INTRODUCTION
The AUXILIARY OPERATIONS POLICY MANUAL, COMDTINST M16798.3E, sets USCG Policy for Auxiliary Operations. Coxswains and boat crew must know and understand the Auxiliary policy.

The information in this document provides supplementary guidance for coxswains, boat crew and boat crew trainees.

AUTHORITY TO ISSUE ORDERS
Before any Operational Facility (OPFAC) may be used on CG (Coast Guard) or CG Auxiliary missions, orders must be assigned. Orders are requested in the Aux Order Management System (AOM) by a Coxswain, the OPFAC Owner, or by the SO-OP. Normally the SO-OP will request the orders for missions supporting Air Station Elizabeth City. The Coxswain or OPFAC owner will typically request orders for missions not supporting ASEC, unless agreed otherwise by the SO-OP and the FSO-OP. Comments must include the exact patrol area (example: Albemarle Sound, vicinity of PP2), the reason for patrol (example: support ASEC C130 training), if an off-season patrol, the name and position of CG official requesting or approving the patrol, if conducting member training, the kind of training (example: towing and SAR patterns), if a QE check-ride, the name of the QE (example: QE-C Betts). Once the Orders have been requested, they MUST be authorized. The Coast Guard OIA (local CG Boat Station) must authorize the order request BEFORE the mission commences. In the case of SAR or other emergencies verbal orders may be issued by the Coast Guard OIA and entered and authorized in AOM after the fact.

MISSION ASSIGNMENTS
The FSO-OP is responsible for the recruitment of Coxswains and Crew members for each mission. The FSO-OP will distribute a monthly mission schedule and will send a weekly mission reminder.

AUX ORDER MANAGEMENT SYSTEM ADMINISTRATION
Following the end of a mission, the Aux Order Management System must be used to request reimbursement for expenses and to enter the mission details. This should be done by the Coxswain or by the OPFAC Owner within three days of completing the patrol.
Receipts are required for all fuel purchases, all additive or 2-cycle oil purchases, and any other expense over $25 except for meals. Templates for reporting oil and additives are shown in the Appendix 1 (page 12). Receipts are not required for meals. Refueling should be done on the day of the patrol; exceptions should be explained in the comments section. An image (JPG, PNG, or GIF) of the receipt must be uploaded in AOM.

Mission time is reported using the “ADD ITINERARY” function. Mission code 01A is almost always used (exceptions are QE missions, ATON missions, SAR missions, and Regattas).

The time at the dock conducting the pre-mission briefing and post mission briefing are NOT included in the underway time. However, the pre and post mission briefing time ARE included in the fatigue time calculation. Mission Code 23A (SAR Standby Time) is used to report time when anchored or moored for more than 15 minutes. This is typically time spent fueling and any meal break if not on the boat. Code 23A cannot be used to start or end a patrol. Engine hours are defined as the OPFAC underway time. This is the total patrol time less any 23A-standby time. The time should be reported in hours with one decimal place (example: 3.5). A log should be kept to record the engine hour (underway) time.

Comments must include the GAR score and a statement that all PPE was in good working condition.

If a mission is cancelled, it is the Coxswains responsibility to cancel the AOM order as soon as possible. Refer to Appendix 2 (page 13) and to Sector North Carolina Surface Patrol Order Administration Handbook for additional guidance.

Mission Cancellation
The goal is to support all scheduled missions. Coxswains who must cancel a mission, unless weather related, should assist the FSO-OP by making every effort to find a replacement Coxswain. Crew members who cancel must inform the coxswain as soon as possible and should make every effort to find a replacement Crew member. If a mission supporting the Air Station or a Boat Station must be cancelled, then ASEC or the Boat Station should be advised in a timely manner. The Coxswain and FSO-OP will decide who will inform the Station.

- **Routine Safety Patrols.** Typically these missions involve only one OPFAC and do not involve supporting CG activities. Therefore, coxswains can wait until shortly before the mission is scheduled to begin before deciding to cancel the patrol. The FSO-OP and Crew members will be informed if the mission is cancelled.

