



SECUMRINST 16798.3  
12 January 2009

SECTOR UPPER MISSISSIPPI RIVER INSTRUCTION 16798.3

Subj: AUXILIARY EMBARKATION OF NON-AUXILIARY PERSONNEL

Ref: (a) COMDTINST 16798.3 (SERIES)

1. PURPOSE. This instruction sets forth policy on the embarkation of non-Coast Guard personnel aboard Auxiliary Facilities within the Area of Responsibility (AOR) of Sector Upper Mississippi River (SUMR).
2. ACTION. This policy is effective immediately.
3. DIRECTIVES AFFECTED. None
4. BACKGROUND. In accordance with reference (a), Auxiliary facilities may not embark non-Auxiliary guests or passengers (including family members) onboard any Auxiliary surface or aircraft facility, under orders, unless the Order Issuing Authority (OIA) authorizes their presence specifically for that event or patrol. This instruction lays out the procedures which must be followed in order to obtain permission of SUMR, as the OIA for its AOR, for the embarkation of non-Auxiliary guests or passengers (including family members) onboard any Auxiliary surface or aircraft facility.
5. DISCUSSION. None
6. PROCEDURES.
  - a. Prior to any patrol, which envisions the embarkation of non-Auxiliary guests or passengers (including family members) onboard any Auxiliary surface or aircraft facility, the coxswain or pilot in command must request permission from SUMR's Chief of Response through the Auxiliary Sector Coordinator (ASC) with information copy to the Division Staff Officer for Operations (SO-OP) for their respective division. This request must be in writing and arrive at least two (2) weeks in advance of the desired date of embarkation. Refer to enclosure (1) for guidance in making the request.
  - b. Passenger embarkation determination will be delivered via email to the coxswain or pilot in command making the initial request with an information copy to the SO-OP.
  - c. SUMR will only approve requests to embark non-Auxiliary guests or passengers for patrols which are designated as conducting training missions. If after receiving permission to embark non-Auxiliary personnel the facility is tasked to respond to an

operational mission, the coxswain will inform SUMR Command Center that his facility has embarked passengers aboard prior to responding to the mission.

- d. If, prior to the requested patrol, permission to embark guests or passengers has not been received, the coxswain or pilot in command will not embark the guests or passengers; failure to receive a reply is a negative response to the request.
- e. This policy will be sent to the District Commodore with copy to Director of Auxiliary.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this policy and have been determined to be not applicable.

8. FORMS/REPORTS. None.

  
S. E. HUDSON

Enclosure: (1) Sample Request Form to Embark Non-Auxiliary Guests or Passengers

Sample Request Form  
**To Embark Non-Auxiliary Guests or Passengers (Including Family Members)  
Onboard any Auxiliary Surface or Aircraft Facility**

(Send Request via email)

To: Bob Arisman [bdarisman@yahoo.com](mailto:bdarisman@yahoo.com)  
Cc: [STL-PF-SECOHV\\_Command\\_Center@uscg.mil](mailto:STL-PF-SECOHV_Command_Center@uscg.mil)  
(Insert email address of SO-OP of your division)

Subj: Request To Embark non-Auxiliary Guests or Passengers Onboard any  
Auxiliary Surface or Aircraft Facility (SPECIFY YOUR FACILITY TYPE AND CALL SIGN)

1. Patrol Date & Patrol Order Number: \_\_\_\_\_

2. Number of Passengers to be embarked: \_\_\_\_\_

3. Full Names of passengers (to include middle name; no nick names):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Addresses of passengers (include street address, city, & state with zip code):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Telephone numbers of passengers (include area code):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Type of Patrol: \_\_\_\_\_

7. Detailed Reason for Embarkation of passengers (why should the OIA approve the request?):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Encl: (1)