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SOHVINST 16790.1K

COAST GUARD SECTOR OHIO VALLEY INSTRUCTION 16790.1K

Subj: SECTOR OHIO VALLEY AUXILIARY STANDARD OPERATING PROCEDURES

- Ref:
- (a) U.S. Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
 - (b) U.S. Coast Guard Boat Operations and Training (BOAT) Manual Volume I, COMDTINST M16114.32 (series)
 - (c) U.S. Coast Guard Auxiliary Boat Crew Qualification Guide, Volume II: PWC Operator, COMDTINST M16794.54 (series)
 - (d) U.S. Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series)
 - (e) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)
 - (f) U.S. Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
 - (g) Sector Ohio Valley Response Standard Operating Procedures (formerly: Sector Ohio Valley Waiver Process for Operating Boats, SOHVINST 3504)
 - (h) U.S. Coast Guard Operational Risk Management Instruction, COMDTINST 3500.3 (series)
 - (i) U.S. Coast Guard Maritime Law Enforcement Manual, COMDTINST M16247.1 (series)
 - (j) CG Auxiliary Public Affairs Officer’s Guide, COMDTINST M5728.3 (series)
 - (k) U.S. Coast Guard Auxiliary Aids to Navigation Program, COMDTINST 16500.16 (series)
 - (l) U.S. Coast Guard Nonstandard Boat Operators Handbook CIM M16114.2
 - (m) CGD Eight (DIRAUX) ltr 16790 dtd 17 May 2006
 - (n) Auxiliary Claims Handbook, Encl. (1) to MLCLANTINST 5890.3 (series)
 - (o) Coast Guard Sector Organization Manual, COMDTINST M5401.6 (series)

1. PURPOSE. This instruction provides policy guidance for the conduct of Coast Guard Auxiliary operations under the Order Issuing Authority (OIA) of Commander, Coast Guard Sector Ohio Valley (SOHV).

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2. ACTION. All Commanding Officers and Auxiliarists shall use this Standard Operating Procedures (SOP) for all Auxiliary related activities and missions.
3. DIRECTIVES AFFECTED. Sector Ohio Valley Auxiliary Standard Operating Procedures, SOHVINST M16790.1J is hereby cancelled.
4. DISCUSSION. Coast Guard personnel perform a wide range of missions on the western rivers including SAR, Marine Environmental Protection, Inspections and Investigations, Waterways Management, and PWCS. While the workload is daunting it can be mediated by utilizing Auxiliary assets and personnel in the region. This instruction serves to outline the expectations and performance requirements for AUX operators and staff officers as well as their counterparts in the active duty workforce.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. The following changes have been made:
 - a. Delegated Order Issuing Authorities (OIA) have been added to include an assigned member at each Marine Safety Unit and Marine Safety Detachment.
 - b. Auxiliary Divisions have been assigned to specific Active Duty units for access to delegated OIAs and Auxiliary Liaison Officers (AUXLO).
 - c. Updated orders issuing process through chain of leadership and OIAs.
 - d. Updated high water navigation standards.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) 24 routine movement of personnel and equipment from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy of Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

- 8. DISTRIBUTION. No paper distribution will be made of this instruction. An electronic version will be located on the Sector Ohio Valley CGPortal site.
- 9. RECORDS MANAGEMENT CONSIDERATIONS. This instruction was thoroughly reviewed during the directives clearance process, and it was determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. RESPONSIBILITIES.

a. Commander, Sector Ohio Valley (SOHV) is the primary Order Issuing Authority (OIA) within the Eighth District Eastern Region. As authorized by Chapter 1, Section H.8 of reference (a), the Commander, Sector Ohio Valley has delegated the following personnel Order Issuing Authority (i.e. call-out authority):

- (1) Commanding Officer, Marine Safety Unit (MSU) Pittsburgh
- (2) Commanding Officer, Marine Safety Unit (MSU) Huntington
- (3) Commanding Officer, Marine Safety Unit (MSU) Paducah
- (4) Supervisor, Marine Safety Detachment (MSD) Nashville
- (5) Supervisor Marine Safety Detachment (MSD) Cincinnati
- (6) Prevention Department Head, Sector Ohio Valley

b. Primary OIA for each Auxiliary division is delegated as follows:

Div	OIA	Div	OIA
1	SOHV Louisville	8	MSU Paducah
2	MSU Huntington	11	MSD Nashville
4	SOHV Louisville	12	MSD Nashville
5	MSD Cincinnati	16	MSD Nashville
6	MSD Cincinnati	18	MSU Huntington
7	MSU Pittsburgh	24	MSD Nashville

