



# U.S. Coast Guard Auxiliary

Flotilla 41 (Port Ludlow)

## Quick-Start Guide 2013

### For New Members

The materials contained in this guide are extracts from the USCGAUX New Member Handbook and New Member Reference Guide condensed into a "Quick Start" Guide. The purpose of this guide is to quickly integrate new members into Flotilla activities and acquaint them with the organization of the Flotilla. Mentors should find this a useful reference to help them guide new members to acquire training appropriate for the missions that interest them most. New members will also find useful information about proper uniform attire and help unravel the maize of acronyms we all use. Instructions are included for preparing monthly member activity reports. Members should be aware that funding for the Flotilla is based on the activity reported so please report all your activity, operations, travel, study etc

### Contents



F41 members take a sailboat under tow

Introduction	2
USCG AUX Who's Who	3
USCG AUX Missions	4
USCG AUX Qualification Requirements	5
USCG AUX Training Material Sources	5
Recommended Uniform Purchase	6
Ribbons Precedence	7
Survival Gear	7
Member Qualifications and Awards	8
Member Training Plan	9
Your Mentor and you	10
Reporting Procedures	11

# Introduction

The USCG Auxiliary is dedicated to the promotion of boating safety and to providing assistance to the US Coast Guard in the fulfillment of its civil functions. Each Auxiliary member is charged with certain responsibilities and obligations. These include your willingness to support the Auxiliary and its purposes and to participate in its programs to best of your ability to the extent that time and circumstances permit.

To be able to take on your responsibilities and be able to fulfill these obligations you are encouraged to set goals for your participation in the Auxiliary and try to obtain the appropriate training and experience expeditiously. Experience within Flotilla 41 indicates that the following steps lead to a fulfilling, enjoyable and long term experience with the Auxiliary.

As soon as you become a BQ (Basically Qualified) member and are sworn in, you should ask the Flotilla Commander to assign a mentor to you. Your mentor can help to explain the many and varied roles of the USCGAUX and introduce you to members who have interests similar to your own. Pick an area that interests you as soon as possible whether it is Boat Crew, Radio Watch or whatever. Get started and get involved! If it turns out you don't enjoy the area you start with you can easily get involved in something else that catches your interest. The important thing is to get involved quickly so that you meet other members and start to participate in some activities.



# What's Next?

Get all your membership paperwork complete and get your ID card

Have your mentor help you obtain a uniform. If you don't know who your mentor is contact the Flotilla Staff Officer for Human Resources (FSO-HR)

Pick a mission you are interested in.

Determine the training you need from the table included in this guide and make a plan to get the required qualifications. (see appendix 1)

Work with your mentor and the FSO-MT (Member Training) to obtain training materials

If you are going for Boat Crew, work with your mentor and the FSO-OP (Operations) to order the mandatory Personal Protection Equipment (PPE). This can take some time to acquire so do it soon.

Take on-line tests where possible or have your mentor help you schedule proctored tests

Some Risk Management workshops like RMTT (Team Coordination Training) are not scheduled frequently. It is advisable to sign up early.

Similarly, some Boat Crew exercises require two or more boats and scheduling can be an issue. If you are going for Boat Crew or Coxswain and have the opportunity to go on one of these exercises do it and make sure you get the task signed off in your Crew book.

Go to the monthly Flotilla meetings. These are held on the 2nd Wednesday of each month at Port Ludlow Fire Station, 7 p.m. (1900 hrs) sharp.

Read the Flotilla Newsletter. If you don't get it contact the FSO-PB (Publications)

Go to some of the Tuesday morning breakfasts at the Snug Harbor in Ludlow or monthly in Brinnon. Check the Newsletter or the web site for the latest schedule;

# Who to talk to

## Auxiliary Specialties

**Vessel Examiners** – Bob Knutson

**Public Education** – Mike DeCapua

**Surface Operations** Jeff Welker

**Paddle Craft Ops**– Jeff Welker

**Marine Dealer Visitation** – Steve Hyman

**Aids To Navigation** – Joe Langjahr

**Radio Comms** – Peter Okonski

**Boat Crew**—Mike Asbury

**AUXAIR** – Ian McFall

## Member Service

**Personnel** – Kevin Ryan

**Member Training** – Mike Asbury

**Public Affairs** – TBA

**Information Systems**– Ed Taylor

**Publications** – Dick Moore

**Web site** – Mark Gibson

**Secretary** – Lynn Hyman

**Materials**—Dick Moore

## How to contact

Telephone numbers and e-mail addresses for all Flotilla 41 members can be found at <http://auxofficer.cgaux.org/>

Flotilla 41 will be found under unit

130-04-01 The login ID is your AUX ID#. The password is generated during registration. Use good judgment, don't telephone too early or late in the day.

