

U.S. Department of
Homeland Security

United States
Coast Guard



USCG FIFTH DISTRICT AUXILIARY PADDLE CRAFT (AUXPAD) PROGRAM PROCESS GUIDE



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MEMORANDUM

From: J. R. Barnes, CAPT
CGD FIVE (dp)

Reply to dpa
Attn of:

To: D5-Auxiliary

Subj: AUXILIARY PADDLE CRAFT (AUXPAD) PROCESS GUIDE

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(b) Auxiliary Manual, COMDTINST M16790.1 (series)
(c) Auxiliary Paddle Craft (AUXPAD) Program, COMDTINST 16794.11 (series)
(d) Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53A (series)
(e) Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member, COMDTINST M16794.52A (series)
(f) Vessel Safety Check Manual, COMDTINST M16796.8 (series)

1. PURPOSE. This memorandum promulgates the Auxiliary Paddle Craft (AUXPAD) Process Guide.
2. ACTION. All Auxiliarists in D5 are required to adhere to the guidelines set forth in the enclosed process guide.
3. DIRECTIVES AFFECTED. Fifth District Auxiliary Paddle Craft (PC) Operator Program, CGDFIVEINST M16794.2 is cancelled..
4. DISCUSSION. This process guide ensures procedural consistency for the administration, certification and operations of the AUXPAD program.
5. CHANGES. Recommendations for changes and improvements to the AUXPAD Process Guide will be submitted via the Chain of Leadership within the Auxiliary.
6. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

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CHAPTER 1. OVERVIEW

- A. **INTRODUCTION** This process guide constitutes the official D5 procedures governing the Auxiliary Paddle Craft (AUXPAD) program. The specific information contained herein is designed to supplement the overarching policy guidance contained in the Auxiliary Paddle Craft (AUXPAD) Program, COMDTINST 16794.11 (series).

- B. **PURPOSE** This guide prescribes standardized supplemental procedures for candidate approval, certification, operating requirements and overall management in AUXPAD for Auxiliary members to follow. Proper exercise of these processes will result in compliant AUXPAD operators.

CHAPTER 2. PROGRAM SUPPLEMENT

1. AUXPAD ASHORE. See ref. (c).
2. AUXPAD Afloat. In addition to ref. (c) the following will be required to obtain /maintain AUXPAD certification.
 - a. OFFER-FOR-USE. Only kayak offer-for-use that are approved by the Director of Auxiliary (DIRAUX) may be utilized for AUXPAD Afloat Outreach activities. All AUXPAD facilities will be inspected by a Vessel Examiner routed to DIRAUX for acceptance. VEs will utilize the Fifth District AUXPAD Offer For Use Form (enclosure (2)) before being accepted for use.
 - b. SPECIFIC EQUIPMENT REQUIRED FOR AUXPAD FACILITIES AND OPERATORS. In addition to the minimum federal carriage requirements and additional items required by reference (c), the following items are required to be carried on all AUXPAD facilities, in order to be accepted for use and assigned to duty. See ref.(c) and the D5 AUXPAD Facility Inspection and Offer For Use Form, Appendix (A).
 - c. AUXPAD OPERATOR TRAINING. In addition to the American Canoe Association (ACA) training requirements set forth in reference (c), (routinely refer back to ACA website to ensure using current requirements due to frequent updates), all AUXPAD Operators will complete and pass the Navigation Rules exam and either the ICS 210 or 300 course. Also, the following Personal Qualification Standards (PQS) requirements from references (d) and (e). These PQS tasks are to provide specific Coast Guard operational training standards to AUXPAD operators. AUXPAD operators are required to complete these PQS tasks during initial qualification and triennially. All tasks that need to be completed on the 3rd year recertification skills assessment are annotated with an asterisk below and are included on the Auxiliary Paddle Craft Operator Third Year Currency Maintenance form, Appendix (B).
 - BCM-01-01-AUX-Crew Fatigue
 - BCM-01-03-AUX-Team Coordination Training
 - BCM-01-04-AUX-Complete The Incident Command System (ICS) Courses
 - BCM-02-01-AUX-Crew First Aid Responsibility
 - BCM-02-02-AUX- Sun And Heat Related Factors.
 - BCM-02-03-AUX- State The Symptoms And Treatment For Shock
 - BCM-02-04-AUX- State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)
 - BCM-02-05-AUX- Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding

