B.1. Format and Review

Electronic projections and related presentations for use in MT that are prepared by an Auxiliarist for distribution outside the region shall employ the prescribed DHS slide template available on the Chief Director's web site (see Appendix I) as much as practicable. The DHS signature in the lower left corner of the page should be counter-balanced by the Auxiliary signature (see section 5.I.3 of this Manual) in the lower right corner. Prior to distribution, such projections and presentations shall be reviewed by the DIR-T, or designee, for accuracy, completeness, format, technical training aspects, standardized training objectives, copyright infringement, and applicability to national programs. DIR-T shall promulgate guidelines for the conduct of such review. These guidelines shall be provided as a service to originating Auxiliarists, not as a limiting or preventative act. Review of the material prior to distribution will help avoid harmful impacts of inaccurate information and copyright infringement of other copyright interests. It will also serve to standardize training, and allow the collation and further dissemination of materials to larger audiences.

Electronic projections and related presentations for briefings within the chain of leadership and for other official purposes that are prepared by an Auxiliarist shall employ the prescribed DHS slide template available on the Chief Director's web site (see Appendix I) as much as practicable. The DHS signature in the lower left corner of the page should be counter-balanced by the Auxiliary signature (see section 5.I.3 of this Manual) in the lower right corner. Briefing materials for District offices, units, and sponsored events shall be submitted to the appropriate regional Director for programmatic review sufficiently prior to presentation. Briefing materials for Area offices, units, and sponsored events shall be submitted to the appropriate regional Director based on geographic location for programmatic review sufficiently prior to presentation. Briefing materials for Headquarters offices, units, and sponsored events shall be submitted to the Chief Director for programmatic review sufficiently prior to presentation.

B.2. Material Release

Auxiliarists who wish to distribute electronic projections and related presentations to others within or outside their region must identify in writing any copyright limits that apply to the material. Ideally, materials should be released without any copyright interests claimed in the work and unrestricted use by both the Coast Guard and the Auxiliary should be expressly authorized.

B.3. Origination	Auxiliarists who create electronic projections and related presentations may not use copyrighted material of others without express written permission from the copyright holder. Examples of items that may be copyright protected are text, illustrations, cartoons, and photographs printed in other publications. A written statement indicating that all releases have been secured must be forwarded along with any request for review. The DSO-MT or DSO-LP shall be consulted at the regional level to resolve any questions or concerns before submission for review. Materials developed for MT use shall be marked, "Reviewed, DIR-T USCGAUX" on each overhead or slide. Due to their short-term nature, no commensurate marking is required for briefing materials.