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

National Response Directorate
2018 Surface Operations Workshop

Facilitator Guide/instructions

The mandatory 2018 Operations Workshop is a group activity that presents key policy changes or clarifications that must be thoroughly understood by crewmembers. The facilitator will provide detailed explanations of slides containing these clarifications and changes that go beyond merely reading slides. Those detailed explanations are found in the “Notes” section of each slide, at the bottom of each slide.

If facilitators have any questions about the slides or notes during their pre-presentation review of this document, they should contact the Response Directorate before attempting to facilitate this workshop.

Welcome

Do not tamper with or amend the content of this workshop. Do not remove any slides or change the text of any slide. The content being presented has been approved by the Auxiliary National Executive Committee after review by the cognizant USCG command.

Additional material may be added by the facilitator and is encouraged to cover local conditions and directives from your local Stations/Sectors/DIRAUX.

As participants you are also encouraged to note any specific conditions in your AOR that other Coxswain/Crew should be aware of to improve safety or assist in the successful completions of patrol missions

Welcome

- Policy Review
- Enhance Safety
- NOT a replacement for TCT
- Do NOT ALTER
  - But you can add local information to the end

(**NOTE to instructors: Many of the slides contained in this deck have additional comments and notations that are included in the slide notes. These notes are also available in the Instructor Notes pdf file that may be found on the Response Directorate web site.**)

MANDATORY

- Required for all Boat Crew
- Reported on the 7039 Workshop form
- Deadline: 30 June
  - If not complete, member goes into REWK
- If not complete by 31 December, REYR

Ground Rules

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

Personal Protective Equipment (PPE)

- Policy:
  - R&SS manual
  - ALCOAST 231/15
- DIRAUX/OTO issue regional guidance
- PFDs can no longer be shared
- PPE inspection-Biannual Requirement
- PLBs-Monthly Testing
- Maintenance Procedure Cards (MPCs)
  - Posted on Response website

PPE (Continued)

- R&SS Officer
  - FC recommended, OIA designated staff officer to manage PPE issuance, training, maintenance
- Inflatable PFDs
  - ONLY PFDs listed in R&SS Manual are authorized
- PLBs
  - Monthly Test
  - ONLY test on monthly basis. Doing otherwise will harm the PLB battery

PPE – Survival Vest Carriage

****Pyrotechnics not carried in Auxiliary Boat Crew Survival Vests******

Serial Number Placement
(Underside of pocket flap)

Bowline with an Overhand Knot

PPE Reminders

- PFDs required for all crew
  - PPE must be stowed either in SAR vest, or in pockets of PFD or in an approved waist belt pocket with inflatable
- PPE must be secured with 36” lanyard with bowline and overhand knot
- Compliance date: 01 June 2016

PPE Reminders

- Auxiliary PPE is for Auxiliary use only
- DO NOT wear Coast Guard PPE
- Use only inflatable PFDs that are listed in the R&SS Manual
  - NO MANUAL INFLATION PFDs

NavRules

- Latest revision: August 2014
- Required for surface facilities
- Hard copies are available commercially
- Can be an electronic version but must be accessible in less than two minutes

NavRules (continued)

- Download link on Response website:
- DIRAUX/OTO/OIA may have specific navigation requirements for your region
- Periodically updated, stay alert for changes

Training and Safety

Keys to Achieving Safety

- Training
- Procedures
- TCT
- Crew Qualifications
- Don’t just be a member of the “12 Hour Club”
  - Always strive to exceed minimum training hours

Mishap Reporting

- ALL mishaps must be reported to the Order Issuing Authority (OIA)
  - With or without injuries
  - Even if there is no damage
- Mishap does not equal punishment
  - Accidents happen. Reporting them does not always result in punitive action
  - Not reporting a mishap DOES lead to punitive action

Mishap Reporting

- Just what constitutes a mishap - there are multiple definitions depending on where you look
  - Any unplanned, unexpected or undesirable event causing injury (no matter how slight), occupational illness, death, or property damage/loss
  - **Anything** that interferes with or impacts the mission
  - Mishaps are **any** action, which causes property damage or injury to crewmembers

