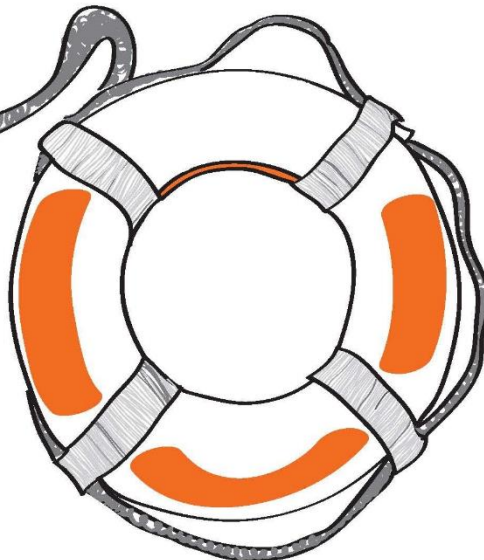




# INTERNSHIPS

reporting  
aboard



February 2023

**U.S. COAST GUARD AUXILIARY UNIVERSITY PROGRAMS**

# Contents

Overview	Page 2
Duration	Page 2
Types of Internships	Page 3
Roles and Responsibilities	Page 4
Guidance for Student Interns	Page 5
Guidance for Internship Supervisors	Page 10
Appendix A - Internship Check Sheet	Page 13
Appendix B - AUP Memo Template	Page 14
Appendix C – Internship Orders Templates	Page 15
Appendix D – Example Internship Schedule	Page 18
Appendix E – Example of AUX LOC	Page 20
Appendix F – Example of AUX ACH	Page 21

## Overview

The purpose of this guidebook is to outline expectations and procedures for interns and those affiliated with the AUP internship program.

AUP internships provide students with meaningful real-world training and experience, while providing Coast Guard units with highly motivated and reliable personnel augmentation. An internship is a valuable learning opportunity in a professional setting that also allows units to better execute their operational, mission support, or administrative missions (interns can also work with the local flotilla wherever they are performing their internship).

**As Auxiliary members, AUP interns are able to support Coast Guard units in every mission, with the exception of direct engagement in Law Enforcement.**

**Internships extend classroom knowledge through professional contributions.**

Students derive tremendous value from internships because they provide excellent career preparation. The Coast Guard derives tremendous value because internships link energetic, educated, and cost-effective talent with operational and administrative needs. AUP will continue to offer and improve our world class internships that produce college credit and meaningful real-world experience.

**Templates and Examples:** all templates (orders, schedules, After Action Report, checklist, award examples) attached to this guide as Appendices can be obtained by emailing: [ashlythomas99@yahoo.com](mailto:ashlythomas99@yahoo.com), or [ashly.L.thomas@uscg.mil](mailto:ashly.L.thomas@uscg.mil)

## Duration

Given the need for the internship to be meaningful for both the student and unit assigned, internships shall typically encompass a **3-4 week period at minimum**. 6-8 weeks is more desirable for students interested in achieving an operational qualification and having a true impact at their assigned unit.

U.S. Coast Guard Auxiliary

*Strategic Planning Directorate*



# Types of Internships

## In Person: at one or multiple Coast Guard units:

Internships most commonly take place at small boat stations, air stations, sector or district offices. Students assigned to larger units, such as a sector, may rotate through departments or divisions to derive the most comprehensive insight on CG Missions or operations.

**During School breaks: This is the current primary focus of the AUP Internship program.** Internships taking place on-site at Coast Guard units over school breaks, particularly in the summer, have been popular since the program's inception. This schedule format calls for the intern to work for an office or command for anywhere between 20 and 50 hours per week for 6 to 12 weeks. The goal of the AUP program will be to place students for a minimum of 4-6 weeks, with an 8 week internship being more of the norm. If the intern's availability is less than 4 weeks, a determination will be made as to whether the internship can count for AUP 302 credit – the intern should work with the Internship Coordinator for that determination

## Virtual Internships

Although not the primary platform for AUP internships, some units may benefit from an AUP student working remotely who is willing to complete critical projects or research. Students should indicate their willingness to pursue a virtual internship in the Internship Application.

## Outside Internships

Many colleges and universities arrange internships for their own students, or students may find an independent internship not at a Coast Guard unit. AUP generally supports student participation in these programs for credit toward AUP 302 and AUP's graduation requirements provided that the internship focus is in an area relevant to the Coast Guard such as a homeland security or maritime field, or an internship with the Coast Guard itself.

Students wishing to be granted AUP credit for their outside internship should contact the Internship Coordinator directly. The Internship Coordinator will work with the student to determine if the outside internship meets AUP criteria. If the Internship Coordinator determines internship is acceptable, the student must submit an AUP internship application through normal online channels. The intern should work with the Internship Coordinator for that determination.

