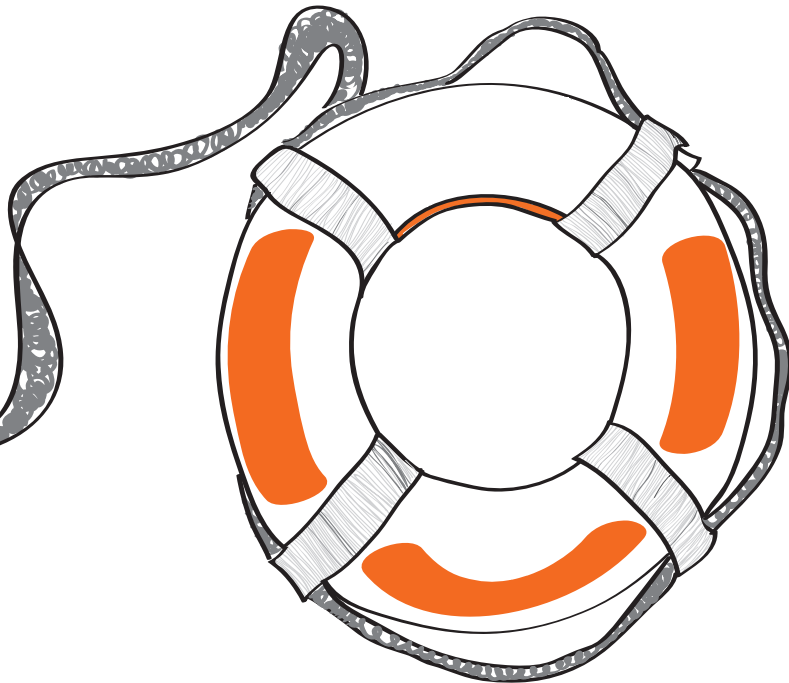




INTERNSHIPS

reporting
aboard



March 2021

U.S. COAST GUARD AUXILIARY UNIVERSITY PROGRAMS

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Overview

The purpose of this guidebook is to outline expectations, standards, and guidelines 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 hands-on learning opportunity in a professional setting that also allows local 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). Internships take place at small boat stations, air stations, sector or district offices, Coast Guard Headquarters units, other operational or mission support organizations, the Department of Homeland Security and other governmental agencies, or may involve direct engagement with a specific Auxiliary program or function. AUP makes every effort to match students with internships that complement their interests, academic pursuits, and geographic preferences.

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

Goal of AUP Internships

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.

Students pursuing the Advanced Track must intern with an active duty unit. This provides students most interested in military careers after college, or other highly motivated students, with exposure to the military component of the Coast Guard that they might not have in another internship setting. This results in maximum exposure to the true Coast Guard culture, leadership, and activities.

Eligibility

All currently-enrolled AUP students are eligible to apply for and complete an internship provided that they have achieved AUP Senior status, obtain the recommendation of their AUP Unit Officer, and agree to participate in all aspects of the assigned Internship. AUP students must also possess an appropriate uniform (at a minimum ODUs) with proper auxiliary insignia.

Duration

Given the need for the internship to be meaningful for both the student and unit assigned, internships shall typically encompass a **4 week period at minimum**. 6-8 weeks is typically more desirable for students interested in achieving an operational qualification. (See “internships over school breaks” on page 4 for more information).

Virtual Internships

Given the challenges of the COVID-19 pandemic and the uptick in remote collaboration technology, virtual internships are a feasible option. Many units, especially CG HQ units and large field units, would greatly 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.

Organization

Internship Coordinator

The AUP internship program is typically managed by the Internship Coordinator (a member 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
 - Template orders are contained in [Appendix C](#) as follows:
 1. Sector Internship
 2. Small Boat Station Internship
 3. Air station Internship
- Reviewing internship documentation including:
 - Internship Check Sheets
 - Midway evaluations
 - 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:

- Responding to the intern's inquiry ahead of time regarding expectations for safely working in a COVID-19 pandemic environment at the unit
- 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.

- 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 section of this guide called “Guidance for Internship Supervisors.”

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 PL.

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; this requirement should be documented on the check sheet.

Internship Program Management

Outside Internships

Many colleges and universities arrange internships for their own students, or students may find an independent internship on their own. 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 PL determines that the internship is acceptable, the student must submit an AUP internship application through normal online channels. The PL will then update the database to reflect completion of AUP 302 in Airtable.

Applications

****Prior to applying, students must read and understand the “Guidance for Student Interns” section in its entirety****

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.