Mishap Reporting

- Auxiliary Operations Policy Manual requires “any individual or unit with 1st hand knowledge of a mishap” to report these incidents
- Reports must be submitted to the OIA, DIRAUX and Auxiliary Chain of Leadership within 48 hours

Mishap Reporting

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

Rick Saunders– Division Chief Surface

rick.saunders@cgauxnet.us

Surface Operations Division

National Response Directorate

Navigation Standards

- Every OIA has a set of Nav Standards for their AOR
- Contain vital information on the AOR
- To be provided to every Coxswain/Owner

Coxswain Responsibilities

- Obtain orders from OIA
- Ensure currency:
  - Of Facility Inspection
  - Of Crew certifications
- Responsible for ENTIRE crew
  - From pre-mission brief to debrief
  - Ensuring each member knows their role AND is capable of filling that role

Coxswain Responsibilities

- Designate primary lookout(s)
- Exercise DIRECT supervision when facility is being operated by crewmember
- Should NOT leave the helm station
- Ensure kill switches are used (when applicable)
- Ensure crew follows fatigue standards in Aux Ops Policy Manual

Crew Responsibilities

- Safety is paramount
- If you see something, say something
- Use your TCT
- Ensure you are well rested prior to getting underway

Important Reminders

- Mobile Devices
  - Use of Mobile Devices (phones, tablets, etc.) is PROHIBITED without permission from Coxswain (NEVER by the helmsman)
  - Proper lookout must be maintained at all times
  - If necessary, come to dead stop to use mobile device

Important Reminders

- Forms – Use the most current forms
  - SAR Incident Report – Current form dated 01 APR 10
  - Offer For Use Forms
    - 7003 (Vessel Offer For Use) – Current form dated 06/11
    - 7008 (PWC Offer for Use) - Current form dated 06/11

Patrol Reminders

- Maritime Domain Awareness on all patrols
- Proper Signage
- Uniforms
  - Consistency
  - Well Maintained
  - Properly Fitted
  - Represent the Coast Guard

"Happen Upon Policy" Reminder

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

Review of "Happen Upon Policy"

- Notes:
  - Coxswain has ultimate decision on whether or not to assist vessel
    - Based on consultation with crew and GAR assessment
  - Inform CG SMC (SAR Mission Coordinator) of your intentions, not "ask for permission to tow"
  - The CG SMC may override your decision if warranted by an evaluation of the circumstances or if your facility is needed on a higher priority task

Assistance to Auxiliary Facilities

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

Safety is Always Priority 1

- Remember safety of the crew, the public, and the vessel are more important than the mission
- PLB (Personal Locator Beacon)
  - Have it on your person at all times when underway
  - Check the battery expiration date
  - Keep it registered with NOAA (every 2 years)
  - As of 1 June 2016, all crew and coxswain on board must have and wear a PLB
- HAZMAT
  - Remember to steer well clear of ANY HAZMAT situation unless you have a certified HAZMAT responder on your crew

Provide SAR Response

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

Responsibilities of Facility Owners

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

Offer for Use Forms

- Electronic notices are sent to the facility owner(s), FC and SO-OP 45 days prior to the end of the one year date of inspection
- Owner have 90 days to get their facility inspected and turned into their DIRAUX office
- If not done prior to the 1 year 45 day expiration, AUXDATA automatically removes the facility from operation status
- Any patrols approved but conducted after that date are not authorized and must not be conducted

I'M SAFE

Are you fit for your mission?

