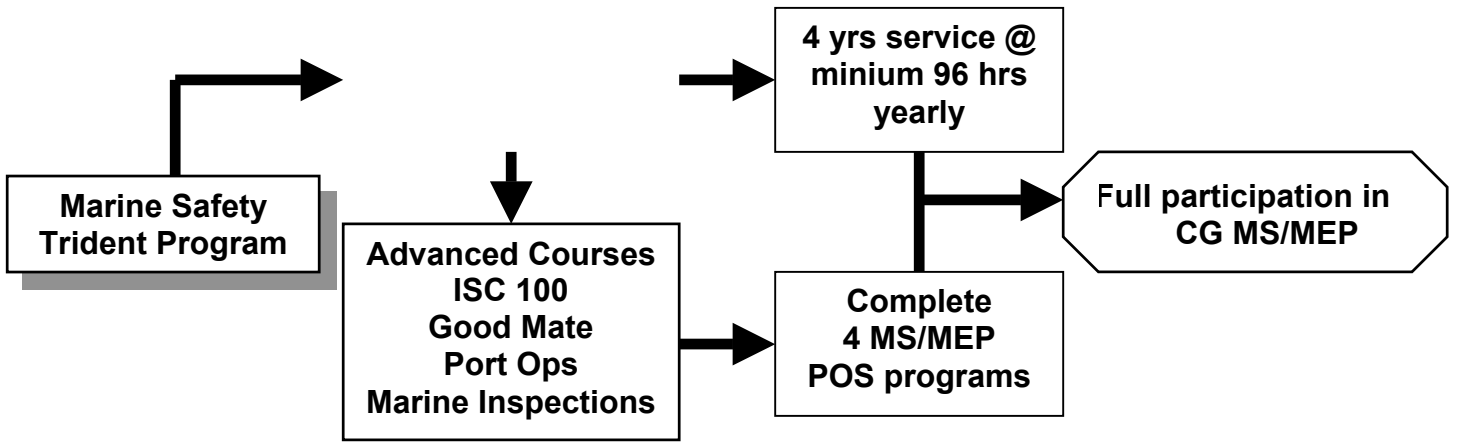
•Advanced Training

- AUXOP courses
- National Schools
- Coast Guard Institute courses

QUALIFICATIONS TRAINING



Introduction to
MS/MEP
AUXMEP



USCG AUXILIARY INVOLVEMENT PLAN SELECTION LIST

(Suggested periodic updates maintained in the Flotilla Training Binder by MT/PS for planning.)

Name _____ Flotilla _____

(Use pencil for annual and update revisions)

QUALIFICATION / FACILITY	YEAR COMPLETED	GOAL FOR YEAR 20__
BQ – Boating Safety Course		
Instructor		
Program Visitor		
Vessel Examiner		
ATON Verifier		
Boat Crew		
Coxswain		
Trident CG Marine Safety/MEP		
Air Support Crew/Observer		
Pilot		
AUX Operational Facility: Boat, PWC, Radio, Aircraft		
USCG Watchstander		
USCG Boat Crew		
USCG Recruiter		
Additional Training		
AUX Navigation –Part A: Mult. Choice Exam		
AUX Navigation – Part B: Cruise Exam		
AUX Seamanship		
AUX Search and Rescue		
AUX Patrol		
AUX Weather		
AUX Communication		
AUX Operation		
AUX Marine Environmental Protection (phase in)		
Administrative Procedures Course (APC)		
AUX Leadership and Management(LAMS)		
AUX Mid-Level Officer Course		
AUX Senior Officer Course		
CG Institute Course(s)		
National “C” School Course(s)		
LEADERSHIP		
Staff Office:		
Elected Office:		
Other:		