



United States Coast Guard Auxiliary Seventh District - Division Eleven Operations Manual and Navigation Standards



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1. GENERAL PATROL POLICIES
 - 1.1. Missions. The following missions are listed in order of their priority (1st is highest). This list does not include Search and Rescue (SAR) call-outs, which have the highest priority for Auxiliary forces in support of the Coast Guard. Mission designations in support of Homeland Security include:
 - 1.1.1. Augmenting and supporting Station Sand Key such as serving as B-0 standby boat, Standardization (STAN) readiness, Ready for Operations (RFO) assessments, or operational training.
 - 1.1.2. Qualification Examination (QE) Missions for certification or recertification of operational personnel including Operational Excellence screening and testing.
 - 1.1.3. Patrols in support of disaster, contingency plans/or assessment patrols.
 - 1.1.4. Augmenting and supporting Air Station Clearwater such as C-130 support training, STAN readiness, Ready for Operations (RFO) assessments, and support to international training such as Canadian C-130 support.
 - 1.1.5. Missions in support of planned CG training.
 - 1.1.6. Operational Training Missions "Crew, Coxswains and Personal Watercraft Operator."
 - 1.1.7. Law Enforcement training support for Station Sand Key such as boarding and inspecting
 - 1.1.8. Enforcement of Laws and Treaties (ELT) training missions may be conducted on Auxiliary facilities, but the training mission must be low risk.
 - 1.1.9. Regatta and Marine Events.
 - 1.1.10. Environmental Protection Missions "Example: Monitoring Oil Spill Area."
 - 1.1.11. Aids to Navigation Patrol.
 - 1.1.12. Safety Patrols - All 01A MOM (Maritime Observation Missions).
 - 1.1.13. Area Familiarization Patrols.
 - 1.1.14. Missions in support of public education and/or public relations such as Open House, or demonstrations, or static displays.
 - 1.1.15. A list of mission types and accompanying mission codes from the Auxiliary Order Management (AOM) System is shown in Figure 1 in the appendix.
 - 1.2. Patrol Schedules.
 - 1.3. Auxiliarists shall adhere to the time, date, and patrol area(s) as shown on their division/flotilla schedules.
 - 1.4. Check your patrol schedule. If you cannot make a scheduled patrol, contact your Flotilla Staff Officer for Operations (FSO-OP) immediately. Assist your FSO-OP in obtaining a replacement.
 - 1.5. Email (preferable) or call your crew at least 24 hours in advance of your scheduled patrol with the pre-mission information. (Coxswains may also function as crew).
 - 1.5.1. Be sure to include all member numbers and cell phone numbers.
 - 1.5.2. Be sure to send a copy of the pre-mission information to the SO-OP.
 - 1.5.3. Arrive at your vessel early enough so that if you have facility problems, a substitute can be called.
 - 1.6. Crew Qualification and Fitness.
 - 1.6.1. Coxswain must insure that personnel selected to crew are currently certified.
 - 1.6.2. The use of out of division crew personnel needs to have their status verified by the SO-OP.
 - 1.6.3. Crew status may also be verified in the Auxiliary Order Management (AOM) System by the FSO-OP.
 - 1.6.4. Coxswains are responsible to inquire and assess each crewmember's physical capability or capacity to perform any mission in which the crewmember may be called upon to take part (SARs, etc.) and note limitations or disabilities.
 - 1.7. Watchstander Coordination. Check with your radio Watchstander at least a day before your scheduled patrol. Remember, all patrols must have a Radio Guard. In the event the

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flotilla cannot provide a Radio Guard, ask the neighboring flotilla or Station Sand Key to maintain your guard.

- 1.8. Uniforms. Uniforms must be "uniform," that is, each member of the crew must be wearing the same uniform. The prescribed uniform for boat crew is the Operational Dress Uniform (ODU), comprised of dark blue Auxiliary T-shirt, navy blue blouse, navy blue trousers, the ball cap with proper insignia (or Tilley with no insignia if underway) black socks and military style black boots. The Summer or Hot Weather uniform may be worn on patrols in hot weather and consists of the ODU shorts, Auxiliary T-shirt, ball cap with proper insignia (or Tilley with no insignia if underway), white socks, brown boat shoes or black or white tennis shoes, as directed by the Coxswain. All crew members must be in the same uniform with the optional exceptions for cover and shoes or boots noted above.
2. SAFETY PATROLS
 - 2.1. Primary Purpose of Safety Patrols. The primary purpose of the safety patrol is to provide a Search and Rescue (SAR) response to emergency situations, to prevent the loss of life, or damage to public and private property.
 - 2.1.1. In addition, Auxiliary boat patrols by their very presence deter boating violations that hopefully will result in lowering the number of boating accidents.
 - 2.1.2. Auxiliary boats on patrol are a visible asset that represents the Coast Guard.
 - 2.1.3. Boat crews should always display professionalism and set a good example for the boating public. This is especially important when observing minimum or no-wake zones and in and around marinas.
 - 2.1.4. Whenever feasible, training/re-training should be incorporated into safety patrols.
 - 2.2. Scheduling of Safety Patrols. Safety patrols may be conducted on any day; however, the following is a generally accepted rule:
 - 2.2.1. Safety patrols should be scheduled when recreational boat traffic is expected to be high, on weekends, holidays, or when special events are taking place, such as fishing tournaments.
 - 2.2.2. Safety patrols as a general rule should commence and terminate so that the last sweep of a patrol area is conducted after sunset.
 - 2.3. Fuel Economy on Safety Patrols. Safety patrols, under normal circumstances should be conducted at the vessel's most economical speed.
 - 2.4. Minimum Crew for Safety Patrols. Safety Patrols require a minimum of three members – a qualified Coxswain and two qualified crew.
 - 2.4.1. This is due to the possibility of a SAR response being required.
 - 2.4.2. Liability issues are at a maximum during a SAR mission; an alert well-trained crew is essential.
3. C-130 OPERATIONS SUPPORT PATROLS
 - 3.1. Dropped Equipment Retrieval. Division 11 provides retrieval services for C-130 aircraft equipment drops from USCG Air Station Clearwater. The Division Staff Officer for Operations (SO-OP) e-mails a monthly C-130 sign-up sheet to Division FSO-OPs as well as other interested parties seeking volunteer Coxswains and vessel owners.
 - 3.2. C-130 Support Schedule. The SO-OP provides the Air Station, FSO-OPs and others with a monthly C-130 support schedule. Generally, these patrols are scheduled three times a week – morning drops on Tuesday and Thursday and a night drop on Wednesday. During Standardization Periods (STAN Team), they may be scheduled four or five times a week.
 - 3.3. C-130 Patrol Activities. Participating AUXFACs (Auxiliary Operational Facilities) will rendezvous with the aircraft at the designated drop point and will normally retrieve two sets of canisters containing simulated water pumps dropped with attached parachute and attached drogue chute. Thereafter, the AUXFAC will retrieve two sets of five simulated life

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rafts and rescue packets, with approximately 1,000 feet of polypropylene line attached.

- 3.4. C-130 Active Duty Line Crew. The Air Station provides two active duty Coast Guard personnel for each mission.
- 3.5. C-130 Prior Coordination. The Coxswain should contact the Air Station Duty Officer at 727-535-1437, extension 1210 the night before and the morning of the mission to ensure that the Air Station is still going to perform the mission and has the correct info on the Coxswain and AUXFAC, where to meet the vessel and crew and drop zone.
- 3.6. TCT for C-130 Challenges. C-130 retrieval drops are often challenging. Use Team Coordination Training (TCT) to evaluate the changing situation and adjust the Green-Amber-Red (GAR) Model and mission accordingly. Safety of the crew should be everyone's primary concern. When doing your C 130 missions keep the following parameters in mind:
 - 3.6.1. For equipment deliveries into the wind (equipment and pump containers) the target will usually be a single MK 58 marine location flare. The Auxiliary recovery boat should ideally be positioned 100 yards to the left and 100 yards upwind of the smoke. In this position, the recovery boat is a safe distance from the target and the aircraft commander, who normally sits in the left seat, is able to see that the boat is clear until after the equipment is dropped.
 - 3.6.2. For crosswind deliveries (aerial sea rescue kit [ASR] – rafts in a string of five canvas bags), the recovery boat should be 200 yards right or left of the line of smokes and 100 yards past the target smoke – usually a MK 58. ASR deliveries may be upwind or downwind of the line of smoke at pilot's discretion.
 - 3.6.3. Regardless, follow all instructions given by the Aircraft Commander unless it places your crew and/or facility in danger.
 - 3.6.4. Do not approach the equipment until the Aircraft Commander gives the OK to do so. Once the equipment is retrieved move out of the drop zone. Notify the aircraft that the gear has been recovered and you are exiting the drop zone. Keep the aircraft aware of the boat's position.

4. REGATTA PATROLS

- 4.1. Regattas in General. A "regatta" or "marine event" is an organized water activity approved by the Coast Guard or other agencies. It is of limited duration and is conducted on a prearranged schedule and has public interest. Regattas involve both participant and spectator boats in activities such as, racing, water skiing, demonstrations, and similar grouped or classed marine skills and equipment. The safety of the participant boats is the responsibility of the sponsoring organization, unless they ask for Coast Guard assistance. The safety of the spectator boats is a Coast Guard responsibility, but should be verified with the event sponsors. The sponsor of the marine event is responsible for applying for approval of the event. The application must be submitted to the proper Coast Guard or civil authority at least 30 days prior to the event. For new or major marine events, the application should be submitted well in advance (90-120 days). Auxiliarists conduct regatta missions to enhance safety during approved regattas or other marine events as follows:
 - 4.2. Auxiliary Patrol Commander (AUXPATCOM). Operational Commanders may assign an Auxiliary Patrol Commander (AUXPATCOM) to carry out the regatta mission.
 - 4.3. Coast Guard Control of Regatta Patrols. The Coast Guard generally limits its control over regattas or marine events to those events which may introduce hazards to navigation, may endanger protected species, or which may impede marine traffic flow.
 - 4.3.1. Orders for Auxiliary Facilities for any event that is permitted by the Coast Guard will be approved with the following criteria.
 - 4.3.1.1. The Coast Guard will designate the number and type of Facilities for the event.
 - 4.3.1.2. Control of Facilities will reside with the Coast Guard Station where the event is taking

