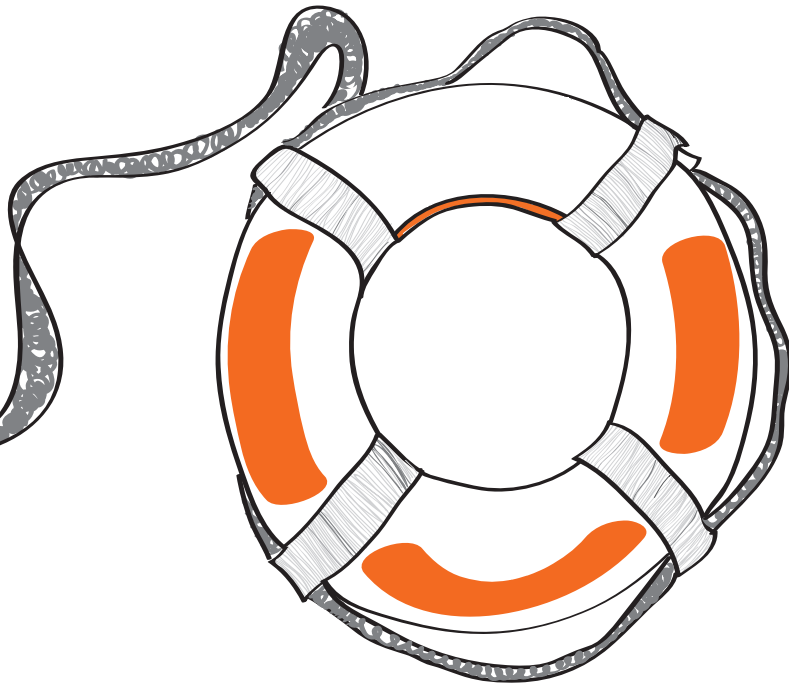




INTERNSHIPS

reporting
aboard



January 2014

U.S. COAST GUARD AUXILIARY UNIVERSITY PROGRAMS

Internship Guide

U.S. Coast Guard Auxiliary University Programs (AUP)

January 13, 2014

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Overview

The purpose of this guidebook is to outline expectations, standards, and guidelines for interns and those supporting the AUP internship program.

The AUP internship program provides students with meaningful real-world training and experience, while providing Coast Guard units with highly motivated and reliable personnel augmentation. Internships are a valuable hands on learning opportunity in a professional setting that also allow local units to better execute their operational program (interns are expected to 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, 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 and academic pursuits.

Goal of AUP Internships

Internships extend classroom knowledge through professional contributions.

Students derive tremendous value through internships because they provide excellent preparation for future careers. 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.

Eligibility

All currently-enrolled AUP students are eligible to apply for and complete an internship provided that they have achieved minimum Approval Pending (AP) Auxiliary membership status, obtain the recommendation of their AUP Unit Officer, and agree to participate in all aspects of the assigned Internship.

Organization

Program Management

The AUP internship program is managed by the "Internship Program Manager" (PM). The PM is responsible for ensuring that the internship program is carried out to maximum effectiveness, reviewing internship applications as they are submitted, placing approved interns with internship hosts around the Coast Guard, reviewing midway evaluations and after action reports, certifying internship completion, entering completion into D4H and the Internship Database, and communicating proactively with interns, supervisors, Unit Officers, academic advisors, and other parties necessary to resolve issues and questions as they arise before, during, or after an internship.

Internship Supervisor Responsibilities

The person responsible for supervising the intern on a day-to-day basis is known as the Internship Supervisor ("supervisor"). The supervisor is responsible for overseeing and mentoring the intern while on board (virtually or in person) with the host office or command, working with the intern ahead of time to set work expectations, providing the intern with no-cost TDY orders from the command covering the intern for the duration of the internship experience (only applies to internships with active duty offices or commands), obtaining intern physical and logical access to necessary facilities and information systems, verifying completion of major activities on the Internship Check Sheet, and working with the intern and (if necessary) the PM to resolve issues. These responsibilities are 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 PM as to 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 PM. The UO also assists in resolving issues, and working with the intern's local chain of leadership and Director of Auxiliary (DIRAUX) to obtain no-cost TDY orders in the event that the hosting active duty command is unable to provide them.

Academic Advisor Responsibilities

Most college students have an Academic Advisor, often a professor, that they work with at school. 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 in 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. AUP generally supports student participation in these programs for credit towards AUP 401 and AUP's graduation requirements provided that the internship is approved by the academic institution and focuses 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 AUP Internship Program Manager directly. The PM will work with the student to determine if the outside internship meets AUP criteria. If the PM determines that the internship is acceptable, the student must submit an AUP internship application through normal online channels. The PM will then update the database to reflect passage of AUP 401, and will have the qualification entered in D4H.

