Chapter 7
Human Resources

Introduction
This chapter describes the Auxiliary’s provisions for several human resource areas, including diversity management, sexual harassment prevention, and civil rights.

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## Section A. Diversity Management

<table>
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<tr>
<th>Introduction</th>
<th>The Auxiliary is guided by diversity policies of the Commandant of the Coast Guard. No person shall be subject to discrimination in the Auxiliary or its programs because of race, color, religion, sex, age, national origin, or disability.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.1. Responsibilities</strong></td>
<td>The Commandant is responsible for providing overall leadership and direction to ensure all policies and procedures contained in this section are in effect throughout the Coast Guard and the Auxiliary.</td>
</tr>
<tr>
<td>A.1.a. Chief Director</td>
<td>The Chief Director is responsible for implementation of the Coast Guard’s Diversity Policy Statement within and throughout the Auxiliary.</td>
</tr>
<tr>
<td>A.1.b. Diversity Workforce Staff (CG-12B)</td>
<td>The Chief, Diversity Workforce Staff (CG-12B) is responsible for establishing and maintaining an effective liaison between Coast Guard officials and Auxiliary leaders to ensure knowledge of and compliance with the intent and spirit of the Coast Guard’s Diversity Policy Statement.</td>
</tr>
<tr>
<td>A.1.c. NACO and NEXCOM</td>
<td>The NACO, NEXCOM, and ANACO-DV are responsible for supporting the Commandant’s Diversity Policy Statement and promoting diversity and diversity management principles throughout the organization.</td>
</tr>
<tr>
<td><strong>A.2. Policy</strong></td>
<td>All Auxiliary leaders are responsible for implementing diversity enhancing activities and working towards diversity goals and objectives. See Figure 7-1 for the Coast Guard’s Diversity Policy Statement.</td>
</tr>
</tbody>
</table>
DIVERSITY POLICY STATEMENT

Diversity, though not easily captured in a single definition, allows the Coast Guard to benefit from the talents, abilities, ideas and viewpoints of a workforce drawn from the richness of American society, including men, women, minority groups, people with disabilities and veterans. It is achieved by using two key enablers: providing unfettered enlistment, appointment or employment opportunities to all qualified citizens equally, and creating and sustaining an organizational climate in which people of diverse backgrounds, cultures, races, religions, ethnicities and experience are fully included, valued and respected.

Diversity is vital to mission readiness and excellence. Diversity sparks innovation by incorporating new approaches and fresh perspectives to problem solving. Attracting and employing a diverse and talented team of active duty, reserve, civilian and Auxiliary members ultimately enables us to better perform our challenging maritime missions.

We must strive to create a climate of equity that fosters an environment where all individuals have the opportunity to prosper, advance in their careers and contribute their utmost to Coast Guard missions. We must strive to ensure that our Coast Guard recruits, retains and sustains a diverse, talented and highly skilled workforce. Our Diversity Strategic Action Plan will guide our efforts to achieve these goals. I encourage all members of our workforce to become familiar with the plan located on our diversity website http://www.uscg.mil/diversity/.

I am personally committed to making the Coast Guard the Service of choice for all Americans who seek to serve our Nation and its people. Achievement of this goal is an all-hands evolution.

R. J. RAPP, JR.
Admiral, U. S. Coast Guard

Figure 7-1
Diversity Policy Statement
A.3. Coast Guard Auxiliary Diversity Vision Statement

Auxiliarists serve in communities throughout the country, come from different social, religious, ethnic, and economic backgrounds, and join together to contribute their time and talents toward the common cause of supporting Coast Guard missions. They recognize diversity and strive to remove all barriers, real or perceived, so that current and potential Auxiliarists feel an increased pride and honor in their membership.

The Coast Guard Auxiliary will:

a. HONOR Auxiliarists’ desire for training and meaningful involvement, so that it can enhance the Coast Guard’s capability and promote safety in the boating community.

b. RESPECT the volunteer nature of its organization and its unique attributes, which enable it to fulfill its role as an integral part of Coast Guard Forces.

c. Recognize and encourage DEVOTION TO DUTY, while understanding the diversity of Auxiliarists and their varying abilities to give of their time.

d. PROVIDE current and potential Auxiliarists with a positive environment that will promote membership across the Nation, enhance opportunities to serve, and increase desire to remain as long-term contributing Auxiliarists.

e. FULFILL its missions, provide adequate resources to its membership, and inspire pride in the Auxiliary. This will enable it to expand its membership diversity and strengthen its ability to be “Semper Paratus”.

