



Past Commanders' Association Fair: Spring 2019

Please join us at the **53rd** semi-annual PCA Fair!

Who: All Auxiliarists (including those in AP status)

What: Weekend of fun classes, required training, and certifications

When: Saturday/Sunday, January 12 & 13, 2019 AM classes start at 08:00; PM classes start at 13:00

Where: Coast Guard Island, Alameda

Cost: \$15 (for the entire weekend, NOT per class) **Early Bird (\$10) if postmarked by December 29th**

Course Offerings (Room locations subject to change):

Class Room	Saturday AM	Saturday PM	Sunday AM	Sunday PM
Point Welcome Registration and District Store	PA PQS sign-offs	Coastie 1-3p	Teaching "A Paddlers Guide to Safety"	
		ACV Driving Skills 1-3p (meet here)		
Pt. Welcome Kitchen	AUX Chef Class (2-day class)			
DIRAUX, Bldg 50-2	Proctored Exams (offered both days 07:30a-15:00p)			
DIRAUX classroom	Chart Updating		ATON Verifier PQS	
Chief's Dining Room	MSAM	DCDR mtg 1-3p	Creating Great Photos for PA 8-10a	First Aid/ CPR Skills Lab
			Marlinspike 10-12n	
Gresham Hall	Ferry Vessel Auditing 8-10	District BOARD & STAFF MEETING 3-5p	First Aid/ CPR Skills Lab	First Aid/ CPR Skills Lab
	Interpersonal Communication 10-12			
Colombia A	Vessel Examiner (2 day)			
Columbia B	New Member Academy (starts at 07:30)		AUXSEA	
Gym, Classroom 35	AUXDATA for SO/FSO-IS Officers 8:30-12n	AUX Internet Resources 1-3p	Online Safety 8:30- 10a	SCAT/ADV 10-12n
Bldg 21, rm 115	GAR R.M. 2.0 08-09a	GAR R.M. 2.0 1-2p	4 Hr TCT	
	COMMS (radios) 09-12n	Diversity 2-3p		
Banners Club	Boat Crew Academy (2 days)			
Banners Club (back)	Program Visitors 08-10a	FSO-Finance 1-3p	Core Value (mandated) Training	
	Intro to ACV 10-12n			

Meals:

Prices for meals in the Galley vary from \$2.55-\$4.10 for breakfast and \$4.65-\$7.70 for lunch. There is also a Subway Sandwiches on the Island next to the CG Exchange, and various restaurants available in the area (off the Island). In addition, the AUX Chefs will host a Spaghetti dinner Saturday at 5:30p for \$10. **Please include payment for dinner (only) with your registration! For all other meals, you pay where you eat!**

DIRAUX: Open both days from 07:30-3:00 for photo IDs, proctored exams and general questions.

District Store: The District Store will be open both days (Saturday 07:30-16:30; Sunday 07:30-13:00) for all your shopping pleasures. Yes, they do take debit and credit cards!



Past Commanders' Association

SPRING 2019

Registration Form



Name: _____ Member #: _____

Flotilla: _____ Email: _____

If you have not received your "AP Letter" yet, please provide a phone #: _____

PLEASE PRINT CLASS TITLES AND OTHER NECESSARY INFORMATION BELOW:

Class Choice #1: _____ SAT SUN Both AM PM All-day

Class Choice #2: _____ SAT SUN Both AM PM All-day

Class Choice #3: _____ SAT SUN Both AM PM All-day

Class Choice #4: _____ SAT SUN Both AM PM All-day

Proctored Exam: _____ SAT SUN Time: _____

Meal reservation for the Galley (Auxiliary identification cards/AP letter necessary):

Saturday: Break Lunch **Sunday:** Break Lunch (Please pay Galley directly)

53rd PCA Fair Celebration- Saturday dinner by AUX CHEFS

Spaghetti Dinner- send \$10 with registration

Registration fee is required with your application.