- c. In exigent circumstances OIA authority may be exercised by adjacent Coast Guard commanders or supervisors. The Commander SOHV or designee always has OIA authority for any surface operation anywhere in Sector Ohio Valley
- d. The Sector Command Center will coordinate all emergency “call-outs” of Auxiliary resources through the Division Operations Staff Officer (SO-OP) or District Operations Staff Officer (DSO-OP), or District Marine Safety Staff Officer (DSO-MS) as appropriate.
- e. In order to facilitate and coordinate mutual support, each SOHV unit shall appoint an active duty Coast Guard member to serve as the liaison between the command and local Auxiliary units. The Auxiliary Liaison Officer (AUXLO) serve as the unit’s counterpart to, and in close coordination with, the Auxiliary Unit Coordinator (AUC). The AUC is defined in Chapter 1, Section C.8,b of reference (f). AUXLO responsibilities and guidance are further

described reference (o). OIA and AUXLO duties may be assigned to one unit member or may be assigned individually to two unit members.

- f. The Commanding Officer, ATC Mobile maintains procedures for air operations within the Eastern Auxiliary Region for District Eight.
- g. Coxswains shall generate patrol orders using AUXDATAII. The coxswain shall discuss the focus of each Auxiliary surface operation within the comments Section of the AUXDATAII patrol request. Coxswains shall ensure patrol orders are within the operational limits of the facility, do not exceed fatigue standards and are approved by the respective OIA prior to commencing a mission. If there is any question regarding any member's qualifications or the proposed patrol facilities, the coxswain shall use and consult the Chain of Leadership.

11. PATROL BOUNDARIES.

- a. Division AORs define the patrol areas for Auxiliary facilities in support of Coast Guard missions. Reference (m) defines geographic boundaries for each division in 8ER
- b. The boundaries defined in reference (m) are not intended to limit where a division operates. These boundaries are general guidelines that will allow the Coast Guard and the Auxiliary to refer inquiries about the Auxiliary and its missions to the proper person, to identify which division will take the lead for scheduling patrols in a given area, and to determine which division is responsible for emergency response should the need arise.
- c. Auxiliary members shall coordinate with their Division SO-OP before seeking orders to operate. When seeking orders to operate in areas outside of their Division AOR, Auxiliary members shall also coordinate with the Division SO-OP of the destination AOR. In exigent circumstances, Auxiliary members may coordinate with Division Commanders or Vice Commanders who will inform their SO-OPs as soon as possible.

12. VESSEL PATROL STANDARDS.

- a. While on patrol, coxswains shall comply with the provisions outlined in reference (a) in regard to conduct.
- b. Guests and passengers are not authorized on-board Auxiliary facilities except in accordance with Chapter 4, Section E.18 of reference (a). Note: operators may not allow non-Auxiliary guests or passengers (including family members) onboard any Auxiliary facility under orders unless prior authorization has been received in writing from the OIA. Operators shall route all requests through the SO-OP to the OIA. Requests shall address all items outlined in Chapter 4, Section E.18 of reference (a).
- c. Minimum crew requirements for normal operations are specified in Chapter 1, Section N of reference (a). Per reference (c) Personal Water Craft (PWC) facilities must be accompanied by either another PWC facility or other vessel when conducting Auxiliary missions.
- d. Chapter 1, Section N.4 of reference (a), provides guidance for granting waivers to the minimum crew requirements.
- e. The passenger carrying requirements of this paragraph do not apply to persons recovered from the water or assisted during a patrol. Such recovered or assisted persons must be provided immediately with Personal Flotation Devices unless made impossible by injuries.

13. BOAT CREW HOURS (FATIGUE). Operators shall comply with the boat crew fatigue requirements outlined in Chapter 4, Section E.8 of reference (a). Requests for waivers shall comply with the requirements set forth by the Response department.

14. PATROLS.

- a. Multi-mission surface patrols shall coincide with the greatest threat to boating safety within a patrol area or coincide with the time, date, and location requested by OIA.
- b. Factors to consider in patrol planning include traffic density, accident statistics, and environmental conditions, special events/activities, and specific requests for Coast Guard Auxiliary support.
- c. Dusk to dawn (night) patrols may be authorized for area familiarization, training, marine events, ATON, and PATON. The operator, SO-OP, and OIA shall carefully assess the risk associated with these patrols prior to launching.

15. RISK ASSESSMENT.

- a. Each operator shall assess the risk associated with each patrol in accordance with reference (h). Upon completion of this assessment, the coxswain shall relay the GAR evaluation and highest category of concern to the Sector Command Center (SCC), the Patrol Commander (PATCOM), or to the Auxiliary Boat Commander (AUXCOM) when appropriate.
- b. Disagreements between the coxswain, SO-OP, and respective OIA regarding the objectives or risk assessment for the patrol activity shall be brought to the attention of the DSO-OP and SOHV Prevention Department head.