## Internships while in School

Depending on availability of opportunities, interns may have the option to apply for an internship that occurs while their academic classes are in session. This schedule format is most successful when commuting is possible due to the intern's campus being geographically near the host office or command. Some internship hosts have administrative, research, or other office work needs that can be accomplished through virtual work, thereby making internships possible even when not geographically near campus. Interested students should contact the Internship Coordinator.

## Weekend Rotating Internships

Similar to the schedule format used by Coast Guard reservists in operational billets, weekend internships involve the intern being assigned an internship host at an operational unit such as a sector or boat station, and a schedule established by which the intern serves one or more weekends per month through an entire semester or school year. Again, this option is dependent on availability. Interested students should contact the Internship Coordinator.



# Roles and Responsibilities

## Internship Coordinator

The AUP internship program is typically managed by the Internship Coordinator/s (member/s of the Student Services Branch in the AUP National Staff). The Internship Coordinator is responsible for ensuring that the internship program is carried out with maximum effectiveness. Responsibilities include:

- Reviewing internship applications
- Confirming interests and geographic preferences of the prospective interns
- Coordinating placement of internships with host units & identifying Internship Supervisors
- Coordinating the issuance of no-cost TDY orders to the student with the Internship Supervisor
- Assisting Internship Supervisors in the attainment of CAC cards if absolutely necessary to the internship experience
- Reviewing internship documentation including:
  - Internship Check Sheets
  - After action reports
- Rendering the internship “complete” in Airtable (AUP IS system)
- Ensuring that the intern properly submits & receives credit for AUP 302

## Internship Supervisor Responsibilities

The person responsible for supervising the intern is the Internship Supervisor. Responsibilities include:

- Working with the intern ahead of time to set a schedule, provide work and qualification expectations.
- Ensure the intern will have access to facilities prior to arrival.
  - Includes determining whether the student will need a CAC card to fulfil their duties ( work with the Internship Coordinator to obtain).
- Overseeing & mentoring the intern while onboard: **it is more than likely that the intern will have numerous personnel overseeing them during their assignment, but the internship supervisor will retain overall oversight of the intern.**
- Verifying completion of major activities on the Internship Check Sheet, and working with the intern and the Internship Coordinator resolve issues.
- These responsibilities are further detailed in the “Guidance for Internship Supervisors” section.

## AUP Unit Officer Responsibilities

Every AUP student is assigned to an AUP Unit under the supervision of a Unit Officer (“UO”). The UO is responsible for providing a candid recommendation to the Internship Coordinator regarding the student’s ability to complete an internship in a responsible and professional way. This approval comes by way of the application that the student submits, but the UO must be prepared to substantiate their recommendation if contacted by the Internship Coordinator. UOs should work with students and flotilla POCs to ensure the student has the resources necessary to obtain the ODU uniform prior to their internship.

***Note:** Some AUP Units are located at military colleges and maritime academies with school-specific uniforms. These uniforms are generally acceptable for wear during an internship, but this decision is one to be made by the Internship Coordinator and the Host Unit’s internship supervisor. Interns are responsible for obtaining guidance on this before reporting aboard.*

## Academic Advisor Responsibilities

If the student wishes to receive college credit for his or her internship experience, it is the responsibility of the student to work with their academic advisor to facilitate this process. The AUP internship materials, specifically the Internship Check Sheet, have been designed to provide the academic advisor with information necessary to verifying internship completion so that credit can be earned. Many institutions will require the intern to write a paper on some topic related to the internship..



# Guidance for Student Interns

**Before You Apply:** Prior to applying for an AUP internship, students shall read the Internship Guide in its entirety, and be able to meet all requirements stipulated herein.

It is up to the student intern to ensure their experience is professionally beneficial and personally rewarding. The Internship Coordinator, Unit Officer, Internship Supervisor, and academic advisor will provide support – but the student is the author of their own success.

## Housing, Transportation, and other Costs

It is critical to remember that AUP students, like all other Auxiliary members, are volunteers. As such, students apply for and complete internships without an expectation of salary, stipend, housing, transportation, or reimbursement for other costs.

### Low-cost/No-cost barracks And Meals:

- **Free Barracks:** Active duty units (such as small boat stations, sectors, and bases) are more likely to have availability of barracks rooms or unaccompanied personnel housing (UPH) rooms. The student should specify in their application whether no-cost lodging is a critical component to their internship (see “Application” section below). The student’s auxiliary orders authorize use of no-cost barracks where available.
- **Free Meals:** In the same way, active duty units with dining facilities are allowed to provide meals for auxiliaries.