Please make your check payable to the "PCA Fair"

Please send check and class choices to:

Attn: Past Captains Association Fair

c/o Michelle Thompson

763 W 3150 S, Syracuse Utah 84075

Phone # (801) 499-7137

E/Mail: [blessings.mt@gmail.com](mailto: blessings.mt@gmail.com)

Amount enclosed:

Registration: \$15 \$10 (early-bird if postmarked by December 29th). Free: PCA Member
(no charge if just attending the DCDR meeting or Board and Staff meeting!)

AUX Chef dinner Saturday night following the Board meeting:

\$10 **(please send with your registration)**

All registrations will receive a confirmation (via email) within a week of receipt.

ONLINE REGISTRATION AVAILABLE: <http://www.rsvpbook.com/PCA53>

Course Descriptions (and pertinent information) begins on the next page

COURSE DESCRIPTIONS- PCA Fair Spring 2019

ACV Driving Skills: If you have experience driving a bus, truck or motorhome, then we want you! This vehicle is a multi-use/mission vehicle that can be used as a PA Display and Recruiting tool, or as a Communication Center with the capability of functioning independently in remote locations.



In this class, you will practice driving the ACV, and if you do well, be recommended to become a qualified driver. You must have a clean driving record. **Instructors: Mike Thompson and Tony Zocchi**

ATON PQS: This workshop is designed to get you ready for the Aids to Navigation PQS sign off with the Qualification Verifying Officer. Prerequisites: Download and bring the "Auxiliary Aid to Navigation (ATON) Verifier" PQS sign-off booklet, found at <http://wow.uscgaux.info/ciontent.php?unit=P-DEPT&category=aids-verifier-pqs> . For questions, please contact DSO-NS Jim Duncan at dvc.on@comcast.net. **Instructor: Jim Duncan, DSO-NS**

AUX Chef (2-day course): WANTED... A few good cooks! The Aux Chef (FS) class will provide the experienced or novice Auxiliarist with the desire to cook for the USCG, the opportunity to learn the basics of cooking, sanitation and workings of a Coast Guard galley. The AuxFS program is a direct operation support mission that helps relieve the Coast Guard Food Service cooks at small boat stations or on cutters to allow them time for other tasks, training and leave. Once the class is completed you will have to complete the PQS by getting signed off by a Coast Guard FS or qualified AuxFS.

This is a hands-on and classroom program. To become an AUX Chef, members must complete a short medical evaluation and obtain a Hepatitis A immunization. Please contact the instructor for more information- lrhaynes@att.net **Instructors: Linda Haynes, DSO-FS and Tommy Holtzman (AUX Chef)**

AUXDATA for Staff Officers: We will answer questions about the tools an Information Services Officer needs to use. This includes forms, reports, AOM, AuxInfo, Skills Bank, and Aux Directory. Come with your questions!

Bring your laptop or mobile device to make this a hands-on session, as there will NOT be computers available. Before coming to class, please activate your Auxiliary Member Zone password by going to the following website: <https://auxofficer.cgaux.org/auxoff/>. Bring your member ID number and password to class as access the Auxiliary Directory is essential for participation. If difficulties with obtaining a password, please contact: irene.wetzel@gmail.com.) **Instructor: Anita Farnholtz, DSO-IS**

AUX Internet Resources: Designed for all members. Will discuss resources on the internet that are useful to members. Topics include District and National websites, Aux documents and forms, Aux Directory, the e-Testing Center, the e-Learning online classroom, AUX Learning Management System, and AUXINFO.

Before coming to class, please activate your Auxiliary Member Zone password, if not already done so, by going to the following website: <https://auxofficer.cgaux.org/auxoff/>. Please bring your member ID number and password to class. You will be using the password to access the Auxiliary Directory. **Instructor: Anita Farnholtz, DSO-CS**

AUXSEA: The Auxiliary Seamanship Specialty course is designed to present the Auxiliarist with a thorough knowledge of vessels and proficiency in their operation. An AUXSEA Specialist has extensive knowledge of how vessels are constructed and operated. The AUXSEA Specialist understands marine engines, how to perform minor repairs, is knowledgeable about vessel handling and knows how to approach distress situations. You can achieve success as an AUXSEA Specialist by passing a proctored examination with a score of 75% or better. The exam will be offered (paper version or on-line) at the end of class.