- **Missions in support of C-130 and H-60 Helicopter Operations:** These missions are the most complex because they always involve active duty CG assets, multiple levels of command and responsibility (USCG Air Station
Elizabeth City, Small Boat Stations, Sector North Carolina, etc.), and the cost per aircraft flight hour is high ($11,000 per H60 flight hour). When a cancellation decision appears likely due to weather or other operational concerns, the coxswain must make a decision at the earliest possible time and consult with the FSO-OP or SO-OP so that alternatives can be explored (example: delay the mission until the weather improves, find another OPFAC, etc.). The Coxswain and FSO-OP should agree who will notify ASEC. **Coxswains who cancel a mission for factors other than weather should make every effort to find a replacement Coxswain / OPFAC.**

**Mission Safety**
Safety of the Auxiliary vessel and crew is the single most important responsibility of each coxswain. Before undertaking any mission, the coxswain is responsible for the accurate assessment of all risk including expected environmental conditions. The coxswain must ensure that all PPE is in good working order and must complete a GAR assessment before every mission.

- **Eight Hour Limit**
  To facilitate safety, missions should last no more than 8 hours in accordance with the Crew Fatigue Standards (Policy Manual page 4-20). Crew underway time begins when the crew member reports to the designated place to prepare for a specific mission. Computation of such time ends when the mission is complete. Crew underway time includes time spent accomplishing pre-mission and post-mission vessel checks. Time spent conducting trailering activities and time moored or at a sheltered anchorage counts as 50% underway time (e.g., one hour spent at a sheltered anchorage counts for ½ hour accumulated crew underway “fatigue” time). Missions may exceed the 8 hour limit only after securing a waiver from the Sector Watch Officer (910-362-4015). If a waiver is granted, record the name of the person giving the waiver in the AOM comments section.

  ➤ **No mission is important enough to place crew and vessels in situations that exceed their capabilities.**

  ➤ **No one will second-guess the Coxswain’s or crew’s decision to cancel a patrol because of safety considerations.**

  ➤ **When in doubt, don’t go out!**

**SEARCH AND RESCUE (SAR) MISSION**
The Flotilla may be called upon by the Coast Guard to perform SAR missions at any time or any place. Typically this is within the geographic area of responsibility (AOR) but it could also be outside of the AOR if requested by the Coast Guard. Orders may be issued verbally or in writing by the Coast Guard OIA.
• **Non-emergency assists and SAR**

The Maritime SAR Assistance Policy (MSAP) establishes conditions under which the Auxiliary may provide public assistance under non-emergency conditions. The MSAP states that an Auxiliary boat on orders that discovers or comes upon a boat needing assistance, but not in radio contact with the Coast Guard or commercial towing service, has the option of determining whether or not to provide non-emergency assistance. This is the coxswain’s decision. The following guidance applies:

- When you sight a distressed vessel, come along side and ask what assistance is needed. If assistance is requested, find out if they have contacted anyone for help and if anyone has responded. Ask the people on board to put on life jackets and then gather the following information:

  1. Nature of the problem
  2. Anyone sick or injured
  3. Number of persons on board
  4. Owners name
  5. Length of vessel
  6. Location of nearest safe haven where you will tow the vessel

  ➢ The maximum size and weight of vessel to be towed and the maximum sea conditions are the COXSWAIN’S DISCRETION. USCG station can provide guidance.

  ➢ BEFORE taking the vessel under tow, notify the USCG station which has the radio guard (Boat Station or Sector NC) of your intent and where you will be towing the vessel. Request assignment of a SAR (MISLE) case number.

  ➢ A SAR Incident Report (CG-4612) must be completed if the SAR mission code 24 is used. The report must be uploaded to the AOM order except for UTL 279526 which is sent by email to the AOM Coordinator and the OIA.

