

**U.S. COAST GUARD AUXILIARY
DISTRICT 13**

EFFECTIVE: 30 June 2022

DISTRICT COMMODORE INSTRUCTION I-22030

SUBJECT: DISTRICT 13 AUXILIARY ASSIGNMENT TO DUTY

1. **PURPOSE.** There is a need for understanding that in order for a member to be covered in case of a mishap or personal injury there must be an assignment to duty verifying they are performing Coast Guard or Coast Guard Auxiliary related missions.
2. **DIRECTIVES AFFECTED.** None
3. **DISCUSSION**

- a. The need for documenting a smooth written path to “Assignment to Duty” that every one of our members in District 13 understand and follow with their non-written orders (PA events, VSCs, Program Visits, Public Education, Meetings, ATON/Bridge Verifications or any other event that are not covered by issued written orders) is imperative! It cannot be stressed enough the importance of having a paper trail every time that a member is going to perform US Coast Guard Auxiliary business whether it is district, division or flotilla business or events!

- b. **WHY?**

From AUXILIARY MANUAL COMDTINST M16790.1G
Chapter 5, J.3. Determining Assignment to Duty. The Auxiliarist’s assignment to duty is a requirement before any statutory protections are available. If the Auxiliarist is not assigned to duty, then the Auxiliarist cannot be characterized as a Federal employee and therefore cannot be acting within the scope of employment. To have the best possible chance of a favorable determination, the Auxiliarist should be prepared to document assignment to duty. The greater the quality and quantity of evidence that the Auxiliarist can produce to demonstrate assignment to duty, the greater the likelihood that the DOL or DOJ will make a favorable determination. The strongest possible evidence is that which demonstrates assignment to duty made prior to the incident in question. This also covers the requirements under the new Re-constitution Guidance.

- c. **WHAT IS NOT COVERED!**

When you are driving to and from a regular scheduled flotilla or division meeting that is held at the same location it is considered the same as driving back and forth

to your workplace. However, prior approval to attending is required so that the FC/VFC can verify that the member has submitted a new 7101 (Revised 4-22)!

d. **PROCEDURE**

The first item that must happen to be assigned to duty is for the member to submit a 7101 (Revision date of 4-22) to the following email address, orders@d13cgaux.net so that it can be put onto a master list showing it has been submitted. The form will then be sent to DIRAUX so that entry can be made into AUXDATAII showing that they have submitted it. This is mandatory for either vaccinated or non-vaccinated members, IT HAS TO BE DONE PRIOR TO ANY APPROVAL of Assignment to Duty. The vaccinated member will be able to perform any duty, as long as they have prior approval from their FC/VFC, however, non-vaccinated members are required to have a COVID-19 test (FDA approved) completed within 72 hours of doing the mission. They must be able to present the results of the test if they are asked for it to be produced, which if they have done a home test can be by showing a photo of it on their phone or a scanned copy. The test will cover a period of a 7 days from date of test, and must be repeated if new missions are to be performed in a future time period.

Prior to leaving your house send an email Request Assignment to Duty to your VFC/FC and copy your FSO, depending on which discipline the mission involves. The following is to be included within the body of the email:

1. The mission to be performed
2. The location that it is to be performed at
3. The mode of travel
4. The estimated times that you will start and return back to your residence
5. The dates that the approval will cover

The email should be acknowledged and approved by the VFC/FC prior to the date the member is to perform the mission ! Prior to the VFC/FC approving the request, they should verify that the member has submitted new 7101 (revision date 4-22) by checking the 7101 Data Base that is found on the D13 Website. Once the FC/VFC verifies that the 7101 has been submitted they will send an approval to the member and will send a copy the following email addresses as listed below:

- Sector Puget Sound.....aux.ordersps@d13cgaux.net
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- Sector Columbia River.... aux.orders@gmail.com
- Sector North Bend..... aux.ordersnb2@gmail.com

4. ACTION. All members of the District will recognize and use the Assignment to Duty Procedure as stated in this Instruction

5. REPORTS. ASC's provide a monthly report of the number of Assignment to Duty's submitted to their respective Sector.

6. AUTHORIZED BY: DCO

APPROVED BY

Tiney D Singler

Tiney D. Singler

District Commodore

Distribution:

District 13 Board

District 13 Staff