



AUXILIARY OPERATIONS PROCESS GUIDE: VOLUME IV: MARINE SAFETY AND SECURITY

Proud Traditions – Worthy Missions



This page intentionally left blank



AOPG 16798.34A
01 AUG 2023

AUXILIARY OPERATIONS PROCESS GUIDE, VOLUME IV – MARINE SAFETY AND SECURITY – AOPG 16798.34A

Subj: AUXILIARY OPERATIONS PROCESS GUIDE, VOLUME IV – MARINE SAFETY AND SECURITY

Ref: a. *Auxiliary Operations Process Guide: Volume I*, AOPG 16798.31 (series)
b. *Auxiliary Marine Safety Professional (M Pro) Device Program Guidebook*

1. PURPOSE.

- a. This Process Guide prescribes overarching policy for Auxiliary Marine Safety and Security operations. It applies to all members of Coast Guard Forces who are involved with Coast Guard Auxiliary operations, including Auxiliarists, and military and civilian personnel.
- b. Every effort has been made to make this Process Guide useful and applicable to all aspects of Auxiliary Marine Safety and Security operations. In situations where this Process Guide does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification from their reporting senior and advise the Office of Auxiliary and Boating Safety, Commandant (CG-BSX), through their unit's chain of command to clarify the provision in question.

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates must comply with the policies contained.

3. AUTHORIZED RELEASE. Internet Release is Authorized.

4. DIRECTIVES AFFECTED. Auxiliary Operations Policy Manual, COMDTINST M16798.3D, is hereby canceled.

5. DISCUSSION. This Process Guide provides doctrinal guidance to Auxiliary Marine Safety and Security operations. It contains policy that is based on best practices. This Process Guide shall be used as a guide for Auxiliary telecommunications planning and training requirements. No provision in this Process Guide relieves personnel of their duty to use sound judgment or to take such emergency action as the situation may demand. When the need arises, the Office of Auxiliary and Boating Safety, Commandant (CG-BSX) may issue special instructions or waivers.

6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. New Process Guide
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS The Office of Auxiliary and Boating Safety, Commandant (CG-BSX) reviewed this Process Guide and the general policies contained within and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Process Guide will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
9. DISTRIBUTION. No paper distribution will be made of this Process Guide. An electronic version will be located on the Office of Auxiliary and Boating Safety (CG-BSX) SharePoint intranet site: <https://uscg.sharepoint-mil.us/sites/cg-bsx/cgbsx1/SitePages/Home.aspx> and posted on the Chief Director of Auxiliary section of the Coast Guard Auxiliary web site: <https://wow.uscgaux.info/content.php?unit=BX-GROUP>. All web sites in this guide are the most current available. If the cited web link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.
10. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/CG611/SitePages/Home.aspx>
11. FORMS/REPORTS. The Coast Guard forms called for in this Instruction are available on the intranet at <https://play.apps.appsplatform.us/play/e/default-369ba0d5-02cb-4d2f-94fd-9212cc24b78c/a/449d74ad-9685-44e3-934b-46c72a05e1a2?tenantId=369ba0d5-02cb-4d2f-94fd-9212cc24b78c&source=portal>
Coast Guard Auxiliary forms can be found at <http://forms.cgaux.org/>

/T. P. Glendye/
Captain, U.S. Coast Guard
Chief, Office of Auxiliary and Boating Safety



Table of Contents

| | |
|--|------------|
| AUXILIARY OPERATIONS PROCESS GUIDE: VOLUME IV: MARINE SAFETY AND SECURITY | 1 |
| CHAPTER 1 INTRODUCTION | 1-1 |
| Section A. Purpose of this Process Guide | 1-2 |
| A.1. Procedures | 1-2 |
| A.2. Updates and Changes to this Process Guide | 1-2 |
| Section B. How to Use this Process Guide | 1-3 |
| B.1. Chapter Layout | 1-3 |
| B.2. Warnings, Cautions, and Notes | 1-3 |
| B.3. Should vs. Shall | 1-3 |
| CHAPTER 2 MARINE SAFETY AND SECURITY PROGRAM | 2-1 |
| Section A. Auxiliary Marine Safety and Security Support | 2-2 |
| A.1. Goals and Objectives | 2-2 |
| A.2. Marine Environmental Safety and Security | 2-2 |
| A.3. Waterways Management | 2-2 |
| A.4. Auxiliary Specific Personal Qualification Standards Program | 2-3 |
| Section B. Auxiliary M Pro Program | 2-4 |
| B.1. Program Goal | 2-4 |
| B.2. Auxiliary M Pro Guide | 2-4 |
| Section C. Auxiliary Commercial Fishing Vessel Safety Program | 2-5 |
| C.1. Program Goal | 2-5 |
| C.2. Program Information | 2-5 |
| Section D. Prevention Outreach Programs and Environmental Protection | 2-6 |
| D.1. Sea Partners | 2-6 |
| D.2. Aquatic Nuisance Species Mitigation | 2-6 |
| D.3. Good Mate Program | 2-7 |
| D.4. Clean Marina Programs | 2-7 |
| D.5. Marine Mammal Monitoring | 2-7 |
| D.6. Pollution Investigation and Response | 2-8 |