  ➢ Towing will typically not be made if the distressed vessel has already contacted the USCG or a commercial towing service. Notify the USCG station which has the radio guard and follow their instructions.
“HEAVY WEATHER LIMITATIONS”

The term “heavy weather” is often used to define conditions that are considered dangerous for a vessel. Auxiliary vessels less than 30 feet in length **WILL NOT DEPLOY IF SUSTAINED WINDS ARE GREATER THAN 20 KNOTS or if SEAS GREATER THAN 4 FEET ARE PRESENT OR FORCAST DURING THE EXPECTED DURATION OF THE MISSION.**

The National Weather Service issues weather warnings to help plan and make decisions protecting life and property. These warning will be taken into consideration when planning any mission.

- **Small Craft Advisory** is typically issued with observed or forecasted winds of 22 to 33 knots and may also be issued for hazardous sea conditions or lower wind speeds that may affect small craft operations.

➢ **Weather guidance applies to all OPFACs in Division 16 and to all missions including SAR.**

**WINTER WEATHER**

The potential of hypothermia and the possibility for the formation of ice in the water and ice on the OPFAC warrant special precautions during winter operations.

- All Coxswains and Crew members participating in winter operations with water temperatures below 60 degrees **must** complete the annual Winter OPS training and **must** have a semi-annual inspection of the Mustang suit. If participating in winter ops with both ambient and water temperatures of 50 degrees or lower, the dry suit **must** have a semi-annual inspection and **must** have an annual leak test (refer to Division PPE Guidelines).

- Proper PPE must be worn to protect from hypothermia (see page 7 - PPE )

- Operations will not be conducted in any of the conditions that follow:
  - Ambient temperature lower than 34°F
  - Ice on the OPFAC (deck, gunnels, etc.)
  - Ice or slush in the water (potential damage to outboard motors)

- The GAR assessment must give special consideration to the weather conditions, especially temperature, wind, and wind chill

- Helicopter “Hoist” operations involve additional risk (refer to ASEC Operations Supplement)
The mission shall not be conducted if the forecast is for temperatures lower than 34°F.

The mission should not be conducted or should be stopped if there are any indications of ice formation.

The crew’s condition should be monitored closely and the mission cancelled or discontinued if there are any indications of hypothermia or loss of dexterity in the hands due to the cold.

The safety of the crew and the OPFAC are always paramount and the Coxswain ultimately must determine whether or not a winter mission can be conducted safely regardless of the specific temperature and wind conditions.

**AREA OF OPERATIONS (AOR)**

The Flotilla AORs have been assigned generally following the Elizabeth City, Hatteras Inlet, and Oregon Inlet Boat Stations’ AORs. Exceptions have been made due to geographical situations and Flotilla locations. The main boundaries are shown below. Off-shore operations must be approved by the CG Station and are limited to 10 NM.

