

U.S. Department  
of Transportation  
**United States  
Coast Guard**



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# **COAST GUARD AUXILIARIST PARTICIPATION IN COAST GUARD HEALTH CARE ACTIVITIES**

**COMDTINST 6010.2**  
**DTD: JAN 21, 2003**





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21 JAN 2003

COMMANDANT INSTRUCTION 6010.2

Subj: COAST GUARD AUXILIARIST PARTICIPATION IN COAST GUARD HEALTH CARE ACTIVITIES

Ref: Medical Manual, COMDTINST M6000.1(series)

1. PURPOSE. This Instruction promulgates the participation of U.S. Coast Guard Auxiliarists who are trained and licensed or certified in health care skills to assist the Coast Guard in health care activities.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units shall ensure that the units and Auxiliarists under their command are notified of the authority for Auxiliarists with health care skills to participate in health care activities in support of the Coast Guard's mission. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION.
  - a. Coast Guard Auxiliarists who are health care professionals (physicians, dentists, nurse practitioners, and physician assistants) and other Auxiliarists who have health care skills are eligible to work in Coast Guard clinics or assist individual Coast Guard units. Their participation would act as a force multiplier utilizing existing volunteer human intellectual capital resources that would expand the health care capabilities of existing Coast Guard clinics by enabling them to see more patients and providing more treatments within existing funding resources and restrictions. At the same time, the active duty health care personnel would have the ability to more efficiently respond to emergency medical situations. The participation of qualified Auxiliarists would increase emergency medical response capabilities of Coast Guard units.
  - b. Auxiliarists who desire to volunteer their health care skills for the Coast Guard or who desire more information should contact the Coast Guard Director of Health and Safety Commandant (G-WKH).

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- c. Because of the special training, certification, and licensing requirements needed in the health care field, the Coast Guard Directorate of Health and Safety has established a mechanism for the verification of the credentials of Auxiliaries who will assist the Coast Guard in health care related functions.
  - d. Enclosure (1) is the document “U.S. Coast Guard Auxiliary Participation in Coast Guard Health Care Activities.” This document discusses in detail the purpose, authority, mechanism for procurement, procedure for application, credentialing, and privileging, assignment to duty, supervision, professional liability, and Auxiliary’s responsibilities.
  - e. Enclosure (2) enumerates the information required for medical credentialing.
  - f. Coast Guard clinics and operational units desiring Auxiliary support will contact the cognizant Maintenance and Logistics Command (k).
5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS: Environmental considerations were examined in the development of this directive and have been determined to be not applicable.
6. FORMS/REPORTS. All forms referred to in this Instruction are attached as enclosures, except for the Request of Clinical Privileges (CG-5575, CG-5575A, and CG-5575B(current version)) form. These forms are located in Jetform Filler and the G-WKH-2 Quality Assurance website at: <http://www.uscg.mil/hq/G-W/g-wk/g-wkh/g-wkh-2/WKH-2.htm>.

/S/

JOYCE M. JOHNSON  
Director Health and Safety

- Encl: (1) U.S. Coast Guard Auxiliary Participation in Coast Guard Medical Activities  
(2) Required Information for Health Care Participant Application  
(3) Privacy Act Statement for Individual Credentials File (ICF) Requests

## U. S. COAST GUARD AUXILIARIST PARTICIPATION IN COAST GUARD HEALTH CARE ACTIVITIES

1. Introduction.
  - a. The responsibilities and duties of the Coast Guard have expanded along with the need for health care personnel to not only perform their usual activities but also be available for emergency mobilization if the need presents itself.
  - b. The United States Coast Guard Auxiliary is composed of volunteers, some of whom are trained, qualified, and licensed or registered to perform some of the same health care activities as performed by the active duty personnel. Some of these Auxiliarists are willing to perform health care activities on a volunteer basis for the U. S. Coast Guard.
2. Authority.
  - a. The Coast Guard Authorization Act for Fiscal Year 1996, Title VIII, Sec 802, provides that the “Coast Guard Auxiliary is to assist the Coast Guard as authorized by the Commandant, in performing any Coast Guard function, power, duty, role, mission, or operation authorized by law... and other support missions authorized by the Commandant.”
  - b. The Commandant authorizes the utilization of Auxiliarists in the performance of health care activities for which they are already trained, found qualified, and licensed or registered.
3. Mechanism for Procurement.
  - a. The fact that members of the Coast Guard Auxiliary who are trained and certified in health care skills are authorized to volunteer to perform health care activities for the Coast Guard shall be distributed via an ALCOAST and established Coast Guard print and electronic means and via the leadership and management resources of the Auxiliary.
  - b. Inquiries and applications for participation will be processed by the Directorate of Health and Safety via the cognizant Maintenance and Logistics Command (k), active duty medical/dental personnel of the Coast Guard and local Operational Commanders or Officers-in-Charge.
    - (1) Coast Guard clinics and operational units desiring Auxiliarist support will contact the cognizant Maintenance and Logistics Command (k).
    - (2) Auxiliarists who desire to volunteer their medical skills for the Coast Guard or who desire more information should contact the Coast Guard Directorate of Health and Safety at Commandant (G-WKH-1).

