



U.S. Coast Guard Auxiliary **Public Affairs**



USCGAUX National PA P&P 3-09

Subj: People Policies & Procedures

1. Purpose to provide procedures for “hiring” new applicants and accomplishing reappointments and position transfers. It is important that clear and concise information be given to an applicant. An applicant must not be left to founder asking questions about the process.

2. Participants in the Process

- A. Department Chief – Public Affairs (DC-A)
- B. Deputy Department Chief – Public Affairs (DC-Ad)
- C. Division Chiefs
- D. NADCO-MS
- E. DCO of an applicant’s district
- F. National Executive Committee (NEXCOM) as required

3. Reappointments or Position Transfers. When a National staff member is being moved to a different position or reappointed, refer to **Annex A**, an excerpt from the OPCOM Guide Standard Operating Procedures.

4. New Appointments (NOTE: When vacancies occur, the Division Chiefs initiate the recruiting process.)

- A. Review **Annex A** appended to this document.
- B. Consult with DC-A and DC-Ad.
- C. If DC-A/DC-Ad indicates that the division chief should post a “Help Wanted” ad, enter that web site and post the ad. Currently, the User ID to access the posting site is already provided thereon. The current password for you to enter is: “HW2006”. This may change from year to year.
 - 1. Normally, the ad is left posted for at least 30 days at the discretion of DC- A. You may delete, modify and re-post the ad as needed.
 - 2. When responses to the ad are received, it is best to respond to each person and ask for their formal resume in a Word document. When you respond, you are encouraged to inform the person more details about the job duties.

3. It is appropriate in most cases to email the person(s) the current job description and include any other points which you desire, such as the importance of checking email frequently and any other details which you want the person to understand is involved with the job, such as travel to conferences, etc.
4. Division Chiefs, who have someone who are really serious about hiring and individual, should send that person the "Guidebook for New Staff Members" as an attachment and invite any questions and comments.
5. When considering a well qualified candidate, contact the person by phone and discuss the position and get to know the prospect.
6. Once the candidate is identified and discussed with DC-A , DC-Ad and it's agreed that we want to hire this person, DC-A will send an inquiry to the person's District Commodore. This step is necessary and is an upfront part of the application process. If the words of the DCO are negative, it may or may not influence a decision to proceed further with the application process. The exact wording of the email is important and should be as follows:

"Como ____: Auxiliarist _____ of your district is being considered by our department for the office of BC-____/BA-____/DVC-____. Any info which you may wish to share with us about Auxiliarist ____ to assist us in our final appointment deliberations and appointment determination will be appreciated. Thank you. _____, DC-A.____"

7. If the response from the DCO is positive the following email to the candidate will be sent by DVC, cc DC-A and DC-Ad:

"Applicant ____: Your application has been reviewed and the following steps and forms are required as part of the final appointment process:

Complete the following forms and print them in order to mail a “hard copy” to: {the name and address of the DC-A}. The forms are on the National Forms web site:

- o Form 7062 – National Staff Application
- o Form CG AuxA-7 – Assignment of copyrights – Aux Assn (Must be notarized!)
- o Form 7063 – Assignment of Copyrights – Aux. (Must be notarized!)

ALSO – Print your resume and include that in the application package.

It is suggested that you send the above package via certified or some traceable method to insure timely delivery.

Please notify DC-A, cc Division Chief, via email when the package is in the mail and by what method.

Upon receipt and review for completeness, DC-A will complete the “National Staff Appointment Request Form” (ANSC 7061rev10-05) and forward the package to NADCO-RBS. NADCO-RBS will review the package and make his endorsement and forward up the chain of management to the National Chief of Staff.

You will be notified when the appointment is approved. You will then eventually receive a paper appointment in the mail. Upon initial appointment notification, I will send you the order form for the National Staff ID Badge.”

Notice that the above text does not leave anything in doubt about the formal application process.

8. Once the appointment is final, DC-A will inform DC-Ad and DC of the appointment with a request that the name and contact info of the new staff member be added to the A staff web site as well as the A organizational chart. Also, advise the new staff member to submit a photo in uniform with a bio to DVC-AP.
9. Utilize the exercises in the “Guidebook for New Staff Members” as well as the accompanying document, “Tips for Facilitating the National Staff Orientation Guidebook” to further acquaint the new staff member with his/her duties.
10. It is extremely important to thoroughly brief the new staff member in his/her duties and encourage feedback.
11. The following check list may be utilized to track the progress of the appointment process:

Appointment Check List

- _____DVC asks interested candidates to transmit a resume as a Word attachment to the DVC.
- _____After the Division Chief decides on the person he wishes to hire, submit the name and resume to DC-A who will communicate the intent to the appropriate DCO.
- _____ DCO response received by DC-A.
- _____DC-A advises DVC to continue the process or to seek another candidate.
- _____DVC sends email from para 7 above to advise candidate to continue the process.
- _____Candidate mails hard copy via traceable mail system of the following to DC-B:
 - _____ANSC Form 7062 Appointment Request
 - _____Resume
 - _____ANSC 7063 copyright form, notarized
 - _____CGAuxA-7 copyright form, notarized
- _____ Upon receipt and review for completeness, DC-A completes the “National Staff Appointment Request Form” (ANSC 7061(rev10-05).
- _____DC-A sends the following electronically to NADCO-RBS (date_____);
 - _____ANSC 7061 electronically signed
 - _____Updated department organizational chart
- _____DC-A sends following sent to N-A (date_____):
 - _____Resume
 - _____ANSC 7063 original, notarized copyright form
 - _____ANSC CGAuxA-7 original, notarized copyright

Annex A

The following is an excerpt of hiring policy from the OPCOM Guide Standard Operating Procedures of 2006:

Applying For National Staff Appointment

Members desiring to serve on the National Staff are to complete the National Staff Application, form ANSC 7062. The more information that is given on the form, the better the chance that an appropriate decision, as to selection, can be made. The form is sent, along with a resume, to DVC-PS whose address is on the form. The DVC-PS will maintain a file of potential National Staff members and notify the Department Chiefs of persons of interest to their program. If requested, the applicant may send an additional copy of the application form directly to the DC, who will match the application to job requirements.