Applications

Students apply for an internship via an application form on the AUP website. Applications may be submitted year round, but in general, applications must be submitted for each semester no later than the date indicated below. This allows adequate time for the application to be reviewed and a suitable internship host to be found.

- Applications for Spring Semester internships should be submitted no later than October 15;
- Applications for Summer Semester internships should be submitted no later than March 1;
- Applications for Fall Semester internships should be submitted no later than June 1.

Internship Schedule Formats

AUP Internships are 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

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.

Internships while in School

Interns 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.

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.

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 PM places interns according to the schedule format, subject area, and geographic preferences stated in each application. Virtual internships, conducted remotely in cases when intern and supervisor are not geographically colocated, are possible as well. These are discouraged when a face-to-face alternative is available. 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 PM will work through the AUP National Staff to locate suitable hosts when none are readily available.

Internship Records

Internal AUP internship records are kept in three locations.

Internship Database

Internship applications are automatically deposited into the Internship Database upon submission. The PM then logs data concerning internship host, supervisor POC, and completion data there.

D4H

Students beginning an internship are marked as “Expected” on the D4H qualification for “AUP 401 - Internship”. They are updated to reflect having completed that qualification upon the completion of their internship experience.

CGAUXNET Google Drive

Files such as the completed Internship Check Sheet, midway evaluation, and AAR are kept in the specific student’s AUP personnel file on the CGAUXNET Google Drive.

Guidance for Student Interns

Congratulations on your selection as an AUP intern! You have successfully navigated a selective process based on the quality of your past work in the college classroom and in the U.S. Coast Guard Auxiliary. It is up to you to ensure that the internship experience awaiting you is professionally beneficial and personally rewarding. Though your Unit Officer, Internship Supervisor, and Academic Advisor will support you, it is your responsibility to ensure your own success.

Preparing for the Internship

You should immediately begin preparing once you have been selected for an internship and notified of your acceptance. It is very important that you, the student, ensure that your UO, supervisor, and advisor are kept informed of and agree on your internship objectives beforehand so that your goals are clear and that you get the most out of the experience.

Applying for the Internship

Students must meet the following criteria in order to apply for an internship through AUP:

- Currently enrolled Auxiliarist having obtained minimum Approval Pending (AP) status;
- Currently enrolled and active in the Auxiliary University Program (AUP);
- Have completed, at minimum, AUP 101 - Basic Introduction Course (BIC);
- Have obtained the favorable endorsement / recommendation of their Unit Officer.

Students apply for an internship via an application form on the AUP website. Applications may be submitted year round, but in general, applications must be submitted for each semester no later than the date indicated below. This allows adequate time for the application to be reviewed and a suitable internship host to be found.

- Applications for Spring Semester internships should be submitted no later than October 15;
- Applications for Summer Semester internships should be submitted no later than March 1;
- Applications for Fall Semester internships should be submitted no later than June 1.

Housing, Transportation, and other Costs

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. In general, interns are responsible for costs associated with their internship experience.

Contacting the Internship Supervisor

The AUP Internship Program Manager (PM) will seek to place the intern with an internship host and supervisor once the student's application has been received and reviewed. When a placement has been made, the PM will contact the student and offer the assignment. If the student accepts, it will be the student's responsibility to initiate contact with the supervisor based on the contact information provided by the PM. If the supervisor is non-responsive, the intern should seek further guidance from the PM. The student is responsible for then working with the supervisor to set expectations for the experience. Students should work with their supervisors to ensure that expectations 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

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. If the internship is to be conducted on site at an active duty office or command, however, the intern will require no-cost TDY orders for the duration of the internship be received prior to traveling to the internship location. The student must obtain a copy of these orders from their supervisor and provide a copy to the PM.

Contact Information

Interns are expected to update their personal and their emergency contact information in D4H prior to the start of their internship. They are to provide this information to their supervisor on or before their 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. As a reminder, undergraduate AUP students may not wear officer insignia on their uniform at any time.

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, 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.

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 LMIG.

AUP members will at all times adhere to proper customs, courtesies, protocol, and models of address commensurate of a uniformed service. Students will also be held to the standard requirements of their host institution (GPA, personal conduct, etc) and those required by the institution for the formation and maintenance of their unit. 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 Auxiliarists. For these reasons, and in fostering high standards of etiquette and conduct within AUP, students will at all times employ the customs, courtesies, and protocol specified in the LMIG.

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.