16. VESSEL PATROL ORDERS.

- a. Every deployment of an Auxiliary facility, for any activity, must be under Coast Guard patrol orders prior to getting underway. The operation and movement of any facility without Coast Guard orders is performed as a private U.S. citizen and not as an Auxiliarist. Per Chapter 3 of reference (a), a patrol ensign and patrol signs may not be displayed when operating or moving a facility without orders.
- b. Patrol orders may only be issued by the OIA or delegated authority.
- c. Patrol orders may be reimbursable or non-reimbursable.
- d. Non-reimbursable orders do not entitle the Auxiliarist to reimbursement of expenses. These orders are generally issued to provide liability coverage for the Auxiliarist while performing duties for the Coast Guard. See Chapter 2, Section A.3 of reference (a) for more guidance.
- e. See Chapter 1, Section J.4 or Chapter 2, Section A of reference (a) for more information regarding orders.

17. AUXDATAII ORDER MANAGEMENT.

- a. AUXDATAII is the mandatory method of obtaining patrol orders and requesting reimbursement for operational expenses.
- b. Coxswains should request orders at least 48 hours in advance of planned operations. OIA's and Auxiliary members may develop their own schedule for requesting and issuing orders,

but in general, coxswains should request orders for weekend activities no later than 0900 on Thursdays. Auxiliary SO-OPs and OIAs shall work together to coordinate Auxiliary and active duty operations to make the best use of all resources.

- c. SOHV Command Center personnel and OIAs should query AUXDATAII on a daily basis to ensure the command is aware of scheduled Auxiliary patrols.
- d. Upon completion of the patrol, the coxswain must complete and submit the Patrol Order using AUXDATAII to receive reimbursement.
- e. Coxswains should use the “comments” block of their claim to enter any pertinent data to the patrol. Routine patrols should make note of any suspicious activity or witnessed illegal actions. Patrols that take place during marine events should note event information (i.e. number of participants, other government agencies, event complications). This information sharing will then be used by Active Duty personnel for mission planning and situational awareness.
- f. Claims must be submitted within 30 days of the patrol.
- g. Claims that are incomplete will be returned via AUXDATAII.

18. OPERATION IN SOLE STATE WATERS.

- a. When an Auxiliarist is contacted to support local officials on sole state waters, they must acquire the following information to pass along to the OIA: agency, point of contact, phone number, operation and type of support needed. Boating safety on sole state waters is an important part of the Coast Guard’s recreational boating safety mission. OIAs are authorized and encouraged to issue reimbursable orders to Auxiliarists conducting these operations. See Chapter 2, Section A.4 of reference (a) for more guidance.
- b. Auxiliarists assisting state or local officials on sole state waters may conduct any authorized mission.

19. DAMAGE CLAIMS.

- a. This section prescribes general policies and procedures for the settlement of claims by Auxiliarists for damaged/lost facilities or necessary equipment associated with a facility. General guidance regarding damage claims can be found in Chapter 9, Section B.4 of reference (f).
- b. Detailed guidance for Auxiliary damage claims is contained in Chapter 8 of reference (d). This damage claim must be reported within 24 hours to the OIA and within 48 hours to the DIRAUX.
- c. Specific claims procedures, sample forms and examples are found in reference (d), which is available via the internet at https://media.defense.gov/2017/Mar/24/2001721522/-1/-1/0/CIM_5890_9.PDF.
- d. Per Chapter 2, Paragraph D.2.b of reference (a), detailed guidance for damage claims is found in reference (m), Auxiliary Claims Handbook, MLCLANTINST 5890.3 (series). The handbook details responsibilities and provides practical, easy-to-follow instructions on filing and processing Auxiliary claims for all levels within the approval chain. The handbook shall be used for processing Auxiliary facility damage claims. In case of conflict between this

SOP and the Auxiliary Claims Handbook, the provisions of the Auxiliary Claims Handbook shall prevail. The handbook may be found via the internet at http://wow.uscgaux.info/Uploads_wowII/081/MLCAUXCLAIMHANDBOOK.pdf

- e. In all cases, it is the individual Auxiliarist's responsibility to submit adequate and sufficient evidence to allow the claim to be adjudicated. The Auxiliarist bears the responsibility of submitting evidence and providing proof of the elements of the claim.

20. MEDICAL CLAIMS.

- a. Per Chapter 5, Section K of reference (f), all members of the Auxiliary who incur physical injury or contract sickness or disease while performing any duty to which they have been assigned by competent Coast Guard authority shall be entitled to the same medical treatment afforded members of the Coast Guard.
- b. Upon injury of an Auxiliary member while on patrol under orders, the following must immediately be contacted:
 - (1) Controlling responsible land or mobile-based communications facility if applicable.
 - (2) SOHV Command Center
 - (3) SO-OP and Division Commander for the patrol area.
 - (4) Emergency Contact
 - (5) OIA
 - (6) DIRAUX
- c. At a minimum, the following information must be provided:
 - (1) Name of Auxiliarist
 - (2) Nature of injuries
 - (3) Treatment facility with contact number
 - (4) Doctor name and phone number
 - (5) Patrol order number
 - (6) Person making report
- d. DIRAUX will assist the claimant with processing injury claims through the Dept of Labor. The respective OIA will submit an appropriate MISHAP report as required.

