
U.S. Department of
Homeland Security
**United States
Coast Guard
Auxiliary**



National Response Directorate 2015 Operations Workshop

Welcome

This workshop has been developed as a review of policies and procedures, affecting Surface Operations, to better promote safety and efficiency for patrols

Although this is an optional workshop, it can be required at the local level

It is **not** a replacement for the required annual TCT Refresher for Auxiliarists qualified in Surface Operations



Ground Rules

- This Workshop should be Interactive, NOT a Lecture
 - Ask Questions
 - Answer questions
 - Share experiences
 - Share Insights
- Participate
- Participate
- Participate



Team Coordination Training TCT



Speaking of Currency Maintenance

- Reminder about the new TCT 4 hour program for initial qualification into the Operations program as well as for the required 5-Year currency maintenance
- This 4 hour class is an alternative to the 8 hour class
- Qualification as a TCT Facilitator has been streamlined
 - Recommended by FC or Division Commander
 - Approved through the chain of leadership to the District Captain
 - Recommendation accepted by DIRAUX
 - Certified Instructor
 - Current Coxswain or Non-Current Coxswain with 250 hours as Coxswain in AUXDATA
 - [Specific Details](#)
[are in ALAUX - TEAM COORDINATION TRAINING \(TCT\) -10/13 issued by CHDIRAUX on 08 Aug 13](#)





Personal Protective Equipment (PPE)

Rescue and Survival Systems Manual (R&SS)
COMDTINST M10470.10G, revision released
9 SEP 2014

- Applicability to the Auxiliary is still under discussion.
- Local DIRAUX/OTO will issue additional guidance on local application once it is received from HQ.





PPE (continued)

- Operational members should be alert for changes to PPE requirements.
- Your DIRAUX / OTO will provide specific guidance.
- The R&SS (Rescue and Survival Systems) Manual can be downloaded at:
http://www.uscg.mil/directives/cim/10000-10999/CIM_10470_10G.pdf



PPE Reminders



- Wearing of PPE (personal protective equipment, e.g. PFD) inscribed with “USCG Auxiliary” or any version of is NOT to be worn when not assigned to duty
- Wearing of PPE displaying U.S. Coast Guard not also displaying Auxiliary is prohibited at all times





NavRules

- Latest revision of the NavRules dated August 2014 and promulgated by the Coast Guard on 3 Oct 2014
- Required to be carried on-board surface facilities
- Hard copies are not yet available
- Can be an electronic version but must be accessible in two minutes or less





NavRules (continued)

- Download at the Coast Guard Navigation Center URL
- http://www.navcen.uscg.gov/pdf/navRules/Handbook/CG_NAV_RULES_20140910.pdf
- Check with your DIRAUX/OTO for specific requirements for your district/region



Training and Safety

The Means to Improved Surface Safety

- Mission success is important but, SAFETY is our primary concern
- Training, Procedures, TCT, and Crew Qualifications are all ways that we try to ensure safety
- Remember we need to train to “proficiency” not just enough to “qualify” or requalify
- Don’t be a member of the “12 Hour Club” –
Training Improves Proficiency



Mishap Reporting

The push to improve reporting of ALL incidents continues

- All mishaps must be reported
- For training and procedure revisions, consolidated mishap statistical info is critical
- Problems identified will not be used for punitive action



Mishap Reporting

The Means to Improved Surface Safety

- No personal identifying information is collected or retained by National staff
- Auxiliary Operations Policy Manual (M16798.3E) requires “any individual or unit with 1st hand knowledge of a mishap” is to report these incidents, with or without injuries



Mishap Reporting

Reporting Mishaps Procedure

- Reports must be submitted to the DIRAUX, OIA (Order Issuing Authority) and Auxiliary Chain of Leadership within 48 hours
- Injuries must be reported within 48 hours to the DIRAUX, OIA and passed through to the Auxiliary Chain of Leadership



Mishap Reporting

- We ask that all crews report mishaps religiously and without fear of criticism through their Chain of Leadership up to District & their OIA
- We also ask that all Districts report summary (**no names**) damage & injury mishaps to:

James McCarty – Division Chief Surface

james.mccarty@cgauxnet.us

Surface Operations Division

National Response Directorate



Important Reminders

- **Forms – Use the most current forms**
 - SAR Incident Report – Current form dated 01 APR 10
 - Offer of Use Forms
 - 7003 (Vessel Offer For Use) – Current form dated 06/11
 - 7008 (PWC Offer for Use) - Current form dated 06/11
- **Cell Phone Texting – Per ALCOAST 382/10**

The use of cell phones/texting devices and phone applications aboard operational vessels is NOT authorized without permission of the Coxswain

At no time will the operator (helmsman) of the vessel use a cell phone or texting device