For training materials, please visit www.cgaux.org/auxop.html (requires Aux Directory username/password). You might also want to check out the instructor's training/prep website: <http://www.comomike.info/>

Instructor: COMO Mike Maddox

Boat Crew Academy: This 2-day course is perfect for Auxiliarists who would like to become Boat Crew qualified. Taught by our OTO, QEs, and experienced coxswain and crew, there will be didactic portions, followed by practice and PQS task sign-offs. There will also be some on-the-water training. Bring your sign-off book and PPE (if issued already) to take full advantage of this great training opportunity. Bring a swimsuit/towel if you plan on doing the swim! Students in this class will attend as a group the new R.M. 2.0 class.

Topics to include:

- Introduction to the Boat Crew program and sign-off (PQS) process
- Marlinespike (knots) and line handling
- Personal Protection Equipment (PPE)
- Survival Swim (optional)
- Navigation
- Navigation lights and sounds
- Radio
- PQS task sign-offs (marlinespike, PPE, navigation)

Instructors: CWO4 Doug Leavell (OTO), COMO Angelo Perata (QE Coordinator), various QEs, Coxswains and seasoned Boat Crew

Chart Update Training 101: This workshop is designed for all members wishing to assist NOAA-NOS & USCG in keeping our charts updated and Coast Pilot accurate for the boating public. The instructor will be covering Nautical Chart updating, Small Craft Facility updating, Coast Pilot updating, and how to report your findings. You can find study material from the following website: <http://wow.uscgaux.info/content.php?unit=113&category=navigation-systems>. For more information, contact the instructor, Jim Duncan, at dvc.on@comcast.net. **Instructor: Jim Duncan, DSO-NS**

Coastie: Coastie is an animated robotic cartoon character in appearance, and is very mobile. He has navigation and searchlights, a rotating beacon, a siren, an air horn, and eyes and eyelids that move meaningfully. He talks, plays music, and interacts with the instructor and the children during the presentation. Coastie teaches rules about what to do and not do in a water emergency situation. For instance, Coastie teaches "Reach or Throw But Never Go In". This class is mandatory if you would like to use "Coastie" at boat shows, parades, or your PA events; or if you will be trailering Coastie to events. **Instructor: Jim Blackburn ADSO-PA**

COMMS (Radios): This program will discuss all types of radio communications: HF and VHF voice and digital messaging, Sat and Cell phones, formal message traffic, and net operations, all followed by an open forum.
Instructors: Robert Vanderhyde (DSO-CM) and Rob Firehock (DDSO-CM)

Core Value (Mandated) Training: Do you know when your Mandated Training expires??? 5 of the Core Value (mandated training) classes must be retaken every 5 years, so you might be due this year!
We will be offering the 6 recurring courses over 4 hours:

- Workforce Resilience Training
- Civil Rights Awareness
- Privacy at DHS/Protecting Personal Information
- Security Fundamentals
- Sexual Harassment Prevention and Response

Instructors: Michelle Thompson and Anne Zocchi, DSO-MT

Creating Great Photos for PA: Anyone and everyone can take pictures, but not everyone can take great photographs for Auxiliary Publications. Flotilla Commanders, Division Commanders, all Public Affairs Staff Officers and all members at PCA should join us for a lively discussions of creating great photos (do's and don'ts), photo editing for Auxiliary publication and writing great photo captions for those great photos.