## Eligibility:

Students must meet the following criteria in order to apply for an internship through AUP:

- Have obtained AUP Senior status;
- Have obtained the favorable endorsement / recommendation of their Unit Officer.
- Have an ODU uniform with proper Auxiliary Insignia\*

*Note: Some AUP Units are located at military colleges and maritime academies with school-specific uniforms. These uniforms are generally acceptable for wear during an internship, but this decision is one to be made by the Internship Coordinator and the Host Unit’s internship supervisor. Interns are responsible for obtaining guidance on this before reporting aboard.*

## Application:

Students apply for an internship via an application form on the AUP website (link below). Opportunities for internships will generally be announced to Unit Officers via an ALAUP message, which will provide guidance on submission deadlines.

- **Online Application form:** [Internship — U.S. Coast Guard Auxiliary University Programs](#)
- **Major Application components:**
  - **Email/Phone:** provide the best contact information for the Internship Coordinator to get in touch with you
  - **Start date/end Date:** Students should be as precise as possible with regards to the dates of their availability.
  - **Desired Locations:** Students should be clear about the geographic locations that are easily accessible and cost-effective to achieve their internship goals. If the student is able to travel to a unit potentially far away from their location if low-cost berthing/barracks are available, they should state that in their application.
    - **Multiple Locations:** It is important that students indicate their preferred location and several back ups.
  - **Interests:** Students should be specific about their interests – however, if they are open to a wide variety of



experiences or opportunities, they are encouraged to state that clearly.

- **Virtual Internship:** Students should indicate whether they would be willing to consider a virtual internship
- **Resume:** Students will upload a current resume with their application
- **Personal Statement:** Students will provide a personal statement encompassing professional aspirations, goals for the internship and other unique characteristics that they wish to be considered. Personal statements should **not** be extremely lengthy - they should be well written but concise.
- **Unit POC:** if a student has already made contact with a desired unit, please state that explicitly in the application, and provide contact information.

## Internship Placement Process & Timelines

- **Internship Coordinator Review:** The Internship Coordinator will review all applications.
  - 1-2 weeks following the published deadline, the Internship Coordinator will reach out to each student (via email and/or phone) to confirm their interests and discuss potential options.
- **Coordinating Placement:** In most situations, an internship placement will be made within approximately 2 weeks of the initial discussion between the Internship Coordinator and the student (or within 4 weeks of the application deadline). Occasionally, the assignment process can take over a month. Students should be cognizant that the Internship Coordinator often has to follow a complicated process to confirm location availability, proper POCs, and approval. This process takes time, and students should be prepared to be patient.
- **Communication:** The Internship Coordinator will provide updates to the student on the progress of the internship placement.
- **Finalizing Placement & Issuance of Orders:** Once the Internship Coordinator has confirmed the internship and internship supervisor, the student will be connected with their unit internship supervisor. Orders will be issued following the finalization of placement. This is normally complete within 4-6 weeks of the application submission deadline.

## Contacting the Internship Supervisor/Initial items Internship Check List

Once the Internship Coordinator has connected the student with the internship supervisor, the student is responsible for working with the supervisor to set expectations for the experience. **At this point, the student shall fill out items 1 & 2 in the Internship Check List (Appendix A).**

Students should ensure that expectation are clear, and that all stakeholders understand what others are seeking from the internship. Students should make sure to take advantage of any and all opportunities available to them and corresponding to their interests.

## Learning about the Host

Interns that possess background knowledge of their host's missions and responsibilities are better positioned to excel than those interns who fail to do research up front. Interns should obtain unclassified information from the host and do research on their own before reporting aboard.

## Orders

- **Virtual Internships:** Internships that are conducted virtually with either active duty or Auxiliary offices need not obtain orders. Instead, they must notify their Unit Officer and Flotilla Commander of the internship assignment and follow instructions pertaining to assignment to duty.
- **On site:** If the internship is to be conducted on site at an active duty office or command the intern will require no-cost



TDY orders for the duration of the internship (Appendix C provides examples). The Internship Coordinator will coordinate with the host unit. A copy of the orders will be provided to the student by either the host unit/Internship Supervisor or the Internship Coordinator.

## Contact Information

Interns are expected provide their supervisor with all their contact information prior to their internship start date.

## Uniform of the Day

Interns are responsible for obtaining and keeping in good order the uniform of the day required for wear when working on site at their internship. This information can be obtained from the supervisor. Internships are an AUP-specific activity, so in accordance with the Leadership and Management Guide, Chapter 3, Section A, undergraduate students will wear the Auxiliary member insignia at all times when in uniform during their internships. The uniform of the day at operational units will most likely be the ODU. Other assignments (i.e. Headquarters, DHS) may require a different uniform, and that will be coordinated between the Internship Coordinator, internship supervisor, and student. At a minimum, the student should be prepared with the ODU.