<table>
<thead>
<tr>
<th>AOR DIVISION 16</th>
<th>UPDATED: 06 JUN 2014</th>
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<tbody>
<tr>
<td>Flotilla</td>
<td>Waterway</td>
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<tr>
<td>1601</td>
<td>Albemarle Sound</td>
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<tr>
<td></td>
<td>Line from Camden Pt. to Long Shoal Pt-076°01 (east)</td>
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<tr>
<td>1601</td>
<td>Little River</td>
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<tr>
<td></td>
<td>All</td>
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<tr>
<td>1601</td>
<td>Pasquotank River</td>
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<tr>
<td></td>
<td>All including ICW to Va. / NC. State line</td>
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<tr>
<td>1601</td>
<td>Perquimans River</td>
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<tr>
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<td>All</td>
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<tr>
<td>1602</td>
<td>Albemarle Sound</td>
</tr>
<tr>
<td></td>
<td>Line from Harvey Point to Columbia-76°18 (east)</td>
</tr>
<tr>
<td>1602</td>
<td>Alligator River</td>
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<tr>
<td></td>
<td>Fairfield Swing Bridge-51°54 (north)</td>
</tr>
<tr>
<td>1602</td>
<td>Chowan River</td>
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<td></td>
<td>US 158 (north)</td>
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<td>1602</td>
<td>Pungo River</td>
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<td>Ronoake River</td>
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<td></td>
<td>Albemarle Sound (east)</td>
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<td>1602</td>
<td>Swan Quarter Waters</td>
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<td>077°31 (east)</td>
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<td>1604</td>
<td>Pamlico Sound</td>
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<td></td>
<td>Rodanthe / Chicamacomico Channel-35°37 (north)</td>
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<tr>
<td>1607</td>
<td>Albemarle Sound</td>
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<td>All</td>
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<tr>
<td>1607</td>
<td>Alligator River</td>
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<td>Albemarle Sound / Mouth of River (north)</td>
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<td>1607</td>
<td>Croatian Sound</td>
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<td>All</td>
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<td>1607</td>
<td>Currituck Sound</td>
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<td></td>
<td>Duck-36°25.0</td>
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<td>Currituck Sound *</td>
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<td>Va. / NC. State line</td>
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<tr>
<td>1607</td>
<td>North River *</td>
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<td>All including the ICW to Currituck Sound</td>
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<td>1607</td>
<td>Pamlico Sound</td>
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<td>1607</td>
<td>Roanoke Sound</td>
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* Radio Guard should be with the Elizabeth City Small Boat Station
AREA FAMILIARIZATION
The Flotilla must have the capability to conduct operations throughout their AOR even though they may not routinely patrol all areas. To maintain this capability it is desirable each year, at the beginning of boating season, to have coxswains and their crews re-acquaint themselves with their AOR while boating traffic is light.

UNIFORMS, PPE, AND PLB
Coxswains are responsible for selection of the uniform and for ensuring that everyone on board has the proper uniform, has the required personal protection equipment (PPE), and ensuring that the PPE is in serviceable condition. The Coxswain will carry the Personal Locator Beacon (PLB) and ensure that everyone on board knows how to operate the PLB.

- **Uniforms:**
  - Working Blue (ODU) is the standard uniform (see Auxiliary Manual, Chapter 10, H-4)
    - Socks: black
    - Shoes: black boots, boat shoes (brown or blue), or black athletic shoes
  - Hot Weather Uniform (see Auxiliary Manual Chapter 10, H-3)
    - Blue color short trousers & T-shirt with “USGG Auxiliary” on the front left
    - Socks: white
    - Shoes: boat shoes (brown or blue) or athletic shoes (black or white)
  - Hat: Auxiliary approved ball cap or Tilly (sun hat)
  - Uniform shall be in good condition (not faded or torn)
  - All Auxiliary members on board should wear the same uniform
  - If the patrol will involve working with USCG personnel on the water then the ODU uniform should typically be worn

➤ The uniform selection is the coxswain’s choice and it should be the same for all crew members. Coxswains will notify Crew of uniform selection prior to the patrol

➤ Jewelry including rings, wristwatches, necklaces, and earrings (except studs) should not be worn
• **PPE**

  o Signal mirror, personal marker light, and whistle are **always required**. A survival knife is recommended.

  o Type I, II, or III Life Jackets, Float Coat or Mustang suit **MUST** be worn while on the **DOCK** and while on the **OPFAC**.

  o If an inflatable life jacket is worn, it must meet USCG speed requirements and have an in-date gas canister with a gauge showing green. Manual only inflatable PFDs are not authorized.

  ![Diagram](image)

  o Anti-exposure Suit (Mustang) or Dry Suit **MUST** be worn to protect from hypothermia when the water temperature is between 51° - 60° or when the water temperature is below 51° and the air temperature is above 50°. Either Mustang or Dry Suit is okay

    ▪ A waiver may be granted if the air temperature is above 60°F and there is a concern about heat exhaustion. Waivers must be granted by the Station Officer-In-Charge. Mustang or Dry Suits must be carried on board even if a waiver is granted.

  o Dry Suits **MUST** be worn when both air **and** water temperatures are 50° or below. There are **NO exceptions**!