Summer internship opportunities will be the primary focus of the AUP program, with limited opportunities for school-year internships (i.e. fall, winter, spring semester). Generally, summer internships will be solicited during the spring semester, with applications due during April, and assignments finalized during May.

- Online Application form: [Internship — U.S. Coast Guard Auxiliary University Programs](#)

Internship Schedule Formats

Depending on the availability of opportunities, internships may be offered in several schedule formats based on the needs of the intern, supervisor, and host office or command. Students should be familiar with these options and be specific in their initial internship application as to the format(s) they are seeking. Most internships are conducted in person, but some office work lends itself to work conducted virtually. These considerations are important when matching an internship applicant to a prospective host.

Internships over School Breaks

This is the current primary focus of the AUP Internship program. Internships taking place 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 (see “Short Tour Internships”).

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 PL.

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 PL.

Short Tour Internships / OPS Week

Some internship opportunities are considered "short tour," meaning that the intern reports to the host and remains for only a short time. There are several factors that could cause an internship to be short tour, among them a condensed activity, event, or project that lasts for several days to several weeks, or due to limited availability of a host (such as a cutter's patrol schedule). Alternatively, Operations Week (OPS Week) offers students an opportunity to participate in a high OPTEMPO training week at Coast Guard operational units. Students are encouraged to take advantage of these opportunities, but short tour internships generally only count for AUP credit towards graduation requirements if the intern can demonstrate that their short tour internships demanded a level of effort similar to that which would have been expected in a more traditional internship of longer duration.

Intern Placement

The Internship Coordinator places interns according to the schedule format, subject area, and geographic preferences stated in each application. Virtual internships are possible as well. Interns are placed both with active duty offices and commands as well as with Auxiliary National Staff directorates.

Some interns will be placed with hosts that have previously accepted an AUP intern. Others will be placed with new hosts. The Internship Coordinator will work through the AUP National Staff, and their Auxiliary and Active Duty Coast Guard contacts to locate suitable hosts when none are readily available.

The Internship Coordinator will ensure that the Internship Supervisor becomes familiar with the AUP internship program, and will discuss the student's interests and provide some recommendations for what the student may be able to accomplish during the internship.

[An example Internship Schedule is contained in Appendix D.](#)

Internship Placement Timelines

Once the internship applications are submitted in Airtable, the Internship Coordinator will reach out to each student within 1-2 weeks to confirm their interests, and discuss potential options.

In most situations, an internship placement will be made within 2 weeks of the initial discussion between the PL/Internship Coordinator and the student (i.e. within 4 weeks of the application deadline).

Finalizing the assignment through via connecting the intern with the designated Internship Supervisor & facilitating the issuance of orders will typically occur within 4-6 weeks of the application deadline. Occasionally, if changes are made to the location due to lack of unit availability or changes in the student's availability, the assignment process can take over a month.

Internship Records

Airtable - Internship Coordinator obligations

Students beginning an internship are marked as “In Progress” in the Intern tab of Airtable by the PL. They are updated to “Complete” upon conclusion of their internship experience by the Internship Coordinator, and upon receipt of all required documentation (Check sheet, Midway Evaluation, Internship AAR). The Internship Coordinator will upload these documents to the student’s internship record in Airtable.

Airtable - Student Obligations

The student’s submission of their internship application will initiate the record of the internship in Airtable.

Upon completion of the internship, students shall submit the following required documents directly to the Internship Coordinator:

- Internship Check Sheet
- Midway Evaluation
- Internship AAR

AUX DATA - Student Obligations

The intern is further responsible for appropriately logging their hours in AUXDATA via the 7030 form (link below). Additional guidance for the student is contained in the “Record Keeping” section (page 9).

- 7030 Form: <http://forms.cgaux.org/email1.php>

Advanced Track Internships

Students pursuing the Advanced Track program must complete an active duty internship with a Coast Guard unit (other than the Auxiliary) for maximum exposure to the Coast Guard’s culture. Students in this category should obtain an internship that is at least four weeks long, or the equivalent time in a concentrated number of days--the idea is to live the active duty lifestyle as much as possible during your time with the crew.

Students should ensure all paperwork is in order and properly submitted to AUP staff to receive credit for their experience. This includes completion of the attached checklist, signed After Action Report memo stating responsibilities and activities over the course of the internship, and the checklist for Advanced Track Graduate when applying to graduate.