Instructor: Doug Manifold, DSO-PA

DCDR Training: This course is mandatory for all 2019 Division Commanders. Vice Division Commanders are welcome to attend. **Instructors: members of EXCOM**

Diversity: A Key Part of Building Recruitment, Involvement and Retention: This session will be used to introduce and discuss proven ways to apply Coast Guard Standards for Diversity to be more effective in the major functional elements of Flotilla operations. We will be reviewing the application process for the NACO 3-Star Award for Excellence in Diversity so that any representative from a Flotilla or Division can learn the process. From that point on, the instructor will be ready to answer any questions to make sure that the application is successful.

Instructor: Robert Clark, DSO-Diversity

Ferry Vessel Auditing: This course provides the initial training for those interested in becoming Ferry Vessel Auditors, which is unique to our District. After the completion of this course, the Auxiliarist will be qualified to perform safety audits on the Ferry Vessels in the San Francisco Bay. This course encompasses all aspects of performing a safety audit, including how to schedule an audit, interacting with Ferry personnel, what safety equipment practices to look for, how to document discrepancies, and submitting the complete audit. This course also satisfies the bi-annual requalification requirement, and is required for Ferry Vessel auditors who failed to complete the minimum 3 audit/year.
Instructor: Tom Sarnicola

First Aid/CPR: This DAN (Divers Alert Network) certification course will teach you the basics of first aid and CPR/AED. A must for all Auxiliarists! Students must complete the online portion of this course before attending one of the 4 hr "Skills Lab" at the PCA Fair. Information about the online portion will be sent by the instructor once you register for this class. A First Aid/CPR card will be issued at the end of class for those who successfully pass this course. **Class size is limited to 12 in each Skills Lab, so register early! Fee: \$12 (payable to the instructor in class)** **Instructor: Cecil Claspell, Master Dive Instructor, PADI**

FSO-Finance: Finances – not often discussed but a vital part of most auxiliary functions. This informing class is for new, prospective and current finance officers, as well as other leaders interested in how the finances are handled. The class will present auxiliary requirements and best practices for a successful finance officer experience. Included will be discussions of basic Auxiliary finance principles, hands-on practice with a few forms, and insightful discussions with other finance officers. **Instructor: David Wright, DSO-FN**

GAR: R.M. 2.0: This course will provide a familiarization of the new GAR Risk Management (RM) assessment format now in use in the active duty. Before attending this familiarization course, one MUST have completed the online RM 2.0 course which can be found in the Auxiliary online classroom (AUXLMS Course # 100202). NOTE: At the time of this writing, it is yet to be determined whether this course will satisfy your 4hr TCT requirement, and whether it will satisfy the new upcoming RM training necessity as well. The Gold side has not yet determined the specifics of the RM course for Auxiliarists, however, we are offering this introductory course for those who would like more information about what is expected to be coming soon. This course IS the same one that the Coast Guard is utilizing and thus will likely satisfy the new RM training requirements for the Auxiliary. **Instructors: ENS Sarah Davis and BM2 Stephen Davis**

Interpersonal Communication: The most basic of all human needs is the need to understand and be understood. Develop and hone your art of effective communicating. How do you come across to others? Do you know how to listen effectively? The best way to understand people is to listen to them. This course is designed to improve your personal communication skills in the Auxiliary, in business, and in your personal relationships. It will help you develop the skill to effectively communicate. Remember- NOTHING IS SO SIMPLE THAT IT CANNOT BE MISUNDERSTOOD! **Instructor: DNACO Wally Smith**

Intro to ACV: This vehicle is a multi-use/mission vehicle that can be used as a PA Display and Recruiting tool, or as a Communication Center with the capability of functioning independently in remote locations.