*Note: Some AUP Units are located at military colleges and maritime academies with school-specific uniforms. These uniforms are generally acceptable for wear during an internship, but this decision is one to be made by the Internship Coordinator and the Host Unit's internship supervisor. Interns are responsible for obtaining guidance on this before reporting aboard.*

## Setting the Schedule

Interns are responsible for working with their supervisor to set a schedule prior to reporting aboard. This includes report (start) date and time, days per week to work, work hours, plans for vacation or extended absence during the internship, and check out (departure) date. Interns should consider allocating one full day per work week to participation in local Auxiliary activities such as vessel safety checks or underway patrols in order to obtain qualification(s) during their time away from school.

**An example Internship Schedule is contained in Appendix D**

## Internship Check Sheet

The Internship Check Sheet is the tool used to define internship expectations ahead of time and then to report on them at the conclusion of the internship. Completion of the check sheet is the sole responsibility of the intern. Failure to do so will result in failing to complete the internship.

# During the Internship

## Professional Expectations

*AUP participants shall at all times adhere to proper customs, courtesies, protocol, behavior standards, and models of address consistent with the Auxiliary Manual, COMDTINST 16790.1 (series).*

In addition, interns will adhere to the professional expectations of their host, including prompt arrival and departure from scheduled duties and work hours, clean and professional uniformed appearance, and other behaviors typically expected in an office or operational environment.

## Saluting

AUP members salute uniformed services personnel pursuant to the customs and courtesies employed by their active duty counterparts. Saluting of auxiliaries, per Auxiliary custom, is not usually necessary.

U.S. Coast Guard Auxiliary

Strategic Planning Directorate



## Models of Address

Students are often training for service in some capacity with active duty personnel, and are frequently junior both in age and experience to their fellow Auxiliarists. For these reasons, and for the purpose of fostering high standards of etiquette and conduct within AUP, the following practices for greetings and models of address are prescribed for all AUP students.

### *Addressing Coast Guard Officers*

The Commandant, Vice Commandant, Vice Admirals, and Rear Admirals (upper and lower) are verbally addressed as Admiral. Captains and Commanders are addressed by rank. All other commissioned officers are addressed as sir or ma'am.

### *Addressing Coast Guard Auxiliary Officers and Members*

Commodores are verbally addressed as Commodore. All other Auxiliarists are addressed as Mr., Ms., sir or ma'am. It is acceptable for AUP students to be addressed either as Mr. or Ms. (formal) or by last name (informal).

### *Addressing Non-Commissioned Personnel*

Noncommissioned Coast Guard personnel are addressed by appropriate rank or rating according to accepted custom. It is acceptable for for "non-rate" personnel in grades E-1 to E-3 to be addressed by last name.

## Activities

Interns should expect to participate in a variety of activities during their internship. These activities vary based on the nature of the host's mission and area of responsibility, but might include performance of administrative tasks, participation in operational missions, research, out of office excursions, and projects. AUP students, as members of the Auxiliary, can participate/support all CG missions with the exception of direct engagement in Law Enforcement. Regardless of the nature of the activity, students are expected to perform all duties with an equally high level of professionalism.

## Record Keeping

Interns are responsible for ensuring the keeping of accurate records of their experience and appropriately logging their hours in AUXDATA II. Use the AUXAUP Operations Code and Mission Code 08.

# Concluding the Internship

## Final Check Offs

Interns will work with their supervisors at the conclusion of the internship to ensure that all requirements outlined on the Internship Check Sheet have been verified, and that the supervisor has agreed that the internship has been satisfactorily concluded. The completed Internship Check Sheet is submitted by the intern as part of the final package.

## Personnel Check Out

Many offices and commands have specific check out procedures to ensure that all property has been returned, debriefings have been conducted, and other miscellaneous administrative tasks are complete.

## Thank You Note

It is good etiquette for interns to send a thank you note to their supervisor following the conclusion of the internship. The supervisor will have worked hard to make the internship a success, and is deserving of personal thanks. Interns are expected to send a note, either electronically or via post, to their supervisors thanking them for their support.





## Final Package Submission

The intern will send the completed and signed check sheet along and an After Action Report (AAR) (using the template in **Appendix B**) to the internship coordinator.

### After Action Report:

The AAR will succinctly (2 pages or less) provide the following information:

- Brief chronology/summary of your internship experience.
- Highlights from the internship.
- Challenges encountered during the internship, and course of resolution (if any);
- Recommendations for future improvement to the internship program.

The Internship Coordinator will upload these documents into the internship record and mark the internship as “complete” in Airtable.