21. COMMUNICATIONS.

- a. If a Division is going to have more than one facility underway in the same geographical location at one time, then the Division SO-OP must designate an Auxiliary Commander (AUXCOM) to maintain the radio guard of the facilities and relay all communications guard information to the Sector Command Center. A designated AUXCOM shall successfully complete the Auxiliary Telecommunications Qualification Standard before they can perform those duties. The AUXCOM shall contact the Sector Command Center via (1) VHF-FM radio channel 16, or (2) 1-800-253-7465 or 502-779-5400. If there are facilities underway

with no radio or cell phone coverage, then a responsible land or mobile based communications facility shall be used to gather the necessary communication guard information. A responsible land or mobile based communications facility is any CG unit, Auxiliary unit, or state or local agency willing to accept the responsibilities described in this instruction. Once gathered, the information shall be relayed to the Sector Command Center.

- b. Chapter 4, Section A.4 of reference (a) provides guidance regarding reporting requirements. Specifically, operators shall pass the following information at the specified reporting intervals cited below.
 - (1) Routine Patrol. Each facility must initially pass a brief description (length, POB, endurance), GAR evaluation, location and the time they get underway. Boats underway shall establish communications with the respective shore facility (Sector Command Center, PATCOM, AUXCOM, etc.) every 30 minutes. Each facility will report their position and if operations are normal. The communication interval between boat and shore facility shall be reduced during periods of increased risk of mishap (night, bad weather, etc.) or in environmental conditions that reduce survival time. Each facility shall also report when they have completed their assigned mission and moored.
 - (2) Response. In addition to the actions items listed above, the facility will also report when they are on scene, the on-scene situation, when they depart the scene, and when they return to shore after the response is complete. Auxiliary coxswains are reminded to immediately notify the Sector Command Center of a situation they believe is considered a distress. The sooner the Auxiliary coxswain can notify the Sector Command Center (a.k.a. SAR Mission Coordinator) on a distress situation, the sooner an effective response can be initiated.
- c. If a boat fails to check in and contact cannot be established within ten minutes of a missed communications schedule, the respective shore facility (Sector Command Center, PATCOM, AUXCOM, etc.) shall initiate lost communication procedures in accordance with part 4, Chapter 4, Section B.4 of reference (b).
- d. If a mission is cancelled for any reason the operator should notify the Chain of Leadership and the Sector Command Center to ensure situational awareness.
- e. If there is no communications guard with the Sector Command Center, PATCOM, AUXCOM etc., then orders shall not be issued or executed.
- f. If an Auxiliary facility is working in conjunction with active duty for marine event type situations communications will proceed as follows:
 - (1) The facility shall make contact with the Sector Command Center, or with AUXCOM, for communications guard until they are on scene at the event.
 - (2) Once on scene and have reported in with the Patrol Commander (PATCOM), the facility shall notify the Sector Commander Center or AUXCOM of the communication guard shift to PATCOM.
 - (3) After the event is complete and the PATCOM has released the facility, the facility shall contact the Sector Command Center or AUXCOM for communications guard until the mission is complete.

(4) During large, complex events, there may be both a PATCOM and an AUXCOM. In such cases, reporting protocols shall be determined in advance by the field command and instructions provided in the pre-mission brief and during ICS planning and operations phases.

- g. If a maximum of two Auxiliary facilities are operating within sight of one another on a joint training mission, one of the two vessels may be designated as a radio guard and the requirements of Paragraph 21(a) will not apply. This exception is not intended to replace AUXCOM for complex missions, for night training or night operations or during conditions of low visibility, inclement weather, high water or any high-risk situation. If any doubt exists as to the application of this paragraph, Paragraph 21(a) shall apply.
- h. When a single Auxiliary facility is operating on a joint mission with and within sight of a single U.S. Coast Guard vessel, the Coast Guard vessel may, at the discretion of the Coast Guard vessel coxswain, assume the radio guard for both vessels. At such time that the joint operation breaks off and the vessels are no longer in sight of one another, the Coast Guard vessel shall release the Auxiliary facility's radio guard to the SOHV Command Center.