In this class you will learn the vehicle's capabilities and see its potential for the Auxiliary. The training for the PQS for basic use will be reviewed in this class so you will be able to drive and use this vehicle at local events. This session will not have detailed training for the specific data and remote communication capabilities. **Instructor: Mike Thompson, DSO-MS and ACV Coordinator**

Marlinspike: Like tying knots? Do you know how to tie a dragon bowline? Need more practice for your time on the water? Come to this class and improve your knot-tying skills! This class is pertinent for those involved in our surface operations program (Boat Crew and Coxswains), but ALL Auxiliarists are welcome! If you are in Boat Crew training, you can get your marlinspike PQS signed off (bring your sign off book). **Instructor: DNACO Wally Smith**

MSAM (Marine Safety Administrative and Management Specialist): This course will review the PQS that covers the Coast Guard Prevention Structure and Function and the Auxiliary Prevention Program Management. To complete the PQS, a member needs to have completed 2 years as an Auxiliarist in either a staff or elected office and have completed one of following: APC, LAMS, AUXMIN OR AUXLEA. In addition, candidates must plan and organize a training program in Environmental Protection, Waterways Management or America's Waterway Watch.

Instructor: Sue Fry, DDSO-MS

New Member Academy: A “must” course for new Auxiliarists! Includes discussions about uniforms, protocols, Auxiliary offices, opportunities, DIRAUX, Chain of Leadership and other topics. The course will include a tour of the Island, and a cutter if in port. *Instructors: Rick and Georgianna Scheuerman*

Online Safety: This class will give you basic skills and knowledge about staying secure and protecting your identity while online using a computer, phone, or tablet. Learn how to protect your devices from viruses, hackers, and in case of theft and recognize scams. *Instructor: Mike Thompson, DSO-MS*

PA (Public Affairs PA-3) PQS Sign-offs: AUX PA-3 is the entry level Public Affairs Specialist, which is the appropriate level for Flotilla Public Affairs Officers.

At this level, you should have experience in writing for the media, public appearances, static displays, digital photography, the National Safe Boating campaign and Coast Guard ranks and rates. These are the minimum skills expected of a flotilla public affairs officer.

Our Division PA Officer will be available to review the program and do sign-offs for your PQS, which can be found here: http://auxpa.cgaux.org/TrainingDocs/AUXPA3_Sign_Off_WorkbookFEB2016.pdf In addition, there is a study guide available: http://www.auxpa.cgaux.org/TrainingDocs/AUXPA3_Study_Guide_FEB2016.pdf

Don't miss this great opportunity! *Instructor: Doug Manifold, DSO-PA*

Proctored Exams: Having difficulty finding someone to proctor an exam for you? Ready to take NavRules, or any another exam? This is your opportunity! You tell us which exam, and pick a day/time, and we will provide the proctor in the DIRAUX office. *Instructors: DIRAUX Staff*

Program Visitor: The primary purpose of the RBS Visitation Program is to establish Program Partners (marine dealers, bait shops, etc), in local areas and visit them on a regular basis. The Program Visits inform Program Partners of the Coast Guard's Recreational Boating Safety program and the applicable federal, state, and local safety requirements. While doing so, the Program Visitor has the opportunity to clarify safety issues, promote safe boating education, and to promote the Vessel Safety Check program.

Consider joining the District 11N RBS Program Visitation team! This course will provide information about the program, how to obtain display supplies, and submitting the appropriate documentation. The qualification exam will be provided at the end of the class. After the class, students will need to be proctored for one visit. Please review the following manuals prior to class: RBSVP # M16796.C & VSC # M16796.8, which can be found at <http://www.uscg.mil/hq/cg3/cg3pcx/publications/comdtinst/default.asp> . *Instructor: Mike Thompson, DSO-PV*

SCAT/ADV: Shoreline Cleanup and Assessment Technique (SCAT) is a systematic method for surveying an affected shoreline after an oil spill. SCAT is designed to support decision-making for shoreline cleanup. SCAT surveys begin early in the response to assess initial shoreline conditions and continue during the response to verify shoreline oiling, clean up effectiveness, and eventually to conduct final evaluations of shorelines to ensure they meet cleanup endpoints. The Abandoned Vessel program will be reviewed as well. **Instructor: Wil Sumner, DSO-MS**

TCT-4hr (Team Coordination Training): Team Coordination Training (TCT) is a program that focuses on reducing the probability for human error by increasing individual and team effectiveness. Required to participate in all Operational activities, and recommended for all Auxiliarists. Must be renewed every 5 years for Operations, and annually for AuxChef. Be sure to check your due date for this important class. **Instructor: Bob Coackley**