**Templates and Examples:** all templates (orders, schedules, After Action Report, checklist, award examples) attached to this guide as Appendices can be obtained by emailing: [ashlythomas99@yahoo.com](mailto:ashlythomas99@yahoo.com), or [ashly.L.thomas@uscg.mil](mailto:ashly.L.thomas@uscg.mil)



# Guidance for Internship Supervisors

## Learning about AUP

The following resources are provided to assist supervisors in becoming familiar with the AUP;

- AUP Website, [www.cgauxedu.us](http://www.cgauxedu.us)
- AUP Leadership and Management Guidance (LMG), available upon request to the Internship Coordinator.
- AUP Program of Study, available online at the AUP website.

## Orders

The intern will need no-cost TDY orders covering the duration of the internship from start to finish issued by the command to which he or she is reporting. The Internship Coordinator will work with you to provide these orders utilizing the templates in Appendix C, examples include:

- Sector Internship
- Small Boat Station Internship
- Air station Internship

## Physical and Logical Access

Internship hosts have different physical and logical access requirements for their interns based on security at their own facility. Students will typically report aboard with an Auxiliary ID card, but few or none will already have a CAC card. If the Supervisor determines this is absolutely necessary for the intern to perform assigned duties, they should work with the Internship Coordinator to attain one, and plan on the process taking approximately 2-3 months.

## Uniform of the Day

Supervisors should clearly communicate uniform expectations to interns well in advance of reporting aboard. This is important because most AUP students have limited uniforms, so multiple consecutive days in uniform will require some to order additional uniform items prior to the start of the internship. Also keep in mind that students from military colleges and maritime academies already own school-specific uniforms. Wear of those school-specific uniforms is the discretion of the hosting office or command, guidance that the supervisor will need to provide the intern in advance.

## Setting the Schedule & Activities

**Schedule:** Different combinations of intern and host require different schedule allowances. This should be worked out between the supervisor and intern prior to start of the internship. For example, a “normal” 8 hour day/40 hour work week may be most conducive to the internship experience or, it may be most appropriate to assign the intern to a duty section.

**Activities:** Supervisors should consider a blend of activities, including operational qualifications & duties (such as comms watch, JOOD, boat crew, lookout, etc) and projects that the intern can work on and take ownership of that support the needs of the office or command. **As members of the Auxiliary, AUP students can participate/support all CG missions with the exception of direct engagement in Law Enforcement.**

**An example Internship Schedule is contained in Appendix D.**

## Internship Check Sheet

The Internship Check Sheet is the tool used to define internship expectations ahead of time and then to report on them at the



conclusion of the internship. Think of it as a PQS cover sheet; there may be additional tasks to complete, particularly if the student is striving for a qualification during the internship, but this is the cover page that ties all the verifications together. It is the supervisor's responsibility to set additional expectations up front, if necessary.

## During the Internship

### Professional Expectations

Interns are expected to adhere to the professional expectations of all AUP students as well as the professional expectations set by the supervisor in the context of the host office or command. Specifically, interns will:

- Faithfully perform and demonstrate mastery of assigned job duties;
- Demonstrate consistently professional bearing, conduct, and behavior;
- Demonstrate consistent promptness and punctuality for internship-related activities;
- Obtain and wear proper work attire consistent with the dress code at the host office or command.

### Models of Address

AUP students adhere to the same models of address as are expected of their active duty and reserve shipmates. They are, furthermore, expected to at all times address Auxiliary Commodores as "Commodore." All other Auxiliarists are addressed as Mr, Ms, Sir, or Ma'am as appropriate. Interns should never address the senior person by first name.

In general, the senior person may address the intern as Mr, Ms, or by last name. First names for interns are used only at the discretion of the senior person. Additional details on expectations of the interns themselves can be found in this document's "Guidance for Student Interns" chapter.

### Personal Protective Equipment (PPE)

Interns will report with necessary PPE in some cases. This should never be assumed, though. Supervisors should anticipate needing to outfit the student with any PPE necessary to accomplish assigned job duties.

### Issue Resolution

Most internships are completed without incident. Challenges may arise from time to time due to outside circumstances, unforeseen events, or (rarely) intern misconduct or inaction. Supervisors should contact the AUP Internship Coordinator at any point before, during, or after the internship when issues arise that require assistance from outside the host office or command.

## Concluding the Internship

### Final Check Offs

Supervisors must verify that the intern has met all objectives outlined on the Internship Check Sheet before the student departs.

### Personnel Check Out

Interns will participate in any personnel check out procedures that the host office or command prescribes. In general, supervisors should take care to collect any property or PPE in the intern's possession, submit a request to terminate physical and logical access, and see that TDY orders are closed out according to standard procedure.



## Feedback to AUP

The AUP internship program is ever changing and improving. We value Internship Supervisors' feedback and suggestions. Please send them to the Internship Coordinator during or after the internship.