# Who's Who in Flotilla 41

IPFC	Immediate Past Flotilla Commander	Ian McFall		FSO-MT	Member Training	Michael Asbury	
FC	Flotilla Commander	Simeon Baldwin		FSO-NS	Navigation Systems	Joe Langjahr	
FVC	Flotilla Vice Commander	Mike Asbury		FSO-OP	Operations	Jeff Welker	
FSO-CM	Communications	Peter Okonski		FSO-OP (PC)	Operations (Paddle Craft)	Jeff Welker	
FSO-CS	Comm Services	Mark Gibson		FSO-PA	Public Affairs	TBA Volunteer needed!	
FSO-FN	Finance	J. Boldrick		FSO-PB	Publications	Dick Moore	
FSO-HR	Human Resources	Kevin Ryan		FSO-PE	Public Education	Mike DeCapua	
FSO-IS	Information Systems	Ed Taylor		FSO-PV	Program Visits	Steve Hyman	
FSO-MA	Materials	Dick Moore		FSO-SR	Secretary	Lynn Hyman (until June)	
FSO-MS	Marine Safety & Environmental Protection	Gary Kavanaugh		FSO-VE	Vessel Exams	Bob Knutson	

# USCG AUX QUALIFICATION REQUIREMENTS

## Auxiliary Missions

Examination/Test	Description	Auxiliary Missions									
		Member Initial Qual	Boat Crew	Coxswain	Aids To Navigation	Vessel Examiner	Marine Dealer Visitor	Instructor	Comm Watchstander	Flotilla Elected Officer	Flotilla Staff Officer
ID Check	Birth Cert, Passport and Fingerprints	x	x	x	x	x	x	x	x	x	x
Basic Boating ABS	ABS boating or equiv	x	x	x	x	x	x	x	x	x	x
APC	Admin Procedures Course									x	
ICS 100	Incident Command System Level 100		x	x							
ICS 200	ICS Level 200			x							
ICS 210	ICS Level 210			x							
ICS 700	ICS Level 700		x	x	x						
ICS 800 & 310	ICS Level 800			x							
Operations Policy	Operational Procedures and Regulations for Coxswains			x							
Crew Tasks	Tasks in the Boat Crew Book		x	x							
Coxswain Tasks	Tasks in the Coxswain Manual			x							
RMTT Annual 1 hr	Short Team Coordination Training		x	x							
RMTT 5 Year 8 hr	Long Team Coordination Training		x	x							
Crew QE	Oral & on Water Exam for Crew		x	x							
Nav Rules	"Rules of the Road"			x							
Coxswain QE	Oral and on Water Exam for Coxswains			x							
AUXOP											
AUXSC&E	Search Coordination and Execution										
AUXWEA	Weather										
AUXCOM	Communications								x		
+ One other	See AUXMAN Section 8 C.1 pp 8-27										
VE	Vessel Examiner Test +5 supervised Vessel Examinations					x					
Program Visitor	Program Visitor Test+2 Supervised visits (NO VE Qual required)						x				
Instructor Development Course	Instructor Course + Teach 2 classes							x			

