WARNING

Do not tamper with or amend the content of this workshop. Do not remove any slides or change the text of a 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 as a back end addendum.

The Facilitator is encouraged to add additional slides and information that is key to their AOR (Area of Operations), or directed by local DIRAUX or CG Stations/Sectors.
Welcome

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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.)
Boat crew includes all crew, coxswains and PWOs


**B.7. Operations Workshops**

Operations workshops may be mandated on an annual basis by Commandant (G-OCX) or by the Director. When operations workshops are mandated, the requirements apply to all personnel participating in surface operations and programs requiring them to be aboard surface facilities. Auxiliarists must complete such workshops prior to June 30 of the year in question in order to participate in operational missions. Workshop attendance credit remains valid through May 31 of the year following.
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

Remind members of testing PLB in the first 5 minutes of any hour monthly but NOT more frequently that once per month

Inspections must be done by Auxiliary members who have been trained to do so by active duty members designated by OIA or by the OTO. If you need PPE inspectors speak to your SO/DSO-MT or your OTO in the Directors office

If the PFD is issued to you, you are responsible for it and should not loan it out. The Ready Locker concept has been in place for a while so that in cases where trainees, or others need a PFD, or a PFD is damaged & a temporary replacement is needed, the Unit can provide it for temporary use from the ready Locker.

Detailed instructions for PPE inspectors are in the Maintenance Procedures Cards posted in the members only section of the Response Directorate web site. These cards are updated regularly so be sure inspectors are using the most current version.
• 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

1. Signal Mirror
2. Strobe Light
3. MK-79 Kit
4. Signal Whistle
5. 6 MK-124
6. Survival Knife
7. PLB

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

Serial Number Placement
(Underside of pocket flap)

Bowline with an Overhand Knot
Not all crew will have SAR vests & it is permitted to use the PFD as long as all PPE is properly attached.

If you have been issued a SAR vest you MUST wear it with PPE properly attached to it. PFDs are required for ALL on board the vessel.

The SAR vest may be returned to the person who issued it or to a designated person, you do not have to use it.
PFDs with Coast Guard Auxiliary name on the back must NOT be worn on private vessels/facilities when you are not in uniform and under orders.

PFDs with Coast Guard on the back must NEVER be worn even if you are under orders. The reason is not so much the “USCG” stamped on it but the replica of the USCG ensign. The ensign (flag) is flown to show law enforcement authority and since we don’t have that we can’t wear the flag. The flag is the reason USCG law enforcement crews don’t wear badges.
The NavRules book is now the Navigation Rules and Regulations Handbook, and that if carried electronically it must be downloaded and stored on the device, not accessed via internet or cell data.
NavRules (continued)

• Download link on Response website:
• DIRAUX/OTO/OIA may have specific navigation requirements for your region
• Periodically updated, stay alert for changes
Train to proficiency, not just to meet minimum qualifications

Know and follow ALL standard procedures

Remind crew about TCT during crew briefing

Know your crew’s qualifications, abilities, and restrictions BEFORE your leave the dock and make crew assignments accordingly

All crew must be current on their TCT (from last year or current year). Taking the 4 hour TCT in any year qualifies in place of the 1 Hour but the 1 hour does NOT qualify for the 4 hour requirement.
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

Per COMDTINST_M5100.47.pdf - a Mishap is “An unplanned, unexpected, or undesirable event or series of events resulting in death, injury, occupational illness, or damage to or loss of materiel.”
A mishap is defined in other documents as - any unplanned, unexpected or undesirable event causing injury (no matter how slight), occupational illness, death, or property damage/loss.

Mishaps are classified as A, B, C, or D according to injury or damage incurred. Any individual or unit with first-hand knowledge of an accident or incident while assigned to duty must report all available information to the Coast Guard OIA. Mishaps classed as A, B or C shall be reported immediately, or as soon as is safe and practical, to the OIA. Mishaps classed as D shall be reported within 48 hours. Mishap classifications may be found in the Coast Guard Safety and Environmental Health Manual COMDTINST M5100.47(Series) Chapter 3.

In addition to prompt report of the mishap to the OIA, the Auxiliary Coxswain is responsible to ensure that a verbal and/or written report of the mishap is forwarded to the DIRAUX.
Notice the last 2 bullets regarding ANY/ANYTHING not anything “serious” it means ANY incident no matter how small. A simple slip and fall, with a bruised arm in an injury to a crew member and therefore a mishap. Also it may impact the mission by delaying it and by the resulting after effects of that very minor injury on the crew member when the mission gets underway. Possible lapse of focus on the mission due to pain/discomfort, effect of the injury can become worse with time, etc.
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 is not just policy and a good idea, it is **MANDATORY**

The reference to reporting mishaps to the AUX COLM, as well as your OIA is consistent with well established requirements that we must report any occurrence or incident to our AUX leadership, whether it be a surface mishap, as in this case, or any information that our leadership should be aware of as a general good practice
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
Each CG command from small boat station to Sector has navigation standards for their crews- local hazards, problems or issues that must be known to crews. AUX crews should also have that information from the OIA or OTO.
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
Crew fatigue is critical to the GAR score and cause to shorten or cancel the patrol entirely. The Cox should always endeavor to stay at or near the helm in order to be alert and in good position to respond to issues. Unless relieved by a competent crew member. Common sense applies when it is advisable for the Cox to change his/her position (e.g. head calls).