National Staff Appointment Procedures

New Term Appointments and Re-Appointments to all National Staff positions, **after the National elections** at NACON, are processed as follows:

1. Appointment of Department Chiefs and Deputy Department Chiefs. Requests for appointment or reappointment of Auxiliarists to these positions, from any position within the staff, will be submitted in letter format to the NACO via the NACOS by the respective NADCO. The NADCO will indicate if this is a reappointment to the same position or a position change. In the case of a request to appoint a member who has not been on the National Staff within the past two years the form ANSC 7061, with all attachments, is required. After NACO-elect's approval, the requests will be forwarded to the CHDIRAUX for final approval.
2. Appointment to positions other than Department Chief and Deputy Department Chief. Requests for appointment to these positions of members being reappointed to the staff, from any position within the staff, will be submitted by the Department, via the respective NADCO, to the NACOS for approval. The letter format will include the list of all department reappointees, their names and new position acronym. In the case of a request to appoint a member who has not been on the National Staff within the past two years the form ANSC 7061, with all attachments, is required.
3. After approval, the requests will be routed to N-A, who will prepare the appointment letters and certificates of appointment. N-A sends these and excerpts of the General and Specific Duties to each appointee. N-A will also make the appropriate entries in the National Program and AUXDATA.

Mid-term New Appointments: Upon receipt of the National Staff Application, form ANSC 7062, the Department Chief (or designee) will review the application in light of the vacant positions within the department. If the applicant has the skills necessary to fulfill the job description, the Department Chief (or designee) should interview the member, preferably by phone, without making any promise of appointment. If the individual meets the needs of the Department, the Department Chief (or designee) will:

1. Contact the appropriate DCO to inform them that a member from their district is under consideration for appointment and request input on the capability of the candidate,
2. Complete the National Staff Appointment Request form ANSC 7061,
3. Send (or direct the member to send) the application, member's resume and notarized copyright forms, ANSC 7063 and CGAuxA-7 (see policy pg. 15) to N-A who will maintain them on file,
4. Original copies of the above forms should be mailed directly to the N-A, while the electronic copy of the National Staff Appointment Request, ANSC 7061, should be signed electronically by the Department Chief, forwarded, along with an updated version of the department organization chart, to the appropriate NADCO, who will sign and forward to NACOS for final approval and submission to N-A.
5. Appointments for Department Chiefs and Deputy Department Chiefs will be forwarded by NACOS, as they must be approved by the National Commodore.

If a current staff member is being appointed to a new position within the National Staff, the Department Chief must complete the National Staff Appointment Request form ANSC 7061 and forward to the NADCO. Since the individual is already a member of National Staff and all paperwork is already on file with the N-A, steps 1 and 3 above are not required.

Removal from National Staff:

1. Resignation: If a national staff member resigns, the DC (NADCO or NACOS where applicable) must notify N-A, with a copy to their NADCO, who will pass it up the chain. If a member of the N-Staff resigns, NAVCO or NACOS must notify N-A and NACO immediately. N-A will make corrections to the National Program and AUXDATA and the DC will make corrections to their organizational chart and website. .
2. Death: If a national staff officer dies, the respective NADCO or NACOS where applicable, notifies NACO, NAVCO, CHDIRAUX and N-A immediately.
3. Termination for Cause: If the Department Chief decides to terminate a national staff member for cause, approval of the respective NADCO is required. The NADCO then forwards the written request for termination, along with supporting documentation to the NACO, via the NACOS. NACO must approve the termination of any staff member. Approval to terminate is sent back to the NADCO via E-mail. NACO then sends a notification of termination to the staff member, with a copy to the N-A. N-A makes corrections to the National Program and AUXDATA and the DC makes the correction to the department organizational chart and website.

Copyright Policy for National Staff

In order to avoid any confusion or misconception regarding the ownership rights of materials prepared by members of the National Staff while working on projects assigned to them, the appropriate enclosures are to be signed by each present National Staff Officer and by each prospective National Staff Officer. The signing of the appropriate enclosure is a condition for initiation and continuation of appointment as a National Staff Officer.

Assignment of Copyrights – Auxiliary (ANSC 7063)

is to be signed and submitted by all National Staff Officers.

Assignment of Copyrights – CGAuxA, Inc. (CGAuxA-7)

is to be signed and submitted by all National Staff Officers.

Certification that these enclosures have been signed by each prospective National Staff Officer will be made on the National Staff Appointment Request form (ANSC 7061).

It is the responsibility of each Department Chief to insure that all department personnel have signed the forms and that they are forwarded to N-A. The original, completed copyright forms submitted by all staff members are to be maintained at the Auxiliary Center, with a copies being maintained by the Department Chief, Legal.

If there are any questions or concerns with respect to the signing of these forms or the appropriate form to be used, you should contact DC-L and/or CGAuxAI General Counsel directly for clarification and direction.