<b>USCG AUX TRAINING MATERIAL SOURCES</b>					
<b>Examination/Test</b>	<b>Description</b>	<b>Doc #</b>	<b>URL</b>	<b>on-line?</b>	<b>Proctor?</b>
ID Checks	Birth Cert, Passport, Fingerprints	New Member App	<a href="http://forms.cgaux.org/archive/a7001f.pdf">http://forms.cgaux.org/archive/a7001f.pdf</a>	n	
Basic Boating ABS	About Boating Safety			y	n
ICS 100	Incident Command System Level 100		<a href="http://training.fema.gov/IS/crslist.asp">http://training.fema.gov/IS/crslist.asp</a>	y	n
ICS 200	Incident Command System Level 200		<a href="http://training.fema.gov/IS/crslist.asp">http://training.fema.gov/IS/crslist.asp</a>	y	n
ICS 210	Incident Command System Level 210	Class room only	<a href="http://training.fema.gov/IS/crslist.asp">http://training.fema.gov/IS/crslist.asp</a>	n	y
ICS 700	Incident Command System Level 700		<a href="http://training.fema.gov/IS/crslist.asp">http://training.fema.gov/IS/crslist.asp</a>	y	n
ICS 800	Incident Command System Level 800		<a href="http://training.fema.gov/IS/crslist.asp">http://training.fema.gov/IS/crslist.asp</a>	y	n
ICS 310	By USCG only				
Seaman Manual	Crew Seamanship Manual	M16114.5C Manual	<a href="http://www.uscg.mil/directives/cim/16000-16999/CIM_16114_5C.pdf">http://www.uscg.mil/directives/cim/16000-16999/CIM_16114_5C.pdf</a>		
Coxswain Tasks	Tasks in the Coxswain Manual	M16789.3 Tasks	<a href="http://www.uscg.mil/directives/cim/16000-16999/CIM_16794_53A.pdf">http://www.uscg.mil/directives/cim/16000-16999/CIM_16794_53A.pdf</a>	n	
Operations Policy	Operational Procedures and Regulations for Coxswains	M16798.3	<a href="http://www.uscg.mil/directives/cim/16000-16999/CIM_16798_3E.pdf">http://www.uscg.mil/directives/cim/16000-16999/CIM_16798_3E.pdf</a>	y	n
RMTT 8 hr Workshop	Team Cordination Training (5 years)	Class room only		n	
RMTT 1 hr Workshop	Team Coordination Training (annual)	Class room only			
<b>AUXOP</b>					
AUXNAV	Advanced Coastal Navigation		<a href="http://www.auxtdept.org/auxop/AUXNAV.htm">http://www.auxtdept.org/auxop/AUXNAV.htm</a>	y	y
AUXSEA	Seamanship		<a href="http://www.auxtdept.org/auxop/AUXSEA.htm">http://www.auxtdept.org/auxop/AUXSEA.htm</a>	y	y
AUXSC&E	Search Coordination & Execution		<a href="http://www.auxtdept.org/auxop/AUXSAR.htm">http://www.auxtdept.org/auxop/AUXSAR.htm</a>	y	y
AUXWEA	Weather		<a href="http://www.auxtdept.org/PDF/auxwea.pdf">http://www.auxtdept.org/PDF/auxwea.pdf</a>	y	y
AUXCOM	Communications		<a href="http://www.auxtdept.org/auxop/AUXCOM.htm">http://www.auxtdept.org/auxop/AUXCOM.htm</a>	y	y
AUXPAT	Patrol		<a href="http://www.auxtdept.org/AUXOP_CM/AUXPAT/COMDTPUB%20P16794.27A.pdf">http://www.auxtdept.org/AUXOP_CM/AUXPAT/COMDTPUB%20P16794.27A.pdf</a>		
VE	Vessel Examiner	M16796.2	<a href="http://www.uscg.mil/nq/cg3/cg3pcx/publications/comdtinst/rbs-vp/RBSVP_ManualWeb.pdf">s/cim/16000-16999/CIM_16796_2E.pdf</a>	y	n
Program Visitor	Program Visitor Manual	M16796.3	<a href="http://www.uscg.mil/nq/cg3/cg3pcx/publications/comdtinst/rbs-vp/RBSVP_ManualWeb.pdf">http://www.uscg.mil/nq/cg3/cg3pcx/publications/comdtinst/rbs-vp/RBSVP_ManualWeb.pdf</a>	y	n

## Recommended Uniform

Item	Cost	Source
<b>Tropical Blue (Men)</b>		
Short sleeve light blue shirt w/epaulets	\$11.95	CGExchange & Uniform Dist Center
Shoulder boards	Approx \$28.00	Uniform Dist Center Lighthouse Uniform Center
Ribbon bar		Sharon
Plastic engraved nametag		F41 First one
Dress pants – Wool	\$31.52	CG Exchange & Uniform Dist Center
Web belt with <b>silver</b> buckle	\$3.25	Uniform Dist Center
Black socks	?	
Black dress shoes – plain toe	?	
Cover (hat) Garrison/Combination	Garrison \$7.50 Combination \$29.66	CG Exchange & Uniform Dist Center
<b>Tropical Blue (Women)</b>		
Blouse	\$15.19	Uniform Dist Center
Overblouse	\$20.34	
Shoulder Boards	approx \$28.00	Uniform Dist Center
Pants	\$33.63	Uniform Dist Center
Belt w/ <b>silver</b> buckle	\$3.25	Uniform Dist Center
Shoes Black plain toe	\$25-\$50	Your favorite store
Combination Hat	\$65.25 +	Uniform Dist Center
<b>ODU (Men and Women)</b>		
Jacket (shirt)	\$27.55	CG Exchange & Uniform Dist Center
Pants	\$31.52	CG Exchange & Uniform Dist Center
Cloth name tag & USCG Auxiliary	\$5.00	Bent Needle <a href="http://www.thebentneedle.com">www.thebentneedle.com</a>
Blue undershirt (3)	\$11.35	CG Exchange & Uniform Dist Center
Black socks	?	
High boots Non Scuff	\$30.00	Big 5
Elastic boot blousers	\$5.00	CG Exchange
Web belt with <b>black</b> buckle	\$3.25	CG Exchange & Uniform Dist Center
USCG AUX Baseball cap	\$11.59	PA CG Exchange & Uniform Dist Center