Guidance for Student Interns

Before You Apply:

Prior to applying for an AUP internship, students shall read and understand this section (pages 7-12) of 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. Some internships may provide some funding, particularly those arranged through a Department of Homeland Security Center of Excellence program or those where travel, lodging, and meals & incidental expenditure costs are authorized by official orders. These opportunities are exceptions to normal, and will be handled on a case by case basis.

Low-cost/No-cost 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).

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*

*Students should be prepared to wear ODUs at a minimum, as this is the typical uniform of the day at operational units. (See “Uniform of the Day” section below for additional information).

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 PL/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.

Internship Placement Process & Timelines

- **Internship Coordinator Review:** Following the published internship application deadline, 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 often the Internship Coordinator 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 PL/Internship Coordinator has confirmed the internship and internship supervisor, the PL will connect the intern with the 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 be received prior to traveling to the internship location. The Internship Coordinator will provide guidance to the host unit using the templates in Appendix C. 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.

Some AUP Units are located at senior military colleges and maritime academies with school-specific uniforms. These uniforms (often based on U.S. Army or U.S. Navy uniforms) are generally acceptable for wear during an internship, but this decision is one to be made by the supervisor and hosting office or command. 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

The excerpt below is existing AUP guidance found in the Leadership and Management Guide, Chapter 1, Section E.

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). Students also conform to the requirements of their host institution (GPA, personal conduct, etc.) and those required by the institution for the formation and maintenance of their unit. Because so many work with the active duty Coast Guard, a central part of AUP's culture is an observance of the Coast Guard's traditions, customs, courtesies, and protocol. The AUP national staff will provide a summation of these customs and courtesies that participants will practice. AUP participants develop professional writing skills through adherence to standards outlined in the Coast Guard Correspondence Manual, including use of proper salutations, closings, formats, and references for written formal and information correspondence.

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.

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 Auxiliaries. 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 Auxiliaries 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.

National Response Center

The National Response Center (NRC) is the sole federal point of contact for reporting oil and chemical spills. Interns

working at Coast Guard Headquarters are expected to stand watch at the NRC. Exceptions to this guidance are made based on the scheduling needs as dictated by the supervisor. CGHQ internship supervisors should contact CG-MER to make arrangements.

Record Keeping

Interns are responsible for ensuring the keeping of accurate records of their experience. Some records come in the form of the completed Internship Check Sheet, but the intern is further responsible for appropriately logging their hours in AUXDATA via the 7030 form

Recording Hours in AUXDATA

Internship activities conducted in an active duty office environment are generally submitted to the member's FSO-IS using code 08 (CG Administrative Support) on a form 7030. The mission code may change based on specific activity performed. The intern should work with their Flotilla's FSO-IS to determine a proper course of action for time submission. IS officers with questions about work performed should contact the AUP Internship Program Manager. The 7030 form can be accessed here: <http://forms.cgaux.org/email1.php>

Midway Evaluation

Interns will prepare midway evaluation using proper Coast Guard Auxiliary AUP memo format (**Appendix B**). The evaluation will succinctly (2 pages or less) provide the following information:

- Actions undertaken or completed since the internship began;
- Actions planned for the duration of the internship;
- Impacts, impediments, and changes on which assistance is required.

Evaluations will be submitted to the Internship Coordinator with copy to the supervisor.

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 with any attachments (particularly if a final paper

was a requirement) to the Internship Coordinator as enclosures to a final After Action Report (AAR) (using the template in **Appendix B**). The AAR will succinctly (2 pages or less) provide the following information:

- Positive professional highlights of 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.

Guidance for Internship Supervisors

Preparing the Internship

Learning about AUP

Supervisors are in no way expected to become experts in how AUP works. However, those who do wish to learn more are encouraged to review several key sources listed below:

- AUP Website, 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.

- 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 report aboard with an Auxiliary ID card, but some will require special building access and (particularly) access to a Coast Guard workstation. These should be arranged in advance through the command.

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 senior military colleges such as The Citadel or from maritime academies such as California Maritime will have 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.

National Response Center

The National Response Center (NRC) is the sole federal point of contact for reporting oil and chemical spills. Interns working at Coast Guard Headquarters are expected to stand watch at the NRC. Exceptions to this guidance are made based on the scheduling needs as dictated by the supervisor. CGHQ internship supervisors should contact CG-MER to make arrangements.

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 Auxiliaries 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 Program Manager 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. Verification will ideally have been made throughout the internship experience so that potential shortfalls will have been identified early, and the intern will have had the opportunity to correct them. The expectations outlined on the check sheet may change from time to time, either because events have forced a change of plans or because meeting an objective was simply not possible due to circumstances outside the intern's control. These situations will be reviewed by the PL on a case by case basis.