22. COMMUNICATIONS FREQUENCIES.

- a. Initial VHF-FM transmissions to a shore facility will be made on the hailing and distress frequency 156.8 MHZ (CH 16). The shore facility will then switch to the CG/Auxiliary primary working frequency, 157.175 MHZ (CH 1083, formerly CH 83A).
- b. The CG/AUX primary working frequency (CH 1083) shall be used as the "working frequency" for Auxiliary units communicating with SOHV or the local responsible land or mobile-based communications facility.
- c. Division and Flotilla Staff Officers for Communications (SO-CM and FSO-CM) shall coordinate any requests for variations to the above with the Sector Command Center.
- d. Channel 1022 (formerly 22A) shall be used as a working frequency to communicate with civilian vessels and Channel 1021 (formerly 21A) and 1023 (formerly 23A) shall be used as a working frequency to communicate with all Coast Guard units.
- e. Additional information regarding communication requirements is contained in Chapter 4 of reference (a).

23. FACILITY RADIO CALL SIGNS.

- a. Vessel Radio Call Signs. A six-digit alphanumeric call sign shall be used by all Auxiliary vessel facilities. For example, a 16ft facility would use the call sign "Coast Guard Auxiliary Vessel 16XXXE". (1ST two numbers represent the length of the vessel, the next three numbers are assigned by DIRAUX, and the last letter E represents the Eastern Region). The term "Coast Guard Auxiliary Vessel" shall not be used with a vessel's name, e.g. "Coast Guard Auxiliary Vessel Serenity" may not be used.
- b. Radio Facilities. See annex 4, Section E, of reference (a) for additional information.

24. REQUESTING AUXILIARY RESOURCES.

- a. Specific facilities and/or personnel may be requested if desired, and the CGAUX leadership will check and verify availability of the requested resources through the appropriate Auxiliary Operations Staff Officer.
- b. Field commands shall request resources directly from the local Division SO-OP for all routine operational or administrative activities (i.e., drills, changes of command, small exercises, etc.); especially where a limited number of resources are desired and all resources can be provided by a single CGAUX Division. The SO-OP is responsible for keeping the CGAUX elected Division leadership apprised of the situation and for maintaining necessary liaison and coordination with the requesting CG field command. In exigent circumstances, field commands may coordinate with Division Commanders or Vice Commanders or any appropriate available staff officer who will inform their SO-OPs and Division leadership as soon as possible.
- c. Field commands shall request resources from the CGAUX District Operations Staff Officer (DSO-OP) for larger events or operations where the need for resources is expected to extend beyond the capabilities of a single CGAUX Division. This would include larger-scale events, such as marine events (e.g. Thunder Over Louisville or Cincinnati Riverfest) and exercises (e.g., multi-jurisdictional marine safety, pollution response, or maritime security exercise). The DSO-OP is responsible for keeping the CGAUX elected District and Division leadership apprised of the situation and for establishing liaison at the appropriate levels to ensure attendance at local planning meetings, and for ensuring that necessary coordination is carried out between CGAUX and the requesting CG field command.
- d. To facilitate requesting Auxiliary resources as outlined in this paragraph, Division Commanders shall maintain contact information and hours of availability for Division operational leadership and shall provide the contact information to the Coast Guard field commanders or supervisors. Such information shall be reviewed and revised annually in January immediately upon assumption of office by each Division Commander and the SO-OP. Such information shall be provided to new local Coast Guard commanders or supervisors as soon as practicable.

25. HOMELAND SECURITY AND LAW ENFORCEMENT ACTIVITIES. Per Chapter 4, Section E.1 of reference (a) and Chapter 2, Section E.8 reference (i), Auxiliarist are not to execute direct homeland security or law enforcement activities. Auxiliarists may support certain Coast Guard law enforcement activities but are strictly limited to the capacities listed in the references listed above. See reference (a) and (i) for more information.

26. SEARCH AND RESCUE (SAR) POLICY.

- a. Maritime SAR Assistance Policy.
 - (1) Auxiliary personnel shall follow the guidance contained in Chapter 4, Section E.9 of reference (a) and the Maritime SAR Assistance Policy (MSAP) contained in reference (e) when providing maritime assistance associated with SAR (i.e., disabled boaters).
 - (2) Review of reference (e) should be made part of the annual spring SO-OP Auxiliary Operations Workshop, paying particular attention to “MARB” requirements and “Cases Discovered by Auxiliary Facilities”.