## Recognition and Awards

Internship supervisors wishing to present an award to their intern upon departure are encouraged to do so. Chapter 11 of the Auxiliary manual **COMDTINST M16790.1G**, as well as **COMDTINST M1650.25E** provide policy guidance. The most common awards (Auxiliary Commandant's Letter of Commendation and Auxiliary Achievement Medal) are both authorized to be approved following that unit's established award board process. If approved, a copy of the award citation should be courtesy copied to the AUP Internship Coordinator. APPENDIX E and F contain example citations.

**Templates and Examples:** all templates (orders, schedules, After Action Report, checklist, award examples) attached to this guide as Appendices can be obtained by emailing: [ashlythomas99@yahoo.com](mailto:ashlythomas99@yahoo.com), or [ashly.L.thomas@uscg.mil](mailto:ashly.L.thomas@uscg.mil)



## Appendix A - Internship Check Sheet

Intern Name / AUP Unit / Member ID: \_\_\_\_\_

Major Tasks (apply to both In-Person & Virtual Internships unless specifically noted)	Date Completed	Verifying Mentor
<b>1. Prior to Internship: Uniform.</b> <b>1.a. In-Person Internships:</b> <ul style="list-style-type: none"> <li>Student must have a complete ODU uniform at minimum, in good condition &amp; ready w/ proper AUX insignia.</li> <li>Confirm any additional uniform needs (i.e. Troops, etc) with Internship Supervisor</li> </ul> <b>1.b. Virtual Internships:</b> <ul style="list-style-type: none"> <li>Confirm expectations for uniform wear for virtual meetings, etc, with supervisor</li> </ul>		
2. Check-in and orientation upon first arrival at the internship, per requirements of the host office or command.		
3. Participation in all topical or leadership seminars, guest speakers, and special events as directed by your supervisor or academic advisor.		
4. Read books, publications, and documentation relevant to your internship as assigned by your supervisor.		
5. Schedule & conduct several coaching sessions with your supervisor		
6. Complete an internship project or paper as agreed upon with your supervisor and academic advisor. <b>OR</b> Complete one AUP Program of Study course or qualification (i.e. Boat Crew, Communications, etc) during the internship.		
7. Faithfully perform and demonstrate mastery of job duties assigned by the internship supervisor.		
8. Demonstrate consistently professional bearing, conduct, and behavior throughout the course of the internship, as determined by supervisor.		
9. Demonstrate consistent promptness and punctuality for internship-related meetings, events, and job assignments.		
10. Additional Objective/s (define with supervisor) Item 1) Item 2) Item 3)		
<b>Supervisor Signature / Date</b>	<b>Intern Signature / Date</b>	



## Appendix B - AUP Memo Template

U.S. Department of  
Homeland Security  
**United States  
Coast Guard  
Auxiliary**



United States Coast Guard Auxiliary

Street Address  
City, State Zip  
Phone: xxx-xxx-xxxx  
E-mail address

16790  
XX Aug 2023

### MEMORANDUM

From: First. M. Last, AUX

To: Ashly L. Thomas, LT  
AUP Internship Coordinator

Subj: AUXILIARY UNIVERISTY PROGRAM INTERNSHIP AFTER ACTION REPORT

Ref: (a) U.S. Coast Guard Auxiliary Manual, COMDTINST M16790.3 (series)  
(b) U.S. Coast Guard Auxiliary University Program Internship Guide

1. Below is a brief chronology/summary of my internship experience at XXXXXX:

(Provide narrative)

2. Highlights from my experience:

(Provide narrative)

3. Challenges encountered/course of resolution.

4. Recommendations for future improvement to program.

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U.S. Coast Guard Auxiliary

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## Appendix C – Orders Template - Sector

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander  
United States Coast Guard  
Sector Unit Name

Street Address  
City, State  
Phone:  
Fax:  
Email:

1306  
4 Date 2021

### MEMORANDUM

From: **First X. Coastie, YN1**

To: **First X. Aupmember,** AUXEMPLID, USCG Auxiliary

Subj: USCG AUXILIARY ADMINISTRATIVE AND OPERATIONAL SUPPORT ORDERS

Ref: (c) U.S. Coast Guard Auxiliary Manual, COMDTINST M16790.3 (series)  
(d) U.S. Coast Guard Auxiliary University Program Internship Guide

5. As per reference (a) and (b), you are authorized permissive orders from **XX Date – XX Date 2021**, in support of CG Sector **XXXXXX** for administrative and operational support. You are authorized to travel on official business in conjunction with the performance of your duties. Upon completion of your specific duties, you will return to your residence.
6. This authorization is on a non-reimbursable basis. The Government will pay no part of any expense incurred under this authorization.
7. You are to schedule your duties with **myself and/or internship POC**.
8. These orders shall remain in effect throughout the dates given or when cancelled by competent authority.