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

Operational Risk Management GAR Model

Green – Amber – Red

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

Operational Risk Management GAR Model

Green – Amber – Red

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

Operational Risk Management
GAR Model

Green – Amber – Red

Smart Phone Applications:

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

Operating in Reduced Visibility

Follow all requirements in the NavRules

- Maintain that lookout as far forward on the vessel as possible (remember - safety first)
- Reduce speed
- Proper Horn Signals
- Nav lights on
- Radar on **and** monitored (at all times not just reduced visibility), if equipped
- Follow all district or OIA special requirements

NIGHT OPS

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

Operational Parameters - Communications

- External:
  - VHF Radio (25 Watt) is ALWAYS primary, cell phone secondary (Cell Phone MUST NOT be used by the helmsman)
  - Must have 2 way communications at **all** times, if not return to base
  - Maintain a radio guard. Use intervals as required by your OIA
  - If communications are lost, your orders may be voided

Radio Communications

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

Radio Communications

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

Radio Communications
Proper Comms

Example: "Coast Guard Station Nassau Point, Coast Guard Station Nassau Point, this is Auxiliary Vessel 2159637 on 21A, Over."

"Auxiliary Vessel 9637, this is Station Nassau Point, Over."

"Station, 9637: (*State your message to the station with clarity, using proper radio protocol and brevity)* Over."

"9637, Station, Roger, Out."

Note: Practice Script (Radio procedures may be reviewed at this link: http://rdept.cgaux.org/documents/Comms/AuxRadioPatrol1.3.pdf

Towing

- Requires a high degree of awareness
- Many potential hazards
- Know limitations of facility, crew and towing components
- How the vessels are loaded will affect maneuverability
- Brief your crew and the disabled vessel's owner
- Always plan an escape route in case things go wrong – because they will and at the worst possible time

Towing (continued)

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

AOM Reminders

- All patrols should start and end with some standby time for pre and post u/w activities (Gar, briefing, de-briefing, etc.)
- Pre and post standby time is coded based on instructions issued by OIA/OTO
- Patrol orders are good for a 24 hour period from the first itinerary entry
- Request multiple orders for multiple days – do not combine
- Time in the itinerary must be consecutive with no gaps. One category ends at 1200, the next begins at 1200, **Not** 1201 or later

AOM (continued)

- Training missions (22A) do **<u>not</u>** require a QE to be on-board
- If on a QE check ride mission, use 22A and list the QE as required by your district and note in comments box the QE's name and actual time doing QE activity
- If a mid-patrol crew change, list all crew members and note times for each in the comments box. The coxswain and/or facility cannot be changed
- The IS officer will adjust the entries in AUXDATA

AOM (continued)

- When requesting orders, always check the last Facility Inspection Date
- If the patrol date will be 1 year & 45 days from the last inspection, a new offer for use must be submitted before the patrol. AOM will not allow order completion with an out of date inspection
- If the date you try to complete orders is over 13-1/2 months from the last inspection, AOM will not allow completion of the orders, even if the patrol date was within the 13-1/2 month range

AOM (continued)

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

AOM (continued)

- Do not claim make-up engine oil; it is included in your SAMA payment
- Fuel additives are 2-cycle oil, ethanol mitigation, injection cleaner, stabilizers, octane enhancer, etc.
- Include receipts as required. CG policy is $75; Districts may require receipts at a lower amount to include any and all claimed expenses
- Per the Operations Policy Manual, patrol orders must be submitted within 30 days after completion of the patrol

Subsistence Payment Reminders

- Subsistence (meal) payments go to the Owner or Operator as selected on the order request
- The member receiving the subsistence payment is obligated to either
  - Turn the payment over to each crew member or
  - Provide a meal(s) to each crew member commensurate with at least the subsistence amount paid
- Subsistence payments are not to be kept by the owner or operator or put in a boat maintenance fund. This is what SAMA is for

Additional Reminders

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

Bravo Zulu!

Great Job!

Thank you for your participation in the 2018 Surface Operations Workshop.

Please share your thoughts about this workshop with us.

Send your comments to:

Chief, Operations Projects and Educational Outreach Division **Bruce.Pugh@cgauxnet.us**

Davida Kellogg BC-REI
Bruce Pugh, DVC-RE
Rick Saunders, DVC-RS
Don Zinner, DIR-R
Bruce Pugh DIR-Rd