4. Procedure for Application, Credentialing and Privileging.

- a. Health care professional providers: Physician (MD, DO), Dentist (DDS, DMD), Physician Assistant (PA), Nurse Practitioner (NP).
  - (1) Justification. Auxiliarists who are health care professional providers may apply to perform tasks for which they are so certified or licensed. If the Coast Guard can utilize those designated tasks, the Auxiliarist, if accepted, may be authorized by Commandant (G-WK) as per privileging guidelines already established in Medical Manual, COMDTINST M6000.1(series), Chapter 13.B and Chapter 13.C.
  - (2) Application and protocol for credentialing.
    - (a) Health care professional providers shall submit the information and documentation enumerated in Enclosure (2) to Commandant (G-WKH-2).
    - (b) The applicant will sign a release of information/hold harmless form (Enclosure 3) in which the applicant authorizes the release of information from entities that can assist in the verification of his/her credentials, including facilities where the applicant may currently hold privileges, all individuals, and organizations that may provide information concerning the applicant's participation in Coast Guard medical activities, allowing for primary source verifications. The signed form also affirms that the applicant holds the United States Coast Guard, the USCG Auxiliary, and any authorized individuals involved in the credentialing process and all individuals and organizations who provide information harmless for actions taken during the credentials verification and privileging process. This form will be submitted with all other documentation directly to Commandant (G-WKH-2).
    - (c) An appropriate Request for Clinical Privileges will be completed. The Senior Medical Officer (SMO) or Senior Dental Officer (SDO) of the applicable clinic shall review the application and documents, comment and recommend approval or disapproval, forward them to the cognizant Maintenance and Logistics Command (k) (MLC (k)) who will, in turn, comment and recommend approval or disapproval and forward the original completed application to the Coast Guard Directorate of Health and Safety (G-WKH-2) for review and formal credentialing as per Medical Manual, COMDTINST M6000.1(series), Chapter 13. Auxiliarists who are health care professional providers will be subjected to the same review process, certification and credentialing utilizing the identical standards as established by the Commandant that are required for U.S. Public Health Service and Coast Guard providers currently privileged to work in Coast Guard clinics.
    - (d) A National Practitioner Data Bank-Health Care Integrity Practitioner Data Bank (NPDB-HIPDB) check will be run for all individuals.

- (e) A Credential Transfer Brief will be requested from any medical institution at which the health care professional has privileges.
- (f) Additional information, documentation, and/or clarifications may be required.
- (g) Following approval of the applicant's credentials, Commandant (G-WKH-2), for the Coast Guard's Director of Health and Safety, will notify the applicant of his/her acceptance and will notify the Senior Medical Officer/Senior Dental Officer and Chief, Health Services Division of the clinic in which he/she will function and the cognizant Maintenance and Logistics Command (k).

(3) Assignment.

- (a) Credentialed Coast Guard Auxiliarist health care professional providers will be placed at those clinics with the greatest need. Assignments will be coordinated between the Coast Guard Directorate of Health and Safety, cognizant Maintenance and Logistics Command (k), the Coast Guard clinic Senior Medical/Dental officer and the Chief, Health Services Division. The Auxiliarist will be expected to provide an average of a minimum of two (2) days duty per month.
- (b) The individual clinics will generate appropriate orders that will include compensation for necessary travel and meals to those volunteers who are assigned to duty. As the Auxiliarist is volunteering as an Auxiliarist, he/she will receive no compensation for the services performed.
- (c) The Auxiliarist will have no command authority or responsibility, and shall at all times be responsible to a senior active duty physician or dentist at the assigned clinic. A senior Coast Guard/USPHS physician/dentist, or his/her designate, shall under all instances have the highest command authority and responsibility.