A.4. Auxiliary Diversity Goals and Objectives

The Coast Guard Auxiliary has established three goals and several related objectives to support and promote diversity:

a. Positive environment.

b. Value all Auxiliarists.

c. Promote individual success.
A.4.a. Goal 1 – Positive Environment

Create a positive volunteer environment for managing membership diversity. Objectives to meet this goal are:

(1) Enlighten leaders to manage diversity as a membership retention issue.
(2) Achieve a diverse volunteer membership that represents all segments of the nation’s population.
(3) Gain an understanding of current Auxiliary culture to enable the identification and removal of barriers to a positive environment for Auxiliarists.
(4) Ensure plans, resources, and policies fully support managing diversity.

A.4.b. Goal 2 – Value All Auxiliarists

Be an organization that highly values its volunteers and respects their differences. Objectives to meet this goal are:

(1) Ensure leaders and Auxiliarists acknowledge, understand, and value differences.
(2) Recognize and reward individual and group contributions to managing diversity.
(3) Provide fair, equal, and rapid conflict resolution.
(4) Communicate effectively with all Auxiliarists.

A.4.c. Goal 3 – Promote Individual Success

Ensure all Auxiliarists have the opportunity to reach their full potential in the organization. Objectives to meet this goal are:

(1) Ensure every Auxiliarist understands task requirements and responsibilities and is coached and encouraged to achieve success.
(2) Remove or reasonably attempt to remove physical barriers to participation consistent with law, mission requirements, and safety.

A.5. National Diversity Team

In order to effectively implement the Auxiliary’s diversity goals and objectives, the NACO shall appoint an Assistant National Commodore, Diversity (ANACO-DV) who shall lead the National Diversity Team.

A.5.a. Team Composition

The team shall be composed of:

(1) District Staff Officers for Diversity (DSO-DV) from each of the 16 districts/regions.
(2) Representatives from the Training and Human Resources Directorates.
(3) The Auxiliarist representative to the Commandant’s Diversity Advisory Council (DAC).
A.5.b. Team Duties

The National Diversity Team will:

1. Maintain a knowledge base of current diversity and diversity management initiatives through reading and research.

2. Conduct district and national seminars, workshops, forums, and panel discussions to educate the membership on diversity and its effect on the organization.

3. Work closely with the NEXCOM and the EXCOMs to encourage implementation of tasks relative to the Auxiliary’s diversity goals and objectives.

4. Share practical experiences in managing diversity through Auxiliary publications.

5. Utilize the results of surveys and exit interviews to determine diversity issues and intervention strategies that promote membership diversity and member satisfaction.
Section B. Anti-Discrimination and Anti-Harassment

Introduction

The Coast Guard is committed to a workplace where no member of the workforce will be subject to physical or verbal harassment, abuse, violence, or discrimination based on an individual’s race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, or any other basis protected by law. Simply, it is committed to an environment free of harassing and discriminatory behavior.

Harassment is generally defined as unwelcome advances, requests for favors, and other physical and verbal conduct when such conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s service performance, or creates an intimidating, hostile, or offensive environment. This also encompasses unwelcome display or communication of sexually offensive materials.

B.1. Responsibilities

The Coast Guard and Auxiliary must have people who serve together effectively to accomplish missions and are responsible for enabling and ensuring this for each of its members.

B.1.a. Fair Treatment

All persons are entitled to be treated fairly and with dignity and respect. All must be allowed to serve and to enjoy an environment free of unlawful discrimination and harassment.

B.1.b. Adverse Effects of Harassment

The economic costs of harassment are significant. Even more harmful are the negative effects of harassment on productivity and readiness. These areas include increased absenteeism, greater personnel turnover, lower morale, and decreased effectiveness. Adverse actions also result in a loss of personal, organizational, and public trust. While not easy to quantify, these costs are real and seriously affect the Coast Guard and Auxiliary’s ability to accomplish missions.