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- place.
- 4.3.2. If the event does not meet the above criteria, the Coast Guard will issue a Letter of No Permit (LNP) which means the event does not require a permit and Coast Guard coverage.
- 4.3.2.1. If the organization has requested Auxiliary presence, the Auxiliary can be issued orders to cover the event unless the Order Issuing Authority (OIA) objects.
- 4.3.2.2. If the organization has not requested Auxiliary help, the OIA will determine if the event is to be covered by Auxiliary assets.
- 4.3.3. No Auxiliary Facilities will normally be approved if the organization did not submit an application for the event within the timelines specified by the Coast Guard.
- 4.4. Special Local Regulations and Aids to Navigation. The CAPTAIN OF THE PORT (Sector Commander) may issue special local regulations and set up special aids to navigation to ensure the safety of life and property in the regatta or marine event area.
- 4.5. Assignment of Coast Guard or Auxiliary Facilities. The CAPTAIN OF THE PORT (Sector Commander) may assign Coast Guard units and/or Auxiliary Facilities for a regatta or marine event to control spectator and transient watercraft and to minimize safety hazards in the event area.
- 4.6. Primary Responsibility. The primary responsibility to protect participants from the hazards of the event, including other participants, rests with the sponsoring organization.
- 4.6.1. Auxiliary assets that are assigned to the regatta are to follow any safety rules and restrictions determined by the sponsoring organization.
- 4.6.2. Only assist a participant or spectator boat if agreed upon or requested by the sponsor and approved by the Patrol Commander. Know the sponsor's rules. Be aware of the construction, use, and particulars of the boats used in the regatta. During an emergency with either the participant or spectator boats, an abrupt action by an inexperienced boat crew may cause a participant's disqualification.
- 4.7. Patrol Boats Use in Regatta Patrol. Patrol boats on regatta patrol may be used two ways, either as marker boats or screen boats.
- 4.7.1. Marker boats are positioned at designated places, either stationary or mobile, to mark limits of restricted areas. The event sponsor must provide marker boats to locate turning points for the regatta participants.
- 4.7.2. Screen vessels should be used as either moving or stationary screens. These boats maneuver in formation around the perimeter of the racecourse to be between the participants and the spectators. A stationary screen boat acts in the same manner as the marker boat.
5. AREA FAMILIARIZATION PATROLS
- 5.1. Division 11 conducts several Area Familiarization patrols throughout the year to assist the crewmembers and Coxswains navigate safely outside their normal flotilla area of responsibility.
- 5.2. Members are strongly encouraged to participate to improve their skills and value to Station Sand Key.
6. OPERATIONAL EXCELLENCE (OE)
- 6.1. This is a program whereby a crew consisting of the Coxswain and Crew working together, complete a series of tasks during simulated scenarios. These tasks are evaluated by an Active Duty Boatswain. Upon satisfactorily completing those tasks, the Director of Auxiliary (DIRAUX) will issue an Auxiliary "E" ribbon and Operational Excellence Award certificate to the crew. In addition, the Operational Excellence Program "E" decal will be issued to the Owner, which may be displayed on the Owner's facility.
- 6.2. While it is preferred that only members who are Operational Excellence certified or official candidates participate in Station Sand Key requested B-0 patrols, the minimum

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requirements for all B-0 patrols are an OE Coxswain and at least one OE certified crew.

7. UNAUTHORIZED MISSIONS

7.1. Auxiliary facilities, Coxswains, and crew are not authorized to conduct law enforcement or drug interdiction missions.

8. SEARCH AND RESCUE (SAR)

8.1. Vessels Aground. Do not attempt to float a grounded vessel. WE DO NOT DO SALVAGE OPERATIONS.

8.2. Persons in the Water. Do not enter the water (only trained and qualified swimmers wearing prescribed equipment, helmet, PFD and swimming harness) are allowed to enter the water.

8.3. Fire Fighting. Auxiliary vessels are not equipped to extinguish fires that are out of control. The Coxswain should take appropriate action to assist persons on board by use of lines, etc. The Coxswain should never risk his/her life or the life of any member of the crew or take any action that will cause the vessel to become a casualty.

8.4. Vessels Taking on Water.

8.4.1. Do not place crewmembers aboard vessels that require de-watering except as a last resort.

8.4.2. Crewmembers must not be put into danger. Your onboard de-watering equipment may be offered to the crew or owner of the distressed vessel. Vessel occupants should be instructed to abandon the vessel if it becomes apparent that de-watering efforts are failing. The Coxswain should notify their order issuing authority, record and mark the location of the vessel's sinking.

8.5. Floater. If engaged in a search and you come upon a floater (dead body in the water) follow the procedure listed below:

8.5.1. Notify the order issuing authority (by cell phone - NEVER BY RADIO).

8.5.2. Secure the scene

8.5.3. Keep the body in visual sight

8.5.4. Do not attempt to recover the body

8.5.5. Treat the scene as a crime scene. (Do not touch anything)

8.5.6. Do not leave the area until relieved by CG or other Law Enforcement Agents.

8.6. Communications and Teamwork. Good communication, teamwork and preparation are the key elements to a successful conclusion to any emergency SAR case.

8.7. Division 11 Lessons Learned. Division 11 has participated in several important, life-saving persons-in-the-water cases. These situations have prompted some Team Coordination Training/Operational Risk Management (TCT/ORM) issues:

8.7.1. First of all, whenever we respond to a case, whether a come upon or a dispatch, take some time to evaluate the situation. Remember to adjust the GAR Model as the situation changes. No situation is so critical that we can't take the time to decide on the best solution. Once we do decide on a response, it must always be people over property.

8.7.2. Sometimes a person in the water doesn't want to leave his/her capsized vessel. Throw them a life jacket if they're not wearing one and throw them a type IV to hold on to. Then, evaluate if they are safe and competent to stay in the water. Some vessels are designed to be re-righted and require the operator to be in the water, i.e. Hobie cats and small day-sailers. If you deem the salvage operation safe, assist as able within constraints of Coast Guard salvage policy. The main point: to prevent a worsening of the situation. This also requires Commanding Officer (CO) approval. If you deem the salvage operation unsafe, advise the Person in the Water (PIW) and stand by to assist but do not directly support activities that you have deemed unsafe. If the PIW willingly gets out of the water, you have just saved a life and now you can determine if saving the vessel is a worthwhile endeavor.

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- Again, people over property.
- 8.7.3. If you have problems convincing the person in the water to get out after you have passed the life jacket and the throwable, contact Station Sand Key and speak with the Officer of the Day (OOD) for further instructions, assistance, advice, etc.
- 8.8. Transfer of Watchstander for SAR Prosecution. When a potential non-distress situation develops, the Auxiliary Coxswain must evaluate the situation and notify the controlling station. Therefore, it is Division Policy that while evaluating a SAR case that the facility transfer communications directly to Station Sand Key on 22A rather than relaying information through a flotilla Telecommunications Operator.
- 8.8.1. The Station must be made aware of the overall situation and the action recommended.
- 8.8.2. If an occupant of a distressed vessel requesting assistance advises that they have previously called a commercial towing company or the Coast Guard, you may not take the vessel under tow except to remove them from danger. However, you may stand by until the commercial towing company arrives and takes charge or further instructions are issued from the Coast Guard. If the towing company later announces an excessive delay (over an hour) you may engage in a tow, after the boater has notified the commercial towing company know that their assistance is no longer requested.
- 8.8.3. If the incident involves a tow, the Coxswain must advise the Station of their ability to render assistance prior to sending over a towline.
- 8.8.4. The Coxswain should pass their intended destination, speed of advance, and their estimated time of arrival at the nearest safe haven.
- 8.9. Notify Station Sand Key First. It is Coast Guard policy that, except in an emergency with immediate threat to life or property, no tow line be sent over to a disabled boat until Station Sand Key has been notified, all on-scene information has been provided, and a GAR report submitted.
- 8.10. Assess Ability to Respond and Assist. If a distress or non-distress case occurs and Station Sand Key dispatches an Auxiliary Facility to respond, the Coxswain and crew still need to take the time to evaluate the situation and their ability to handle the case.
- 8.11. Common Sense is Critical. Once a line is passed to the disabled boat, you are responsible to conduct and complete the tow in a professional manner. The over-arching thing to remember when coming upon a distressed or non-distressed disabled vessel - follow the rules and, most importantly, use common sense.
- 8.12. Instructions or Assistance. When in doubt, an Auxiliarist should contact the controlling station for instructions and/or assistance. Auxiliary Coxswains must never place their vessel or crewmembers in jeopardy.
- 8.13. Resolution Without Assistance.
- 8.13.1. Realize that many cases resolve themselves before the rescue vessel arrives on scene.
- 8.13.2. It's possible the distressed vessel solved the situation themselves or a Good Samaritan assisted them or another agency handled the case.
- 8.13.3. In those situations, Station Sand Key will have you stand down and you may never know the outcome.
9. SAR REPORTING
- 9.1. SAR Check Off Sheet. A SAR Check Off Sheet (See Figure 2) should be started immediately on engaging a "come upon" of a potential distressed vessel or craft. Prior to releasing the disabled vessel, the Coxswain or crew need to get all the information necessary to properly complete the SAR Incident Report. The SAR Incident Report form with the SAR Narrative must still be completed. The Check Off sheet is used to expedite the data gathering, organize the chronology of events, and remind the Coxswain of required notifications to Station Sand Key.

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- 9.2. SAR Incident Report.
- 9.2.1. Each Coxswain who renders, or attempts to render assistance to any person or property while on official orders shall complete a SAR Incident Auxiliary Report, CG-4612 (AUX). (See Figure 3)
- 9.2.2. Upon termination of the mission, the Coxswain must report the incident in detail to the controlling station, request a Unit Case number and MISLE number and complete the CG 4612 (AUX).
- 9.2.3. This report must be received by the Station within 24 hours, but preferably immediately after the patrol is secured.
- 9.3. Unit Case Number (UCN).
- 9.3.1. Station Sand Key will issue the Coxswain a Unit Case Number (UCN) and Marine Information for Safety and Law Enforcement (MISLE) Number only AFTER the Coxswain has supplied the Station with the details about the case as collected on the Auxiliary SAR Check Off Sheet.
- 9.3.2. A Unit Case Number (UCN) looks like a three-digit number, followed by a dash and then the two digits of the current fiscal year. A typical UCN looks like these: 008-17, 123-17, etc.
- 9.3.3. If there are any alpha characters in the UCN, then the Watchstander has erroneously passed a temporary order number to the Coxswain rather than a UCN.
- 9.3.4. The Coxswain must make sure they get the correct information.
- 9.3.5. Contact with the Station for this information is usually with the radio Watchstander and can be via email to the Watchstander (preferred), cell phone from the facility, fax (when the Coxswain gets home), or via radio (least desirable since the Coxswain will be passing personal information about the disabled vessel owner over an open radio).
- 9.4. Marine Information for Safety and Law Enforcement (MISLE) System. The Station Watchstander will enter the information provided by the Coxswain in their Marine Information for Safety and Law Enforcement (MISLE) System. This has to be done promptly, so getting the information to the Station promptly is very important.
- 9.5. SAR Narrative.
- 9.5.1. Station Sand Key participates in regular or scheduled conference call with Sector St. Petersburg and all of the other Stations under Sector. During that conference call, the Station reports on Auxiliary activity from the week before (Monday through Sunday). This includes patrols (by type), cancellations and SARs. However, the Station doesn't just report numbers of SARs; they require a narrative to be able to properly describe the case.
- 9.5.2. Therefore, all Coxswains who had a SAR during their patrol must complete a narrative as soon as the patrol has been completed about that case and distribute copies (hard copy or email courtesy copy, Cc:) as follows:
- 9.5.2.1. One Copy to SO-OP, Division 11 – for subsequent reporting to Station Sand Key
- 9.5.2.2. One Copy to FSO-OP of Coxswain's flotilla - to keep the FSO-OP apprised
- 9.5.2.3. One Copy to the Division Staff Officer for Public Affairs (SO-PA), Division 11 – to see if an article for a local paper or internal publication might be in order
- 9.5.2.4. One Copy to the Flotilla Staff Officer for Public Affairs (FSO-PA) of the Coxswain's flotilla – to see if an article for a local paper or internal publication might be in order
- 9.5.2.5. One Copy to the Division Commander (DCDR) and Division Vice Commander (VCDR) to keep them informed of division activity
- 9.5.2.6. One Copy to the Flotilla Commander (FC) and the Flotilla Vice Commander (VFC) to keep them informed of flotilla activity.
- 9.6. SAR Report Template (See Figure 4)
10. HOMELAND SECURITY
- 10.1. NO WEAPONS ON BOARD. Neither weapons nor ammunition are authorized to be carried on board Auxiliary vessels. "Carry Permits, concealed or otherwise, issued by any jurisdiction, **DO NOT authorize** the bearer to bring weapons on board.