- BCM-02-06-AUX- State The Signs And Treatment For Burns
- BCM-02-07-AUX- State The Symptoms And Treatment For Hypothermia
- BCM-02-10-AUX- Use Emergency Signal Mirror
- BCM-02-13-AUX- Operate The Personal Marker Light (PML) or Strobe Light
- BCM-03-02-AUX- Tie Various Knots, Hitches And Bends
- BCM-04-03-AUX- Identify Common Navigation Lights Displayed By Ships And Boats
- BCM-04-04-AUX- Identify Common Sound Signals Used by Ships and Boats (Added)
- BCM-04-05-AUX- Identify And Describe Accepted Maritime Distress Signals
- BCM-05-01-AUX- Operate A VHF-FM Radiotelephone*
- BCM-05-02-AUX- Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report*
- BCM-06-01-AUX- Identify The Basic Parts, Symbols And Abbreviations Found On A Nautical Chart
- BCM-06-02-AUX- Identify Common Aids To Navigation Used In Small Boat Piloting
- BCM-06-03-AUX- Identify Local Landmarks Used In Piloting On A Nautical Chart
- BCM-06-04-AUX- Plot A Position Using Latitude And Longitude
- BCM-06-05-AUX- Plot A Magnetic Course On A Nautical Chart*
- BCM-06-06-AUX- Measure Distance On A Nautical Chart
- BCM-06-07-AUX- Compute Time, Speed And Distance
- BCM-06-08-AUX- Determine The Depth Of Water Using A Fathometer And/Or Sounding Pole
- AUXPAD-03-04-AUX- Complete a Pre-Underway Check Off For The Facility (added)*
- COX-04-01-AUX- Successfully Complete The navigation Rules of the Road Exam (added)
- AUXPAD-05-08-AUX- Demonstrate Proficiency Operating Handheld GPS (added)*
- COX-06-10-AUX- Obtain Distress Information And pass To The Controlling

Shore Unit (added)*

- BCM-08-01-AUX- Basic Knowledge Of Boating Skills
- BCM-08-03-AUX- Dockside Oral Examination
- BCM-08-04-AUX- Underway Check Ride

d. AUXPAD Operator and AQ Qualification Process. In addition to ref. (c) the following will apply:

- (1) Either the ACA course certificates or AQ endorsed ACA skills Assessment package will be accepted by DIRAUX for task completion/certification purposes.
- (2) Due to the semi-annual currency maintenance requirement in ref. (c), all AUXPAD currency maintenance should be scheduled at the beginning and end of the patrol season to avoid loss of certification during winter months.
- (3) The 3rd year recertification should be scheduled/conducted in conjunction with the corresponding Semi-Annual Skills Assessment.

3. AUXDATA Order Management System (AOMS). When submitting orders within AOMS, AUXPAD operators shall note in the comments section the Auxiliary operational vessel facility (boat or personal water craft), a Coast Guard boat, a law enforcement/public safety agency boat, or another AUXPAD facility to meet the tandem operating requirement. This additional information is in addition to all other OIA AOMS requirements.