B.1.c. Prevention Through Leadership and Commitment

The key to preventing harassment is personal leadership and commitment. Those who serve in Auxiliary leadership and staff positions must commit themselves to constantly and consistently promoting equitable treatment. Auxiliary leaders must convey this commitment clearly and unequivocally to all Auxiliarists by holding themselves and their Auxiliarists accountable. There must be firm determination to use these tools judiciously and in timely fashion in meeting the Commandant’s goals as stated in this chapter.
B.1.d. Prevention of Gender Discrimination

Sexual harassment is a form of prohibited discrimination based upon sex or sexual orientation. Discrimination against people based upon their gender is also a significant problem. Gender or sexual discrimination exists when a person is treated differently because of gender. Prevention of gender discrimination must be pursued with the same vigor as that for preventing sexual harassment.

B.2. Policy

The Coast Guard is committed to maintaining an environment free from unlawful discriminatory practices and inappropriate behavior. In support of this commitment, the Coast Guard’s policy is:

a. All Auxiliarists will receive training in the areas of identification, prevention, resolution, and elimination of harassment.

b. Individuals who believe they have been harassed shall be afforded the opportunity and venues to seek resolutions and remedy. All leaders within the chain of leadership and management will ensure that Auxiliarists are aware of the processes described in this chapter through which to file reports of allegations of harassment. The climate shall not tolerate acts of reprisal, intimidation, or further acts of harassment. All Auxiliarists must be aware of available avenues of resolution and redress.

c. All reported incidents of harassment should be resolved at the lowest possible level. All incidents should be resolved promptly and with sensitivity. Confidentiality will be maintained to the greatest extent possible.

d. Counseling support or referral services will be made available for all persons involved in incidents of sexual harassment.

See Figure 7-2 for the Coast Guard’s Anti-Discrimination and Anti-Harassment Policy Statement.
ANTI-DISCRIMINATION and
ANTI-HARASSMENT POLICY STATEMENT

I am committed to providing a work environment free from discrimination and harassment. Our mission success depends upon it. Our core values of Honor, Respect and Devotion to Duty demand it. Federal law and policy require it. Coast Guard men and women deserve nothing less.

We will do this by creating command climates and work environments that promote inclusion, equity and respect. Every member of the workforce should be familiar with Coast Guard Equal Employment Opportunity (EEO) policies and should take proactive measures to prevent all forms of discrimination and harassment. We must eliminate conduct that unreasonably interferes with an individual’s work performance or creates an intimidating, offensive, or hostile work environment on the basis of an individual’s race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, engagement in any protected EEO activity, or any other basis protected by law.

Behavior that constitutes harassment should be reported to leaders and managers; leaders and managers must take prompt and appropriate corrective action. Reports and responses should be in accordance with Coast Guard Anti-harassment and Hate Incident Procedures. Reports of harassment can also be made to local Civil Rights or Human Resources Offices. Reprisal or threats of reprisal against individuals who report unlawful discrimination or harassment will not be tolerated.

Performing our duty to act responsibly and respect our shipmates will create work environments in which every member of the workforce has an equal opportunity to achieve their full potential, contribute to Coast Guard missions and thrive.

R. J. PAPP, JR.
Admiral, U.S. Coast Guard

Figure 7-2
Anti-Discrimination and Anti-Harassment Policy Statement
B.3. Procedures  

The following procedures apply when addressing harassment issues:

a. Those in leadership or supervisory positions shall not condone or ignore harassment of which they have knowledge, or should have reason to have knowledge.

b. Reprisal action shall not be taken against any person who, in good faith, raises an allegation of, or provides information about, an incident of harassment.

c. Auxiliarists who believe they have been harassed are encouraged to address their concerns or objections about the incident directly with the person demonstrating the harassing behavior. If this approach fails to bring satisfactory results, or places the Auxiliarist at greater risk, the Auxiliarist may file a complaint using the procedures for a civil rights complaint as listed in section D of this chapter.

d. Auxiliarists found to have engaged in harassment, whether in an isolated incident or of a recurring mature that is finally discovered, may be administratively disenrolled from the Auxiliary, or receive an oral or written caution or disciplinary action, depending on the magnitude of the violation.

B.4. Training  

The following forms of training are provided for Auxiliarists:

a. All Auxiliarists, when joining the Auxiliary, will receive training in the prevention of harassment as part of initial orientation and then once every five years.

b. The Coast Guard Director of Civil Rights (CG-00H) has developed and implemented a training program that includes communications and marketing features. It also contains guides for resolving harassment actions and addressing policies and applicable laws.

c. National and district elected and appointed leaders and District Staff Officers may receive instruction about Coast Guard Anti-Discrimination and Anti-Harassment policy at either the annual National Training Conference (N-TRAIN) or NACON.

