



# Interchange

The Personnel Department's Forum for the Interactive Interchange of News & Ideas

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## IMPORTANT FACT:

Many major newspapers are moving into the red as the internet and other means of information have garnered the attention of readers...Instant news is no longer available in Newspapers. In today's instant society Newspapers may soon become a thing of the past.

## AWARDS, ONE OF OUR RE-WARDS

by Terry Kinch, BC-PHA

Recognition comes in many forms, from a simple verbal thank you to an elaborate award. Most important is to recognize our members for the wonderful things they do, regardless of in what form.

Many people may say they really don't need to be recognized but, it is a fact that some form of recognition for a job well done is not only appreciated but, it gives members an incentive to do more.

Member recognition is a powerful motivator, both for those who receive the award and for other members who see the concrete proof that hard work pays off. It also promotes loyalty and personal satisfaction.

We often times get so involved with what we are doing, that we forget the opportunity to recognize our members.

Nationally we have many awards, for such activities

as: Publication, Photography, Public Affairs, Vessel Examinations and RBS Visitation Awards, Best Website, 3 Star Diversity Award and Flotilla 50<sup>th</sup> Anniversary recognition.

From the Personnel Services perspective, we have

the District Membership Growth Award and Membership Growth Awards for individuals, flotillas and

divisions. The Coast Guard recognizes Auxiliary recruiting with the Auxiliary Recruiting Service Award. These are all great ways to recognize the efforts of individuals in the area of recruitment – critical to the continued survival of the Auxiliary.

Are your members applying for these awards? Are the leaders of our organization promoting these awards? Don't miss out on this opportunity to say thank you to our hard working members in the

area of recruitment. Find the award applications on the "P" department website, [www.auxpdpt.org](http://www.auxpdpt.org)

While we recognize the importance of recruitment, we must also recognize the importance of retention in the Auxiliary. When someone makes AUXOP, crew, coxswain or some other level of certification – do we celebrate the accomplishment or just present the certificate / ribbon? Do we have someone say a few words?

I am sure that districts, division and flotillas recognize their members but, how often, once a year? It would be nice to recognize people for a job well done on a more frequent basis. It would be nice to acknowledge several people, rather than just one.

Newsletters are a great way to recognize the accomplishments of our members. Who does not like to see their name in print?

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*"Member recognition is a powerful motivator..."*

# Taking The Mystery Out Of Protocol

by Gus Formato, BC-PXP

Members of the United States Coast Guard Auxiliary come to us from all walks of life and diversified backgrounds. Some have had prior military experience, while many have not.

Those without prior military service and especially our newest members, protocol and military courtesy can be both mysterious as well as confusing.

Webster defines *protocol* as “the code of ceremonial forms accepted as correct in official dealings.” Simply put, protocol is what is expected, when, where and how. Through practice the protocols will become integrated in our Auxiliary service and the protocols along with courtesies will become second nature.

The majority of protocol inquiries I receive are about saluting with regard to the flag and shipboard etiquette, let us briefly review these protocols.

Saluting, by raising the right hand to the head, is a ceremonial gesture in the form of both greeting and recognition, exchanged between uniformed personnel. Saluting between Auxiliarist is not customary however, there will be times when you will be expected to render or

return a salute. Though it is not required, there are no protocols prohibiting one Auxiliarist from saluting another.

If you have received a salute from a member of the armed forces, you would return the salute and offer a greeting,

*“Webster defines protocol as the code of ceremonial forms accepted as correct in official dealings.”*

such as “good morning” or “good day.” When you are in uniform and covered and are being approached by a senior officer, the salute shall be originated by you and a cheerful greeting of “sir or ma’am” shall accompany the salute.

You will hold your salute until the senior officer has returned your salute.

Protocol also dictates that you salute the National Ensign (flag), when out of doors, in uniform and covered during ceremonies. You address the National Ensign during the National Anthem, by rendering a military salute, right hand to just above the right eyebrow. During a Call to Colors ceremony (the morning or evening raising or lowering of the flag, on a military installation or aboard a vessel that is not underway), come to attention, render a

military salute. If the Ensign is not within view, those present should face in the direction of the music and act in the same manner as if the Ensign were present.

When in uniform, the right hand shall always remain free to render or return a salute. Therefore, a briefcase or umbrella shall always be carried in the left hand.

When out of doors and not in uniform, the “civilian salute” is rendered by placing the right hand over the heart. A male wearing headgear should also remove the headgear and hold it over the heart.

When in uniform and boarding a military vessel, salute the National Ensign, located at the stern of the vessel. Should you board before Morning Colors or after Evening Colors, when the Ensign is not displayed, the salute is rendered to the position where the Ensign is normally displayed. At this time you will turn, salute the officer of the deck (OOD), and “Request permission to come aboard, sir or ma’am.” The OOD will return the salute and invite you aboard.

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# AWARDS, ONE OF OUR RE-WARDS

Continued from page 1

by Terry Kinch, BC-PHA

I know your division supports the recognition of one flotilla member each year but, how about recognizing an outstanding Auxiliarist at each division meeting? How about celebrating the accomplishments of new Auxiliarists?