Patrol Reminders

- Maritime Domain Awareness on all patrols
- (we are the eyes and ears of the Coast Guard)
- Correct signage must be displayed on ALL OPFACs under orders – US Ensign, Auxiliary Patrol Ensign (white with the red stripe, NOT the Blue Auxiliary Ensign), Patrol Banners (stripes toward bow) and operational facility decal with wreath





Review of “Happen Upon Policy”

From the National SAR Manual M16130.2F Paragraph 4.1.6.4 (http://www.uscg.mil/directives/cim/16000-16999/CIM_16130_2E.pdf)

- If you discover a vessel during routine patrol that requests assistance and that vessel has not been in contact with the Coast Guard:
 - You may render assistance including tow if capable
 - Notify the Operational Commander, identity and location of vessel and where you will be towing them
 - If vessel is in danger and you are unable to safely tow, you may endeavor to remove persons from the vessel until additional help can arrive on scene





Review of “Happen Upon Policy”

From the National SAR Manual M16130.2F Paragraph 4.1.6.4 (
http://www.uscg.mil/directives/cim/16000-16999/CIM_16130_2F.pdf)

- Notes:
 - You the Coxswain make the call on whether you can safely assist
 - You inform CG SMC (SAR Mission Coordinator) of your intentions, not “ask for permission to tow”
 - The CG SMC may override your decision if warranted by an evaluation of the circumstances





Assistance to Auxiliary Facilities

From the National SAR Manual M16130.2F Paragraph 4.1.5.8 (http://www.uscg.mil/directives/cim/16000-16999/CIM_16130_2F.pdf)

- Coast Guard resources or Auxiliary facilities may be used to help Auxiliary facilities in need of assistance at any time
- An Auxiliary Facility is defined as an Operational Facility having a current accepted offer of use whether under orders or not
- It is NOT just any boat owned by an Auxiliary member



Safety is Always Priority 1

- Remember safety of the crew, the public, and the vessel are more important than the mission
- PLB (Personal Locator Beacon) – Key piece of safety equipment (PEPIRB)
 - Have it on your person at all times when underway
 - Check the battery expiration date
 - Keep it registered with NOAA
 - Minimum one **current** PLB on board or **NO** patrol
- HAZMAT
 - Remember to steer well clear of ANY HAZMAT situation unless you have a certified HAZMAT responder on your crew



Provide SAR Response

- Do only what you & your facility/crew are capable of -
Safety of Crew Comes First
- Operate at safe speed for the sea conditions and local environment
- Observe all NO WAKE zones



Responsibilities of Facility

Owners

- Facility properly equipped/maintained
- Notify the DIRAUX of significant changes
- Facility Inspection and Offer for Use valid for 1 year plus 45 days. No orders valid when offer for use expires
- Authorized operators when owner not onboard must be designated by name and member # on offer for use





I'M SAFE

Are you fit for your mission?

- I = Illness, Do I have an illness or symptoms of illness
- M = Medication, Am I taking prescription or over-counter drugs
- S = Stress - Am I under psychological pressure from the job?
Worried about financial matters, health problems or family discord?
- A = Alcohol, Have I been drinking within eight hours? Within 24 hours?
- F = Fatigue, Am I tired and not adequately rested?
- E = Eating, Am I adequately nourished?

This is an excellent self-assessment tool



Operational Risk Management

GAR Model

Green – Amber – Red

- Any single item 5 or above should raise a concern even if the total score is in the Green
- There should be NO zero (no risk) scores and even 1 should be rare for most crews
- Scoring the GAR is a collective effort of the entire crew not just the coxswain
- GAR is done before **AND** updated throughout the mission when **ANY** condition changes



Operational Risk Management

GAR Model

Green – Amber – Red

Use the standard form available on the National Response Department Web site at [http://
www.cgaux.org/response/SurfaceOps/SurfaceOpsNews.htm](http://www.cgaux.org/response/SurfaceOps/SurfaceOpsNews.htm) unless your OIA mandates the use of another risk assessment tool



Operational Risk Management

GAR Model

Green – Amber – Red

Smart Phone Applications:

- GAR apps are available, including eGAR, and iGAR
- These apps have NOT been approved for Auxiliary use by BSX
- All GAR tools used, paper or electronic, must use the same scoring as the GAR form posted on the Response Directorate website



Operating in Reduced Visibility



Follow all requirements in the NavRules

- Maintain that lookout as far forward on the vessel as possible (remember - safety first)
- Reduce speed
- Proper Horn Signals
- Nav lights on
- Radar on **and** monitored, if equipped
- Follow all district or OIA special requirements





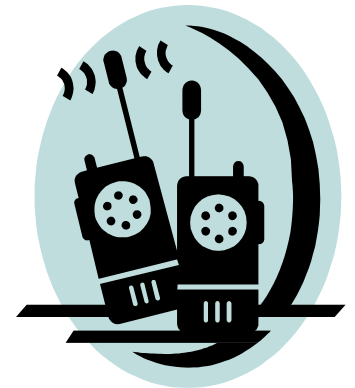
NIGHT OPS

- Nav lights on
- Radar required by OIA for night ops?
- Crew properly trained on radar use?
- Increased lookout responsibilities
- Reduce speed
- Ops/Position reporting requirements (different from daylight ops?)
- Night Vision?