SECTION VI VSC REQUIREMENTS FOR AUXPAD FACILITIES COMPLETED BY USCGAUX VE

OK	N/A	ITEM	OK	N/A	ITEM
		PHOTO OF FACILITY IF ORIGINAL			
		WATERPROOF VHF MARINE RADIO			HULL & DECK SOUND
		CELL PHONE IN WATERPROOF CONTAINER			HATCH COVERS (<i>Good Condition, secure</i>)
		FLASHLIGHT OR HEADLAMP			DECK LINES (REQUIRED) <i>Good condition</i>
		PORTABLE GPS			HARDWARE (<i>Secure, in working order</i>)
		SELF RESCUE SYSTEM *			BULKHEADS/AIRBAGS/FLOTATION
		PADDLE LEASH			PADDLE IN GOOD CONDITION
		SPRAY SKIRT*			MANUAL PUMP FOR DEWATERING
		COMPASS, HAND HELD OR MOUNTED			"IF FOUND" IDENTIFICATION DECAL
		RESCUE THROW BAG			TYPE III or TYPE V guide PFD
		SPARE PADDLE/OAR			Auxiliary Markings on rear/ front of vest
		PERSONAL FIRST AID KIT			CG issued strobe w/ velcro on back
		EMERGENCY SURVIVAL BLANKETS (2)			Signal mirror
		TOWLINE 30' Polypropolyne			Knife 3" min
		CHART OF LOCAL AREA			Whistle
		PRE-UNDERWAY CHECKLIST			Velcro on shoulders
		PEN OR PENCIL			PLB w/ velcro (issued by DIRAUX)
		NOTEBOOK/LOGBOOK			REGISTRATION PAPERS (IF REGISTERED)
		PATROL SIGNBOARDS			ASSENT & AUTH FOR MULTIPLE OWNERS
		VISUAL DISTRESS SIGNALS (AS REQUIRED)			AUTH FOR CORPORATE OFFER FOR USE
		DRY BAG			
*		ASTERIK ARE OPTIONAL ITEMS			

SECTION VII OPERATION OF AUXILIARY FACILITY BY A NON-OWNER COMPLETED BY OWNER

The following AUXPAD operators may operate my AUXPAD facility under orders:

Name	EMPLID	Dist	Div	Flot
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

___ My AUXPAD facility may be used by any qualified AUXPAD operators under orders.

___ My AUXPAD facility may be used to train AUXPAD operator trainees

___ I choose not to have anyone operate my AUXPAD facility other than myself

_____ Owner's initials for Section VII

Auxiliary Paddle Craft Operator Third Year Currency Maintenance

Date: _____

Member Name: _____ Member Number _____

Dist: _____ Div: _____ Flotilla: _____

Ref: (a) Fifth District Auxiliary Paddle Craft (AUXPAD) Supplemental Process Guide
(b) Auxiliary Paddle Craft (AUXPAD) Program COMDTINST 16794.11

2. Third Year Currency Maintenance:

To maintain currency, in addition to the semiannual ACA required skills assessments, a certified AUXPAD operator must log eight hours underway on orders each calendar year, and complete a 1 hour TCT refresher session. Additionally, the PC operator must perform the following tasks every 3 years: For third year currency, **the semiannual tasks as well as the below listed Third Year tasks must be signed off by a certified AUXPAD Qualifier (AQ).**

AQ Initials:

Third year tasks:

- a. AUXPAD-03-04-AUX Complete a Pre-Underway Check Off Of The Facility. _____
- b. AUXPAD-05-08-AUX Demonstrate Proficiency Operating Hand Held GPS _____
- c. BCM 05-01-AUX Operate A VHF-FM Radiotelephone? _____
- d. BCM-05-02-AUX Use the VHF-FM Radiotelephone to Give a Position Or Operations Normal Report. _____
- d. BCM-06-05-AUX Plot A Magnetic Course On A Nautical Chart. _____
- e. COX-06-10-AUX Obtain Distress Information And Pass to The controlling Shore Unit _____

3. The above named Auxiliarist has demonstrated in my presence that they are physically and mentally capable of performing these currency maintenance requirements.

Verification of required underway hours must be completed by the FSO-IS

Not in REYR for Underway Hours _____

FSO-IS Signature

AUXPAD Qualifier Signature _____ Date: _____

Completed forms shall be submitted to DIRAUX via email.

Reviewed/Approved by OTO: Signature _____ Date _____

AuxData Date Entered _____