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- 10.2. Every Patrol is a "Security Patrol". While on patrol, always be alert for any suspicious activity and report same immediately to your radio Telecommunications Operator (TCO) or directly to Station Sand Key.
- 10.3. Patrol Schedules Distribution. Patrol schedules should only be distributed on a "Need to Know" basis.
- 10.4. Email of Patrol Schedules.
- 10.4.1. Since patrol schedules contain Personal Identification Information (PII) the document will either be password protected for reading, or enclosed in an encrypted, compressed or zipped folder that is password protected.
- 10.4.2. The password to the protected files will be sent separately in a "follow-up" e-mail message.
- 11. NON-STANDARD PATROLS
 - 11.1. Non-Reimbursable Orders.
 - 11.1.1. Under normal circumstances, non-reimbursable orders are not permitted.
 - 11.1.2. AUXDATA Order Management (AOM) orders are still required, however meals, fuel, ice, oil and Standardized Auxiliary Maintenance Allowance (SAMA) are not authorized.
 - 11.1.3. A listing of the mission types and codes from AOM is shown in Figure 1.
 - 11.2. Public Education On-The-Water.
 - 11.2.1. AUXFACs participating in Public Education On-The-Water Training are expected to get underway in that program under non-reimbursable orders.
 - 11.2.2. Public Education On-The-Water Training patrols must be conducted according to the latest On-The-Water Training (OWT) Program guidelines published by National Auxiliary authorities.
 - 11.3. Burial at Sea.
 - 11.3.1. For Burials at Sea the SO-OP will get clearance from the OIA before allowing burials at sea.
 - 11.3.2. Burials at Sea, when conducted with a full crew, must use AOM orders
 - 11.3.3. All Burials at Sea must abide by Coast Guard policy as well as Florida Department of Environmental Protection (DEP) rules and regulations.
 - 11.3.4. Consult with the SO-OP to determine the proper procedures for Burials at Sea
 - 11.4. Coast Cleanup and Marine Safety Patrols.
 - 11.5. Coastal Cleanup and other marine safety patrols that may require Auxiliarists under orders to enter the water to complete shall follow the guidance below:
 - 11.6. Although the Auxiliary Operations Manual states "Auxiliarists on an Auxiliary facility that is under orders shall not enter the water during any operations", if a flotilla is planning a Coastal Cleanup Patrol or any other patrol that might require the crewmembers to enter the water from an anchored facility to wade ashore, a waiver must be obtained by the SO-OP from the CO at Station Sand Key before the patrol can be approved.
 - 11.7. The Coxswain will inform the Station when leaving the facility and when back on board the facility.
 - 11.8. Guests on Board.
 - 11.8.1. Any Auxiliary member with an employee identification number (EID) is considered a Trainee, not a Guest, and should be added to the manifest in AOM.
 - 11.8.2. Under specific circumstances, guests, i.e. non-Auxiliarists, may be permitted aboard an AUXFAC to participate in a patrol. Some of these situations include:
 - 11.8.2.1. Public Affairs event with the press aboard
 - 11.8.2.2. Division 11's "Take a Mayor for a Ride" program
 - 11.8.2.3. Coastal Cleanups
 - 11.8.2.4. Prospective new members
 - 11.8.3. The SO-OP must be advised by the appropriate FSO-OP. The SO-OP will request, in

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writing, permission from the CO at Station Sand Key. The response will be forwarded to the FSO-OP.

- 11.8.4. Any guests must be provided with proper Personal Protective Equipment (PPE), including 50MPH Personal Flotation Device (PFDs).

12. PERSONAL WATERCRAFT (PWC) OPERATIONS

- 12.1. Personal Watercraft Operator (PWO). PWCs can only be operated by a qualified Personal Watercraft Operator (PWO) or a Personal Watercraft Operator in Training (PWO-IT).

12.2. Tandem Operations.

- 12.2.1. PWCs must operate in tandem with a second craft.

- 12.2.2. The second craft can be another Auxiliary PWC facility, an Auxiliary operational vessel facility, a Coast Guard boat, or a law enforcement/public safety agency boat.

12.2.3. **If operating more than one nautical mile from shore, the second craft may not be a PWC.**

- 12.2.4. The minimum distance from shore requirement for a PWC with or without an Auxiliary operational vessel facility in tandem, may be extended at the discretion of the Order Issuing Authority or Coast Guard Operational Commander.

- 12.2.5. PWCs (1 or 2) must not be dispatched beyond the tandem craft's line of sight and the effective radio range of the PWC operator's communication equipment.

- 12.2.6. Safety boats (tandem AUXFAC) must be fully crewed by a Coxswain plus at least two crew members.

12.3. Contingency Plans and Preparation.

- 12.3.1. The Coxswain or PWO of the tandem craft and the operator of the PWC, when working together, should develop a tentative plan of action to follow should the PWC become a casualty.

- 12.3.2. Communications are essential, especially when dispatching PWCs into backwaters during SAR operations.

- 12.3.3. PWC Operators should ensure that they have a secondary means of communication on board (2nd radio or cell phone) and that all required survival equipment is on the vessel (flares, etc.)

- 12.3.4. The PWC's sound producing devices can be used in case of total loss of communication.

- 12.3.5. Training in towing procedures should be reviewed.

- 12.3.6. Towing equipment should be checked.

- 12.3.7. If possible, PWC or vessels used as the tandem boat should practice rigging and towing one another.

- 12.3.8. Prior planning and practice reduce the danger factor.

- 12.4. Use of PWCs. PWCs operating with a tandem craft may be utilized for safety patrols (daylight hours only), SAR assists, security patrols (daylight hours only), and certain marine events that require a shallow draft response. They may also be used in non-emergency come-upon situation and in emergency situations.

- 12.5. Maximum Endurance. **PWC patrols may operate for a maximum of six (6) hours during any 24-hour period.**

- 12.6. Mandatory Rest Break. **A mandatory one (1) hour off-the-water rest is required after three (3) hours of PWC operations.**

12.7. PWC Restrictions.

- 12.7.1. PWC may not operate in the following conditions:

- 12.7.2. In or near "white water" rapids, running, or swift water;

- 12.7.3. In winds greater than 25 knots;

- 12.7.4. In seas greater than three feet;

- 12.7.5. In water currents greater than ten knots;

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- 12.7.6. In or near restricted visibility;
- 12.7.7. When lightning is present;
- 12.7.8. Breaking inlets or surf;
- 12.7.9. 30 minutes or more before sunrise;
- 12.7.10. 30 minutes or more after sunset;
- 12.7.11. PWC operators must comply with State laws and regulations and must be aware of laws and regulations that are more restrictive than the conditions above.

13. RESTRICTIONS ON PATROLS

- 13.1. Liability on Orders. Orders do not guarantee liability coverage. The legal review process for any damage claim basis coverage on a review of the course and scope of employment and the specific facts involved.
- 13.2. No Law Enforcement Authority. Auxiliary members are not vested with Coast Guard law enforcement authority and shall not be used for this mission as anything other than a transportation platform.
- 13.3. Security Zone Patrols. Vessels conducting security patrols and assigned to specific security zones will not patrol outside their assigned areas without approval from the controlling station.
- 13.4. Incident with Injury or Damage. Incident reporting is a responsibility of everyone on board. Auxiliarists involved in an incident that causes injury to themselves or others while under orders or causes damage to an operational facility, public or private property, shall comply with instructions contained in the Auxiliary Claims Handbook (MLCLANTINST 5890.3A), and other pertinent Auxiliary directives and instructions. It is essential that the controlling station/order- issuing authority be quickly notified of facility/crewmember casualties that occurred while Auxiliary boat crews were executing orders, well within 24 hours after their occurrence. Any mishap must also be reported to the Flotilla Commander and Operations Officer. The Flotilla Commander must notify the Division Commander immediately upon receipt of notification from the Coxswain. Similarly, the Flotilla Operations Officer must immediately upon receipt of notification from the Coxswain notify the Division Staff Officer - Operations. Failure to report an incident may result in disciplinary action.
- 13.5. Incident with Neither Injury nor Damage. Incident reporting is a responsibility of everyone on board. Auxiliarists involved in an incident that does NOT cause injury or damage (e.g. soft grounding) while under orders shall promptly notify the controlling station / order issuing authority so that the incident is recorded in the "smooth log." Failure to report an incident may result in disciplinary action.
 - 13.5.1. Once safely ashore, the Coxswain must complete a 2692 Incident Form (OMB No. 1625-001, Expiration Date: 03/31/2019). Disregard the title on the form. This is the form prescribed by Station Sand Key for this purpose.
 - 13.5.2. The Coxswain shall also write a narrative of the incident including the location of the incident, names of all persons onboard and EIDs of Auxiliary members onboard, with a detailed description of the incident.
 - 13.5.3. The form and the narrative shall be submitted to the SO-OP as soon as possible.
 - 13.5.4. All Auxiliary members onboard must also write a statement describing the incident. The statements should be e-mailed to the SO-OP as soon as possible.
 - 13.5.5. Any incident must also be reported to the Flotilla Commander (FC) and the Flotilla Staff Officer for Operations (FSO-OP), who will notify the Division Commander (DCDR) and Division Staff Officer for Operations (SO-OP), respectively.