- (3) SOHV will perform the duties of SAR Mission Coordinator (SMC) on the Inland Rivers within the SOHV area of responsibility (AOR). Auxiliary facilities are directed to contact SOHV Sector Command Center in the event an incident is discovered while on patrol. SMC will determine the emergency classification and the appropriate course of action. However, the coxswain has the ultimate responsibility when determining the safest course of action in a distress situation.
 - (4) Auxiliary facilities responding to SAR should pass the following critical information to the Sector Ohio Valley Command Center:
 - (a) What is the position of the distressed vessel?
 - (b) How many people are on board?
 - (c) What is the nature of the distress?
 - (d) What is the name of the vessel?
 - (e) What is the description of the vessel?
 - (f) What actions have already been taken?
 - (g) Are there any medical conditions responders should know about?
 - (h) Are there other responders on scene?
 - (i) Are the persons in distress asking for or refusing assistance?
 - (j) What are the Auxiliary's intentions?
 - (k) What are the on-scene weather and river conditions?
 - (5) SOHV will not perform the duties of SMC on the inland lakes that are sole state waters. Auxiliary facilities assisting state or local authorities are required to do so within the scope of Coast Guard policy.
- b. SAR Call-outs.
- (1) SOHV will provide the initial SAR information (name of vessel, POB, position, nature of distress, and description of vessel) and SMC brief to the operator when initiating a response to a case.
 - (2) Division SO-OPs will maintain a list of all deployable Auxiliary assets, the proximity, and ETA to ports of departures.
 - (3) General notification to Auxiliary may require Auxiliary assets be deployed depending on the magnitude of the case and limited local, state, county, or federal SAR responders. When auxiliary assets are called out for SAR assistance:
 - (a) SO-OP will provide the closest responding asset with the initial SAR information.
 - (b) Deploying Auxiliary facility coxswain will call SOHV at 1-800-253-7465, 1-502-779-5424, or on CH-16 VHF-FM for initial check-in, issuance of written or verbal orders, and to obtain additional information relating to the case prior to getting underway.
 - (c) Coxswains will maintain their communications guard with SOHV throughout the mission. If a communications guard cannot be established or maintained with SOHV,

the coxswain or SO-OP must establish communications with a responsible land or mobile-based communications facility to relay of SAR information to Sector Command Center.

(d) Coxswains will only render assistance to the degree they are qualified to perform.

(4) SOHV will provide the SO-OP with updates of distress cases in which Auxiliary assets are used. Situation reports can be viewed in MISLE upon completion or suspension of the distress case. If the SO-OP does not have access to MISLE, he/she may request a MISLE case printout from Sector Command Center personnel or Sector Prevention staff.

(5) When exigent circumstances require immediate response on written or verbal orders, and when such orders are executed without a patrol request being entered into AUXDATAII, Auxiliarists must coordinate with their OIA and request and submit patrol orders as soon as reasonably possible after completion of the response.

c. Responding to SAR.

(1) Responding to a SAR case of any severity does not give the Coast Guard or Coast Guard Auxiliary permission to abandon the rules of good seamanship and navigation. Although it is true that we should respond as quickly as possible, it is not prudent to endanger our own vessels and personnel or other vessels and personnel in the vicinity due to excess speed, wake, or lack of good seamanship and safety practices.

(2) After each SAR case, the operator shall conduct a debrief in which all relevant information concerning the subjects, vessels, and actions of the case are passed to the Sector Command Center. This information is then entered into MISLE for each case.

d. Entering the Water.

(1) Auxiliarist under orders on an Auxiliary facility may **not** enter the water during rescue operations. Auxiliarist under orders may **not** enter submerged or capsized boats, vehicles or aircraft.

(2) If an Auxiliarist enters the water in the form of a mishap the operator shall notify the Chain of Leadership and the Sector Command Center as soon as the situation permits.

e. Towing. Chapter 4, Section E. 11 of reference (a) stipulates light configurations for towing at night.

27. GENERAL TOWING AND SALVAGE POLICY.

a. Auxiliary personnel shall follow the guidance contained in Chapter 4, Section E.9 of reference (a) and the Maritime SAR Assistance Policy (MSAP) contained in reference (e) when providing maritime assistance associated with SAR (i.e. disabled boaters).

b. Auxiliary personnel who receive reports of a disabled boater (not distress) from sources other than the Sector Command Center shall collect information and pass it to the Sector Command Center to allow for the issuance of a MARB.

28. OPERATIONAL PARAMETERS.

a. All Auxiliary vessels shall operate in a conservative and safe manner, in full compliance with the navigation rules and with due regard to the weather and water conditions.

- b. Coxswains shall give due consideration for existing and forecast weather prior to commencing a patrol. The coxswain, OIA and/or Sector Commander or designee are authorized to cancel or terminate patrols at any time.
- c. High-Water Conditions
 - (1) Prior to operating in high water conditions, coxswains shall take prudent measures to collect all available information and forecasts to determine river stage, current velocity, expected debris, and any additional information which may impact the ability to launch and recover the boat and conduct safe operations.
 - (2) Coxswains shall not, under any circumstances, operate in high water conditions which are outside of operational standards and limitations established for their specific AOR, to include consideration of river stage, river velocity and drift.
 - (a) Coxswains shall confer and coordinate with their local OIA and with their local small boat station officer in charge (OINC) to ascertain high water operational standards and limitations.
 - (b) For Auxiliarists, such operational standards and limitations shall reference the river stage and river velocity reported by the National Weather Service for the intended operating area.
 - (3) These limitations are not intended to be permissive to any stated maximums. In any high-water condition, risk vs gain of the anticipated mission shall be thoroughly weighed and discussed with substantial weight given to “Environmental” and “Asset-Boat Resources” factors. Coxswains shall not execute a high-water mission if any doubt whatsoever exists as to the complete safety of the crew and the vessel.
- d. Waivers of limitations are not authorized. Auxiliary facilities shall normally operate in inland waters, including rivers and lakes, within the area of responsibility of the Eighth District’s Eastern Region.

