

Eleventh Coast Guard District Northern Region
AUXILIARY PROCEDURES GUIDE
HUMAN RESOURCES
DRAFT PROPOSAL April 2007

References: a. Coast Guard Auxiliary manual M16790.1F

A. Diversity Management

1. The Coast Guard Auxiliary will HONOR Auxiliarists' desire of involvement, RESPECT the volunteer nature of our organization, encourage DEVOTION TO DUTY considering time restraints, PROVIDE a positive environment for members, and FULFILL our missions with adequate resources for our members.
2. Elected Leaders appoint a Diversity Advisor to promote diversity and diversity management principles
 - a. Diversity Advisor will uphold the diversity goals of positive environment, value all auxiliarists, and promote individual success by selecting appropriate strategies listed below:
 - 1) Conduce unit seminars, workshops, forms and panel discussions to educate the membership on diversity and its effect on the organization.
 - 2) Maintain a knowledge base of current diversity and diversity management initiatives through ready and research.
 - 3) Work closely with the unit elected leaders to encourage implementation of tasks relative to the Auxiliary's diversity goals and objectives. (See Auxiliary Manual, Chapter 7)
 - 4) Write articles for unit communications which develop understanding and appreciation for diversity within the Auxiliary
 - 5) Utilize the results of surveys and exit interviews to determine diversity issues and intervention strategies that effect the satisfaction of the membership.
 - 6) Be part of the unit Recruiting Team, to support diversity focus in recruiting activites
 - 7) Flotilla Advisors prepares the NACO 3 STAR DIVERSITY MANGEMENT AWARD for the FC submission
 - b. Flotilla and/or Division Diversity Advisors communicate with the district Diversity Advisor, as well as the unit elected leader.

B. Sexual Harassment Prevention (SHP)

1. Sexual harassment is a behavior that will not be tolerated in the Coast Guard Auxiliary.
 - a. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either implicitly or explicitly a term or condition of employment, submission to or rejection of such conduct is used as a basis for employment decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. This also encompasses unwelcome display or communicating of sexually offensive materials.
 - b. Harassment based on perceived or stated sexual orientation is considered sexual harassment and is prohibited.
3. Material for the annual flotilla SHP training will be distributed during District Officers Training and is available at DIRAUX
4. Flotilla SHP training is to be completed by March 31 of each year.
5. List of flotilla members attending SHP training are submitted on Form 7039 Workshop Mission and Attendance Report to FSO-IS.
6. AUX CRC will forward to the district leaders, an AUXINFO report stating attendee training numbers by flotilla.

C. Rape and Sexual Assault are reported directly to the local authorities and to the Coast Guard Investigative Service (CGIS). Contact information is (510) 437-3406.

D. Civil Rights Program (refer to Auxiliary Manual 7-14 for details)

1. Every member of Team Coast Guard deserves to be treated with honor, dignity, respect; and to have a work environment free of discrimination.
2. All Auxiliarists have the unrestricted right to communicate informally and directly with the CGAUX-CRC. DIRAUX has contact information at (510) 437-3317. If unable to contact the CGAUX-CRC, contact the Coast Guard Civil Rights Officer at (510) 437-1253.
3. Auxiliarists who believe they have been victims of, or subjected to discrimination, or discriminatory treatment within the Auxiliary because of recognized constitutionally protected status such as race, color, religion, sex, age, national origin, or disability, have the right to file a complaint.
4. Complaints of discrimination shall first be filed informally in writing with the Auxiliarist's lowest level elected leader for resolution within 15 days of received complaint. The lowest level leader is the Auxiliarist's FC or the next higher Auxiliary elected leader if the FC is the accused or complainant. Complaints may be filed within 45 days of the last alleged discriminatory action.

5. As a membership requirement, complainants and alleged offenders are required to attend scheduled resolution meetings in order to adhere to time frame requirements.
6. When complaints are not resolved at the lowest level, the lowest level elected leader files the complaint with the CGAUX-CRC. The informal inquiry shall be conducted by CGAUX-CRC for a resolution process prior to a formal complaint.
7. Complainant is to be advised of the Notice of Right to File a written discrimination formal complaint with the Coast Guard District Civil Right Office by the CGAUX-CRC prior to 45 days of the incident.
8. A formal complaint may be written and filed with the Coast Guard District Civil Rights Officer as listed in the Auxiliary Manual, 7-16. The process will follow the time frame and protocol listed in the Auxiliary Manual 7-17/18.
9. The Auxiliary Civil Rights Coordinator (AUX CRC) is available to all members at any time for consultation
- 10. It is essential for the Auxiliary to respect the Civil Rights of all members. Therefore, the integrity of the discrimination claims need to be pursued by Auxiliarists until resolution, insuring discrimination free environment.**