(1) Professional liability. Coast Guard Auxiliarist health care professional providers will not be held individually liable for civil damages as long as the Auxiliarist, after making full disclosure to the Coast Guard of his or her professional background and medical or dental qualifications, is assigned duties and acts within the scope of those duties. Coast Guard Auxiliarist health care professional providers who act outside the scope of written authorization (as defined by Request of Clinical Privileges (CG-5575, CG-5575A, and CG-5575B(current version))) may be subject to civil liability. An Auxiliarists assignment to duty determination shall be made in accordance with Chapter 5.K, of the CG Auxiliary Manual , COMDTINST M16790(series).

- b. Any Auxiliarist (other than as designated in paragraph 4-a of this Instruction.) who desires to utilize his/her health care skills by participating in Coast Guard health care activities shall also submit documentation of his/her training, experience, certification or registration enumerated in Enclosure (2), to the Director of Health and Safety (G-WKH-2). However, no request for clinical privileges is required. Prior to any individual's being accepted to perform any of the various health care

related activities for which the Auxiliarist may volunteer to perform, the Coast Guard Director of Health and Safety shall validate the person's credentials. Assignments will be coordinated between the Coast Guard Directorate of Health and Safety, cognizant Maintenance and Logistics Command (k), the Coast Guard clinic or operational unit. The results of the validation shall be transmitted to the cognizant Maintenance and Logistics Command (k) and the Commanding Officer/Officer-in-Charge of the unit or the Senior Medical/Dental Officer and the Chief, Health Services Division of the clinic in need of support and/or where the Auxiliarist desires to participate for comment and recommendation for approval or disapproval of assignment to duty.

5. Auxiliarist's Responsibilities.

- a. By accepting orders, the Auxiliarist accepts the responsibility to perform only those activities for which he/she has been authorized.
- b. Although a person may be otherwise authorized to perform activities per credentialing and delineation of privileges, because of the limitations imposed by the facilities available at the particular location or unit, a Senior Medical Officer/Senior Dental Officer may restrict the performance of certain tasks. Performance of tasks beyond the scope of the duties authorized by the Senior Medical Officer/Senior Dental Officer may expose the Coast Guard Auxiliarist health care professional provider to civil liability.
- c. Under all circumstances, the individual must use appropriate reason to modify the complexity or extent of care rendered commensurate with the available equipment, ancillary facilities, and support staff including other physicians, nurses, or Health Services Technicians to assist with the procedure or to continue with the required care of the patient. When assigned to a Coast Guard operational unit, other than a Coast Guard Clinic, and when performing emergency health care activities, regardless of the Auxiliarist's qualifications, the Auxiliarist shall not perform care beyond those equivalent to the qualifications of an Emergency Medical Technician – Basic.
- d. The Auxiliarist must at all times adhere to USCG administrative policies.
- e. The Auxiliarist is responsible at his/her own expense, to perform all of those activities necessary to maintain his/her certification, license, competence, and qualification including, but not limited to, Healthcare Provider Basic Life Support Certification and continuing medical/dental education.
- f. Following the submission of any information or status, if there should be any changes, the Auxiliarist must notify the Coast Guard Directorate of Health and Safety, the Senior Medical or Senior Dental Officer, the Chief, Health Services Division, the Commanding Officer, the Officer in Charge, and the cognizant Maintenance and Logistics Command (k) immediately.
- g. If any regulatory agency, private or governmental, that has licensing or regulatory authority relevant to the practice of medicine/dentistry or any other health care activity modifies, restricts, or rescinds the privileges, license or registration or otherwise impacts upon the ability of the individual to perform the medical/dental



tasks for which he/she has been approved, or imposes any restrictions or decertifies the Auxiliarist, or if any incident or circumstance should occur that might impact upon the individual's credentials, or if he/she no longer remains a member of the USCG Auxiliary, or if he/she becomes aware of any mental or physical condition which he/she develops which may impact upon the performance of assigned activities, the Auxiliarist shall notify immediately and in writing by certified mail, return receipt requested, within 14 days, the Director of Health and Safety, Senior Medical/Dental Officer and the Chief, Health Services Division at the clinic, the cognizant Maintenance and Logistics Command (k), and the where he/she is assigned, and the Auxiliarist shall not accept further orders or perform any health related activity until re-certified to do so. This information may be submitted to the individual's health care licensing board or organization and the NPDB as per Medical Manual, COMDTINST M6000.1(series), if applicable, and may result in disciplinary or other consequences by, among others, the Auxiliarist's licensing/registry authority.