CHAPTER 1

Introduction

Introduction

The Auxiliary is an organization of volunteers promoting boating safety and supporting Coast Guard units and missions. The Auxiliary also provides support to state and local agencies and the boating public. The U.S. Coast Guard recognizes and highly respects all Auxiliarists who so generously donate their skills, time, and resources to support the full spectrum of Coast Guard operations and operational support missions. As such, the U.S. Coast Guard takes great pleasure in presenting the Auxiliary Operations Policy Manual, Volume IV – Marine Safety and Security to the volunteers of the U.S. Coast Guard Auxiliary.

In this Chapter

This chapter contains the following sections:

| Section | Title | Page |
|---------|---|------|
| A | Purpose of this Proess Guide | 1-2 |
| B | How to Use this Process Guide | 1-3 |



Section A. Purpose of this Process Guide

Introduction

The Process Guide prescribes policy and doctrine requirements for Coast Guard Auxiliary, as well as Active duty, in Auxiliary Marine Safety and Security Operations.

In this Section

This section contains the following information:

| Title | Page |
|---|------|
| Procedures | 1-2 |
| Updates and Changes to this Process Guide | 1-2 |

A.1. Procedures

The Process Guide is fashioned to guide Operational Commanders (OCs), Director of Auxiliary (DIRAUX), Operational Training Officers (OTO), Order Issue Authority (OIA), Commanding Officers (CO)/Officer in Charge (OIC) and Auxiliary members. This Process Guide is one of a series of directives that support Auxiliary Operations.

For general Auxiliary Operations information see reference (a).

In situations where this Process Guide does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification through their Chain of Leadership and Management (COLM) to the Office of Boating Safety and Auxiliary, Commandant (CG-BSX) to clarify the provision in question.

The diverse nature of operations by the Coast Guard Auxiliary also means that this Process Guide cannot and is not intended to cover every contingency that may arise. Ultimately, successful operations require the exercise of good safety practices, sound judgment, risk management, and common sense at all levels of command.

A.2. Updates and Changes to this Process Guide

Proposed changes to this Manual shall be submitted to the Office of Boating Safety and Auxiliary, Commandant (CG-BSX-12), via the Prevention Directorate, through the requesting members COLM. CG-BSX has ultimate approval authority.



Section B. How to Use this Process Guide

Introduction

Each chapter that follows in this Process Guide includes its own table of contents which is divided into sections.

In this Section

This section contains the following information:

| Title | Page |
|---|------|
| Chapter Layout | 1-3 |
| Warnings, Cautions, and Notes | 1-3 |
| Should vs. Shall | 1-3 |

B.1. Chapter Layout

- (01) The first page of each chapter includes an *Introduction* and an *In this Chapter*.
 - (02) The first page of each section includes an *Introduction*, an *In this Section*, as applicable.
 - (03) In the left column of each page are block titles, which provide a descriptive word or phrase for the corresponding block of text to the right.
-

B.2. Warnings, Cautions, and Notes

The following definitions apply to “Warnings, Cautions, and Notes” that may be found throughout the Process Guide.

WARNING

Operating procedures or techniques that must be carefully followed to avoid personal injury or loss of life.

CAUTION !

Operating procedures or techniques that must be carefully followed to avoid equipment damage.

NOTE

An operating procedure or technique that is essential to emphasize.

B.3. Should vs. Shall

To clarify guidance in this Process Guide revision, the terms “should” and “shall” are applied meticulously, so that – when applied in phrases of direction – “should” indicates a recommended course of action, whereas “shall” indicates a mandatory course of action. Personnel shall consider the full contextual circumstances in any paragraphs that contain these words.



