



U.S. Department of Homeland Security

**United States  
Coast Guard  
Auxiliary**  
Lake Norman, NC



# U.S COAST GUARD REQUIRED KNOWLEDGE

AS TAKEN FROM THE U.S. COAST GUARD CAPE MAY TRAINING MANUAL, "THE HELSMEN"

FLOTILLA 26-01  
LAKE NORMAN, NC  
2015



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“Welcome to the United States Coast Guard. We are a military, multi-mission, maritime force offering a unique blend of military, law enforcement, humanitarian, regulatory, and diplomatic capabilities. These capabilities support our three broad roles: maritime safety, maritime security, and maritime stewardship. Our service and strength are defined by our Core Values of Honor, Respect, and Devotion to Duty.” – U.S. Coast Guard Cape May Training, the Helmsmen

**Honor** Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our personal and organizational actions. We are loyal and accountable to the public trust.

**Respect** We value our diverse workforce. We treat each other and those we serve with fairness, dignity, respect, and compassion. We encourage creativity through empowerment. We work as a team.

**Devotion** to Duty We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.



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## U.S. Coast Guard Auxiliary Chain of Leadership –

“A Chain of [Leadership] is a structure of authority and responsibility. It is necessary so that everyone knows their place in the organization, and to whom they have to report.” – U.S. Coast Guard Cape May Training, the Helmsmen.

### **Flotilla:**

*Flotilla Staff Officer*- Manage the flotilla's departments and programs; appointed by the FC.

*Flotilla Vice Commander*- The flotilla's Chief of Staff and assistant to the Flotilla Commander. Elected by the members of a Flotilla.

*Flotilla Commander*- The highest elected Auxiliary leader within a flotilla. He/she is elected by the members of a flotilla. Recommends new members for enrollment to the DIRAUX.

### **Division:**

*Division Staff Officer*- Manage the division's departments and programs; appointed by the DCDR.

*Division Vice Commander*- Division Chief of Staff and assistant to the Division Commander. Elected by the Flotilla Commanders in a division.

*Division Commander*- The highest elected Auxiliary leader within a division. Elected by the Flotilla Commanders in a Division.

### **District:**

*District Staff Officer*- Manage the district's departments and programs; appointed by the DCO and approved by DIRAUX.

*District Directorate Officer*- Some districts appoint DDOs based on the three major areas of Auxiliary activity (i.e., Prevention, Response, and Logistics). They are appointed by the DCO and approved by DIRAUX.

*District Captain*- Elected by all Division Commanders and usually supervise a group of divisions in a district. They may also have programmatic responsibilities.

*District Chief of Staff*- The district's Chief of Staff and Assistant to the District Commodore. Elected by the Division Commanders in the district.

*District Commodore*- The highest elected level within the district, this office supervises all Auxiliary activities within his or her district, and is elected by the Division Commanders within the district.

## **National:**

*Director*- Directors are responsible for the Auxiliary's national directorates.

*Assistant National Commodore*- Assistant National Commodores are appointed to either lead multiple national directorates or perform specialized roles (such as Chief Counsel or Diversity)<sup>[19]</sup> and are expected to consult and coordinate with appropriate Coast Guard Flag officers and program managers, in coordination with the Chief Director, to determine requirements for Auxiliary resources used within their areas of responsibilities as well as develop and manage Auxiliary programs consistent with Coast Guard needs and objectives.

