Section C. Coast Guard Personal Property

Introduction

Auxiliarists, loaned or given custody of Coast Guard or Auxiliary owned personal property, may use said property for authorized activities only. The property, loaned or obtained under 14 U.S.C. § 641, shall be accounted for in the appropriate Coast Guard authority's property inventory records and returned to the Government upon request. The appropriate Coast Guard authority shall normally be the Director. Auxiliarists shall return property upon ending Auxiliary membership, transferring to retired status, or to another unit, or if the property is no longer needed. Auxiliarists shall immediately report the loss, damage, or theft of Coast Guard property to the appropriate Coast Guard authority.

C.1. Auxiliary Leaders

All elected and appointed leaders shall develop and maintain property records, data, and documents appropriate for their office. Leaders shall account for these items and transfer them to their successors. The same procedure is followed for any Coast Guard, Auxiliary, or other accountable property, money, manuals, and equipment. Leaders shall annually account for all such property and funds on Auxiliary unit inventories, whether replaced in office or not.

C.2. Appropriated Funds

Auxiliary activity support entails the budgeting of appropriated funds. Appropriated funds may be budgeted to support the purchase of property, equipment, and materials for an Auxiliary unit's internal administration and operation. Such materials include, but are not limited to:

a. Office labor-savings devices (e.g., adding machines, computers, monitors, printers, memory sticks, copiers, fax machines).
b. Office furnishings and rugs.
c. Audio-visual equipment (e.g., projectors, slide kits, disks, disk players, televisions).
d. Training devices, equipment, and texts.
e. Classroom equipment and furnishings.
f. Public relations equipment (e.g., cameras).
g. Communications equipment (e.g., radios, power supplies).
h. Household and galley appliances.
i. Portable generators and pumps.
j. Tools for building and grounds improvement and maintenance.
k. Boats and other operational equipment.
l. Any other equipment or material considered appropriate by the District Commander to support mission needs.

C.3. Coast Guard Issued Property	The Coast Guard may purchase, loan, or issue property to Auxiliary units. Types of appropriate property include, but are not limited to, the same property listed in paragraph C.2 above. Such equipment loaned or issued by appropriate Coast Guard authorities will be documented by custody receipts. The Auxiliary unit must show a definite need for the equipment for Auxiliary purposes. Under no circumstances will such property be transferred to an Auxiliary unit for the full or part-time private use of any Auxiliarist. The equipment will be treated as Coast Guard property in accordance with provisions of the Property Management Manual, COMDTINST M4500.5 (series), while in custody of the Auxiliary unit. Appropriate Coast Guard authorities will report and account for all items in their property inventory records. Each Auxiliary unit will conduct, as a minimum, an annual physical inventory count of all items on loan to them from the Coast Guard and provide a written report of such to the appropriate Coast Guard authority. Government furnished equipment is authorized for use to support Auxiliary PE efforts.
C.4. Excess Government Property	Excess Government property includes those items no longer required for Federal purposes, however, other Federal agencies may still need the property. Under Federal Property Management Regulations, excess personal property must be referred to the General Services Administration (GSA) for screening by other Federal agencies. Such action must be done before GSA can make a surplus declaration. Once the property has been determined to be excess, the steps required for property disposal are complex and lengthy.
C.4.a. Screening	The Director may work directly with Defense Reutilization and Marketing Offices (DRMO) to screen and obtain available excess Government property. If there are proximate DRMOs within the district, the Director may work directly with the cognizant Coast Guard Property officer to gain authorization for specifically identified Auxiliarists to physically review excess property at the DRMO on the Director's behalf. Auxiliarists may not be authorized to tag or reserve any specific DRMO items.
C.4.b. Processing and Accounting	Excess Government property acquired for Auxiliarists shall be processed and accounted for by Directors in accordance with the Property Management Manual, COMDTINST M4500.5 (series). Release of excess property to an Auxiliary unit will only result from a written request from the unit to the Coast Guard's Personal Property Program Manager Commandant (CG-842). Such request must be submitted by the Auxiliary unit through its chain of leadership and management to the Director. The Director shall endorse such a request and forward it directly to Commandant (CG-842).

C.5. Non-Excess Coast Guard Property	The availability of Federal non-excess property provides the Auxiliary many opportunities to obtain materials to help various Auxiliary programs. Directors are encouraged to set up liaison with Coast Guard property officers to: a. Let them know of items required by the Auxiliary to avoid inadvertent labeling of Coast Guard property as either surplus or excess. b. Screen required items, and obtain for use by the Auxiliary in support of Coast Guard missions.
C.6. Coast Guard Surplus Property	Surplus property are those Coast Guard items determined by GSA to be no longer required by the Federal Government. GSA assigns the surplus designation if no Federal agency has requested and effected transfer of the property by the surplus release date.
C.6.a. Screening	Federal Property Management Regulations require screening of surplus property by authorized personnel. Screening through GSA donation channels must be accomplished before outright donation of surplus property to the Auxiliary. Under 14 U.S.C. § 641 (a), the Coast Guard may donate Coast Guard surplus property to the Auxiliary (including any authorized incorporated units) after GSA screening. Directors shall maintain a file of property or material requests received from Auxiliary units. Directors should set up liaison with Coast Guard property officers to establish procedures for local screening of excess property outlined in the Property Management Manual, COMDTINST M4500.5 (series).
C.6.b. Property Donations	Coast Guard surplus property may be donated to an Auxiliary unit under the provisions of 14 U.S.C. § 641. This authority is limited to material to be used for Auxiliary unit administration, Auxiliary MT, operations and other authorized activities, or PE. Under no circumstances will such property be transferred to an Auxiliary unit for the full or part-time private use of any Auxiliarist. Types of Coast Guard surplus property considered appropriate for donation or Coast Guard property for loan include, but are not limited to, the same property listed in paragraph C.2 above.