CHAPTER 2

Marine Safety and Security Program

Introduction

This Chapter provides information and guidance related to Auxiliary telecommunications

In this Chapter

This chapter contains the following information:

| Section | Title | Page |
|---------|--|------|
| A | Auxiliary Marine Safety and Security Support | 2-2 |
| B | Auxiliary M Pro Program | 2-4 |
| C | Auxiliary Commercial Fishing Vessel Safety Program | 2-5 |
| D | Environmental Protection | 2-6 |



Section A. Auxiliary Marine Safety and Security Support

Introduction This section provides information related to the Auxiliary Marine Environmental Safety and Security (P).

In this Section This section contains the following information:

| Title | Page |
|---|------|
| Goals and Objectives | 2-2 |
| Marine Environmental Safety and Security | 2-2 |
| Waterways Management | 2-2 |
| Auxiliary Specific Personal Qualification Standards | 2-3 |

A.1. Goals and Objectives The goals and objectives of P support programs are to develop a trained cadre of Auxiliarists fully qualified to meet the augmentation needs of the P community. The programs and training are developed to meet the identified needs of the P field units and their programs. Training and participation is on a “needs” basis and is not available unless the need exists in an area or program.

The development of this cadre of Auxiliarists and their inclusion within the assets available to meet P needs provides a pool of qualified Auxiliary members to serve as a force multiplier during normal and surge operations in the P mission fields.

A.2. Marine Environmental Safety and Security Programs in this area relate to ensuring the safe, secure operation of our nations port facilities. Types of facilities include container, oil, hazardous gas, ferry and passenger facilities. Auxiliarists train to assist the active duty in their inspections both in the area of safety and in the area of security inspections.

A.3. Waterways Management The primary program in this area is to have Auxiliarists serve as members of Area Maritime Security (AMS) committees with an emphasis on Recreational Boating Safety. The District Commodore, Captain of the Port, and Coast Guard Headquarters Commandant (CG-WWM), approve members chosen for these committees.



**A.4. Auxiliary
Specific Personal
Qualification
Standards Program**

Development of the Auxiliary specific Personal Qualification Standards (PQSs) include but are not limited to the areas of service described in reference (b). PQS workbooks may be downloaded from the Auxiliary National web site at:

[Auxiliary_M_Pro_Program_Guidebook.pdf \(uscgaux.info\)](http://uscgaux.info/Auxiliary_M_Pro_Program_Guidebook.pdf)

Additional Auxiliary PQSs are ready for implementation and new ones will be developed as the need is determined.



Section B. Auxiliary M Pro Program

Introduction

The Auxiliary M Pro Program is the Auxiliary training, qualification, and recognition program for Auxiliarists actively engaged in direct support of marine safety and environmental protection programs.

In this Section

This section contains the following information:

| Title | Page |
|---------------------------------------|------|
| Program Goal | 2-4 |
| Auxiliary M Pro Guide | 2-4 |

B.1. Program Goal

The goal of the Auxiliary M Pro Program is to encourage active participation by Auxiliarists in marine safety and environmental protection missions and programs.

The program is structured to develop and provide the requisite training and qualifications for the Auxiliary members to enable them to participate safely and productively, and to recognize this participation and service. The program establishes minimum education, training, and service requirements to be completed by an Auxiliarist to earn entitlement to wear the Auxiliary M Pro device.

B.2. Auxiliary M Pro Guide

The Auxiliary M Pro guide can be found at: [Auxiliary M Pro Program Guidebook.pdf \(uscgaux.info\)](#)



Section C. Auxiliary Commercial Fishing Vessel Safety Program

Introduction

The Commercial Fishing Industry Vessel Safety Act (CFIVSA) of 1988 required the Coast Guard to issue new regulations for safety equipment and operating procedures that apply to all U.S. uninspected commercial fishing, fish tender, and fish processing vessels either documented or state registered. The act also increased casualty reporting requirements to make the commercial fishing industry a safer place to work.

In this Section

This section contains the following information:

| Title | Page |
|-------------------------------------|------|
| Program Goal | 2-5 |
| Program Information | 2-5 |

C.1. Program Goal

The goal of the Auxiliary Commercial Fishing Vessel Safety Program is to directly support and assist the Coast Guard in the performance of this mission to create a safer workplace for those engaged in these activities.

C.2. Program Information

The Commercial Fishing Vessel Safety Program is a Coast Guard program administered under Commandant (CG-CVC). Auxiliary support and participation in the voluntary dockside examination program for commercial fishing vessels have been extensive and are responsible for significant support to the program. Auxiliarists are required to meet the same training and competency standards as the active duty and reserve personnel performing the same job.



Section D. Prevention Outreach Programs and Environmental Protection

Introduction This section describes various environmental protection programs.