    ▪ Life jackets must be worn with the Dry Suit.

  o Water temperature will be determined by the equipment on board the **OPFAC**; **Boat Station** may request the water temperature reading.
**Personal Locator Beacon (PLB)**

- All OPFACs under orders must have on board a CG approved and provided PLB that is carried by the Coxswain.
- All crew members should know how to operate PLB
- *NOAA registration* must be current and the battery must not have expired. **The SO-OP must be informed when the NOAA registration has been updated** (refer to Division PPE Guide).
  - Password: use USCGD5SR#Coxn13 for new registrations. Existing registrations may continue to use USCGD5SR#Cox or USCGD5SR
  - Usage: Non-Commercial
  - Type: Other – USCG Auxiliary D5SR OPFAC
  - Vessel: Data for OPFAC most frequently used; typically the coxswain’s own boat
  - Primary emergency contact: use local Coast Guard Boat Station (SOI, SHI, or ECSBS)
  - Alternate emergency contact: use USCG Sector North Carolina Command Center, phone number 910-362-4015
- **Maintenance.** Attach a 2” by 3” piece of Velcro hook tape to the back of the PLB so in the event of an emergency it can be secured to the Velcro strip on the SAR vest. Do not cover the battery expiration date with the Velcro strip.
- **Self-Test should** be conducted monthly in the first five minutes of the hour, consistent with the PLB manufacturer’s instructions.
- **Problems** with PLBs should be reported to FSO-OP or DIVISION SO-OP
- **Activation:** Only in the event of an emergency, open the front cover and pull the red tab and press the button. Make every effort to keep it dry and pointed to the sky.
COMMUNICATIONS
Each Auxiliary OPFAC operating under orders must maintain VHF radio communications with a USCG Station on the directed channel (usually channel 22A or 23A) being used by the Station for the radio guard. If possible, channel 16 should also be continuously monitored. The following procedures should be observed:

- **Prior to getting underway:** Phone call to the Station which will have the radio guard (Boat Station or Sector NC) providing the following:
  - Order number
  - Number of people on board
  - Names of all crewmembers (including crew trainees) and passengers
  - Cell phone number
  - Preliminary GAR score (final GAR score developed with Crew input)
  - Indicate geographic location and nature of your patrol (example: Safety patrol from Duck to Manteo; C130 support at PP2, etc.)
  - Winter OPS: If a waiver from Mustang suits is desired, then provide the water temperature and discuss the request prior to getting underway.
  - Confirm VHF radio channel that will be used for communications (directed channel) – usually 22A or 23A

- **Starting a mission and underway reporting**
  - Before departing the dock, establish communications on the directed channel (usually channel 22A or 23A)
    - Provide GAR score and request Station to take the radio Guard
  - Monitor directed channel (usually 22A or 23A). Also monitor channel 16 if possible
  - OPS Report: Every 30 minutes provide the Station with operation condition and Location (latitude / longitude). The Station will generally initiate the request
  - Station or Sector NC may request that you perform additional tasks while patrolling. Be flexible and willing to change the plans based on CG request
  - Upon completion of the mission request permission to secure the patrol

➤ **Be sure to provide the Station Watch Stander with the Order Number prior to getting underway.**
➤ **Cell phones or text messaging should not be used when making way and never while at the helm.**
➢ VHF radios with Digital Selective Calling (DSC) capabilities should be programmed with the Maritime Mobile Service Identity (MMSI) number.

**UTL (UTILITY LIGHT) # 279526**
The UTL is owned by the Coast Guard and operated by Coxswains who have been qualified by Station Oregon Inlet (seven coxswains are currently qualified). The primary role of the UTL is supporting Air Station Elizabeth City H60 training. The vessel is moored at the Martin’s Point Marina. A Pre-underway checklist must be completed before each mission. Any problems or repairs needed should be documented on the Pre-underway checklist or the UTL log. Problems that restrict operations should be reported immediately to the UTL Custodian. (See the UTL Operational Guidance Document).