29. NAVIGATION STANDARDS. Auxiliary vessels equipped with navigation equipment such as GPS, chart plotter, depth sounder, and any other means of electronic charting, are required have such equipment energized while underway. Auxiliary vessels not equipped with an electronic charting system will be required to understand and read the local charts and keep a copy of those charts on board at all times. Since Auxiliary vessels will be operating in restricted water, the following practices and procedures shall be used prior to and during underway periods:
- a. The coxswain shall proceed at a safe speed to allow plenty of time to react to unexpected shoaling or vessel traffic.
 - b. An updated local chart and required publications are onboard prior to getting underway, including a printed copy of the navigation rules.
 - c. Daily and, if possible, prior to mooring, conduct a steering test and propulsion check.
 - d. Prior to getting underway, conduct a boat crew brief as described in Chapter 4 of the Coast Guard Navigation Standards Manual CIM 3530.2 (series).
 - e. If equipped, verify all positioning sources and navigational equipment (e.g., GPS, radar, gyrocompass/alternate heading source, etc.) for accuracy daily.

- f. An operational depth of 6 feet shall be maintained whenever practicable except when in harbors or approaching launch ramps and fathometer alarms shall be set accordingly. If operations below 6 feet are required, no-wake operations should be considered.
- g. Coxswains must use all available means to verify their position and ensure safe navigation and piloting. Techniques include visual observations, and positive identification and relative position of aids to navigation.

30. PUBLIC AFFAIRS

- a. Public affairs outreach regarding routine and emergent operations shall conform to the requirements outlined in reference (j).
- b. Public affairs outreach and/or marketing related to the public's understanding of the role of the Coast Guard Auxiliary shall be conducted in accordance with Chapter 5, Section D of reference (f).
- c. Upon prior written approval of the OIA, passengers may be authorized aboard Auxiliary facilities for public affairs purposes. Such passengers must be approved in advance of orders being submitted and in strict accordance with the provisions in Chapter 4, Section E.18 of reference (a)

31. INTER & INTRA OPERATIONS.

- a. Coxswains wishing to patrol outside their division's usual patrol area should advise their SO-OP with as much prior notice as possible. If the desired patrol area is within another Division's area of responsibility, the respective SO-OP shall be notified to include the patrol on the availability schedule.
- b. If the patrol is in a different District, the SO-OP will contact DIRAUX for assistance in obtaining patrol orders from that District.
- c. Provisions for area familiarization must be considered when issuing patrol orders. Reimbursement will only be authorized for actual patrol expenses.

32. REGATTAS AND MARINE EVENTS. The Coast Guard regulates marine events in order to ensure safety of life on the navigable waters of the United States. Coast Guard authority and responsibility are broad and include events on the water. Chapter 4, Section A of reference (a) provides guidance for Auxiliary patrols of regattas and marine events. Maximum use of Auxiliary assets in patrolling marine events is encouraged.

33. EXERCISES. Auxiliarists and operational facilities are periodically asked to support Coast Guard and/or Coast Guard-supported Homeland Security exercises. Requirements for Auxiliary support, as well as orders, are normally provided by DIRAUX.

34. TRAINING.

- a. Sector Ohio Valley strongly encourages onshore and waterborne training opportunities between the Auxiliary and Coast Guard units.

- b. To ensure minimal impact on limited Coast Guard assets during training, SOHV commands are authorized direct liaison with local Division Commanders/SO-OPs in order to promote such training.
- c. SOHV commands are encouraged to support the Auxiliary's Boat Crew Qualification (BCQ) Program, Marine Safety (MS) Qualification Program, and Recreational Boating Safety (RBS) Qualification Program. Qualified Coast Guard members are authorized to sign PQS for Auxiliarists.

35. NATURAL DISASTERS.

- a. During times of natural disasters, vessels capable of being trailered may be called upon to respond to the affected areas to render assistance as needed.
- b. Coxswains of such vessels should be certain that their facility is fully prepared and ready to go when called upon.
- c. Communication & Command and Control are required to be in place prior to the dispatch of Auxiliary resources. Communication & Command and Control efforts may be from local, state, or federal authorities.
- d. Auxiliary resources, including individuals or facilities, will **not** self-deploy under any circumstances.