B.5. Assistance  

Assistance on the subject of harassment prevention is available through the Coast Guard Auxiliary Civil Rights Coordinator (CGAUX-CRC).
## Section C. Rape and Sexual Assault

### Introduction
Rape and sexual assault will not be tolerated in the Coast Guard. These criminal acts violate the Coast Guard’s core values.

### C.1. Responsibilities
All Auxiliarists shall foster and maintain an environment of mutual respect and trust to ensure the safety and security of others. All personnel shall become familiar with and follow the contents of Reporting and Responding to Rape and Sexual Assault Allegations, COMDTINST 1754.10 (series), when reporting rape and sexual assault and responding to rape and sexual assault allegations. It is available through the Director’s office. Key elements include:

- **a.** Mandatory annual training.
- **b.** Requirements to report allegations of rape or sexual assault to CGIS for investigation in accordance with Mandatory Reporting of Incidents to the Coast Guard Investigative Service and Requesting Investigative Assistance, COMDTINST 5520.5 (series).
- **c.** Steps to ensure victims are not further traumatized by any investigation.
- **d.** Clarification of roles and responsibilities.

### C.2. Policy
All allegations of rape or sexual assault by any member of the Coast Guard Auxiliary shall be immediately reported to the servicing Coast Guard Investigative Service (CGIS) office and the servicing Coast Guard legal office in accordance with Mandatory Reporting of Incidents to the Coast Guard Investigative Service and Requesting Investigative Assistance, COMDTINST 5520.5 (series). All allegations will be promptly investigated by CGIS. Directors or cognizant Coast Guard commands shall take appropriate disciplinary action, where evidence dictates, and report the action taken to the servicing CGIS and Coast Guard legal offices.
EQUAL OPPORTUNITY POLICY STATEMENT

Everyone should expect and demand the opportunity to work, develop and achieve his or her full potential, whether serving as a member on active duty, drilling Reservist, civilian employee or Auxiliary volunteer. Adherence to Equal Opportunity principles and our core values of Honor, Respect and Devotion to Duty, will promote positive command climates and enhance mission readiness and execution.

Everyone in the Coast Guard must work together to eliminate all forms of discrimination that violate law or policy and eliminate any actions that discriminatorily impact our workforce, those seeking Coast Guard employment and those receiving benefits from Coast Guard-sponsored programs.

All Coast Guard personnel shall:

- Reach out widely and in previously untapped markets to identify highly qualified applicants for enlistment, officer accessions, civilian employment and Auxiliary enrollment;
- Recruit, retain, train, develop, promote, reward and deploy a highly capable, diverse workforce in a fair and consistent manner on the basis of merit;
- Provide reasonable accommodations for qualified applicants and employees with disabilities;
- Maintain a work environment free from unlawful discrimination, reprisal and harassment;
- Ensure all men and women of the Coast Guard are educated about their rights and responsibilities under federal civil rights laws; and
- Act promptly, appropriately and effectively to endorse this policy and to ensure personal accountability by members of the Coast Guard.

I expect every member of our workforce at all levels to respect their shipmates, treat them fairly and equally and hold those that do not demonstrate these values accountable.

R. J. PAEP, JR
Admiral, U.S. Coast Guard

Figure 7-3
Equal Opportunity Policy Statement
## Section D. Civil Rights Program

**Introduction**

The Coast Guard Auxiliary is committed to ensuring protection of all Auxiliarists’ civil rights. This section describes the provisions for the Auxiliary’s Civil Rights Program. Figure 7-3 provides the Coast Guard’s Equal Opportunity Policy Statement.

**D.1. Responsibilities**

The Commandant is responsible for providing overall leadership and direction to ensure all policies and procedures contained in this section are in effect throughout the Coast Guard and Auxiliary.

