Section O. Auxiliary Identification Means

Introduction

This section provides information and guidance regarding the issuance of identification (ID) cards and vehicle decals to Auxiliarists.

O.1. Auxiliary Identification Card

When an Auxiliarist in Approval Pending (AP) status receives a Favorable PSI determination, the Director shall issue the Auxiliary ID card. Only the Auxiliary ID card displayed in Figure 5-3 shall be issued for this purpose. Auxiliary ID cards shall conform to the following guidelines:

a. Be of a hard-backed, plastic nature, similar to Common Access Cards vice laminated retiree ID cards.
b. Be fabricated using only authorized Coast Guard equipment and software.
c. Be issued and signed by the Director, or the Director's designated representative, in accordance with established regional policy.
d. Utilize a full facial photograph of the Auxiliarist (image of the recipient should occupy 80 percent of the photo field). The photo field should extend from slightly above the top of the head to no lower than collar tabs, uncovered (i.e., no hat or other head gear of any type), in uniform (i.e., Tropical Blue, Service Dress Blue, Working Blue, Operational Dress Uniform, or Auxiliary Blazer outfit) in front of a solid red background.
e. Display the Auxiliarist's full first name, middle initial, last name, and any name-related qualifiers (Jr., II, III, etc.), without any precursory or subsequent titles (e.g., Mr., COL, Dr., PhD) immediately below the Auxiliarist's photograph.
f. Display only one of two possible entries in the "Status" block - "Member" or "Commodore", the latter of which shall only apply to those duly elected or appointed as District Commodore, Assistant National Commodore, Deputy National Commodore, Vice National Commodore, or National Commodore or sustaining any of those titles in a Past capacity.
g. Display only one of three possible entries in the "Qualification" block - "IQ," "BQ," or "AUXOP," as appropriate.
h. Display only the Auxiliarist's 7-digit Employee ID number in the "EMPLID #" block.
i. Display the Auxiliarist's date of birth (full year, 3-letter month abbreviation, 2-digit date) in the "Date of Birth" block.
j. Display the Auxiliarist's weight, in pounds, in the "Weight" block.
k. Display the Auxiliarist's height, in inches, in the "Height" block.
l. Display the Auxiliarist's hair color (black, white, grey, brown, blonde, red) in the "Hair Color" block.

m. Display the Auxiliarist's eye color in the "Eye Color" block;
n. Display the date of the ID card's signature in the "Date of Issue" block.
o. Display the date that is five years from the last day of the month in which the ID card is issued (if projected to fall on the last day of February in a leap year, then the date shall be Mar 01 of that year) in the "Exp. Date" block.
p. Display the Auxiliarist's blood type, RH factor inclusive (e.g., A+, O-), in the "Blood Type" block. This block may be left blank or be filled with "UNK" if the recipient does not know their blood type.
q. Display Geneva Convention Category IV (which is equivalent to an O-4 to O-6 military officer, GS-12 to GS-15 civilian, or USO staff officer position for the purposes of treatment of Prisoners of War) in the "Geneva Conv. Category" block.

Auxiliary ID cards carry substantial resource costs to process and fabricate. It is the sole responsibility of each and every Auxiliarist to ensure their Auxiliary ID card is kept secure, and that it reflects accurate information. Generally, a new ID card should only be issued when:

a. The Auxiliarist changes names.
b. The Auxiliarist attains the title of "Commodore".
c. The Auxiliarist's status changes (e.g., from IQ to BQ or AUXOP).
d. The Auxiliarist's physical appearance changes significantly and permanently.

Each Auxiliarist is also responsible for ensuring that application is properly submitted for a new ID card well in advance of the current card's expiration date. Directors are authorized to prescribe new ID card request procedures and timelines. Further, the Director is authorized to deny or delay, subject to investigation of circumstances, an Auxiliarist's request for a new ID card under questionable circumstances (e.g., multiple losses of ID cards in a short period of time).

With the exception of death, all Auxiliarists shall return their ID card to the Director upon separation, disenrollment, or retirement from the Auxiliary.



Figure 5-3
Auxiliary Identification Card

O.2. Retired Status Card

When an Auxiliarist submits a request for retired status, a permanent, plastic Retired Status card (see Figure 5-4) with the retired Auxiliarist's name on it will be provided to the Auxiliarist. Directors will, upon receipt of the Auxiliarist's Auxiliary Identification Card, provide the Auxiliarist with the Retired Status Certificate. They will also send the full name and mailing address of the Auxiliarist to the commercial vendor holding the current Coast Guard contract for preparing the card. The Coast Guard will mail the Retired Status card to the Auxiliarist. The retired status longevity pin (see Figure 5-5) is available for purchase from the AUXCEN.