- h. By accepting orders for participation in Coast Guard health care activities, the Auxiliarist agrees to abide by the conditions and regulations contained within this Instruction, and as promulgated by authorities empowered to do so by the United States Coast Guard.
- i. Request for Clinical Privileges are submitted to Commandant (G-WKH-2) via the local Coast Guard clinic and cognizant MLC (k).
- j. All required documents and forms are to be sent to:

Commandant (G-WKH-2)  
United States Coast Guard Headquarters  
Room 5314  
2100 Second St., SW  
Washington, DC 20593-0001



**Required Information for Health Care Participant Applications  
(Send directly to Commandant (G-WKH-2))**

1. Name:
2. Address:
3. Phone number:
4. Auxiliary Member Number, District, Division, Flotilla:
5. E-mail address:
6. SSN:
7. DOB:
8. Health Care credentials including a copy of current:
  - a. Active state license or state or federal registry certificate (with number and expiration date)
  - b. Qualifications
  - c. Healthcare Provider Basic Life Support Certification card with expiration date
  - d. Diploma indicating school and date of graduation from medical/dental/professional school
  - e. Controlled Substance Registration Certificate (DEA), Registration Number, expiration date, and state certificate if applicable
  - f. Two letters of reference discussing moral character and medical/professional qualifications
  - g. Curriculum Vitae
  - h. Board certification, if attained
  - i. Certificate of internship, residency completed
  - j. Most recent or current clinical privileges from hospitals/services where privileged that enumerate the procedures that you are authorized/qualified to perform
9. Request for clinical privileges appropriate to category signed by:
  - a. SMO/SDO
  - b. Chief, of Health Services
  - c. Maintenance and Logistics Command (k)

10. Privacy Act Statement for Individual Credentials File (ICF) Requests

11. The clinic, station, or unit where desiring to volunteer:

- a. Name of Senior Medical Officer (SMO), Senior Dental Officer (SDO), Chief, Health Services Division, Officer in Charge (OINC), or Commanding Officer (CO)
- b. Address of clinic, station, or unit
- c. Phone number
- d. E-mail address

12. Auxiliary instructor qualification:

- a. Date
- b. Is qualification current?

**PRIVACY ACT STATEMENT FOR  
INDIVIDUAL CREDENTIALS FILE (ICF) REQUESTS**

1. The authority for collection of information including social security number (SSN) is found in section 301, Title 5, United States Code.
2. Principle purpose for which information is intended to be used:  
This form provides the advice required by the Privacy Act of 1974. The personal information will facilitate and document our verification of your credentials. The SSN and date of birth for the member is required to identify and retrieve credentials verification documents.
3. Routine Uses:  
The primary use of this information is to provide, plan, and coordinate member's credentials and privileging information. This will aid the privileging authority to review the member's academic qualifications, make a determination of the member's clinical competence, and grant appropriate privileges requested.
4. Whether disclosure is mandatory or voluntary, and effect on individual of not providing information:  
For all personnel, the requested information is mandatory because of the need to document all credentials and privileging data. If the requested information is not furnished, establishment of eligibility and granting of privileges will not be possible. This all inclusive privacy act statement applies to all requests for personal information made by personnel for credentials verification purposes and shall become a permanent part of your ICF.
5. Your signature acknowledges that you have been advised of the foregoing, that you authorize release of information from entities that can assist in verification of your credentials, including facilities where the applicant may currently hold privileges, individuals, and organizations that provide information concerning the applicant's participation in Coast Guard health care activities, allowing for primary source verifications, and that you hold the United States Coast Guard, the USCG Auxiliary, and any authorized individuals involved in the credentialing process and all individuals and organizations who provide information harmless as long as they are acting in good faith and without malice for actions taken during the credentials verification and privileging process.

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Signature

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Date

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Printed Name