<table>
<thead>
<tr>
<th>D.1.a. Chief Director</th>
<th>The Chief Director is responsible for Coast Guard civil rights and equal opportunity program administration within the Auxiliary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.1.b. Director of Civil Rights (CG-00H)</td>
<td>The Director of Civil Rights (CG-00H) is responsible for establishing and maintaining effective liaison between Coast Guard officials and elected and appointed Auxiliary leaders to ensure knowledge of, and compliance with, the intent and spirit of the Coast Guard’s civil rights and equal opportunity program. Auxiliarists are otherwise excluded from all equal employment opportunity processes and procedures administered by CG-00H including program compliance evaluation, counseling, and complaint processes.</td>
</tr>
<tr>
<td>D.1.c. District Commanders</td>
<td>District Commanders are responsible for carrying out the spirit and intent of the Coast Guard’s civil rights and equal opportunity programs.</td>
</tr>
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**D.2. Coast Guard Auxiliary Civil Rights Coordinator (CGAUX-CRC)**

Each District or region’s CGAUX-CRC will be selected from experienced Auxiliarists (preferably past Division Commanders or higher) who possess the skills and desire to serve in such capacity. The CGAUX-CRC is a Director’s nomination with concurrence of the DCO. The nominee’s name and qualifications will be submitted to the District Commander for approval. Upon approval, the District Commander will designate the nominee, in writing, as the CGAUX-CRC for that district or region. The Director may support CGAUX-CRC duty-related travel as resources may allow.

**D.3. Procedures**

The following procedures apply when addressing civil rights issues:

| D.3.a. Right to File | Auxiliarists who believe they have been victims of, or subjected to, discrimination or discriminatory treatment within the Auxiliary because of recognized constitutionally protected status such as race, color, religion, sex, age, national origin, or disability have the right to file a complaint. |
D.3.b. Resolution
Complaints of discrimination shall first be filed informally in writing with the Auxiliarist’s FC or other higher Auxiliary elected leader, if appropriate (e.g., a DCAPT may file with a DCOS). If the complaint is unresolved at this level, an inquiry shall be conducted by the appropriate CGAUX-CRC in an effort to resolve the complaint at the lowest possible level within the Auxiliary.

D.4. Filing Complaint
Complaints by Auxiliarists shall be processed according to the following procedures:

D.4.a. Written Request to File Complaint
The complainant shall submit a dated, written request to the FC or other higher Auxiliary elected leader, if appropriate (e.g., a DCAPT may file with a DCOS). The complaint must contain, as a minimum, the following elements:

1. The complainant’s full name.
2. Complainant’s EMPLID.
3. Date of incident.
4. Statement indicating the Auxiliarist’s wishes to file an informal complaint of discrimination in accordance with this chapter.
5. A brief summary of the nature of the complaint.

Written complaints must be submitted to the FC or other higher Auxiliary elected leader, if appropriate, within forty-five days of the alleged incident or from the date that one is made aware of such incident having occurred. Electronic mail submission that clearly includes the above elements satisfies the requirement for a written submission.

D.4.b. Meeting with FC or Other Higher Elected Leader
Most problems can, and should, be resolved between the involved parties themselves and at the lowest organizational level. Upon acknowledged receipt of an Auxiliarist’s complaint, the FC or other higher elected leader has fifteen days to determine whether or not the complaint can be resolved at that level. Accordingly, within that time period, the FC or other higher elected leader shall meet with the complainant. If a meeting is impractical for either individual, then, as a minimum, the FC or other higher elected leader shall verbally contact the complainant to discuss the complaint. Additionally, the FC or other higher elected leader shall then meet separately with the alleged offender. If a meeting is impractical for either individual, then, as a minimum, the FC or other higher elected leader shall verbally contact the alleged offender to discuss the complaint. The FC or other higher elected leader shall then facilitate communication between the complainant and the alleged offender as necessary in order to determine whether or not the complaint can be resolved at that level.
If the complaint is resolved at this level, then the FC or other higher elected leader shall keep the written complaint and a written record of the agreed upon resolution in the flotilla file for one year.

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<th>D.4.c. Meeting with CGAUX-CRC</th>
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<tr>
<td>If the complaint cannot be resolved by the FC or other higher elected leader within fifteen days of acknowledged receipt of the written submission by the FC or other higher elected leader, then the FC or other higher elected leader will verbally notify the CGAUX-CRC of the complaint, forward all associated correspondence and materials, and arrange for the complainant to meet with the CGAUX-CRC. If a meeting is impractical for either individual, then, as a minimum, the CGAUX-CRC shall verbally contact the complainant to discuss the complaint.</td>
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All Auxiliarists are entitled to communicate informally and directly with the CGAUX-CRC instead of the FC or other higher elected leader if so desired.