At your next flotilla change of watch, why not recognize all your vessel examiners with something as simple as a toy magnifying glass. Maybe for your instructors a plastic ruler with (“job well done”) written on it.

Depending on the size of your flotilla, why not spotlight one member at every meeting for having done something special? You can recognize them with something as simple as a certificate or maybe a coupon to Dunkin Donuts.

Recognition should not be just once a year – we need to be aware of it throughout the year. Be creative! Have fun! Ask your members for input.

We are thinking about new national level awards. We welcome your input. In the

next month or so we are planning on emailing all DSO-PSs for their input into this process. Your input could make the difference.

Recognition gives our members fulfillment while increasing both their professional and personal satisfaction. Don’t miss out on this opportunity to promote recruitment and retention.

If you have ideas please, feel free to contact me at [shaggyshire@optonline.net](mailto:shaggyshire@optonline.net).

# Taking The Mystery Out Of Protocol

Continued from page 2

by Gus Formato, BC-PXP

If in civilian clothing, do not render a hand salute, but turn and face the National Ensign, stand at attention for a moment before requesting permission to come aboard.

When in uniform and leaving the vessel, present yourself to the OOD, salute and "Request permission go ashore, sir or ma'am." After permission has been granted and the salute returned, pause while crossing the gunwale, turn to the National Ensign or where it would be displayed if before or after Colors and render a hand salute.

When in civilian clothing do not render a hand salute, but turn face the National Ensign, stand at attention for a moment before requesting permission to go ashore.

When boarding or leaving a military vessel with guests, whether they be in uniform or not, you shall render salutes and request permission to come aboard or go ashore. This speaks for the entire party. It will not be necessary for your guests to salute or request permission.

Auxiliarist should also be aware that protocol and courtesy dictates that senior officers board the vessel first and depart

last.

When an Auxiliarist is invited to dine with the officers in the wardroom, you will first uncover and then wait to be advised as to seating arrangements. Should you need to leave the table before the presiding officer, permission must be requested by asking, "May I be excused, sir or ma'am?" Courtesy dictates that certain taboo topics, such as politics or religion be avoided.

The answers to many common protocol or courtesy questions may be found in the Web Site: Guide to Courtesy and Protocol for Auxiliary Units & Auxiliarist:  
<http://www.auxpdept.org/pdf/AUX%20COURTESY%20&%20PROTOCOL.pdf>

Of course there is always the Auxiliary Manual, COMDINST.M16790.1F.

But if all else fails you can always email me at [fouledAnchors13@aol.com](mailto:fouledAnchors13@aol.com)

## Should The Interchange Continue?

by Joseph DeCarlo BC-PHI Editor of the Interchange

April 2008, thoughts of spring are in the air, in a short time the boats will be in the water and Auxiliarist will be entrenched in thoughts of patrols, training, qualifying and last but not least camaraderie.

Auxiliarists are bombarded with information and duties that require our time. Is the INTERCHANGE just another bit of information that is never read? This is meant to be the newsletter of, for and by the P Department.

Each time we try to publish the INTERCHANGE, we seem to be pulling teeth when trying to get pictures or articles. It makes us wonder. So help us to help you.

Is this something that is another email to delete? Or is it a place of information, a sounding board, your place to go to when in need of information. I thought it was fitting, that as mentioned in Terry Kinch's article, "we all like to see our

names in print", but we cannot seem to get the necessary articles to accomplish this newsletter.



*"Please tell us what you think. We value all your responses."*

We are all very busy, and maybe this becomes a chore rather than a want or necessity, so as the title asks, should we continue? We have many publications that are screaming for our attention, is the INTERCHANGE something of value?

Perhaps the quicker more current means of information that are being utilized. For example, our "P" website is really fantastic. Has the website made our newsletter obsolete? News today is instantaneous. We have learned from television and now the www to expect news the instant it happens.

Maybe an INTERCHANGE column on our website, updated monthly. One column, one article.

Please tell us what you think. We value all your responses.



America's  
Volunteer  
Lifesavers

**! WELCOME !**

**ALL NEW AND RETURNING  
PERSONNEL SERVICE MEMBERS!**

**Attention All Division Chiefs**

Please send us names & positions of your  
personnel additions and changes.

Welcome to  
the Personnel Department



**UNITED STATES COAST GUARD**

Submit articles and comments via email or to:

The INTERCHANGE

Joseph DeCarlo, BC-PHI (editor)

65 Maxwell Road, Garden City NY 11530 Garden City, NY 11530

Email: [jdf14@optonline.net](mailto:jdf14@optonline.net)

**DISTRIBUTION:**

Electronic: Personnel Department Web Page for  
all interested USCG Members and via email to  
DSO-PS.

We're on the Web!

See us at:

[www.auxpdpt.org](http://www.auxpdpt.org)

This area reserved for the  
names of new and changed staff  
members