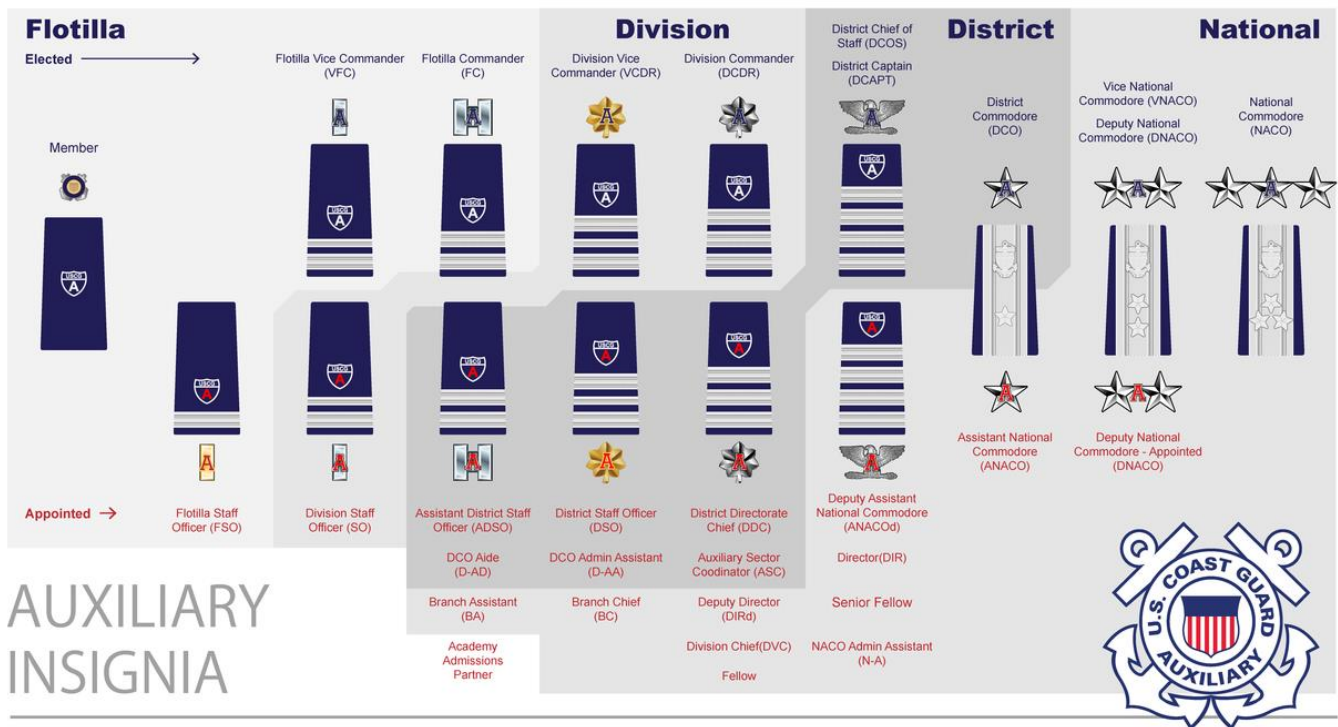
*Deputy National Commodore*- The Auxiliary has four Deputy National Commodores (DNACO) who report to the Vice National Commodore.

*Vice National Commodore*- The VNACO is the Chief Operating Officer of the Coast Guard Auxiliary and reports to the National Commodore (NACO). Additionally, the VNACO represents the Auxiliary at the direction of the NACO with all Coast Guard Flag officers and Flag officer equivalent civilians at Coast Guard Headquarters on Auxiliary matters.

*National Commodore*- The NACO is the senior and principal officer of the Auxiliary. The NACO represents the Auxiliary and reports to the Commandant through the Vice Commandant of the Coast Guard. Additionally, the NACO represents the Auxiliary with all Coast Guard Flag officers and Flag officer equivalent civilians at Coast Guard Headquarters on Auxiliary matters.



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## Eleven General Orders

"The Eleven General Orders are common to all branches of the U.S. Armed Forces. Memorize these orders!" – U.S. Coast Guard Cape May Training, the Helmsmen

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey and pass on to the sentry who relieves me all orders from the commanding officer, field officer of the day, officer of the day, and officers and petty officers of the watch.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the petty officer of the watch in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority



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## Nautical and Military Terminology

Room.....COMPARTMENT  
 Bathroom..... HEAD  
 Floor .....DECK  
 Upstairs .....TOPSIDE  
 Stairs.....LADDER  
 Wall .....BULKHEAD  
 Mop..... SWAB  
 Downstairs.....BELOW  
 Bed .....RACK  
 Ceiling.....OVERHEAD  
 Flag .....COLORS  
 Drinking Fountain (or rumor).....SCUTTLEBUTT  
 Stop .....BELAY or AVAST  
 I understand your order and will comply ..... AYE AYE, SIR/MA'AM

## Phonetic Alphabet

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOXTROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIETT	W	WHISKEY
K	KILO	X	XRAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU



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## Military Time

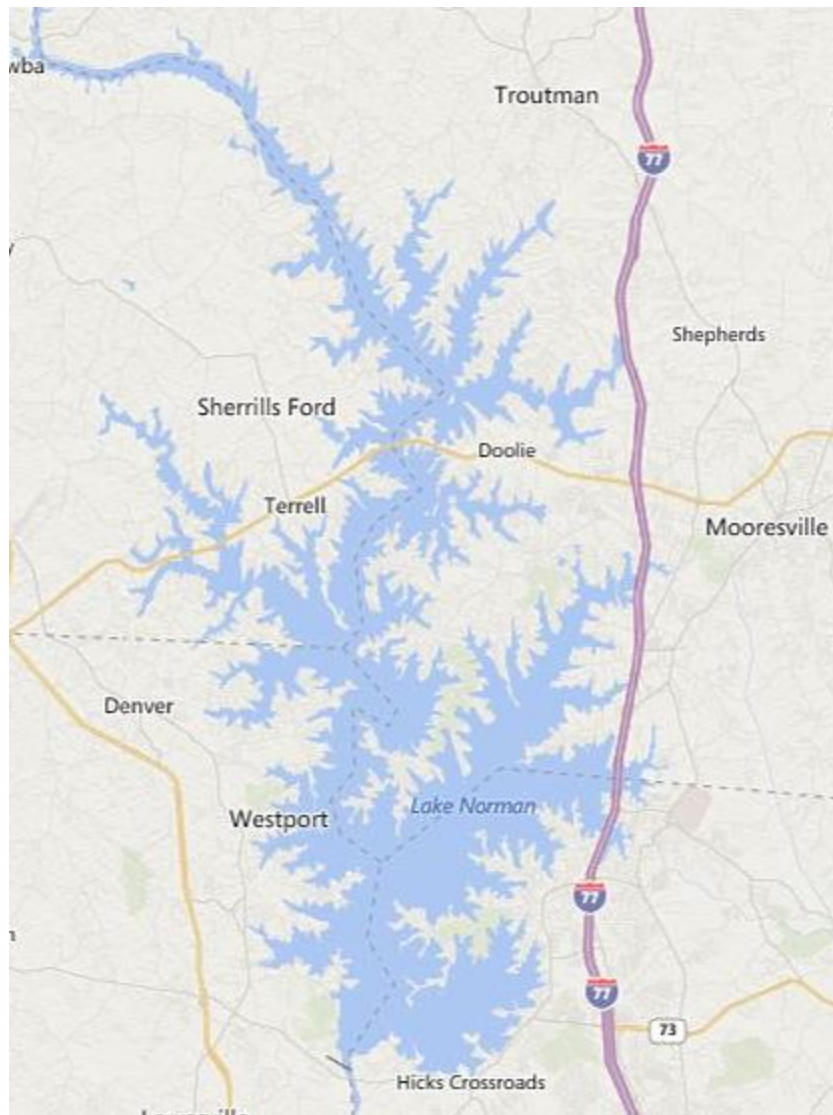
“Military time is an unambiguous, concise method of expressing time. The main difference between regular and military time is how hours are expressed. Regular time uses numbers 1 to 12 to identify each of the 24 hours in a day. In military time, the hours are numbered from 00 to 23. Under this system, midnight is 00, 1 a.m. is 01, 1 p.m. is 13, and so on. Regular and military time express minutes and seconds in exactly the same way. Since military time uses a unique two-digit number to identify each of the 24 hours in a day, a.m. and p.m. are unnecessary. The following table summarizes the relationship between regular and military time.” – U.S. Coast Guard Cape May Training, the Helmsmen.

Midnight	0000	Noon	1200
1:00am	0100	1:00pm	1300
2:00am	0200	2:00pm	1400
3:00am	0300	3:00pm	1500
4:00am	0400	4:00pm	1600
5:00am	0500	5:00pm	1700
6:00am	0600	6:00pm	1800
7:00am	0700	7:00pm	1900
8:00am	0800	8:00pm	2000
9:00am	0900	9:00pm	2100
10:00am	1000	10:00pm	2200
11:00am	1100	11:00pm	2300





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## GLOSSARY

**BARRACKS** - A building where military personnel live.

**BELAY** - (1) To make fast or secure a line. (2) To cancel an order. (3) To cease.

**BELOW** - Beneath the deck (downstairs).

**BULKHEAD** - A partition or "wall" on a vessel.

**BOW** - The front most part of a vessel when looking forward.

**COMPARTMENT** - Enclosed spaces or "rooms" on a vessel.

**DECK** - The "floor" of a vessel.

**EYES IN THE BOAT** - Look straight ahead at position of attention.

**FORWARD** - Towards the bow (pronounced "foward").

**GALLEY** - The cooking compartment or "kitchen" on a vessel.

**HATCH** - A square or rectangular opening in a deck.

**HEAD** - The compartment with toilet facilities; bathroom.

**HEADING** - The direction a ship points at any given moment.

**INBOARD** - Toward the ship's center line.

**LADDER** - Steps from one deck to another.

**MUSTER** - Assembly of the crew for accountability.

**OOD** - Officer Of the Day/Deck. An officer who is in charge of a vessel or station for the day or watch.

**OUTBOARD** - Out, away from the ship's center line.

**OVERHEAD** - The ceiling on a vessel/compartment.

**PASSAGEWAY** - Compartment designed for traffic, a "hallway."

**PORT** - The left side of a vessel when looking forward.

**RACK** - A sailor's bed.

**SCUTTLE BUTT** - (1) A drinking fountain. (2) A rumor.

**SECURE** - Lock up, finish up. **STARBOARD** - The right side of a vessel when looking forward.

**STARBOARD** - The right side of a vessel when looking forward.

**STERN** - The rear of the vessel when looking forward.

**SWAB** - To mop. The mop itself.

**UNDERWAY** - When a vessel is not tied to a pier or at anchor.

**WATCH** - A period of duty, usually four hours.