C.6.c. Procedures

The following procedures shall be used in acquiring Coast Guard surplus property for the Auxiliary:

(1) An Auxiliary unit must identify their need for surplus property in writing to the Director.
(2) The Director must verify the need for this property and ensure the unit can support the equipment if acquired.
(3) Upon approval of the Director, the request is forwarded to the Chief Director, who is responsible for determining the relative need if the property is desired by more than one Auxiliary unit.
(4) Once verified by the Chief Director, the request is forwarded to Commandant (CG-842) for action.
(5) If the property is available, Commandant (CG-842) will approve the request and prepare the required transfer documents for signature.
(6) The property is then donated to the Auxiliary unit.

C.6.d. Survey of Loaned Property

District Commanders may direct the survey of Coast Guard property loaned to the Auxiliary to:

(1) Verify and report the loss of, or abnormal damage to, property. To also attest to the probability or lack of negligence for such loss or damage.
(2) Report the condition of property recommended for replacement or disposal.
(3) Authorize adjustment of accountable supply records.

C.7. Auxiliary Unit-Owned Property

This section applies in order to implement statutory changes to 14 U.S.C. 821 which permit the treatment of Auxiliary unit-owned personal property dedicated solely for Auxiliary use to be construed as property of the United States for liability purposes.

Auxiliary units may own boats, mobile trailers, trailers, motor vehicles, personal watercraft, and administrative support equipment so long as they are owned and operated in conformity with established directives. Such Auxiliary unit-owned property must be used for Auxiliary unit administration, Auxiliary member training, operations, public education, and any other authorized activities or missions of the Auxiliary. Under no circumstances shall Auxiliary owned property be used for the private use of Auxiliarists.

Motorboats, yachts, aircraft, radio stations, motorized vehicles, trailers, and other equipment that is under the administrative jurisdiction of the Auxiliary, or an organizational element or unit of the Auxiliary (except when used outside the scope of 14 U.S.C. 822 or not used solely for Auxiliary purposes) will at all times be treated as property of the United States for the purposes of the Federal Torts Claims Act, the Public Vessels Act, the Suits in Admiralty Act, the Admiralty Extension Act, and other matters related to non-contractual civil liability.

Auxiliary unit-owned property is not normally covered by the above provisions for property damage to the property itself due to funding and fiscal constraints. Accordingly, all Auxiliary unit-owned property, except administrative support equipment, should be covered by a private property damage policy, as approved by the DSO-LP, unless the Auxiliary unit desires to self-insure for the replacement cost due to damage or complete loss of the property itself.

C.8. Auxiliary Personal Property

The Auxiliary is authorized to own, use, and dispose of personal property owned by any unit of the Auxiliary pursuant to the following provisions.

Pursuant to the provisions of 14 U.S.C. § 821(d), Auxiliary units may own boats, mobile trailers, trailers, motor vehicles, personal water craft, radio stations, electronic equipment, and operational and administrative equipment so long as they are owned and operated in conformity with the provisions of this Manual, the Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), and other Coast Guard published directives. Such Auxiliary unit owned property must be used for Auxiliary unit administration, member training, operations, public education, and any other authorized activities or missions of the Auxiliary. Under no circumstances shall Auxiliary owned property be used for the private use of Auxiliarists.

Auxiliary units are authorized to acquire such personal property to assist the authorized purposes of the Auxiliary by purchase, gift, grant, legacy, or bequest, and to hold and to use the same. Auxiliary units may also acquire, hold, and use personal property loaned to them or to which they have been given custody by the Coast Guard or other federal or state or municipal agencies.

	Any personal property owned by an Auxiliary unit may be sold, transferred, or disposed of by it upon a majority vote of the members of that unit unless the unit Standing Rules specify a greater vote. The signature of the Flotilla Commander, Division Commander, District Commodore, or the National Commodore, as the case may be, shall be sufficient authority on behalf of that unit to sell, dispose of, or transfer title to such personal property. For personal property obtained from the Coast Guard, the Auxiliary unit commander will inform the command of the Coast Guard unit from which it was obtained of planned disposition and obtain acknowledgement of such prior to actual final disposition. Any check, financial document, or payment order which purports to be signed by the unit Finance Officer at any organizational level of the Auxiliary is sufficient authority on behalf of that unit to open, handle, manage, disburse, or otherwise dispose of funds, bank accounts, monies, stocks, bonds, and other items of intangible personal property.
C.9. Government-Owned Facility	Any Government-owned vessel, aircraft, or radio station may be offered for use as a facility in accordance with regulations promulgated by Commandant.
C.10. Other Property	Forfeited property, voluntarily abandoned property, abandoned, and unclaimed property are not considered appropriate for transfer, donation, lease, or loan to Auxiliarists.