14. AUXDATA ORDER MANAGEMENT SYSTEM (AOM)

- 14.1. AOM Administrative Access. All FSO-OPs are required to have AOM Administrative

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- Access.
- 14.1.1. The Location Administrator will grant a request for this access once the Auxiliarist has sent his/her request to the SO-OP.
 - 14.1.2. Once Administrative Access is granted, AOM will allow the FSO-OP to request patrol orders.
 - 14.2. Requests for Patrol Orders.
 - 14.2.1. **Patrol Orders are requested by the FSO-OP.** Active duty personnel approve the orders in AOM. AOM will normally issue them electronically to the Owner/Operator
 - 14.2.2. Any movement or operation of an Auxiliary Facility requiring orders will be administered by the SO-OP of the division in which the mission is geographically being conducted.
 - 14.2.3. The active duty approving authority approves orders on Wednesday for the next week through the following Sunday.
 - 14.2.3.1. Any patrol request that is not entered into AOM by 1200 on Wednesday, will be approved on a case by case basis.
 - 14.2.3.2. For any patrol not entered into AOM by Wednesday, the SO-OP must be contacted when any patrol is requested for the eight days up to and including the next Thursday.
 - 14.2.4. Only those facilities having current registrations, inspections, Offer For Use forms, for vessels ANSC 7003 (Rev 06-11) and for Personal Water Craft ANSC 7008 (Rev 06-11), and all required and unexpired safety equipment will be recommended for approval of orders.
 - 14.2.5. Only those facilities crewed by certified crewmembers (Auxiliary and/or active duty) will be recommended for approval of orders.
 - 14.2.6. Coast Guard requested patrol orders are issued to Coxswains whose patrols are listed on the official Division Operations schedules or the Flotilla Patrol schedules and thereby approved by the Flotilla Commander.
 - 14.2.7. Other requested patrols are initiated by input from the individual owner/operators to the FSO-OPs.
 - 14.3. Temporary Orders.
 - 14.3.1. Temporary Orders are issued by Station Sand Key (generally a three-character alphanumeric number, i.e., 5CH). These temporary orders are normally only issued when Station Sand Key has called out a facility for a SAR or standby.
 - 14.3.2. This order number should be relayed to the SO-OP as soon as possible, in order for him/her to request a permanent order number.
 - 14.4. Notify FSO-OP Upon Completion or Cancellation. To ensure accurate reports going to the Coast Guard, division, and district, Coxswains should notify their FSO-OP, either by email (preferred) or phone, when a patrol is completed or cancelled.
 - 14.5. Reimbursement. The only acceptable Patrol Orders submitted for reimbursement are those issued through AOM.
 - 14.5.1. Upon completion of the patrol, the electronically-signed AOM-generated CG 5132 is automatically sent to the AOM Administrator when the patrol Owner/Operator clicks on "Complete" in AOM. It is division policy to complete the CG 5132 within 24 hours of completion of the patrol or expeditiously after refueling. If the patrol is on a Sunday, it is division policy that the patrol be completed in AOM before 0430 Monday morning, or expeditiously after refueling.
 - 14.5.1.1. The FSO-OP is responsible for monitoring the completion/cancelation of patrols by the owner/operators of their flotilla.
 - 14.5.1.2. If a patrol is not completed or canceled within the guidelines provided above, the FSO-OP will contact the owner/operator to remind them.
 - 14.5.2. In the event the Coxswain/Vessel Owner cancels a patrol the patrol must be "Cancelled" in AOM immediately and include the reason in the Comments block.
 - 14.5.3. If the CG 5132 is not completed in AOM the patrol may be rejected for reimbursement.

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- 14.5.3.1. Requests for payment received beyond the 30-day window may be paid as resources allow at the discretion of the Order Issuing Authority.
- 14.5.3.2. Remember late submissions cause considerable extra effort by the SO-OP and AOM Administrator and should be avoided whenever possible.
- 14.6. Receipts and Signatures.
- 14.6.1. CG 5132s with any line item expenditure of \$ 75.00 or more must have a scanned paid receipt attached to it via the "Browse" function.
- 14.6.2. All fuel and oil requests, no matter what amount, must have a copy of the original receipt scanned and uploaded to the 5132 in AOM to be reimbursed.**
- 14.6.3. Both the Coxswain and Vessel Owner or claimant must electronically sign the AOM CG 5132.**
- 15. MEALS ON PATROL
- 15.1. Financial Center (FINCEN) Determination. The CG Finance Center (FINCEN) will automatically determine which meals the patrol is eligible to receive reimbursement. However, the owner/operator must actively select the meal reimbursement for each member on board.
- 15.2. Directive from Chief of Operations. The following is a directive from BMCM T. J. Hudson - Chief, Operations Branch (BSX-12), Auxiliary Division, Coast Guard Office of Auxiliary & Boating Safety (CG-BSX):
- 15.2.1. There have been many questions and concerns about meal rates and times, i.e. "I get underway at 0800 therefore I should get reimbursed for Breakfast". The answer is NO. It is viewed that if you get underway at the last possible minute of a meal time you will not be reimbursed since you should have already eaten.
- 15.3. Underway Times for Meal Reimbursement. You may be reimbursed for meals during the meal times shown below. However, if your patrol ends half hour after the start of a meal, you will not be reimbursed for that meal. If your patrol starts half hour before a meal ends, you will not be reimbursed for that meal. To be reimbursed for a meal, your patrol must be underway for more than 30 minutes of that meal. Standby time does not count toward a meal allowance. Meal hours are shown below and underway cutoff times are shown for each meal.
- 15.3.1.1. Breakfast: 0430-0800. However, if your underway time ends before 0500 – no reimbursement for Breakfast; if your underway time begins after 0730 – no reimbursement for Breakfast.
- 15.3.2. Lunch: 1030-1400. However, if your underway time ends before 1100 – no reimbursement for Lunch; if your underway time begins after 1330 – no reimbursement for Lunch.
- 15.3.2.1. Dinner: 1630-2000. However, if your underway time ends before 1700 – no reimbursement for Dinner; if your underway time begins after 1930 – no reimbursement for Dinner.
- 15.3.2.2. Mid-Rations (Mid-Rats): 2230-0200. However, if your underway time ends before 2300 – no reimbursement for Mid-rats; if your underway time begins after 0130 – no reimbursement for Mid-Rats.
- 15.4. Itinerary Including Standby (23A) Times. Coxswains must add the itinerary, and include the standby times (23A) for pre-underway and post-patrol debrief, before selecting crew members to indicate authorized meals.
- 15.5. Meals at Station Sand Key. When a facility is at Station Sand Key as a B-0, training or other Station requested activity, the crew is entitled to a meal at the Station. The Coxswain must drop off a copy of the preliminary 5132 to the Food Service Petty Officer with the

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crew listed. The crew must still sign the meal sheet at the Station when served the meal. When completing the patrol in AOM, the Coxswain must be sure to check the meal provided under "Government Provided".

- 15.6. Coxswain Checks Meals in AOM. AOM does not automatically check the meals on the 5132. The Coxswain must click each crew member and check those meals that is/are appropriate.
16. REFUELING
- 16.1. Refuel at SSK. When feasible, AUXFACs should fuel up at Station Sand Key.
- 16.2. Government-Provided Check Box in AOM. Remember to check off Government Provided when doing this.
17. AUTOMATIC 7030 REPORTING.
- 17.1. 7030 Reporting. AOM will automatically generate the 7030 based upon the itinerary inputted by the owner/operator. This itinerary must be detailed and complete showing any changes in the patrol status. The AOM itinerary must match the appropriate radio log in case there is an audit of the patrol.
- 17.2. Patrol Completion in AOM. The FSO-OP is responsible for making sure that the owner/operator completes the patrol in AOM in a timely fashion.
- 17.2.1. Weekend Patrols. If the FSO-OP requests a patrol for an owner/operator on the weekend, the owner/operator must be informed that the patrol needs to be completed in AOM as soon as practical after the patrol is over or if cancelled, it must be cancelled in AOM immediately.
- 17.2.2. The FSO-OP should check in AOM to be sure all patrols in their flotilla are either completed or cancelled on Sunday no later than 1900 or when the last patrol has been completed.
- 17.2.3. The SO-OP will check the status of the patrols for the week early on Monday morning and use this information to complete the weekly report for Station Sand Key.

DIVISION 11 NAVIGATION STANDARDS

18. PURPOSE OF NAV STANDARDS

- 18.1. This Instruction promulgates navigational policies and procedures to be followed by all boat crews to include Coxswains, crewmembers and personal watercraft operators.

19. NAV STANDARDS CALL TO ACTION

- 19.1. All Operations Officers and Coxswains shall become completely familiar with the navigation standards herein and shall read, understand and comply with these instructions

20. NAV STANDARDS DEFINITIONS

- 20.1. Safety: Pursuant to 29 CFR 1910 of the Occupational Safety & Health Administration (OSHA), safety is defined as the "elimination or control of a hazard to obtain an acceptable level of risk". In addition, mitigation of said risk can be accomplished by one of three ways:
 - 20.1.1. Establish or improve administrative policies
 - 20.1.2. Install engineering control measures or
 - 20.1.3. Personal Protection Equipment (PPE).
- 20.2. Surf: In the Coast Guard, surf is determined to exist when breaking seas exceed eight (8) feet and/or when, in the judgment of the CO/OIC, rough bar/surf conditions exist, and/or whenever there is doubt in the mind of the Coxswain as to the present conditions.
- 20.3. Shoal Water: An area or body of water that is dangerous to navigation.

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- 20.4. High Speed: High Speed is defined as speeds of 30-knots or greater. High speed maneuvers and rapid acceleration/deceleration are stressful to the crew and boat and should only be used when absolutely necessary for training and operations. All Coxswains shall operate their boats in a professional manner in accordance with Rule-6, NAVRULES.
- 20.5. Navigational Zones: The following navigational zones are used for shore based boat operations:
- 20.5.1. Restricted Waters - All waters up to three (3) nautical miles from shore, including inlets, harbors, and harbor approaches where additional risk assessment is contemplated before a vessel transits into a particular area due to increased traffic density, shoal water, known hazards, or the vulnerability of a vessel to cause wake damage.
- 20.5.2. Coastal: All waters contained seaward of the territorial sea line/baseline and shoreward of the three-nautical mile line identified on charts 11409, 11411, and 11412.
- 20.5.3. Open Ocean: All waters three (3) nautical miles or more from a shore line and from any known hazard.
21. AREA OF RESPONSIBILITY
- 21.1. Station Sand Key's AOR covers both inland and off shore for Auxiliary vessels.
- 21.2. Northern boundary:
- 21.2.1. Aripeka; 28° 26.2' N.
- 21.2.2. Auxiliary response, normally no more than 10 NM/270° unless a waiver is granted.
- 21.3. Southern boundary:
- 21.3.1. Johns Pass; 27° 46.9' N.
- 21.3.2. Auxiliary response, normally no more than 10 NM /270° unless a waiver is granted.
- 21.4. Intra-coastal Waterway. Sand Key's AOR also includes portions of the ICW, the Anclote and Pithlachascotee Rivers, Hurricane Pass, Clearwater Pass and Johns Pass. Navigation in these areas requires the utmost care, precision and vigilance.
22. SAFETY EQUIPMENT POLICY:
- 22.1. Personal Floatation Device (PFD).
- 22.1.1. A properly outfitted personal flotation device shall be worn at all times.
- 22.1.2. PFDs with an impact rating of 50 MPH must be worn by all crewmembers.
- 22.1.3. PFDs MUST be worn at all times when conducting on the water evolutions or, when performing work on or near the water such as refueling dockside, or assisting in tying off vessels.
- 22.2. Required Personal Protective Equipment (PPE). The following equipment MUST be attached to each PFD or a Search and Rescue (SAR) Vest worn over the PFD:
- 22.2.1. A whistle
- 22.2.2. A Personal Marker Light (PML) or strobe light
- 22.2.3. A mirror (preferably a "signaling" mirror)
- 22.2.4. Reflective Tape on PFD
- 22.2.5. A Class "B" Personal Locator Beacon (PLB) (if issued)
- 22.3. Optional Personal Protective Equipment (PPE). It is recommended that the following additional equipment be attached to each PFD:
- 22.3.1. Knife
23. COMMUNICATIONS
- 23.1. Notify Station Sand Key. On the day of the patrol and prior to your patrol, Station Sand Key must be notified via landline. Requested information regarding your patrol must be provided to the Watchstander. The Station has the authority to cancel your patrol.
- 23.2. Trailing. If trailing your vessel, call Station Sand Key prior to leaving home via landline. Similarly, if you trailer your vessel, after the patrol, prior to loading your vessel on

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the trailer secure your patrol (off the water) through the radio watch. When you reach your destination, call Station Sand Key via landline to advise that you are safely at home.