AUP members salute uniformed services personnel pursuant to the customs and courtesies employed by their active duty counterparts. Saluting of Auxiliarists, 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 Auxiliarists. 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 Auxiliarists 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 "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. 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 both D4H (the AUP-specific system) and AUXDATA.

Recording Hours in D4H

Internship activities conducted in an office environment are logged in D4H as an Event. Internship activities conducted in an operational mission environment (patrols or communications watchstanding, for example) are logged in D4H as an Exercise. In some cases, when the intern actually participates in assisting or saving a life, or in a vessel inspection, those activities are logged as Incidents. Interns are responsible for working with their Unit Operations Leader or other D4H point of contact so that ALL hours spent working at the internship are recorded in D4H.

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.

Midway Evaluation

Interns will prepare midway evaluation using proper Coast Guard Auxiliary AUP memo format. The evaluation will succinctly (no more than 2 pages) 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 PM 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 the internship to have been satisfactorily concluded. The completed Internship Check Sheet is submitted by the intern as part of his or her 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. Interns will fully participate in whatever check out procedure their host requires.

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 final step in closing out the internship is for the intern to send the completed and signed check sheet along with any attachments (particularly if a final paper was a requirement) to the Internship Program Manager as enclosures to a final After Action Report (AAR). The AAR will use proper Coast Guard Auxiliary AUP memo

format, and will succinctly (no more than 2 pages) 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 PM will, upon satisfactory review of the final package, update the intern's status in the Internship Database and will direct the Personnel PM to add the "AUP 401 - Internship" qualification to the student's record in D4H.

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.cgau.edu.us;
- AUP Leadership and Management Interim Guidance (LMIG), available upon request to the Internship PM;
- 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. Supervisors provide these to interns prior to their reporting date.

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 one set of each major uniform, 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

Different combinations of intern and host require different schedule allowances. This should be worked out between supervisor and intern prior to start of the internship, but supervisors are counseled to consider:

- Some interns will be working a summer job, so a 40-hour work week may not be possible for all;
- Interns benefit from one day per week spent engaging in Auxiliary activities;
- Interns, specifically those serving during the summer, will often plan a vacation before returning to school;
- Some interns may be permanently assigned to a Coast Guard facility, living aboard a cutter or at a boat station for example, and may be more readily available than those commuting to an office.

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 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" and all other Auxiliarists as Mr, Ms, Sir, or Ma'am as appropriate.

In general, the intern may be addressed as Mr, Ms, or by last name. First names for interns are used 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.

Activities

AUP recommends to supervisors that at least 50% of assigned activities correspond to the intern's interests and area of academic study while an additional 50% being driven by the needs of the hosting office or command. AUP wishes to avoid, for example, the entirety of an intern's experience being that of fetching coffee and answering phones. Internships are designed to be highly educational and instructive in nature.

Supervisors should consider a blend of activities, including projects that the intern can work on and take ownership of that support the needs of the office or command, performance of routine duties such as standing watch or assisting with administrative functions, and out-of-office excursions. The latter are, of course, more conducive to internship at operational units where frequent operational participation should be the norm. Offices, however, have found creative ways to involve interns in various site visits to partner organizations and other Coast Guard units. In some cases, interns assigned to an office for most of the internship might be sent to (for example) a boat station for several weeks to experience Coast Guard life outside the office.

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 PM 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 PM 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 Program Manager 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 key words 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 Task	Date Completed	Verifying Mentor
Check-in and orientation upon first arrival at the internship, per requirements of the host office or command.		
Participation in all topical or leadership seminars, guest speakers, and special events as directed by your supervisor or academic advisor.		
Read books, publications, and documentation relevant to your internship as assigned by your supervisor.		
Minimum weekly coaching discussions with your supervisor over at least a six week internship period.		
Develop a new or update an existing Individual Development Plan (IDP), Encl. (4) to COMDTINST 5357.1A, with your supervisor.		
Complete an internship project or paper as agreed upon with your supervisor and academic advisor.		
Complete one AUP Program of Study course or qualification during the internship (usually done under the supervision of the local Flotilla).		
Faithfully perform and demonstrate mastery of job duties assigned by the internship supervisor.		
Demonstrate consistently professional bearing, conduct, and behavior throughout the course of the internship, as determined by supervisor.		
Demonstrate consistent promptness and punctuality for internship-related meetings, events, and job assignments.		
Obtain and wear proper work attire consistent with the dress code at your place of internship.		
Additional Objective (define with supervisor):		
Additional Objective (define with supervisor):		
Additional Objective (define with supervisor):		

Supervisor Signature / Date	Intern Signature / Date