➢ Priority is given to SAR and H60 “Hoist” missions since the UTL is the only vessel capable of supporting helicopter “Hoist” training flights!

**SEE AIR STATION ELIZABETH CITY TRAINING SUPPORT SUPPLEMENT GUIDANCE DOCUMENT for H60 and C130 MISSIONS**
APPENDIX 1: ENGINE OIL AND ADDITIVE REIMBURSEMENT TEMPLATES

ENGINE OIL REIMBURSEMENT:

- Oil Receipt Uploaded to AOMS:
  - Order Number: __________
  - Date: __________
  - Quantity Purchased: _________
  - Quantity Reimbursed on Prior Orders: ________________
  - Quantity Remaining (Quantity Purchase – Reimbursed on Prior Orders): ________
- Price per Gallon: ______________
- Fuel / Oil Mixture Ratio: ______________
- Quantity of Oil Used (Gallons of Fuel Used / Fuel Oil Ratio): ________________
- Cost of Oil Used (Quantity Used x Price per Gallon): ________________

FUEL ADDITIVE REIMBURSEMENT:

- Type of Additive Recommended by Engine Manufacturer: _________________
- Additive Receipt Uploaded to AOMS
  - Order Number: __________
  - Date: __________
  - Quantity Purchased: _________
  - Quantity Reimbursed on Prior Orders: ________________
  - Quantity Remaining (Quantity Purchase – Reimbursed on Prior Orders): ________
- Price per Ounce: ______________
- Fuel / Additive Ratio: ______________
- Quantity of Additive Used (Gallons of Fuel Used / Fuel-Additive Ratio): ________________
- Cost of Additive Used (Quantity Used x Price per Ounce): ________________
APPENDIX 2: AOM Surface Patrol Order Processing Procedures: SNC DIV 16

1. Auxiliarist Owner/Operator, SO-OP or Coast Guard order approval authority (OIA) generates patrol order request.
   a) SO-OP will request orders for patrols supporting ASEC
   b) Coxswain will request orders for other patrols unless agreed otherwise by the SO-OP and FSO-OP

2. SO-OP reviews requests by Owner/Operator for correct entries in the AOM Request screen form and required comments (see below) and either:
   a) Rejects the request for correction or,
   b) Enters in the first line of Comments "SO-OP Approved [name], [date]."

3. OIA delegated order approval authority (Sector/Station Active Duty personnel) reviews the request for correct entries in the AOM Request screen form and required comments (see below) and either:
   a) Rejects the request for correction, or
   b) Authorizes the patrol request.

4. Owner/Operator completes the patrol order.

5. SO-OP reviews completed order per SNC AOM Handbook Section 5.C and required comments (see below) and either;
   a) Rejects the order for correction, or
   b) Enters in the first line of Comments "SO-OP Reviewed [name], [date]".

6. AOM Administrator/OIA reviews SO-OP reviewed order and validates it by signing as OIA.

7. D5SR DIRAUX staff (OTO) will review and submit to FINCEN for reimbursement.

Note: Having the SO-OP approval and review in the first line alerts the order approval authority that the request is ready for his/her action and alerts the AOM Administrator that the completed order is ready for his/her action.

Information required in patrol order requests to inform the Active Duty order approval authority is: (this is in addition to the comments required by the SNC AOM Handbook Section 8.A)
   a. Exact patrol area and reason for patrol
   b. If conducting Training what kind of training. (Example: SAR Patterns)
   c. If QE-Check-ride, identify the QE by name (Example: QE-Warren Edman)

Information required in completed patrol orders to inform the Active Duty OIA is: (this is in addition to the comments required by the SNC AOM Handbook Section 8.B)
   a. Statement that PPE was verified.
   b. GAR Score. (Example: Gar Score: 19)