## Ribbon Precedence

Award Ribbons should be worn according to US Coast Guard Protocol. For example, if you have earned the following awards:

Auxiliary Commendation Award (top left)

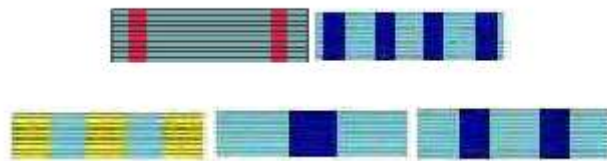
*Auxiliary Specialty Ribbon (top Right) Add a bronze star for each specialty and silver star when all are complete*

Auxiliary Operations Program Ribbon Bottom Left

Auxiliary Examiner Program Ribbon (Bottom Center) Add Star for PV

Auxiliary Membership Service Award (Bottom Right)

The ribbons should be worn as shown below.



You can determine how to wear your ribbons by going to <http://ribbons.cgaux.info/bin-cgi/ribbons.pl?/config.txt> where you can select the ribbons you have been awarded and display the correct precedence.

## Required Crew/Coxswain Survival Gear (PPE)

(PPE – Personal Protection Equipment)

**Dry Suit Liner (“Bunny Suit”)**

**Dry Suit (Orange Exposure suit optional in warmer weather)**

**Life Jacket**

**Equipment Vest with the following**

Knife

Whistle

Mirror

Flare (Not issued by CG) Required only for night OPS

Strobe

**Dry Suit Hood**

**Sea Boots (Not issued, need to be purchased ~ \$50.00)**

<b>Member Qualification &amp; Awards</b>							
	<b>Mentor's Name</b>	<b>Date Completed</b>	<b>Comments</b>				
<b>Basic Courses</b>							
ABS-About Boating Safety							
APC-Admin Procedures							
<b>Qualifications</b>							
VE-Vessel Examiner							
Instructor							
RBS-PV Program Visitor							
AN- Aids to Navigation							
IS Information Systems							
Special Operations							
<b>On Water Qualifications</b>							
POC-Paddle Craft Operator							
PWCO-Personal Watercraft Operator							
Crew							
Coxswain							
QE-Qualifying Examiner							
<b>Airborne Qualifications</b>							
Air Observer							
Air Crew							
Pilot							
<b>Operational Specialties</b>							
AUXWEA-Weather							
AUXPAT-Patrols							
AUXNAV-Navigation							
AUXC&E-Search Coordination/Execution							
AUXSEA-Seamanship							
AUXCOM-Radio Communications							
AUXOPS-Completion of all 6 specialties							
<b>Advanced Qualification/Service</b>							
Trident Device							



Example Training Plan for CREW					
Planned Date	Activity	Mentor	Location	Facility	Coxswain /Proctor
06/01/08	ABS	Aho	Pt. Ludlow	Fire Station	Self Study
06/30/08	ICS100	Meek	Internet	<a href="http://training.fema.gov/">http://training.fema.gov/</a>	Self Study
07/30/08	ICS700	Meek	Internet	<a href="http://training.fema.gov/">http://training.fema.gov/</a>	Self Study
08/03/08	8 hr TCT	Reseck	Seattle	USCG Seattle	
07/05/08	Boat Familiarization	Ryan	Pt.Ludlow	China Clipper	Ryan
07/12/08	Crew Training Patrol	Aho	Pt.Ludlow	Duchess	Aho
08/10/08	Crew Trainng Patrol	Ryan	Pt.Ludlow	China Clipper	Meek
08/17/08	SC&E Crew Training	Aho	Pt.Ludlow	Duchess	Aho
09/03/08	Towing Evolution	Aho	Pt.Ludlow	China Clipper	Aho
09/15/08	Night Operation	Meek	Pt.Hadlock	Elmore	Meek
09/30/08	Crew QE	TBA	Pt.Ludlow	Pt.Ludlow Deck	

### The Training Plan concept simply entails 4 steps

- A) Decide on the activities that interest you and the qualification you would like to attain.
- B) Sit down with your mentor and identify all the classes and tests that are required to achieve that qualification (Fill out a schedule like page 9)
- C) Schedule the study and testing activity based on the time YOU have available and the availability of classes and examinations.
- D) Execute the plan filling out page 8 as you progress. If you decide you don't enjoy the choice you made, simply change the plan and try something different. Your time is valuable to the Auxiliary and we want you to spend that time doing something you enjoy and is a challenge to you.