23.3. Position Reports.

23.3.1. While on patrol, the Watchstander normally **calls the vessel** to request operations status and position reports at least every half-hour or more frequently if Station Sand Key requires (i.e., during reduced visibility, during prosecution of a SAR, etc.)

23.3.2. If you do not get a request for ops and position from the Watchstander after 40 minutes, you should initiate the report, ascertain why the 30-minute call was missed, and confirm that the next report is due in about 20 minutes, to be initiated by the Watchstander .

23.4. Transmissions. Keep transmissions clear and brief using proper “prowords.”

23.5. Call Sign. Your radio call number is the vessel number, not the Coxswain’s number. That is, the full vessel number is the boat length, division and flotilla number followed by the vessel owner’s last three digits of his/her member number (i.e., 21-11- 08-123). The call sign is the flotilla number (two or three digits, without a leading zero) and last three digits of owner’s number (e.g., 9123 or 10123).

23.6. Patrol Information. Pre-mission detail will include the cell phone numbers of the Coxswain and all crewmembers. **These phones will be carried or stored in a manner that at a minimum of one member on the crew will hear it.** If patrol is being covered by a flotilla radio TCO, that person should receive a copy of all participating AUXFAC’s pre-mission detail. The appropriate FSO-OP and the SO-OP must also be copied with all pre-mission detail reports.

23.7. Radio Frequencies.

23.7.1. Before getting underway, the Coxswain or assigned crewmember will verify that the vessel’s primary radio (best range and reception) is on the primary assigned frequency.

23.7.2. By operations policy, the following frequencies are the default for the Watchstander’s organization, but may be designated to an alternate frequency by explicit agreement.

23.7.2.1. Navigation Rules – 16A (hailing and distress only)

23.7.2.2. Station Sand Key – 22A

23.7.2.3. Air Station Clearwater C-130 Pilots – 22A (alternative 23A or 83A)

23.7.2.4. Flotilla Radio Room – 83A

23.7.2.5. Additional Working Channel, if necessary – 81A

23.7.2.6. Regatta Frequencies – Coxswains and/or Operations Officers should coordinate, in advance of regattas or other underway events, additional frequencies for committee boats, safety boats, and law enforcement, as available.

24. COMMS CHECKS AND OPERATIONS REPORTS

24.1. Underway Ops Reports. Communication checks with the Station shall be completed **every 30 minutes** giving operational status and position.

24.2. Frequency in Reduced Visibility. Report every **15 minutes** during periods of reduced visibility (**less than 1,000 yards**)

24.3. Frequency in Cold Water. Report every **15 minutes** when the water temperature falls **below 60°F.**

24.4. Designated by the Officer of the Day (OOD). At all other times report as designated by the OOD at the Station.

24.5. Ops and Position Reports. The Watchstander at Station Sand Key or the TCO at the

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flotilla radio room will call the AUXFAC as close to the scheduled time as possible for an ops and position report, via primary VHF radio. If the AUXFAC does not hear from the Watchstander or TCO at the scheduled time, the AUXFAC should confirm that the radio is on the proper frequency and establish contact with the Watchstander or TCO.

- 24.6. No Transmissions in the Blind. AUXFACs will not transmit position/ops information "in the blind." Two-way communications must be established.
- 24.7. Ready to Secure Patrol. At the conclusion of the patrol, go through the radio TCO (if using a flotilla radio watch) to advise Station Sand Key that the vessel is safely moored and securing from patrol. Wait for an acknowledgement from Station Sand Key prior to removing the vessel from service.

25. LOST COMMUNICATIONS PROCEDURES

- 25.1. Contact Not Established after five (5) Minutes. If the Watchstander or TCO cannot establish contact with the vessel for five minutes past the scheduled time (t+5), the Watchstander or TCO will attempt to contact vessel via VHF on the primary assigned frequency, then on the secondary Channel 16. If unsuccessful, the Watchstander at Station Sand Key will call the SO-OP to initiate calls going down the Coxswain and crew cell phone list. The flotilla TCO will initiate calls using the cell phone numbers of the Coxswain and crew provided on the pre-mission detail. After communication is reestablished, all return to the primary assigned frequency.
- 25.2. Contact Not Established after 10 Minutes. If contact is not made with a vessel after an additional 10 minutes (t+15) using the cell phone numbers, the TCO or SO-OP will immediately notify Sand Key at (727) 596-8666 of the loss of communications. Have all crew/vessel information at hand and follow their instructions.

26. COLD WATER OPERATIONS

- 26.1. Prior Planning.
- 26.1.1. Expected temperatures can be looked up on the Internet, on local TV stations, the National Weather Service and in the weather notices that Henry Loscher sends out to the division.
- 26.1.2. Prior to cold weather, check all your mustangs to ensure they are serviceable and ready for use.
- 26.2. Protective Clothing 50/50 Box. (See Figure 5)
- 26.2.1. The 50/50 Box reflects the minimum required equipment for water temperatures and air temperatures.
- 26.2.2. Additional protection may be required by OIA or worn at the crewmember's discretion.
- 26.3. Responding to Changing Conditions.
- 26.3.1. The **official site** used by Station Sand Key for the current air and water temperature is:

https://tidesonline.nos.noaa.gov/plotcomp.shtml?station_info=8726724
- 26.3.2. An example graphic with air temperature in blue and water temperature in red is shown in Figure 6.
- 26.3.3. On patrols with water temperatures of 60 degrees or lower, crews must wear Anti-Exposure Suits (Mustangs). All persons on board must wear the mustangs. If the air temperature is sufficiently high, the Coxswain of the patrol may ask for a waiver to not have to don the mustangs. All waivers must go through the SO-OP or designee, who will call the Station. However, the mustangs still need to be aboard. NOTE: There are times when Station Sand Key may request that all personnel have mustangs on and/or on board even though the water temperature is above 60 degrees. This most typically happens when the weather is expected to change for the worse or the mission is expected to

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- continue into the evening.
- 26.3.4. When the air temp is in the 50's and water temp is above 60, we need to carry the mustangs onboard; donning them is optional at this point. If the air temp is in the 40's and water temp is above 60, be prepared to wear the suits; the OOD at Station Sand Key will advise when the Coxswain calls in prior to the mission.
- 26.3.5. The OIA may waive, on a single sortie basis, the wearing of hypothermia protective devices in accordance with the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series), only after a determination that the risk associated with crew performance degradation, thermal stress, and environmental considerations are offset by the benefits associated with the waiver. This waiver provision is provided to ensure the OIA has optimal flexibility in mission planning. However, the waiver provision is not authorization to justify granting blanket waivers as standard operating procedure. If an OIA waives the wearing of hypothermia protective devices, Auxiliarists are still required to carry them onboard the facility.
- 26.3.6. Coxswains shall ensure all personnel including scheduled passengers don hypothermia protective devices when the conditions considered for granting the waiver are exceeded.
27. TOBACCO USE ON PATROL
- 27.1. Prohibited Use. NO use of tobacco products, including e-cigarettes, is permitted while on CG Auxiliary facilities under orders.
28. MOB / KILL SWITCH
- 28.1. Worn on Vessels. The MOB / Kill Switch (if equipped) shall be worn by the Coxswain/operator at all times while underway.
- 28.2. Worn on PWCs. PWCs must be equipped with a kill switch and it must be connected to the Operator at all times.
29. NAVIGATIONAL BRIEFS:
- 29.1. Pre-underway. Coxswains shall conduct a navigation brief with their boat crews prior to getting underway. The following topics shall be covered:
- 29.1.1. Weather Forecast (i.e. visibility, fog, rain, day/night, chance of rain, etc.)
- 29.1.2. Sea State (i.e. swell, surf conditions, light chop, etc.)
- 29.1.3. Tides (i.e. ebb, flood, slackwater, current direction and speed in knots, etc.)
- 29.1.4. Wind (i.e. direction, and speed)
- 29.1.5. Temperature/Barometer readings
- 29.1.6. Sunrise/Sunset
- 29.1.7. Sea surface water temperature
30. BOAT CREW BRIEFS
- 30.1. Changing Conditions. At a minimum, boat crew briefs shall be conducted prior to getting underway and prior to entering restricted waters from Open Ocean. Crew briefs shall be tailored to meet the requirements of the specific mission and shall include the following information:
- 30.1.1. Conduct risk assessment and mitigation analysis. The standard worksheet for conducting an effective mission risk and mitigation analysis using the Green-Amber-Red (**GAR Model**) is shown in Figure 7.
- 30.1.1.1. Green (0-23): U/W without restriction.
- 30.1.1.2. Amber (24-38): U/W after thorough discussion of all categories of 05 or higher. The Station must be informed before the patrol proceeds.
- 30.1.1.3. Amber (39-44): Brief the Station and attempt to mitigate the risk. The Station will have the final say as to whether the patrol may proceed.
- 30.1.1.4. Red (45>): Brief the Station and re-evaluate mission "Risk v. Gain". Unless the risk is mitigated to an Amber status, the Station will not usually allow the Auxiliary patrol to proceed.

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- 30.2. Guidelines for GAR.
- 30.2.1. It is important that the Coxswain and crew perform a Risk Assessment before and during every patrol. **When the GAR score is called in, the Coxswain has to also report to the Watchstander or TCO the item(s) with the highest score.** The GAR score and the score for the highest item will be incorporated into all initial underway transmissions. It will also be looked at if there is a mishap and it can be pinpointed to the highest score in the GAR model and ways it could have been mitigated will be examined.
- 30.2.2. The Detailed Risk Assessment worksheet shown in Figure 8 is a quantitative guide, and only a guide, for Effective Mission Analysis using the GAR Model. It is not a prescribed formula for calculating risk or GAR score. You must still apply judgement, local knowledge, good seamanship, and common sense to assessing and mitigating risks.
- 30.2.3. Crew position assignments.
- 30.2.4. Review of charts and intended track/ patrol area.
- 30.2.5. Safe speed for mission and/or conditions.
- 30.2.6. Hazards to navigation (i.e. Aids to Navigation [ATON] discrepancies, Broadcast Notice to Mariners/Local Notice to Mariners (BNM/LNM), anticipated traffic, etc.)
- 30.2.7. Environmental considerations including tides, currents, weather, etc.
- 30.2.8. All other items required by the Boat Crew Seamanship Manual, M16114.5C.
- 31. DEBRIEFS
- 31.1. Post-mission Debrief. A debrief shall be conducted post-mission and after any mishap to evaluate and recognize performance, discuss lessons learned, and prescribe corrective action.
- 32. SIGNIFICANT NAVIGATIONAL OR ENVIRONMENTAL RISKS
- 32.1. Area of Responsibility (AOR) Hazards. Sand Key's AOR encompasses rivers, shallow waters, and harbors with unusual tides and currents coupled with uncharted navigational hazards.
- 32.2. Vigilance in Hazardous Area. Navigation in these areas requires the utmost care, precision and vigilance:
 - 32.2.1. Restricted waters in the Northern AOR in the vicinity of Aripeka;
 - 32.2.2. Hurricane Pass, Honeymoon Island, and Anclote Key;
 - 32.2.3. Pithlachascotee River;
 - 32.2.4. Any area designated as a Manatee Zone.
- 33. ALARM MANAGEMENT
- 33.1. Use of Depth Alarm. If boats are equipped with a fathometer with appropriate depth alarms set, these alarms shall not be turned off or permanently silenced while the boat is underway.
- 33.2. Depth Offset for Boat Draft. If the Coxswain/operator uses an offset for their fathometer, the crew must be briefed.
- 34. REQUIRED PAPER CHARTS:
- 34.1. Up-to-Date Charts Onboard.
 - 34.1.1. The up-to-date paper charts of the AOR where the facility will be operating shall be carried on each boat.
 - 34.1.2. The Coxswain shall ensure the latest Local Notice to Mariners (LNM) is available for reference.
 - 34.1.3. The charts that are required are:
 - 34.1.3.1. 11411 for areas south of the Anclote River;
 - 34.1.3.2. 11409 for areas north of the Anclote River;
 - 34.1.3.3. 11412 for anticipated operations 10 miles off-shore.