In this Section This section contains the following information:

| Title | Page |
|--|------|
| Sea Partners | 2-6 |
| Aquatic Nuisance Species Mitigation | 2-6 |
| Good Mate Program | 2-7 |
| Clean Marina Programs | 2-7 |
| Marine Mammal Monitoring | 2-7 |
| Pollution Investigation and Response | 2-8 |

D.1. Sea Partners The Coast Guard Auxiliary is a critical element in the Sea Partners Campaign. Auxiliary support of Sea Partners consists primarily of:

- Inclusion of environmental materials in boat shows booths and other public affairs events. These materials are stocked at the Auxiliary National Supply Center.
 - Inclusion of environmental protection information in boating safety classes, vessel safety checks and marine dealer visits. Detailed information on specific pollution issues is available in the Ocean Conservancy’s Good Mate manual and materials.
 - Assistance to the Marine Safety Office Sea Partners program through public presentations at schools, yacht clubs, business groups, etc.
-

D.2. Aquatic Nuisance Species Mitigation The Coast Guard is one of several federal agencies charged with reducing the influx and impact of aquatic nuisance species (ANS).

Auxiliary support and participation in the voluntary dockside examination program for commercial fishing vessels have been extensive and are responsible for significant support to the program.

This includes ensuring that management efforts are in place to prevent further importation and spread of ANS. Coast Guard and Auxiliary members perform public affairs, public education and marine safety missions in connection with boater education and marina public information to abate the spread of ANS.



In addition to public education and information activities regarding ANS mitigation, the Coast Guard Auxiliary engages in several field projects to address ANS issues.

D.3. Good Mate Program

Developed by the Ocean Conservancy, the Good Mate Program is an environmental education and awareness program for recreational boaters. Auxiliarists use the Good Mate Program to raise understanding and awareness of recreational boaters and marina staff about how they can help protect aquatic environments.

This program seeks to help boaters and marinas develop and incorporate environmentally friendly management strategies in six areas of concern: oil and fuel disposal, sewage discharge, vessel maintenance and repair, solid waste disposal, storm water runoff and vessel operation. Good Mate has been adopted by the Coast Guard Auxiliary as its basic training course for environmental education and awareness in the area of recreational boating.

D.4. Clean Marina Programs

Several States have established education and outreach programs to improve the environmental management of marinas. The Auxiliary is frequently the primary Coast Guard interface with these programs. Auxiliarists working in concert with these programs provide education, outreach, expert advice and program guidance.

D.5. Marine Mammal Monitoring

Marine mammal protection is a federal responsibility under the Marine Mammal Protection Act. Working in concert with other federal agencies, state agencies and a host of private conservation organizations, the Coast Guard participates in monitoring and encouraging management practices to reduce mammal injuries and to rescue stranded or injured animals. Auxiliary activity and support in this area includes:

- Performing monitoring patrols
- Recording and reporting mammal locations and behaviours
- Identifying mammals in difficulty and assisting in rescue operations.
- Education and outreach programs to familiarize the general public – and especially boaters – on responsible recreation practices.

Auxiliary activity in this area supports Coast Guard responsibilities under the Marine Mammal Protection Act and the Endangered Species Act.



D.6. Pollution Investigation and Response

Consistent with the USCGAUX reauthorization of 1997, the Coast Guard Auxiliary may be employed to assist in the response to and investigation of pollution incidents. Auxiliarists holding the Assistant Pollution Responder (AUX-ED) in qualifications have received specialized training in pollution investigation and oil spill response. These personnel may assist active duty or reserve forces deployed to investigate and respond to pollution incidents. All personnel, including Coast Guard and Auxiliary members, who participate in any oil spill response or possible hazardous materials release event, are required by Occupational Safety and Health Administration (OSHA) to have a level of hazardous waste operations (HAZWOPER) training appropriate to their duties and responsibilities. Auxiliarists engaging in pollution response or investigation activities for 30 or more days per year are required to participate in the Occupational Medical Surveillance and Evaluation Program (OMSEP).

D.6.a. Occupational Medical Surveillance Program

The provisions of the OMSEP have been extended to Auxiliarists engaged in the M Pro Program who meet the same criteria for inclusion as do active duty, reserve, and civilian U.S. Coast Guard employees engaged in potentially hazardous activities. OMSEP physical examinations are not mandatory for Auxiliarists, but are offered through Coast Guard clinics at no cost. The inclusion of Auxiliarists in this program is at “no cost” to the Auxiliarist. This removes a barrier to full inclusion of the Auxiliary in these activities at many prevention units.