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 should choose an appropriate award and follow the guidance below, sending the award form and citation through their own chain of command to the appropriate approval authority. If approved, a copy of the award citation should be courtesy copied to the AUP Internship Coordinator and to CG-BSX (Chief Director of Auxiliary) at Coast Guard Headquarters. The actual ribbons and medals themselves can be obtained from several of the larger Coast Guard Exchanges as well as through coordination with AUP when enough advance notice is given. Additional higher level awards are given, though the two most common are summarized below.

Auxiliary Commandant's Letter of Commendation

Some offices, units, and commands have recognized particularly high performing AUP interns by award of the "Auxiliary Commandant's Letter of Commendation," a ribbon and miniature medal exactly resembling its active duty equivalent award but for a thin white vertical stripe that bisects the center of the ribbon. From the Coast Guard Auxiliary Manual:

The Auxiliary Letter of Commendation Ribbon (ACLOC) is the Auxiliary's equivalent to the Coast Guard's Commandant Letter of Commendation (CLOC) Ribbon. Coast Guard units and Directors can prepare award citations using the same criteria, format, and style as the CLOC.

The award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for a superior act of service resulting in unusual and/or outstanding achievement, whose performance is lesser than that required for the

Auxiliary Achievement Medal. The award can also be used to recognize an Auxiliarist's service/performance for a special event or project. The ACLOC may be awarded by any Coast Guard Commanding Officer (O-4 and above) of a Coast Guard unit, or serving as a Division Chief at a District, area, FORCECOM, or Headquarters office, or serving as a Director. Recommendations are made on the CG-1650 award recommendation form and submitted to the approving official, via the Auxiliarist's chain of leadership and management.

The ribbon is similar to the Coast Guard Letter of Commendation ribbon with the addition of a vertical white stripe in the middle to identify the ribbon as an Auxiliary award. The Auxiliary award consists of a ribbon and a miniature medal (the Coast Guard award is a ribbon only). The "O" device may be authorized for direct participation in missions of an operational hands-on nature. Auxiliarists indicate multiple awards by adding a 5/16-inch gold or silver stars.

Auxiliary Achievement Medal

Exceptionally high performing interns have been awarded an "Auxiliary Achievement Medal", a ribbon and miniature medal of the next level higher to the ACLOC. From the Coast Guard Auxiliary Manual:

The Auxiliary Achievement Medal (AAM) is given to Auxiliarists in recognition of their sustained and superior professional and/or leadership achievements in administration or operations. The Auxiliary Achievement Medal may be awarded by any Coast Guard Commanding officer (O-4 and above) of a Coast Guard unit or serving as a Division Chief or higher at a district, area, FORCECOM, or Headquarters office, or serving as a Director.

This award recognizes outstanding achievement or service of a nature, which is worthy of special recognition as described below.

The keywords for the Auxiliary Achievement Medal are sustained professional, leadership achievements and period of time. The Auxiliary Achievement is for recognition of Auxiliarists who have maintained an outstanding level of performance and/or achievement over a period of time to further authorized activities of the Auxiliary. The achievements could be in administration or operations.

This award consists of a ribbon, miniature medal, and certificate. For achievement in operations (defined as direct hands on, underway, surface or airborne aviation mission activity), Auxiliarists may wear the operational "O" attachment centered on the ribbon or the medal's suspension ribbon. Subsequent awards are signified by 5/16-inch gold or silver stars as appropriate.