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35. CELL PHONE POLICY
- 35.1. Emergency or Mission Use Only. Cell phone usage for voice, text or apps, during a patrol should be restricted to emergencies only or mission purposes.
- 35.2. No Use at Helm. The person at the helm can never use a cell phone while underway. If it is necessary that the person at the helm must use a cell phone, he/she must relinquish the helm to another crewmember.
- 35.3. Notify Coxswain – Reassign Lookouts. Other people who need to use a cell phone must inform the Coxswain that they will be on the cell phone so the Coxswain knows they are no longer able to perform their other duties.
- 35.4. Cease Making Way. If there are only two members aboard a boat underway, the boat must be brought to a complete stop before a cell phone can be used.
- 35.5. Cell phones can be used during a lost communication situation.
36. SHOAL WATERS AND SURF:
- 36.1. Minimum Depth for Safe Navigation. Operating in depths less than the safe navigational draft of the facility is prohibited unless urgent SAR dictates that the “Gain outweighs the Risk” and/or approved by the Command Duty Officer.
- 36.2. No Operation in Surf. No Auxiliary facility may operate in surf under any circumstances.
37. DAMAGE CAUSED BY WAKE
- 37.1. Coxswain Responsibility. In ALL circumstances, the Coxswain is responsible for any damage caused by the boat’s wake. Urgent SAR, etc. does not alleviate him/her of this responsibility.
38. AUXFAC OPERATIONAL AND NAVIGATIONAL LIMITS:
- 38.1. Navigational Limitations of the Facility. The Coxswain shall have an in-depth knowledge of the operational and navigational limitations of the facility in which they are in charge.
39. PRUDENT OPERATION
- 39.1. Operation Within Safe Parameter and Guidelines. The Coxswain shall operate the facility prudently and within established parameters and guidelines contained in written and/or verbal directives and instructions.
- 39.2. Optimal and Economical Operation. Auxiliary Facility operators shall be cognizant of optimally efficient cruising speeds and operate in the most economical manner while underway, except when responding to distress situations.
- 39.3. Safety First. Situational awareness and due regard will be maintained by all personnel...safety first!
40. SMALL CRAFT ADVISORIES (SCA)
- 40.1. No Underway Operations in SCA Conditions. No Auxiliary vessels will normally be allowed to operate while a small craft advisory is in effect. Information on the area affected and duration of a small craft advisory can be found by contacting the National Weather Service in Tampa or via the Internet at: <http://www.srh.weather.gov/tbw>
- 40.2. SCA Exceptions. At the **discretion of the CO/OIC** of the controlling station, orders may be issued and operations allowed under SCA conditions if any one of the following conditions exist:
- 40.2.1. Auxiliary vessel is placed in a stand-by status
- 40.2.2. Auxiliary vessel is permitted to operate in a specific area not affected by the small craft advisory [i.e., sheltered areas of the Intracoastal Waterway (ICW), rivers, lakes, etc.]
- 40.2.3. Emergency situations

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- 40.2.4. Other situations deemed necessary by the CO/OIC of the controlling Coast Guard station
- 40.3. Seek Safe Harbor. If an Auxiliary facility is already underway on a scheduled patrol and a small craft advisory is issued, the CO/OIC of the controlling station has the option of either canceling the patrol or directing the Auxiliary vessel to a safe harbor or mooring where they will remain in a stand-by status for the controlling station until the advisory is lifted or the patrol period is complete.
41. PERSONAL LOCATOR BEACONS (PLB)
- 41.1. Terminology. Personal Locator Beacons (PLB) are synonymous with what was formerly called Emergency Position Indicating Radio Beacon (EPIRB) or Personal Emergency Position Indicating Radio Beacon (PEPIRB):
- 41.2. Purpose. It is the intention of the Coast Guard to provide all active crew/Coxswain qualified personnel with a Personal Locator Beacon (PLB) to carry on their person for all authorized operations. The PLB may be carried on a Personal Flotation Device (PFD) or Search and Rescue (SAR) vest. Instructions for mounting of the PLB on the PFD or SAR vest and required maintenance records are covered in COMDTINST M10470.10G "Rescue and Survival Systems Manual".
- 41.3. Maintenance. No repairs or maintenance beyond monthly testing are to be performed by Auxiliarists. No attempt is to be made to open the case or remove the battery on a PLB.
- 41.4. Personal Units. Each certified crew/Coxswain is issued a PLB to be mounted on their SAR vest or PFD. The crewperson/Coxswain will complete and execute an AF538 form to be kept on record by the respective Flotilla/Division R&SS assigned Officer. The individual shall also be responsible for monthly testing and required record keeping for the PLB.
- 41.5. General Units (Ready Locker). In cases where a PLB is necessary to be shared by various crew/Coxswains on different missions, the PLB will be issued to an OPFAC owner. The OPFAC owner will complete and execute an AF538 form for that PLB and be responsible for it and shall also be responsible for monthly testing and required record keeping for the PLB.
- 41.6. NOAA Registration.
- 41.6.1. Units issued before June 1, 2016: PLB holders are to continue re-registering their PLB every two years with NOAA (after receiving a reminder from NOAA) until the battery expiration date (end of the month listed on the unit).
- 41.6.2. Units issued after June 1, 2016: PLBs that were distributed by the C.G. are already registered with NOAA and will continue to be registered by the C.G. No registration renewal actions are necessary on the part of the PLB holder.
- 41.7. Registration Renewal.
- 41.7.1. The registration with NOAA requires updating every two years.
- 41.7.2. If the PLB is registered in your name, you are required to properly update the registration prior to the expiration date.
- 41.7.3. If the PLB is registered to the Coast Guard the Coast Guard will continue re-registering the PLB with NOAA every two years, as necessary.
- 41.8. Battery Expiration.
- 41.8.1. PLBs have a battery expiration stamped on the battery pack or on label. The battery expires every five years.
- 41.8.2. The Flotilla R&SS Officer is to be notified three **(3) months** in advance of a battery expiration date, who will forward the notification to the Division R&SS Officer who will coordinate a replacement unit from Station Sand Key.
- 41.8.3. A new Maintenance Card will be created with the replacement PLB information and monthly testing will begin within thirty days after the issue.

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- 41.8.4. When a PLB is turned in for replacement, an entry shall be made in the original AF538 indicating the date taken out of service.
- 41.9. Record Keeping.
- 41.9.1. Personal Units. Each individual that has been issued a PLB for personal use shall test that unit, once per month as described in document KB0040.0 "PERSONAL LOCATOR BEACONS (PLB)". The results of the test shall be recorded in a form similar to that found in COMDTINST M10470.10G Rescue and Survival Systems Manual, Appendix A, page A1 –"APPENDIX A Rescue & Survival Systems/Equipment Maintenance Record". The form shall be signed and a copy sent to the individual's flotilla R&SS Officer for record keeping. All information entered on the form may be printed, except for the "Signature" which must be signed.
- 41.9.2. General Use Units (Ready Locker). Each individual who has been issued PLBs for use by multiple persons shall test each of those units, once per month, as described in document KB0040.0 "Personal Locator Beacons (PLB)". An individual Maintenance Record sheet shall be maintained for each PLB as described for Personal Units above, shall be kept by the assignee of the PLB.
- 41.10. Testing.
- 41.10.1. PLBs should be tested, monthly, according to manufacturer's instructions, and reported on the Maintenance Card.
- 41.10.2. If the unit test indicates proper operation, the Maintenance Card should be updated and signed (manually), scanned, and a copy sent to the Flotilla R&SS Officer and the Division R&SS Officer.
- 41.10.3. If the unit test indicates faulty operation, PLB holder should coordinate with the Flotilla R&SS Officer to turn-in the entire unit to the Division R&SS who will take the unit out of service and coordinate with Station Sand Key for a replacement unit, registered to Station Sand Key, to be issued to the holder.
- 41.10.4. A new Maintenance Card will be created with the replacement PLB information and monthly testing will begin within thirty days after the issue.
- 41.11. Audit of Records.
- 41.11.1. Each flotilla shall assign a member to serve as the Flotilla Rescue and Survival Systems Officer.
- 41.11.2. This Officer shall:
- 41.11.2.1. Have available for inspection, copies of all AF538 forms for PLBs issued to their flotilla members
- 41.11.2.2. Have available for inspection, copies of monthly PLB testing records from flotilla members that have been issued one personal unit or shared units for the Coxswain's Ready Locker.
42. MINIMUM CREW REQUIREMENTS
- 42.1. Three Crew Minimum. Patrols operating within Division 11 AOR are required to have a minimum of three crewmembers for vessels up to 40 feet. However, patrols operating inside the COLREG Demarcation Line (Inland Waters Only) in our area may operate with a two-member crew. This is only applicable in good weather conditions, on AUXFACs under 26' and during daylight hours.
- 42.2. Two Crew Exception. The two-crew option must be approved by Station Sand Key. Vessels operating with a two-member crew specified above will not be considered SAR available by the Station. Coxswains should carefully consider the capability of their crewmember if they opt for the two-member crew since a "come upon" SAR case is always a possibility.
- 42.3. SO-OP Notification. If the patrol has less than the minimum crew requirements, the SO-OP must be notified before the mission begins and he/she will call the Station. Under no circumstances can the patrol begin until the SO-OP confirms permission for the patrol.