36. INCIDENT MANAGEMENT

- a. Auxiliary personnel shall be authorized to participate in Incident Management activities in accordance with standard unit and Coast Guard procedures.
- b. Field commanders and supervisors are encouraged to support the Incident Management qualification processes for Auxiliarists. This includes serving as qualification verifiers, trainers, and qualification board members. Qualified Auxiliarists may serve as PQS verifiers for active duty members.
- c. Requests for Auxiliary participation in Incident Management activities should be made through local leadership, or the DSO-EM.
- d. Field commanders and supervisors are encouraged to embed qualified Auxiliarists into their incident response planning, recognizing that experienced Auxiliarists often can provide invaluable, irreplaceable experience, and local knowledge.
- e. DIRAUX shall insure all ICS qualifications obtained by Auxiliarists are entered in individual training records and other records as necessary.

37. PRIVATE AIDS TO NAVIGATION (PATON).

- a. During the course of the boating season, Auxiliarists may be tasked with the verification of Private Aids to Navigation (PATON). The Coast Guard is tasked with verifying Class I aids prior to December 31st. Since the boating season for the Western Rivers runs from 1 April to 30 October, this is the best time to accomplish the verification. The SO-NS and the SO-OP shall work together to provide qualified crews for PATON patrols. Training and patrols shall conform to the requirements outlined in reference (k).
- b. PATON Verification Program.

- (1) District Eight will publish a listing of all Class I aids on the Western Rivers during the month of February.
- (2) The responsible cutter should work closely with local Auxiliarists who are qualified as PATON verifiers to verify all possible Class I PATON.
- (3) After the PATON verifier has verified the aid, he/she shall notify the Flotilla NS officer. The Flotilla NS officer shall notify the Division NS officer. The Division NS officer will inform the ADSO-NS of the results. The ADSO will notify the local Cutter and the DSO-NS of the results. The DSO-NS will notify the District of the results.
- (4) The verification will be documented on CG-5474 form. The CG-5474 form will be mailed to the appropriate Division. These forms are used to enter the information in the Coast Guard's ATONIS system, which is where light list information is derived from.
- (5) PATON patrols will be conducted both during daylight hours and during dusk or evening hours when the lighted aids to navigation are operational.

c. ATON/PATON Discrepancy Reporting.

- (1) Any Auxiliarist can report ATON/PATON discrepancies. Discrepancy reporting is the reporting of any characteristics of an ATON/PATON not in accordance with the current light list.
- (2) When operating in an area that has ATON/PATON, Auxiliarists shall make every attempt to observe the aids. Under no circumstances shall a patrol exceed the hour limitations to observe ATON/PATON.
- (3) Coxswains shall report any discrepancy with Federal Aids to Navigation to the Sector Command Center, via the most expeditious means. If necessary, have the responsible land or mobile-based communications facility relay the information. Waiting until the end of the patrol could mean possible damage or loss of life because the aid was not reported discrepant. The following information is needed when reporting discrepant PATON:
 - (a) Light List Number
 - (b) Date and time discrepancy was noted
 - (c) Reason it is discrepant
 - (d) Discrepancy location
 - (e) Name, address, phone number of reporting person

38. UNIFORMS.

- a. Auxiliary members shall be in the same uniform on board an operational facility. During patrols, members shall wear the proper uniform appropriate to the climate. Chapter 10 of reference (f) provides descriptions of authorized uniforms.
- b. Any deviation from the prescribed uniform policy must be approved by Commander, Sector Ohio Valley.

39. PERSONAL PROTECTIVE EQUIPMENT (PPE).

- a. PPE shall be worn and maintained in accordance with Chapter 4, Section E of reference (a) & reference (1).
 - b. Waivers for PPE shall be requested through the OIA for approval by the respective Commanding Officer or Sector Commander in accordance with Chapter 4, Section E.15.b of reference (a).
40. FORMS/REPORTS. The forms referenced in this instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <https://www.uscg.mil/Resources/Library/>; or the CG Portal <https://cg.portal.uscg.mil/library/SitePages/Home.aspx>.
41. HAZARDOUS MATERIALS. Auxiliarists shall steer well clear of any HAZMAT or potential HAZMAT situation.
- a. Auxiliarists shall not approach floating drums, tanks, floating substances or any other possibly hazardous material.
 - b. Upon encountering any potential hazardous material, Auxiliarists shall
 - (1) Observe the situation from a safe distance.
 - (2) Protect crew and public from exposure.
 - (3) Immediately report details to the Sector Command Center

REQUESTS FOR CHANGES. Questions, comments, or requests for changes regarding this instruction shall be directed through the Chain of Leadership to the Sector Ohio Valley Auxiliary Liaison.

AMY M. BEACH
Captain, U.S. Coast Guard
Commander, Sector Ohio Valley