Appendix A - Internship Check Sheet

Intern Name / AUP Unit / Member ID: _____

Major Tasks <i>(apply to both In-Person & Virtual Internships unless specifically noted)</i>	Date Completed	Verifying Mentor
<p>1. Prior to Internship: Uniform. 1.a. In-Person Internships:</p> <ul style="list-style-type: none"> • Student must have a complete ODU uniform at minimum, in good condition & ready w/ proper AUX insignia. • Confirm any additional uniform needs (i.e. Troops, etc) with Internship Supervisor <p>1.b. Virtual Internships:</p> <ul style="list-style-type: none"> • Confirm expectations for uniform wear for virtual meetings, etc, with supervisor 		
<p>2. Prior to Internship: COVID19 <i>(in-person internships only)</i> Confirm COVID19 restrictions/expectations with internship supervisor; i.e. mask-wearing, social distancing, limitations on activities/gatherings, etc; both at the unit and in the local community.</p>		
<p>3. Check-in and orientation upon first arrival at the internship, per requirements of the host office or command.</p>		
<p>4. Participation in all topical or leadership seminars, guest speakers, and special events as directed by your supervisor or academic advisor.</p>		
<p>5. Read books, publications, and documentation relevant to your internship as assigned by your supervisor.</p>		
<p>6. Minimum weekly coaching discussions with your supervisor.</p>		
<p>7. Complete an internship project or paper as agreed upon with your supervisor and academic advisor. OR Complete one AUP Program of Study course or qualification (i.e. Boat Crew, Communications, etc) during the internship.</p>		
<p>8. Faithfully perform and demonstrate mastery of job duties assigned by the internship supervisor.</p>		
<p>9. Demonstrate consistently professional bearing, conduct, and behavior throughout the course of the internship, as determined by supervisor.</p>		
<p>10. Demonstrate consistent promptness and punctuality for internship-related meetings, events, and job assignments.</p>		
<p>Additional Objective/s (define with supervisor):</p>		
<p>Supervisor Signature / Date</p>	<p>Intern Signature / Date</p>	

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
X Jul 2021

MEMORANDUM

From: F.M. Last
Office, Unit

To: F.M. Last
Office, Unit

Subj: ALL CAPS LESS THAN TEN WORDS

Ref: (a) Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5D
(b) Consult Coast Guard Correspondence Manual for guidance on refs in memos
(c) Replace these and other references as needed

1. This is the format used for Coast Guard Auxiliary correspondence. Remember to replace all items in red; all text should be black in the final document, and all place holders in the body must be removed.
2. List of Standard Subject Identification Codes (SSIC) for Auxiliary use is below. Reference (a) contains a complete list.
 - a. 16790 Coast Guard Auxiliary (general category)
 - b. 16791 Governing Rules and Regulations
 - c. 16792 Organizational Structure
 - d. 16793 Board, Staff, Committee, Duties
 - e. 16794 Member Training and Qualifications
 - f. 16795 Facilities; Inspection and Operational
 - g. 16796 Courtesy Marine Examination Program
 - h. 16797 Public Education Courses

- i. 16798 Operations: Communications: Vessel, Radio, Aircraft
- j. 16799 Uniform, Insignia, Emblem, Flags

#

Enclosures: (1) Name of first enclosure, Document # if available
(2) Name of second enclosure, Document # if available

Copy: Title/Office (No Name), Unit Name (Flotilla, Department, etc)
Title/Office (No Name), Unit Name (Flotilla, Department, etc)

Appendix C - Orders Template - Sector



Commander
 United States Coast Guard
 Sector Unit Name

Street Address
 City, State
 Phone:
 Fax:
 Email:

1306
 4 Date 2021

MEMORANDUM

From: I. M. Coastie, YN1
 To: A. Aupmember, AUX#, USCG Auxiliary
 Subj: USCG AUXILIARY ADMINISRATIVE AND OPERATIONAL SUPPORT ORDERS
 Ref: (a) U.S. Coast Guard Auxiliary Manual, COMDTINST M16790.3 (series)
 (b) 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 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.
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. These orders shall remain in effect throughout the dates given or when cancelled by competent authority.

#

Appendix C - Orders Template - Small Boat Station



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

Street Address
 City, State
 Phone:
 Fax:
 Email:

1306
 4 Date 2021

MEMORANDUM

From: I. M. Coastie, RANK
 CG STA XXXXX

To: A. Aupmember, AUX#, USCG Auxiliary

Subj: USCG AUXILIARY ADMINISRATIVE 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

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 XXXXX, 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.

#

Appendix C - Orders Template - Air Station



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

Street Address
City, State
Phone:
Fax:
Email:

1306
4 Date 2021

MEMORANDUM

From: **I. M. Coastie, YNC**

To: **A. Aupmember, AUX#**, 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 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.

#

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: **XXXXXX** // Uniform: **XXXX**

Small Boat Station XXX

Assigned mentor: **Name, Phone Number**

Assistant mentor(s): TBD

- 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: **XXXXXX** // Uniform: **XXXX**

Small Boat Station XXX

Assigned mentor: **Name, Phone Number**

Assistant mentor(s): TBD

- 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: **XXXXXX** // 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: **XXXXXX** // 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

Assistant mentor: TBD

- 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 (WMD)
- WMD Operations Orientation
- Exposure to Ports and Waterways Safety Act of 1972, Title 33 1221 and its principle CFR's
- Relate WMD operations to Marine Information System Law Enforcement (MISLE)

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 and generation of required Internship Candidate Documentation.