

# **Request for U.S. Coast Guard Auxiliary Forces Support (State Recreational Boating Safety)**

## **Instructions**

### **Guidance:**

This form is to be submitted to the Director of the Thirteenth Coast Guard District Auxiliary Forces Branch to request the assistance of the USCG Auxiliary in support of State recreational boating safety events. It is ideal if all requests can be summarized and submitted as a packet at the beginning of the calendar year. The document can be used to request Auxiliary assistance at other times, but must be submitted at least 21 days prior to the event or beginning of the term for which assistance is being requested. Submit a separate document for each request. If new events will become reoccurring in upcoming years it should be added to the annual request. Requests for USCG Auxiliary assistance from local agencies must be approved by the Sheriff, Police Chief, or their designee prior to submittal to the State Boating Law Administrator. **Completed requests should be submitted electronically through the Oregon State Marine Board at [marine.board@state.or.us](mailto:marine.board@state.or.us). It will then be forwarded on to the Coast Guard.**

### **Funding:**

In some situations, the Coast Guard may not be able to financially support a specific Auxiliary activity or event and state funding may be sought. If this situation occurs there are specific Coast Guard and Coast Guard Auxiliary policies and procedures that must be met before any funds or personal/real property can be gifted, regardless of being requested by USCG Auxiliary members or from those indicating the request is on behalf of USCG Auxiliary Association, Inc.

It is critical that the funding source for the event is clearly identified and documented. It is prohibited for agencies to use any funding connected to the Coast Guard grant to support USCG Auxiliary operations and programs.

If a solicitation is received from Auxiliary members for funding, any other financial consideration or personal property it must first be accompanied by a letter indicating approval by the Director, Auxiliary Forces Branch. Any request made that does not have an accompanying letter of approval should be disapproved and reported to the Director, Auxiliary Forces Branch. This includes all solicitation made to state contracted programs.

An unsolicited gift is a gift offer from a non-federal source that was not requested by any Auxiliary member or Coast Guard member acting in their capacity as such. Non-federal source means any person, and any entity of any kind, that is not part of the U.S. federal government. In order to be considered for approval, all unsolicited gift offers to any member or organizational unit of the Auxiliary must be in writing from the gift source (e-mail is acceptable) to the Director, Auxiliary Forces Branch, and include:

- 1) A description of the offered gift.
- 2) The estimated market value of the gift.
- 3) Any conditions the gift source places on the gift (e.g., that the gift must be used for a specific purpose or by a specific Auxiliary element).

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1. Name of event:
2. Date(s):
3. Location:
4. Part of annual request or new event?:
5. Describe the goal of the event or effort:
  
6. Describe any equipment and/or staffing needed to assist/augment local forces assigned:
  
7. Where would Auxiliary support be most effective: (boat ramp, vessel exams, boater education and outreach, point of sale outreach, staffing assistance?)
  
8. Describe the impact to the program if the request is not filled:
  
9. Contact information for person making the request:  
Name:  
E-mail:  
Office Phone:  
Cell:

\_\_\_\_\_  
Approval Signature  
Agency/County/City Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature  
Boating Law Administrator

\_\_\_\_\_  
Date