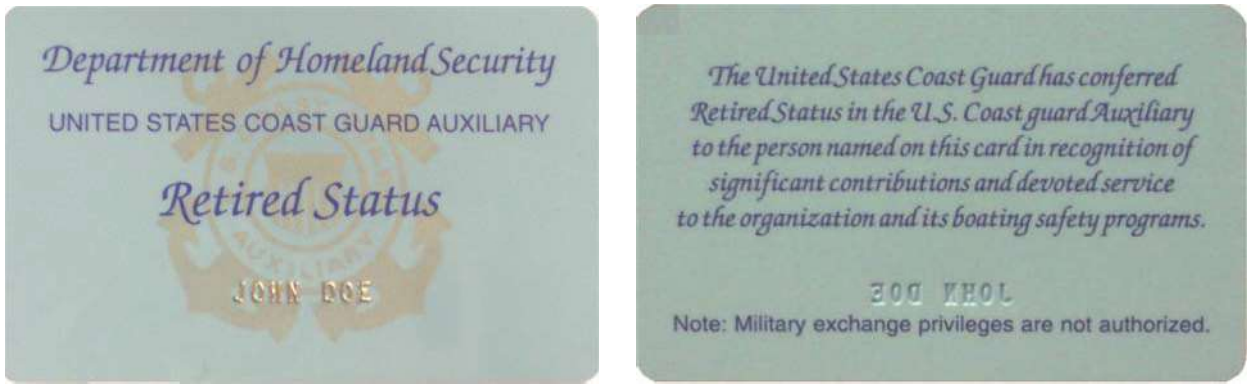


Figure 5-4
Retired Status Card



Figure 5-5
Retired Status Pin

O.3. Coast Guard Decals – Personally Owned Vehicle for Auxiliarists

Auxiliarists are issued Coast Guard vehicle decals (see Figure 5-6) on a limited basis only. Access to a Coast Guard facility is at the discretion of the Commanding officer exercising Coast Guard command authority over that facility. Therefore, Commanding officers of such facilities are the final authority for determining whether or not an individual has a frequent, demonstrated need to have on-base driving privileges. The POV decal will consist of a DHS/Coast Guard decal with a silver Auxiliary expiration tab. For additional information, refer to the Physical Security and Force Protection Manual, COMDTINST M5530.1 (series).



Figure 5-6
Coast Guard Decal – Personally Owned Vehicle

O.3.a. Terms of Use	Under no circumstances will the POV Decal be expected to constitute the sole means to determine a POV or POV operator's authorization to enter a Coast Guard facility. Additionally, the requirements listed are mandated for vehicular access to Coast Guard facilities utilizing the POV Registration Program. Auxiliary personnel require a valid Auxiliary identification card or locally authorized photo identification facility pass. POV access to, and operation on, Government facilities is a privilege and not the inherent right of any individual. The POV Decal shall be used to identify vehicles eligible for operation aboard a Coast Guard facility. The POV Decal is not a pass. The decal, which is the property of the U.S. Government, shall be permanently affixed to the vehicle to which it is issued in accordance with applicable directives at all times. It shall be surrendered when required by appropriate authority. Mail order registration of the POV Decal is not authorized. The unauthorized removal, sale, transfer to another vehicle, or mutilation of a Coast Guard decal or temporary pass is prohibited. The following may subject a user to disciplinary action or criminal prosecution under 18 U.S.C. § 499, 506, 701, or 1002: (1) Alteration of decal or the date tab. (2) Possession of more than one decal or date tab for the same vehicle. (3) Possession of unauthorized decal or date tab. (4) Possession of fraudulently obtained decal or date tab. (5) Possession of decal or date tab when not currently an Auxiliarist authorized under the provisions of this instruction.
O.3.b. Registration Objectives	POV registration objectives are as follows: (1) Provide safeguards against financially irresponsible or careless drivers. (2) Follow local and State requirements for motor vehicle operation (e.g., vehicle safety inspections, insurance, and other forms of financial responsibility and licensing of motor vehicle operators). (3) Define conditions under which vehicle access may be granted and revoked.
O.3.c. Eligibility	Auxiliarists are eligible for POV registration provided there is a frequent demonstrated need, as determined by Coast Guard command authority, for access to a Coast Guard unit that requires the POV Decal for vehicular access. Auxiliarists will be eligible for POV registration to provide staff-like access to Coast Guard facilities for duty in support of Coast Guard missions.
O.3.c.(1) Vehicle Eligibility	Privately owned, motorized, wheeled vehicles that may legally operate on public roads or highways may be registered, provided that all other eligibility requirements are met. Auxiliary unit owned, motorized, wheeled vehicles that are personal property of the Auxiliary that may legally operate on public roads or highways may also be so registered.

O.3.c.(2) Vehicle Ineligibility

The following vehicles shall not be registered:

(a) Official local, State, and Federal vehicles.
(b) Commercial use vehicles owned by eligible personnel if the vehicle is registered in the name of a company, corporation, or partnership.
(c) Vehicles designed exclusively for construction and material handling.
(d) Vehicles used solely off the road.
(e) Bicycles with fractional horsepower engines.
(f) POVs registered with another armed force displaying a DoD decal.
(g) POVs operated by a visitor requiring a temporary visitor vehicle pass.