Operational Parameters - Communications

- External:
 - VHF Radio is ALWAYS primary, cell phone secondary (Cell Phone MUST NOT be used by the helmsman)
 - Must have 2 way communications at **all** times, if not return to base
 - Maintain a radio guard as required by your OIA
 - If communications are lost, orders may be voided



Radio Communications

- In all radio communications, we are to act as professionals
- At no time shall we make reference to ethnicity, race, gender, sexual orientation or religious affiliations in radio transmissions
- This is a zero tolerance policy and must be strictly adhered to



Radio Communications

- It is often not what you say but how you say it, that demonstrates your professionalism
- Brevity and accuracy in supports mission success and safety
- Remember that during a patrol, the boating public “hears” you as the voice of the US Coast Guard
- Practice and use proper radio procedures to achieve success, safety, and professionalism



Radio Communications

Proper Comms

Example: “Coast Guard Station Nassau Point, Coast Guard Station Nassau Point, this is Auxiliary Vessel 2159673 on 21A, Over.”

“Auxiliary Vessel 9637, this is Station Nassau Point, Over.”

“Station, 9637: (State you message to the station with clarity, using proper radio protocol and brevity) Over.”

“9637, Station, Roger, Out.”

Note: Practice Script (Radio procedures may be reviewed at this link:

[http://rdept.cgaux.org/documents/Comms/AuxRadioPatrol1.](http://rdept.cgaux.org/documents/Comms/AuxRadioPatrol1)



Towing

- Requires a high degree of awareness
- Many potential hazards
- Know limitations of facility, crew and towing components
- How the vessels are loaded will affect maneuverability
- Brief your crew and the disabled vessels owner
- Plan an escape route in case things go wrong





Towing (continued)

- Ensure a knife is always immediately available in case the towline needs to be cut in an emergency
- Ensure Aux crew has removed all jewelry prior to beginning the towing evolution
- Ensure you ascertain whether there are any known hazards on the vessel to be towed prior to beginning the towing evolution (e.g. flooding, lines in the water, steering inoperable) and take steps to mitigate the risks imposed by them.



AOM Reminders

- All patrols should start and end with some standby time (23A) for pre and post u/w activities (GAR, briefing, de-briefing, etc.)
- Patrol orders are good for a 24 hour period from the first itinerary entry.
- Request multiple orders for multiple days.
- Time in the itinerary must be consecutive with no gaps. One category ends at 1200, the next begins at 1200, NOT 1201 or later





AOM (continued)

- Training missions (22A) do **not** require a QE to be on-board
- If on a QE check ride mission, list the QE in the crew and note in comments the QE name and time doing QE activity
- If a mid-patrol crew change, list all crew members and note times for each in the comments
- The IS officer will adjust in AUXDATA





AOM (continued)

- When requesting orders, always check the last Facility Inspection Date.
- If the patrol date will be 1 year & 45 days from the last inspection, a new offer for use must be submitted before the patrol. AOM will not allow completion with an out of date inspection.
- If the date you try to complete orders is over 1 year & 45 days from the last inspection, AOM will not allow you to complete the orders, even if the patrol date was within the 1 year & 45 days.





AOM (continued)

- Meals are no longer automatically selected - must be selected manually
- Select only the meals that were actually consumed during the underway portion of the patrol, not before and after
- Meals are not paid for strictly standby time
- FINCEN does not pay for water, soda, etc.
- If you receive fuel or meals at not cost from the Coast Guard, check “Government Provided” box





AOM (continued)

- Do not claim make-up engine oil as it is included in your SAMA payment
- Fuel additives include 2-cycle oil
- Remember: include receipts as required
- CG policy is \$75; Districts may require receipts at a lower amount to include requiring receipts for any and all claimed expenses
- Per the Operations Policy Manual, patrol orders must be submitted within 30 days completion of the patrol



Additional Reminders

- Any other special requirements from your local DIRAUX?
- How about your OIA?





Great Job!

Thank you for your participation in the 2015 Operations Workshop. Please share your thoughts about this training, the format, and/or content with us.

Send your comments to:

Chief, Operations Projects and Educational Outreach Division

Bruce.Pugh@cgauxnet.us

Bruce Pugh, DVC-RE

COMO Gary A Taylor, DIR-R

John J Slattery, DIR-Rd