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43. MAXIMUM PERSONS ON BOARD (POB)
- 43.1. Capacity Plate Limit. Except in a life-saving emergency (such as a burning boat or rescuing drowning victims) Coxswain shall not allow more persons on board than prescribed in the capacity plate and the Offer for Use.
- 43.2. B-0 Patrol Considerations. For B-0 patrols, Coxswains should allow room on board for victims or rescued persons in the water. Trainees are not allowed on B-0 patrols and typically, no more than three (3) crew members are necessary.
- 43.3. C-130 Patrol Considerations. For C-130 patrols, Coxswain should keep in mind that the facility will have to carry two Auxiliarist crew, two active duty line handlers, and extensive equipment dropped from the C-130 and retrieved.
- 43.4. Swimmer Retrieval Considerations. For Canadian C-130 drops and Open House exhibitions, an Auxiliary facility may have to pick up a swimmer until a helicopter arrives to hoist the swimmer or until the swimmer can be safely disembarked on a Coast Guard vessel or dock. Be sure to have your boarding ladder available and in working order.
44. OPERATING PARAMETERS
- 44.1. Non-Standard AUXFACs. There are no standard Auxiliary Boats. The safest way to classify Auxiliary Boats is by draft.
- 44.1.1. PWCs are able to work in charted depths of 1.5 feet or greater.
- 44.1.2. Coxswains need to be familiar with the drafts of the facility and the depths of the water in their area.
- 44.1.3. They must operate the facility safely according to the charted depth.
- 44.1.4. Normal procedures are that boats should operate in marked channels.
- 44.1.5. Boats should **not** operate in charted waters **less than twice the draft of the facility**. For example, if the facility has a draft of 18 inches, the boat normally should not operate in charted waters less than 36 inches (three feet).
- 44.1.5.1. This is a guideline that will be used when processing any damage claims.
- 44.1.5.2. The guideline should not restrict the operation of the facility if the Coxswain and crew feel it is safe to operate in charted waters less than twice the draft of the facility.
45. PATROL HOURS
- 45.1. Duration. Normal boat patrols are four to six hours in length.
- 45.2. Adjustments. Coxswains may adjust boat patrol hours according to local conditions or as the mission dictates.
- 45.3. Maximum. No boat patrol can be longer than eight hours unless the Coxswain obtains authorization for extra hours from the OIA via the SO-OP.
- 45.4. Fatigue and Rest. Fatigue standards for Auxiliary boats with required rest periods are shown in Figure 9.
46. LINE HANDLING COMMANDS
- 46.1. To avoid confusion especially when working with the active duty Coast Guard, all Coxswains and crew are asked to use the standard line handling commands shown in Figure 10.
- 46.2. The standard line handling commands must be used during all B-0 patrols.
- 46.3. Commands in the table shown with an asterisk (*) are not standard to the active duty Coast Guard.

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Code	Mission	Abbreviation
01A	MARITIME OBSERVATION	MOM
02	REGATTA-SAFETY ZONE SUPPORT	REGATTA
03	NAVIGATION SYSTEMS PATROL	CHART
07D	COAST GUARD OPERATIONS SUPPORT	OPSSUPT
20B	OPERATIONAL SUPPORT	RADIOWATCH
22A	OPERATIONS TRAINING QUALIFICATIONS	TRNQUALS
22B	OPERATIONS TRAINING	OPSTRNG
23A	SAR STANDBY-BRAVO STATUS	STANDBY
24	SAR PROSECUTION	SAR
28G	INITIAL POLLUTION RESPONSE	POLLUTIONRSP
41	GOVERNMENT SUPPORT (FEDERAL)	FEDERAL
42	GOVERNMENT SUPPORT (STATE)	STATE
43	GOVERNMENT SUPPORT (LOCAL)	LOCAL
53	ICE RECONNAISSANCE	ICERECON
54A	LOGISTICS MISSION	LOG
70B	MARINE ENVIRONMENTAL PROTECTION RESPONSE- DETECTION	MEPRES
70D	VESSEL VERIFICATION (HARPAT)	VSLVERIFVISIT
70E	CONTINGENCY PLANNING	CONTPLAN
70F	WATERWAY MANAGEMENT SUPPORT	WWMGMT
70M	MARINE SAFETY OBSERVATION SUPPORT	MSSOBS
70N	SEA PARTNERS-ENVIRONMENTAL	SEAPART

FIGURE 1 – AOM MISSION TYPES AND CODES

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CG AUX SAR CHECKOFF SHEET UCN: _____ MISLE #: _____ Report Date: _____

GAR: Color: _____ Rating: _____ Highest Factor(s): _____ Score: _____

On-Scene: Seas (ft) _____ Wind Speed (kts): _____ Wind Dir(°T): _____ Water Temp (°F) _____ °F
 Visibility (nm) _____ Sky _____ Precipitation _____

Body of Water: _____ Channel: _____ Nearest ATON: _____

Distressed Unit: Boat Name: _____ POB: Adults _____ Children _____

Registration (FL Numbers) / Doc Numbers of Distressed Unit: _____

Propulsion: Inboard _____ Stern (I/O) _____ Outboard _____ Jet _____ Paddle/Oar _____

Nature of Distress: _____

Description of Distress Unit: Length: _____ Ft Color: _____ / _____

Est. Value: \$ _____ Make: _____ Model: _____ Year: _____

Owner/Operator: Name _____ DOB ____ / ____ / ____

Address _____

City _____ ST _____ Zip _____

Phone (____) _____

Method of Notification: Direct _____ 3rd Party _____ Come Upon _____

Assistance Provided: *Check All that Apply*

Tow | Dewater | Stood By | Escort
 Comms | First Aid | Moved From Danger | None Possible
 None Required | Hoax / False Alarm | Other _____

<u>Activity</u>	<u>Time</u>	<u>Latitude</u>	<u>Longitude</u>
1. U/W for Case	_____	_____ N	_____ W
2. On Scene at Incident	_____	_____ N	_____ W
3. Notified OPCON*	_____	_____ N	_____ W
4. Vessel in Stern Tow	_____	_____ N	_____ W
5. Notified OPCON*	_____	_____ N	_____ W
6. Vessel in Side Tow	_____	_____ N	_____ W
7. Notified OPCON*	_____	_____ N	_____ W
6. Vessel Moored	_____	_____ N	_____ W
7. Notified OPCON*	_____	_____ N	_____ N
8. Underway / Ops Normal	_____	_____ N	_____ W
9. Aux Moored / Resumed Patrol	_____	_____ N	_____ W

* *Be sure to get the Watchstander's name when notifying by cell phone.*

FIGURE 2 – AUXILIARY SAR CHECK OFF SHEET

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DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-4612 (REV 06 JUN 10)		AUXILIARY SAR INCIDENT AND MISLE CASE DATA ENTRY REPORT (See instructions and privacy act statement on CG-4612-A)	
MISLE CASE NUMBER:		ACTIVITY NUMBER (Optional):	
UNIT CASE NUMBER:		DATE:	TIME:
MEMBER NO:		MEMBER LAST NAME:	INITIAL:
SECTION I - INITIAL NOTIFICATION DATA			
TIME INCIDENT OCCURRED:		BODY OF WATER:	
TIME USCG NOTIFIED:		CAUSE OF DISTRESS:	
NATURE OF DISTRESS:		PERSONS ON BOARD: ADULT: CHILD:	
GENERAL NOTIFICATION METHOD (CHECK ONE): <input type="checkbox"/> DIRECT <input type="checkbox"/> 3 RD PARTY <input type="checkbox"/> HAPPENED UPON			
SPECIFIC NOTIFICATION METHOD (CHECK ONE): <input type="checkbox"/> PHONE <input type="checkbox"/> 911 DISPATCH <input type="checkbox"/> WALK-IN <input type="checkbox"/> VHF-FM CH []			
GENERAL LOCATION:		LAT:	LONG:
SECTION II - REPORTING SOURCE DATA			
NAME:		REG/DOC NUMBER:	
ADDRESS:		PHONE: () -	
SECTION III - ON-SCENE WEATHER			
SKY (CHECK ONE): <input type="checkbox"/> CLEAR <input type="checkbox"/> SCATTERED <input type="checkbox"/> BROKEN <input type="checkbox"/> OVERCAST <input type="checkbox"/> OTHER:			
VISIBILITY (NM):		PRECIPITATION (CHECK ONE): <input type="checkbox"/> RAIN <input type="checkbox"/> FOG <input type="checkbox"/> SNOW <input type="checkbox"/> SMOKE <input type="checkbox"/> HAZE	
WAVE HT: FT	SWELL HT: FT	WIND DIR: ° TRUE	WIND SPD: KTS
WATER TEMP: °F		OTHER COMMENTS:	
SECTION IV - SORTIE DATA			
RESOURCE:	PILOT/CXSN:	GAR COLOR: GREEN AMBER RED	
CREW:			
SECTION V - CASE INFORMATION DATA			
UNDERWAY TIME:		LAT:	LONG:
ON-SCENE TIME:		LAT:	LONG:
DEPART SCENE TIME:		LAT:	LONG:
END SORTIE TIME:		LAT:	LONG:
OTHER COMMENTS:			
SECTION VI - INVOLVED VESSEL DATA			
VESSEL NAME:		REG/DOC NUMBER:	
USE: PLEASURE COMMERCIAL FISHING OTHER:	YEAR:	MAKE:	MODEL: LGTH:
SECTION VII - OWNER			
NAME:		SEX: <input type="checkbox"/> M <input type="checkbox"/> F	DOB:
ADDRESS:			
PHONE TYPE: HM <input type="checkbox"/> WK <input type="checkbox"/> CELL <input type="checkbox"/>	PH NO: () -	TYPE ID: (OPTIONAL)	ID NO: (OPTIONAL)
SECTION VIII - OPERATOR			
NAME:		SEX: <input type="checkbox"/> M <input type="checkbox"/> F	DOB:
ADDRESS:			
PHONE TYPE: HM <input type="checkbox"/> WK <input type="checkbox"/> CELL <input type="checkbox"/>	PH NO: () -	TYPE ID: (OPTIONAL)	ID NO: (OPTIONAL)
SECTION IX - CASE OUTCOME			
PROP VALUE: \$, 000	ASSISTANCE: <input type="checkbox"/> TOW <input type="checkbox"/> DEWATER <input type="checkbox"/> STOOD-BY <input type="checkbox"/> ESCORT <input type="checkbox"/> COMMS		
LIVES SAVED: ()	<input type="checkbox"/> REMOVED FROM DANGER <input type="checkbox"/> FIRST AID <input type="checkbox"/> NONE POSSIBLE <input type="checkbox"/> NONE REQUIRED		
LIVES ASSTD: ()	<input type="checkbox"/> HOAX/FALSE ALARM <input type="checkbox"/> OTHER UNIT RESOLVED <input type="checkbox"/> OTHER:		
ADDITIONAL COMMENTS AND PASSENGERS on DISABLED (PROVIDE ON REVERSE OR ADDITIONAL SHEETS):			

PRINT **Clear**

FIGURE 3 – AUXILIARY SAR INCIDENT AND MISLE CASE DATA ENTRY FORM

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SAR Narrative Report

UCN: 000-00
MISLE: 000000
Date: 00XXX00
Facility: Name Number
Coxswain: Name Number
Crew: Name Number
Crew: Name Number
Crew: Name Number (if applicable)
Crew: Name Number (if applicable)
Crew: Name Number (if applicable)
Trainee: Name Number (if applicable)
Trainee: Name Number (if applicable)
Trainee: Name Number (if applicable)
TCO: Name Number (if covered by Auxiliary Radio Watch)

Narrative:

Distribution List Commander - Division 11
Vice Commander - Division 11
Staff Officer - Operations - Division 11
Staff Officer - Public Affairs - Division 11
Your Flotilla Commander
Your Flotilla Vice Commander
Your Flotilla Staff Officer – Operations
Your Flotilla Staff Officer - Public Affairs

Optional
Copy your crew, trainees and TCO

NOTE: The narrative should be written chronologically with times listed for major milestones including when Station Sand Key was initially notified of the situation or incident.