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## Appendix C – Orders Template - Small Boat Station

U.S. Department of  
Homeland Security



United States  
Coast Guard

Officer in Charge/Commanding Officer  
United States Coast Guard  
Unit Name

Street Address  
City, State  
Phone:  
Fax:  
Email:

1306  
4 Date 2021

### MEMORANDUM

From: First X. Coastie, YN1

To: First X. Aupmember, AUXEMPLID, USCG Auxiliary

Subj: USCG AUXILIARY ADMINISRATIVE AND OPERATIONAL SUPPORT ORDERS

Ref: (e) U.S. Coast Guard Auxiliary Manual, COMDTINST M16790.3 (series)  
(f) U.S. Coast Guard Auxiliary University Program Internship Guide

1. As per reference (a) and (b), you are authorized to pursue an internship from XX Date – XX Date 2021, in support of CG Station XXXXXX, for administrative and operational support. You are authorized to travel on official business in conjunction with the performance of your duties. Upon completion of your specific duties, you will return to your residence.
2. This authorization is on a non-reimbursable basis. The Government will pay no part of any expense incurred under this authorization.
3. You are to schedule your duties with myself and/or internship POC (BM1 XXXX) and the on-duty Officer of the Day (OOD).
4. While in execution of these orders, messing is available at STA XXXX at no cost to you. Please ensure you sign up for your meals so that the Culinary Specialist can claim your meal and receive reimbursement from FINCEN.
5. These orders shall remain in effect throughout the dates given or when cancelled by competent authority.

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## Appendix C – Orders Template - Air Station

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Air Station **Unit Name**

**Street Address**  
**City, State**  
**Phone:**  
**Fax:**  
**Email:**

1306  
**4 Date 2021**

### MEMORANDUM

From: **First X. Coastie, YN1**

To: **First X. Aupmember,** AUXEMPLID, USCG Auxiliary

Subj: USCG AUXILIARY ADMINISRATIVE AND OPERATIONAL SUPPORT ORDERS

Ref: (g) U.S. Coast Guard Auxiliary Manual, COMDTINST M16790.3 (series)  
(h) U.S. Coast Guard Auxiliary University Program Internship Guide

1. As per reference (a) and (b), you are authorized permissive orders from **XX Date – XX Date 2021**, in support of Air Station **XXXXXX** for administrative and operational support. You are authorized to travel on official business in conjunction with the performance of your duties. Upon completion of your specific duties, you will return to your residence.
2. This authorization is on a non-reimbursable basis. The Government will pay no part of any expense incurred under this authorization.
3. You are to schedule your duties with **myself and/or internship POC.**
4. As separately communicated, a barracks room has been arranged for you through the Base **XXXX** Master-at-Arms (MMA) office. The contact number is **XXX-XXX-XXX.**
5. These orders shall remain in effect throughout the dates given or when cancelled by competent authority.

#

U.S. Coast Guard Auxiliary

*Strategic Planning Directorate*



## Appendix D – Example Internship Schedule

**AUX INTERN NAME**  
**INTERNSHIP TRAINING SCHEDULE**  
**COAST GUARD SECTOR XXXX**  
 (Internship Supervisor: Name, Phone)

### WEEK ONE (07 May 2018 to 12 May 2018)

- Work Hours: XXXXX // Uniform: XXXX
- **Small Boat Station XXX**
- Assigned mentor: Name, Phone Number
- Check in to Sector and its Departments
  - Assignment to Small Boat Station for Boat Crew Orientation Training
  - Sign off any CG Auxiliary Boat Crew training qualifications
- Address:

### WEEK TWO (13 May 2018 to May 19, 2018)

- Work Hours: XXXXX // Uniform: XXXX
- **Small Boat Station XXX**
- Assigned mentor: Name, Phone Number
  - Continue Boat Crew Orientation Training
  - Sign off any CG Auxiliary Boat Crew training qualifications (if applicable)
  - Review Federal Laws and CFR's which drive SBS-SD missions

### WEEK THREE (20 May 2018 to 26 May 2018)

- Work Hours: XXXXX // Uniform: XXXX
- **Response Department, Air Operations Division**
- Assigned mentor: Name, Phone Number
  - Assigned to Aviation Flight-Line and Maintenance Orientation Training
  - Review Federal Laws and CFR's which drive Coast Guard Aviation Orientation

Address:

### WEEK FOUR (27 May 2018 to 02 June 2018)

- Work Hours: XXXXX // Uniform: XXXX
- **Response Department, Air Operations Division**
- Assigned mentor: Name, Phone Number
  - Generate New Individual Develop Plan (IDP) Form
  - Flight Crew Orientation and issue PPE for around-the-flag pole flights
  - Continue Aviation Orientation Training with possible MH-60T flight



