Section B. Divisions

Introduction	The division is the next higher administrative organizational level above the flotilla. It normally consists of several flotillas in the same geographic area, although there is no minimum number of flotillas required. The division provides administrative training, communication, and supervisory support to flotillas and promotes district policy. Each division is led and managed by a Division Commander (DCDR).
B.1. Chartered Unit	The very nature of a division requires considerable [redacted] capacity among its elements in order to sustain its organization and purpose. The Director and DCO shall give due and deliberate consideration to establishment of a division, particularly one with fewer than five flotillas.
B.2. Geographic Boundaries	Geographic limits of divisions are for administrative purposes only. Limits are assigned by the Director after considering input from the District Board. Usually, indefinite areas of primary responsibility or activity are preferred to rigid geographic boundaries. However, all steps shall be taken to ensure that Auxiliary services are available and provided for every geographic portion of the region. There are no prohibitions that prevent any Auxiliary unit from conducting activities in another's area. Auxiliary units in close proximity are expected to cooperate with each other in the coordination of Auxiliary unit activities. Locations for VSC stations, setting up PE courses, and recruiting Auxiliarists require flexibility and inter-unit coordination.
B.3. Responsibility	While authority to charter a division is vested in the District Commander, the primary responsibility for establishing a new division rests with the Director and DCO. The DCO may appoint other Auxiliary leaders to help in recruitment efforts or in formulating the recommended procedure and plans for a new division. All plans must be submitted to the Director for concurrence/approval before any action is taken.
B.4. Designation	Auxiliary divisions use a numeral and geographic location for their designation. For example, Southern Idaho Division 4 indicates the Fourth Division with flotillas located in the southern part of Idaho.
B.5. Administration	The Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series), contains detailed guidance for division administration.

B.6. Disestablishment	Disestablishment must be considered if a division's activity or inactivity are not deemed to be in the Coast Guard or Auxiliary's best interests. Divisions may be recommended for disestablishment for a variety of reasons, such as: a. Failure to meet financial obligations to district or national levels. b. Insufficient organizational mass to sustain effective activity. c. Failure to comply with Auxiliary, district, or Commandant policies or directives. When there is a need to reorganize the district, there also may be a need to disestablish a division. In this situation, the DCO and Director shall adhere to the provisions of this section.
B.6.a. Study Group Assessment	If any of the above circumstances exist, the DCO shall appoint a study group to determine the division's viability and to develop a plan to rebuild the division or to recommend disestablishment.
B.6.a.(1) Study Group Composition	The study group will consist of the DCAPT in whose area the division is located and two Auxiliarists who have appropriate Auxiliary experience and ability to thoroughly assist with the study.
B.6.a.(2) Study Group Findings and Recommendations	Upon completion of their study, the DCAPT shall submit a written report of findings, opinions, and recommendations to the DCO. If sufficient promise in restoring the division to full operation exists, the study group may recommend probation for a period not to exceed one year. Otherwise, a recommendation to disestablish is the most reasonable option. The recommendation will include a plan for reassignment of existing flotillas.
B.6.a.(3) Final Report Submission	A copy of the study group's report shall be furnished to the DCDR and the Director. Email reports are permitted.
B.6.b. District Reorganization or Activities of Negative Impact	Similar action is required when a district pursues reorganization within or across its sub-areas, or when a division's activity, inactivity, or presence is not deemed to be in the Coast Guard/Auxiliary's best interest.
B.6.b.(1) Study Group Assignment	The DCO shall appoint a study group of at least three Auxiliarists with appropriate Auxiliary experience and ability to evaluate the situation. The study group should request statements from division and flotilla elected leaders to consider and include in the report.

B.6.b.(2) Study Group Findings and Recommendations	A written report of group findings and recommendations shall be submitted to the DCO. Copies of the report shall be furnished to the DCDR and the Director. The DCO will request from the DCDR that a written report be sent within thirty calendar days to the District Board, including any matters in mitigation, to help the Board in arriving at an impartial decision.
B.6.b.(3) District Board Meeting	The DCO will enter the study group report as an agenda item at the next District Board meeting after receiving the DCDR's report. A letter will be sent to the DCDR advising of the agenda item and suggesting the DCDR and/or VCDR attend. The District Board will review the study group's report at the scheduled meeting. Attention will be given to the DCDR's letter of mitigation and appeal. The District Board shall vote on final action. Approval of a recommendation to disestablish requires a two-thirds affirmative vote of the voting Auxiliarists present. If the vote to disestablish fails, the DCO shall advise the Director of the District Board recommendation for probation for one year. The Director shall present the study group report and District Board recommendation to the District Commander for consideration/final approval.
B.6.c. Recommendation for Probation	Whenever probation is recommended, the division may be placed on probation for up to one year from 1 January of the year following the probation decision. The District Commander will advise the Division Board of the probationary period. When placing a division on probation, the original study group will remain active, functioning as an advisory group to the DCDR and managing the district's effort to assist. At the end of each calendar quarter during probation, the DCAPT or study group chairman shall submit a written progress report to the DCO. Email reports are permitted.
B.6.d. Recommendation for Disestablishment	If the action is to disestablish, then disestablishment takes place as directed by the District Commander. The Director will transfer the division's flotillas to the nearest division.
B.6.e. Assets of Disestablished Divisions	Disestablished division property and assets will go to the district. The District Board shall determine appropriate allocation of some or all of the assets to divisions receiving flotillas from the disestablished division.
B.7. Authority to Establish or Disestablish Divisions	The authority to establish or to disestablish a division is vested in the District Commander. When established, each Auxiliary unit receives a formal charter signed by the District Commander authorizing formation and the effective date.