FIGURE 4 – SAR NARRATIVE REPORT



B.1.b
50/50 Box

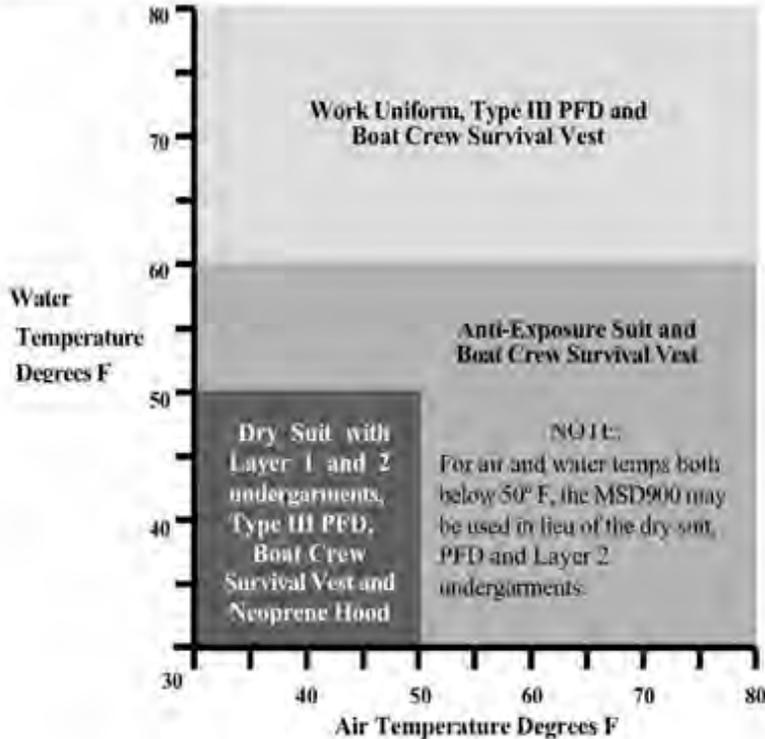


Figure 3-1: 50/50 Box

All CG personnel that operate in or are carried by shore or cutter based boats shall wear hypothermia protection and survival equipment indicated in the table (also referred to as the “50/50 box”) above. The table reflects the minimum required equipment. Additional protection may be worn at the crewmembers discretion. Use the table as follows:

- Draw a horizontal line across the table that is equal to the water temperature for the mission.
- Draw a vertical line up the table that is equal to the air temperature for the mission.
- Don the equipment identified in the shaded area where the lines intersect.

FIGURE 5 – PROTECTIVE CLOTHING 50-50 BOX

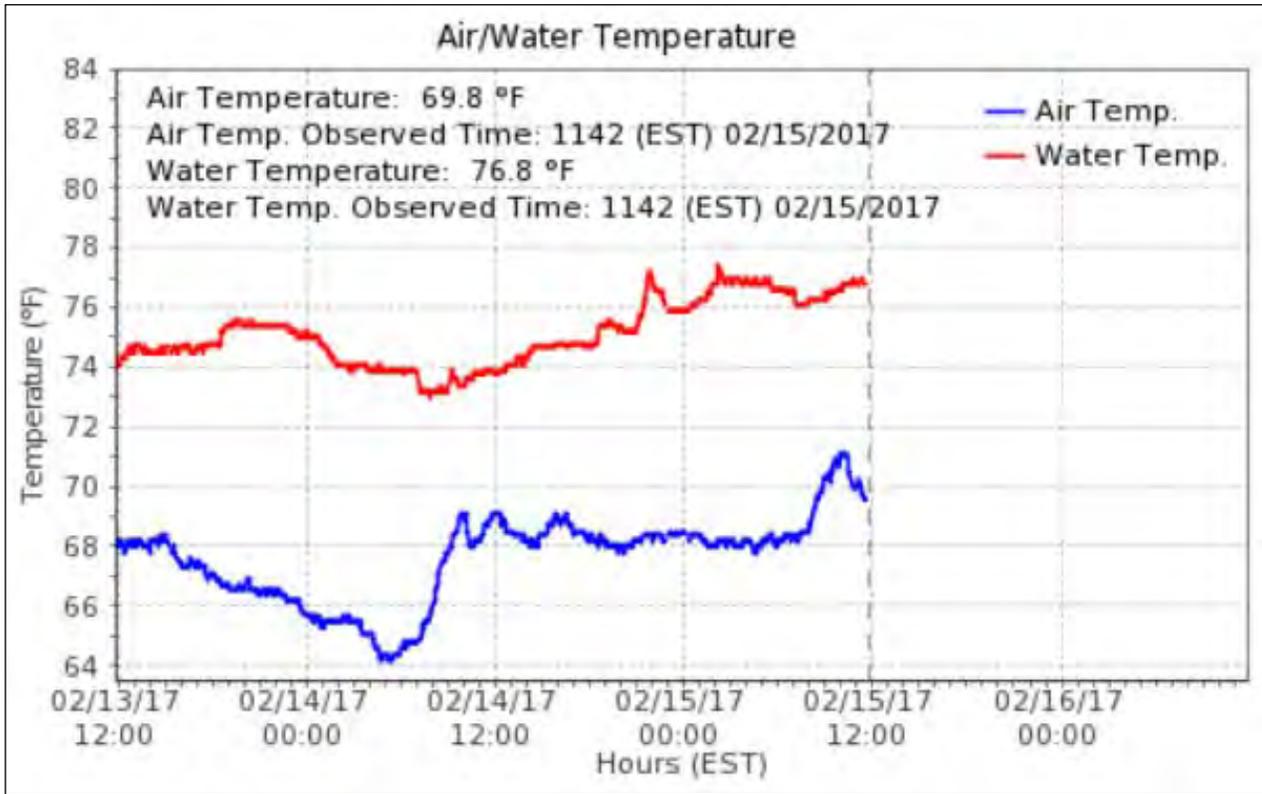


FIGURE 6 – AIR / WATER TEMPERATURE GRAPH

EFFECTIVE MISSION ANALYSIS GAR MODEL

Risk Evaluation Sheet (0 to 10 for each category)

Supervision
(Is supervision adequate?) _____

Planning
(Do you have enough info and time?) _____

Crew Selection
(Do you have enough qualified and experienced crewmembers?) _____

Crew Fitness
(Is your crew mentally and physically ready?) _____

Environment
(How will the on scene conditions affect performance?) _____

Event / Evolution Complexity
(How complex is the task?) _____

Total _____

GAR EVALUATION SCALE

0 - 23	24 - 44	45 - 60
Green	Amber	Red
(Low Risk)	(Caution)	(High Risk)

NOTES:

FIGURE 7 – EFFECTIVE MISSION ANALYSIS GAR MODEL

Risk Assessment and the GAR Model

The GAR Model (Green > Amber > Red) is basically a risk assessment tool. The Coxswain needs to ask the question: does the risk outweigh the gains of the mission. It is important to remain flexible and update this model different times during the course of the patrol (getting underway, change of mission and/or change of weather conditions). If it changes, this must be reported to the watchstander and OOD.

You will report the color to the OOD BEFORE getting underway.

01-23 = Proceed = GREEN

24-44 = Proceed with caution = AMBER

45-60 = STOP - Do NOT get underway = RED

Planning: 1-10 SCORE: _____
 Are your charts in order? Is your equipment working properly. Are you confident about mission success?
 Are you planning a multi-mission event or training? Overall vessel condition. Know your limitations:

Supervision: 1-10 SCORE: _____
 Are you qualified to perform the mission? Can and will you be a leader to your crew? Will you verify the correctness of their tasks? Is there someone else on board who could take over for you? Always consider "What If"

Team or Crew Selection: 1-10 SCORE: _____
 Experience of crew, familiarity of vessel, ability to handle changing conditions. Know the limitations of the crew.

Fitness: 1-10 SCORE: _____
 How does each crewmember feel? How much sleep have they had? Can he/she do the mission? Quality of sleep? Medications? Agility? How much time has elapsed from the crewmember's last serious illness. Generally, a crewmember's physical and mental state is a direct function of how much rest they have had. Color blind? Night vision if needed?

Environment: 0-2 in each sub category - total of 12

Wind: 10 knots (0.5) 15 knots (1.0) 20 knots (1.5) 21 knots plus (2.0)	SCORE: _____
Seas are a direct function of wind - use common sense/observe fetch	
Air Temp: <50 (2.0) 50-60 (1.5) 60-70 (1.0) 70-80 (0.5) >80 (2)	SCORE: _____
Vessel Size: >35' (0.0) 29'-34' (0.5) 25'-29' (1.0) 21'-25' (1.5) <21' (2.0)	SCORE: _____
Configuration: Fully enclosed (0.5) Canvas Top (1.0) CC (1.5) Open (2.0)	SCORE: _____
Weather: Clear (0.0) Rain (0.5) Light Fog (1.0) Heavy Rain (1.5)	SCORE: _____
Heavy Fog (2.0)	
Lighting: Day (1.0) Dusk (1.5) Night (2.0)	SCORE: _____

Event: 1-10 SCORE: _____
 Safety Patrol - 6 hours (4.0) Training (6.0) ATON (2.0) Search (2.0)
 Crowd Control- fireworks, regatta (4.0) Offshore Mission (6.0)
 Miscellaneous High Risk (10.0) TOTAL SCORE: _____

GREEN	AMBER	RED
01-23	24-44	45-60

Circle the appropriate color

DATE: _____ FACILITY: _____

PATROL NUMBER: _____

FIGURE 8 – RISK ASSESSMENT AND THE GAR MODEL

Boat Type	Seas < 4'	Seas > 4'	Rest Period
OPFAC < 30'	8 Hours	Can Not Operate	8 Hours
OPFAC > 30'	8 Hours	6 Hours	8 Hours
PWC	PWC may not operate in Seas greater than 3 feet. PWC patrols may operate for a maximum of 6 hours during any 24-hour period. A mandatory 1-hour off- the-water rest is required after 3 hours of PWC operations.		

FIGURE 9 – ENVIRONMENTAL LIMITS AND REST PERIODS

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Commands	Action
PUT OVER/PASS (line number)	Pass the specified line to the pier or other boat and provide enough slack to allow line handlers to place the line over the bitt, cleat or bollard.
HOLD (line number)	Do not let any more line out even though the risk of parting may exist.
CHECK (line number)	Hold heavy tension on the specified line but render it as necessary to prevent parting of the line.
SURGE (line number)	Hold moderate tension on the specified line but render it enough to permit movement of the boat.
EASE (line number)	Let out line until it is under less tension, but not slacked.
SLACK (line number)	Take all tension off the specified line.
TAKE THE SLACK OUT OF (line number)	Take all the slack out of the specified line but do not take a strain.
HEAVE AROUND ON (line number)	Take a strain on the specified line
SHIFT (line number)	Move the specified line to a specific location.
SINGLE UP (line number)	Take in all but one bight so there remains a single part to the line. May also be used to single up all normal mooring lines.
TAKE IN (line number)	Allow the pier or boat line handler enough slack to take the line off the fitting and bring the line aboard. Used when secured with your own line.
CAST OFF (line number)	When you are secured with another boat or pier lines, it means to cast off the ends of their lines.
MAKE/MAKE UP (line number)*	Secure the specified line to the specified cleat, bitt, bollard, Sampson post or post.
PUT A ROUND TURN ON (line number)*	Take a complete turn around a cleat to control slippage.
BREAK (line number)*	Release all turns around a cleat or bollard.

FIGURE 10 – LINE HANDLING COMMANDS