A.1. Audio-Visual Policy	Individual Auxiliary units are encouraged to supplement existing audio-visual material provided by the National Staff. The material covered in national texts must be covered in class. ITs need to also be aware that modifications to the syllabus may result in the course not fulfilling applicable requirements. The use of local scenes, portions or charts, etc. to augment nationally produced electronic projections and printed material is acceptable and does not require explicit approval.
A.1.a. Copyrighted Material of Others	Auxiliarists may not use the copyrighted material of others in these supplementary materials without express written permission from the copyright holder. Generally, material published by the Government is not copyrighted, so use of material taken from Government publications, unless a copyright acknowledgment is included, should not result in problems. Certain Governmental publications utilize material that is copyright protected by others. Accordingly, permission must still be obtained in these cases from the original copyright holder.
A.1.b. Auxiliary Created Material	Auxiliarists who create electronic projections as a personal teaching aid for their own use may use Auxiliary PE materials without approval so long as the material is presented without alteration. Auxiliarists may wish to create new materials and distribute this material to other units through such means as posting electronic projects on flotilla, division, or district web sites, creation of CD-ROMs or other methods. In doing so, Auxiliarists should be aware that CGAuxA, Inc. has copyrighted the material contained in the texts, electronic projections, and related course materials. Posting this material on web sites without specific authorization from the president of CGAuxA, Inc., or his/her designated representative, is an infringement of this copyright and the unit distributing the material could be subject to legal action by CGAuxA, Inc. Thus, any material taken from Auxiliary texts, electronic projections, and other course support material must be submitted to CGAuxA, Inc. through its president or designee for approval.
A.1.c. Review and Approval	Original material prepared by an Auxiliarist that is not limited to local scenes, portions, of charts, etc., that is distributed to others, including other ITs, for use in PE courses must be reviewed and approved. The DSO-PE has the capability to review and approve this material. Alternatively, the DSO-PE may refer the matter to the DIR-E for approval. If an Auxiliarist wishes to have educational material posted on the national web site, this material must be approved by the DIR-E. Approved materials shall be marked, "Approved, DIR-E/CGAuxA, Inc." on each overhead or slide. Alternately, the originator may desire to affix a CGAuxA, Inc. copyright label on the material to be distributed after obtaining CGAuxA, Inc. approval. The DIR-E shall be informed of such a request.

A.2. Origination

In the case of original material submitted to the DSO-PE for approval, the Auxiliarist who originated the material must attest in writing to the fact that the material is not covered by copyright and/or a copy of written permission to use copyrighted material must be sent to the DSO-PE. The standardized approval form adopted by the Department of Education shall be utilized to obtain necessary approvals.

It is important that all nationally approved electronic projections used in PE have the same basic type, fonts, colors, and graphic layouts. The DSO-PE shall be consulted to resolve any questions or concerns.

A.3. Homeland Security Signature Policy

As with all agency seals and logos, proper care must be taken to ensure usage conforms to individual guidelines. The DHS signature is made of a seal and wordmark. The wordmark's letters are placed to the right of the seal and set in uppercase and lowercase letters of the font Joanna MT, or Times New Roman if Joanna is not available. If there is insufficient horizontal space, the seal shall be centered above the wordmark. To ensure legibility, the signature's clear space is equal to the uppercase letter "H". When possible, the signature shall be reproduced in color. (see Figure A-1)

The DHS signature may be displayed as part of opening web pages of Auxiliary web sites. If so displayed, it must be located in the upper left side of the page, counter-balanced by the Auxiliary signature (see section 5.I.3 of this Manual) on the upper right side of the page. The DHS signature may similarly be employed on Auxiliary business cards, newsletters, and publications. Use of the seal alone is reserved for special instances such as lapel pins or podium signs. Other authorized uses of the DHS signature, along with additional display guidance, are described in DHS Management Directive 0030 available on the Chief Director's web site (see Appendix I). If ever in doubt about utilization or display of the DHS signature, the Chief, Imagery Branch (CG-0922) shall be consulted directly.



Figure A-1
Department of Homeland Security Signature