O.3.d. Requirements

Individuals who request POV registration (including recertification), must demonstrate a need to the cognizant Coast Guard command authority for vehicular access to the facility and shall provide the following documents:

(1) Valid Federal Government identification card.
(2) Valid State motor vehicle drivers license for the type of vehicle being registered.
(3) Valid State certificate of vehicle registration in the name of the individual registering the vehicle. POVs with a temporary registration (e.g., cardboard, plastic, paper, etc.) are not eligible for POV registration until a permanent State registration is presented to the unit. In such cases, temporary visitor vehicle passes are authorized.
(4) Proof of compliance with minimum requirements of the financial responsibility, compulsory insurance, or no fault insurance laws of the state in which the vehicle is registered, or of the state in which the unit is located if no financial responsibility is required by the state of registry.
(5) Proof of satisfactory completion of a safety and mechanical vehicle inspection by the state or jurisdiction in which the vehicle is registered. This requirement is waived for units in areas not requiring a vehicle safety inspection or where out-of-state vehicles are not required to be inspected; however, states can require that all vehicles, regardless of state of registry, be inspected and meet safety and pollution control standards. Furthermore, Commanding officers may establish minimum vehicle safety standards as a condition of registration. The intent is to ensure that the Coast Guard complies with all State and local requirements.

All persons issued Coast Guard decals or passes shall continuously comply with the requirements for driver's license, State registration, safety inspections, and insurance upon which the decal or pass was initially issued. If there is a change in status on the part of the registrant regarding the compliance with those requirements (e.g., loss of insurance, revocation of driver's license), the registrant will immediately notify the unit registering the vehicle, and the vehicle is no longer authorized to operate on Coast Guard facilities.

O.3.e. Decal Display

The POV Decal and expiration tabs must be readily visible to security forces in accordance with the following:

(1) Unless prohibited by State or local law, the decal shall be permanently affixed, on the outside, top center of the windshield, above the rear-view mirror, so as not to obstruct the driver's view. Motorcyclists may mount the decal lengthwise on the vehicle where it may be easily seen from the front of the vehicle.
(2) Mounting the POV Decal and date tab on removable placards is prohibited. Decals not permanently affixed to the vehicle for which they are issued are subject to confiscation. Additionally, POV registration may be terminated, and the Auxiliarist may be subject to disciplinary action or criminal prosecution.
(3) The expiration tab shall be affixed parallel with, and adjacent to, the left edge of the decal. The tabs are available for January and July only.
(4) Optional rank tabs shall not be permanently affixed to the POV, and must be mounted on a removable placard. For the purpose of operational security (OPSEC), these placards must be stored in a secure location when not in use (e.g., locked glove compartment).

O.3.f. Termination of Access

Commanding officers may revoke access privileges at any time, or under any of the following conditions:

(1) The owner fails to comply with or maintain State or Coast Guard registration and/or licensing requirements.
(2) The registrant's service with the Coast Guard or Coast Guard Auxiliary is terminated.
(3) The owner uses or permits the use of the POV in connection with illegal activities.
(4) The owner's driving privilege is revoked on any Coast Guard facility.
(5) The owner's eligibility or registration is terminated.
(6) The owner has been barred from a Coast Guard or any other Federal facility.

(7) The owner has sold or otherwise disposed of a registered vehicle without providing adequate proof of the decal being removed. Normally, adequate proof shall consist of the remains of the decal, or having the Commanding officer or a designated representative witness the destruction of the decal. It is not the intent of this provision to limit the number of vehicles that may be registered to a person, but simply to ensure that all decals are accounted for.
(8) The current decal becomes effaced, illegible, or incomplete (just cause for re-issuing the decal).
(9) The owner is no longer entitled access to Coast Guard units.
(10) Decals may be seized for just cause by any Commanding officer, designated representative, or by any security organization of the Armed Forces.

O.4. Auxiliary Logical Access Credential (ALAC)

Based upon the nature of the support that they provide to Coast Guard units, some Auxiliarists may require access to Coast Guard Standard Work Stations (SWS) and/or networks (i.e., the dot mil domain). The Auxiliary Logical Access Credential (ALAC) may be provided such Auxiliarists for the sole purpose of gaining such access. An ALAC is not a Common Access Card (CAC). It shall not display a photograph, shall not convey benefits, entitlements, or privileges, and shall not be used for physical access. Physical access of Auxiliarists to Coast Guard and DoD facilities shall remain predicated upon presentation of the Auxiliary ID card.

The ALAC has Coast Guard Public Key Infrastructure (PKI) certificates to allow access to government computers and networks. These credentials will be verified through the Contactor Verification System (CVS), processed through the Defense Enrollment Eligibility Reporting System (DEERS), and issued by a Real-time Automated Personnel Identification System (RAPIDS) ID card issuance facility. Logical access is defined as that access which necessitates a Coast Guard SWS account to input, review, manipulate, and extract data. It includes the need to access web sites, information systems, and software applications within the dot-mil domain.

ALAC issuance shall only occur pursuant to procedural guidelines established by the Chief Director.