**Your Mentor's name is \_\_\_\_\_**

If he/she does not contact you within 30 days please contact the FSO-HR Kevin Ryan

Your mentor will assist you with various uniforms, where to buy them, where to get boots, shoes, name tags, where to put your name tag, ribbons, "USCG Auxiliary" etc. He will guide you as to what uniforms you need and make sure you get issued protective gear if you are going to be involved in Surface Operations. As an Auxiliary Member, you represent the US Coast Guard and are expected to wear the uniform correctly. If it doesn't fit and look smart, please wear civilian clothes.

You should meet with your mentor as soon as you join and have him/her help you map out a "career path" in the Auxiliary. The Auxiliary has a lot of educational programs to choose from. Some are easy, some are extremely challenging and not for everybody. You are not expected to learn everything or participate in every activity the Auxiliary is engaged in. Start with something that interests you, Vessel Examiner for instance and have your Mentor explain the steps you need to go through to obtain that qualification. Use the format on page 9 to map your progress.

As you progress and get engaged in new activities, you may get a new Mentor who has more experience in that particular field. Don't be shy about getting to know your Mentors. They are often busy people and you may need to prod them occasionally to get their attention. So call them or e-mail them. Come to the breakfasts and the membership meetings, there are ALWAYS people at those events that can answer your questions.

Have your mentor introduce you at the meetings and let people know what area you plan to get involved in.

Every organization has forms exclusive groups and the Auxiliary is no exception. In Flotilla 41 "birds of a feather" seem to flock together. Don't be shy. Join any of these small groups and I guarantee You will learn something new from the group. In addition, if you don't have the right "chemistry" with the mentor assigned to you ask the FSO-HR to assign you another. We recognize that not everybody learns the same way or relates to the same people.

So...join in, get your mentor working with you and VOLUNTEER to take on one or two of the many tasks and responsibilities of the Flotilla.

Good luck!

Ian McFall IPFC

## Member Activity Reporting

As you participate in more of the various Auxiliary activities there will be specific reports associated with those activities, such as; Patrol Missions, Vessel Safety Checks, Workshop Attendance, etc. The aforementioned reports will be prepared by the lead persons of those activities.

However, you will be responsible for reporting miscellaneous activities that aren't covered by the specialized reports. Some examples of items that are to be reported by you are; attendance at monthly Flotilla meetings, time spent studying for crew and coxswain exams, travel time to Auxiliary functions, etc. The report used for this purpose is called the *Member Activity Log (Form ANSC-7029)* and it is to be submitted monthly.

Completing the Member Activity Log is simple and straight-forward. It can be completed in a few minutes.

The Member Activity Log is an important report for you and the flotilla. It records time and effort that you devote to the organization as well as providing the Coast Guard with documentation of our Flotilla's contribution to the achievement of their mission.

You may simply fill in the 7029 and submit it via e-mail. The email reporting procedure is given below. Please note that you must have *Adobe Acrobat Reader* installed to use the Auxiliary Website Forms feature.\*

Go to <http://forms.cgaux.org/email.php>

Left Click on Red Symbol to the right of the "7029 Web Form 7029"

If you have not already logged in, you will be asked to log in at this point. Use the same user ID and Password that you use for AUX e-directory and Testing.

Left Click on "7029 Form Access" listed in the menu on the left hand column.

Left Click on "7029-Version 1.1" which will appear in the same column

Click the "New" button to start a new 7029 form. If you have already opened a 7029 form you can re-open it by left clicking the associated radio-button and clicking the "Open" button.

Dates for each day of the month are automatically filled in. If you don't want to use these dates click the icon that looks like a table with a red slash through it to clear the date column. You may then enter dates manually.

Hover your mouse over columns 99 A,B,C,D or E to see what is supposed to go in each of those columns. Enter the mileage driven and out-of-pocket costs in the appropriate columns. Do NOT include gas or other auto expense in out-of-pocket costs, this is computed from the mileage driven.

Should you have any questions about reporting, you can watch the video provided or, failing that, contact the Flotilla Information Systems staff officer (FSO-IS).

\* *Adobe Acrobat Reader*\* must be installed to use the Auxiliary website for emailing your forms. It is a free program that can be downloaded from [www.Adobe.com](http://www.Adobe.com) .Go there and click on *Get Adobe Reader* and follow the instructions.