**WEEK FIVE (03 June 2018 to 09 June 2018)**

- Work Hours: XXXXX // Uniform: XXXX
- **Response Department, Law Enforcement Division**
- Assigned mentor: Name, Phone Number
  - Assigned to LE Orientation Training

Address:

**WEEK SIX (10 June 2018 to 16 June 2018)**

- Work Hours: XXXXX // Uniform: XXXX
- **Response Department, Incident Management Division**
- Assigned mentor: Name, Phone Number
  - Assignment to Incident Management Division
  - IMD Operations Orientation
  - Research eight anti-pollution laws and their principle Codified Federal Regulations (CFR's)
  - Exposure to Marine Information System Law Enforcement (MISLE)

Address:

**WEEK SEVEN (17 June 2018 to 23 June 2018)**

- Work Hours: XXXXX // Uniform: XXXX
- **Prevention Department, Waterways Management Division**
- Assigned mentor: Name, Phone Number
  - Assignment to Waterways Management Division (WWM/WMD)
  - Waterways Management Operations Orientation
  - Exposure to Ports and Waterways Safety Act of 1972, Title 33 1221 and its principle CFR's

Address:

**WEEK EIGHT (24 June 2018 to 30 June 2018)**

- Work Hours: XXXXX // Uniform: XXXX
- **Response Department**
- Assigned mentor: Name, Phone Number
  - Final Week Wrap-Up with final review



## Appendix E – Example Auxiliary LOC

3 Mar 2021

From: Commandant

To: First Last, USCG AUX

Subj: AUXILIARY LETTER OF COMMENDATION

1. I note with pride and am pleased to commend you for your performance of duty while serving as Guest Judge and Chef for the Sector New York Greatest Sector Chef Show. Throughout the months of June and July 2020, you worked with the Sector New York Chaplain and Morale, Well-Being, and Recreation staff to create a fantastic morale event that uplifted the spirits of our community during the height of the Covid-19 global pandemic. Sacrificing time between teaching at the Culinary Institute of America (CIA), you worked closely with Sector New York personnel to create judging criteria, sample menus, and weekly recipes for viewers to download. Leveraging your experience and professional acumen, you also gave a video demonstration each week of the types of things each contestant was preparing. You also taught cooking techniques to each of the viewers in order to enhance not only their abilities, but to provide inspiration and enjoyment to people who were isolated due to COVID protocols. As the professional judge for the competition each week, you put in two and half hours for each show, crafted practice meals and menus, and helped with show notes and production elements of each show before and after each episode. Your dedication to the craft, selfless service and unrivalled team spirit has been an inspiration to all that have had the pleasure of cooking alongside you, and participating in this multi-week event.

2. You are commended for your outstanding performance of duty. By your meritorious service you have upheld the highest traditions of the United States Coast Guard.

3. You are hereby authorized to wear the Auxiliary Letter of Commendation Ribbon Bar.

For the Commandant,

X. X. XXXXX  
Captain, U.S. Coast Guard  
Commander, Sector New York

U.S. Coast Guard Auxiliary

*Strategic Planning Directorate*



## Appendix F – Example Auxiliary Achievement Medal

### CITATION TO ACCOMPANY THE AWARD OF

### THE AUXILARY ACHIEVMENT MEDAL

TO

FIRST X. NAME

UNITED STATES COAST GUARD AUXILIARY

**Auxiliarist NAME is cited for superior performance of duty while volunteering at Sector New York from May 2022 to August 2022. During this period, Auxiliarist NAME significantly contributed to maritime domain awareness (MDA) through his superb initiative and work ethic dedicating 480 hours to the nation’s most consequential port. He served as an immediate force multiplier assisting with the development of MDA targeting products for Illegal Passenger Vessel Operations which led to 32 boardings and 17 enforcement actions, to include four terminations, ultimately improving safety within the Port of New York/New Jersey. His superb analytical skills supported Sector New York’s Weekly Interagency Briefs with 76 partner law enforcement agencies increasing collaboration and awareness of emerging threats to operations, to include leading his final meeting. Further showcasing his analytical skills, he meticulously wrote the first Coast Guard Analytical Report (CGAR) for the Kill Van Kull, the Suez of the West, and provided an exceptionally detailed brief, in a manner well above his rank. Supporting international relations, Auxiliarist NAME spearheaded a WiFi assessment for the Emergency Management Force Readiness Division providing critical connectivity information for the highly anticipated HMS PRINCE OF WALES visit this fall. Auxiliarist NAME’s diligence, perseverance, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Auxiliary.**

**The Operational Distinguishing Device is authorized.**