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<tr>
<th>D.4.d. Time Requirements</th>
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<tr>
<td>The CGAUX-CRC will only consider written complaints filed within forty-five days of an alleged incident or from the date that one is made aware of such incident having occurred. If the forty-five-day time limit is exceeded, the CGAUX-CRC must advise the complainant that, if a formal complaint is filed, it may be dismissed as untimely.</td>
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Upon acknowledged receipt of notification, the CGAUX-CRC has thirty days to investigate and determine whether or not the complaint can be resolved at that level.

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<tr>
<th>D.4.e. CGAUX-CRC Report to Complainant’s FC</th>
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<tr>
<td>If submitted directly to the CGAUX-CRC, the CGAUX-CRC shall advise the complainant’s FC and other appropriate higher elected leader of the following:</td>
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</table>

(1) That a complaint has been filed and the nature of the complaint, without identifying the complainant or discriminator.

(2) Whether or not the complaint may have merit.

(3) An internal inquiry is being conducted in an effort to informally resolve the complaint at the lowest level.

(4) Date the complaint was received.

<table>
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<tr>
<th>D.4.f. Alleged Offender’s Rights</th>
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<tbody>
<tr>
<td>The alleged offender is a witness and is entitled to no more rights than any other witness. This does not imply that the alleged offender has the right to be provided a copy of the complaint or be notified of the names of the witnesses without the complainant’s written permission. He or she has the right to have a representative of his or her choosing at his or her own expense at any stage in the complaint process.</td>
</tr>
</tbody>
</table>
D.4.g. Safeguarding of Confidential Information

Any oral or written information provided to the CGAUX-CRC by the complainant during the complaint process, as well as the complainant’s identity, is considered confidential and may not be shared with others not directly involved unless the complainant gives permission. Exceptions to the rule include situations where it is believed bodily harm or destruction of property is imminent.

D.4.h. Resolution

When resolution of a complaint has been reached within the thirty-day period from acknowledged receipt of notification of the CGAUX-CRC, and administrative discipline is not a recommended course of action, then a complaint summary report shall be completed by the CGAUX-CRC. The Auxiliarist making the complaint will prepare and sign a written acceptance of the resolution. The acceptance note will state, “I hereby certify, upon execution of the terms agreed herein, that I consider my complaint resolved and hereby withdraw my complaint of (subject), dated ______.” The CGAUX-CRC will attach it to the accepted resolution document and forward the entire report to the Director (copy to the FC and other appropriate elected officers) who shall retain the report on file for three years.

D.4.i. Non-Resolution

If the complaint cannot be resolved within the prescribed thirty days from acknowledged receipt of notification of the CGAUX-CRC, there are four courses of action.

(1) The complainant may withdraw the complaint from further process. If this is pursued, then the complainant will prepare and sign a written acknowledgement of the withdrawal. The withdrawal note will state, “I hereby certify and consider my complaint of (subject) withdrawn, dated ______.” Such a withdrawal statement may actually be filed by a complainant at any stage of the complaint process.

(2) If a resolution appears probable within a reasonable period of time, the complainant may voluntarily make a time extension agreement. The written extension agreement cannot exceed an additional sixty days.

(3) The complaint may be referred to the Alternative Dispute Resolution (ADR) process. Coast Guard and Auxiliary mediators will be made available during this entire process upon request.

(4) If the CGAUX-CRC determines that administrative disciplinary action is appropriate for any involved party, then such determination shall be noted in the summary report submitted to the Director (copy to the FC and other appropriate elected officers) who shall retain the report on file for three years.
<table>
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<tr>
<th>D.4.j. Notifications</th>
<th>Upon reaching or failing to reach an informal solution to the complaint, the CGAUX-CRC shall notify the complainant’s FC and other appropriate higher elected leader, the Coast Guard District Civil Rights Officer, and appropriate Director of the details and results of the efforts made.</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.5. Discipline</td>
<td>Auxiliarists who have been found to have violated Coast Guard policy at the conclusion of the procedures outlined in this chapter may be subject to administrative discipline in accordance with provisions of Chapter 3. Payment of damages and/or attorney fees is not authorized through the processes described in this section as this is not a civil action.</td>
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</tbody>
</table>