Teaching Paddlers Guide to Safety: Has your Flotilla wanted to put on a Paddlecraft class, but don't know where to start? This is the class for you. Taught by members with a great deal of paddlecraft experience, this course will go through the entire CGAUX: Paddle Safely class with hints and ideas on how to make it fun and interesting for your students. Please review the powerpoint presentation before class, which can be found at <http://wow.uscgaux.info/content.php?unit=RB-GROUP&category=auxpad-resources> You will need to enter your membership number and password to enter the Member Zone. **Instructor: Sean Harvey, DSO-PE**

Vessel Examiner (2-day/2-part course): The Vessel Examiner (VE) course at the Past Captain's Training Fair (PCA) by design, is a FULL 2-day class. It is presented with the new member in mind to help enhance understanding of the Vessel Safety Check (VSC) that is not provided when simply reading the manual and attempting the on-line examination. All information provided assists in passing the on-line 35-question examination.

Other than being a member in at least AP status and a pre-class 1-hour review of the VSC Manual, there are no prerequisites. The class commences PROMPTLY at 0730 and concludes approximately 1600. The presentation is light and filled with actual instructor VSC experiences to help enhance the student understanding of the VSC and is packed with information not only about the VSC, but also Facility Inspections.

In addition to a thorough review of the VSC Manual in preparation for the online exam, there is a 15-minute video of a VSC, and several power-point presentations. In addition, many forms and handouts are provided to assist the student in creating a successful VSC program. When the member passes the on-line exam, their results will be automatically entered into AUXDATA. After taking the course and passing the examination the member is well prepared to perform at least 5 VSC's under the guidance of a mentor." **Instructor: Phil Grove, ADSO-VE**

See next page for Coast Guard Island Berthing request form. Do not submit with your registration, but send it to the MAA office on Coast Guard Island:

You need to request non-reimbursable orders (unless already receiving reimbursable orders) from DIRAUX to submit with this form.

Department of Homeland Security U.S. Coast Guard BASEALAHSG-035 (05/14)	UPH BERTHING REQUEST AND AVAILABILITY/NON-AVAILABILITY FORM		
SECTION A: MEMBER INFORMATION			
<i>1. Name (Last, First, MI):</i>	<i>2. Rate/Rank:</i>	<i>3. EMPLID:</i>	
<i>4. Unit Information (Name, OPFAC, Address, POC, and Phone #):</i> CCGEleven (dpa-n) Auxiliary Director of Auxiliary d11auxnorthern@uscg.mil			
<i>5. Dates Lodging Needed:</i>			
<i>a. Check - in: Check- Out: Total # of nights:</i>			
<i>b. Check - in: _____ Check- Out: _____ Total # of nights: _____</i>			
SECTION B: MEMBER'S SUPERVISOR INFORMATION & APPROVAL (as required)			
<i>1. Supervisor (Name, Unit, Phone):</i> BOSN 4 Douglas Leavell, Operations Training Officer, CCGDELEVEN (dpa-n), 510-437-3315			
<i>2. Comments:</i>			
<i>3. Signature:</i>	<i>4. Date:</i>		
FOR OFFICE USE ONLY			
SECTION C: MAA AUTHORIZATION			
<i>1. AVAILABILITY</i> <input type="checkbox"/>	<i>2. Comments:</i>		
<i>NON-AVAILABILITY</i> <input type="checkbox"/>			
<i>3. Room #</i>	<i>4. Bed #</i>	<i>5. MAA Signature:</i>	<i>6. Date:</i>
All members must bring a copy of their orders upon checking in. For after Hours Check-in contact the Base Alameda Watch stander at (510) 469-3896. Please ensure the UPH Instruction Packet is returned upon check out. For any questions please contact the MAA at the UPH Office (510) 437-3535 during normal working hours.			<i>Non-Availability Issuance #</i> _____