Maintaining a proper lookout is not only required for safe operations it is the law per the Navigation Rules. Do not just ASSUME everyone will pay attention and lookout for dangers.
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

If a facility is manned by a Coxswain and one crew, the facility must come to a full stop before the use of a cell phone or mobile device.

Important - cell phones can **never** be used by the person at the helm even if at dead stop.
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

Re-enforce that everything you say and do as well as how you look represents and reflects upon the US Coast Guard and the US Coast Guard Auxiliary.

Consistency of uniforms means that all crew are dressed in the uniform of the day, no exceptions. Sleeves are rolled up Apr 1 and down Nov 1, same as for the active duty (gold) side. May be modified by OIA dependent on local conditions. Clearly, common sense may require a change depending on the weather, etc. The spirit here is to avoid free lancing and maintaining military bearing with respect to uniformity of dress.
You may tow if the vessel is in peril, or there are medical concerns.

You may not tow if a private salvor has been notified and is available in a reasonable timeframe in this case stand by until the salvor arrives. “reasonable” time has not been clearly defined so check with your OIA. Anything less than an hour would be considered “reasonable”
If the boater called for help you may also pickup a tow in some instances if a commercial tower is not available in a “Reasonable” amount of time.

From the CG Addendum 4.11

When specific alternate assistance is not requested or available, mariners will be informed that a broadcast can be made to determine if someone in the area can come to their assistance.

Coast Guard resources or Auxiliary vessels may also be directed to respond if no alternate responder can do so within a reasonable period of elapsed time. Factors governing the elapse of a reasonable period of time for assistance to arrive on scene are discussed below, but such a period should not normally exceed one hour from first awareness of the case.
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.
Please emphasize that safety is the top priority, and if the environment or other factors increase the risk...the GAR must be reviewed to determine what should be done to reduce the risk to an appropriate level. This includes aborting the mission if necessary.

*** All on board must be trained, equipped, and certified to handle Hazmat situations before you respond to this type of incident.
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
The last bullet means that even if the orders make it through the system, if the OPFAC inspection is out of date, the patrol cannot proceed.
This is essentially part of the GAR form process, and also consistent with TCT principles.
Reinforce the need to update the GAR as needed throughout the mission.
Before the patrol season begins, check with your OIA/OTO to be sure you are using the correct GAR form for your AOR.

Operational Risk Management
GAR Model

Green – Amber – Red

- **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

If there is any chance of fog or other visibility problems before the patrol, the GAR should reflect that condition and in most cases, the patrol postponed or canceled.

If you have radar, it should be turned on and monitored at All times not just at night or reduced visibility. Be sure to brief ALL crew on how to use it.

All of these actions are specified in the Rules of the Road, that is, **they are the Law**, not just good seamanship practices.
Check the Response web site, “Safety Best Practices” button to access the “Night Operations Guide” for more detail.

Common sense dictates that conditions at night or reduced visibility are problematic. Although the Night Ops guide does not mention this issue, it any prudent mariner will agree that enhanced communication during night ops is a good practice.
The 25 watt reference is a standard regulation designed to ensure that no transmitter exceeds this limit. Please check with your FSO-CM for more detail.

IAW FCC 47 CFR 80.148, 80.310, NTIA Manual 8.2.29.6.c(2)(e), ITU RR 31.18, 52.244 requires that channel 16 be monitored any time the radio is not being used to communicate. That means no sitting on the working channel, you must have a second radio on 16 or use dual-watch/scan when not transmitting.
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

Note: physical descriptions (race, gender, etc.) ARE acceptable in transmitting if you are working a SAR case and that information is pertinent to prosecuting the case and finding or assisting the boater.
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

Re-enforce that the we are seen and heard as representing the United States Coast Guard when we are out on patrol. Your radio transmissions can be heard by all within a range of 25 miles.
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

Please be sure that all understand the restrictions on using cell technology on OPFACS…especially the policy that prohibits using cell phones alone to maintain radio guard.
Most facilities do not have many opportunities to tow a distressed vessel other than in training an crew/coxswain currency signoffs. Briefing the crew on what will happen and in what sequence is a critical task for the Coxswain BEFORE attempting to connect the tow.
Sailboats often present special problems for towing make sure you know how to do it safely

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
The operational issues related to the reporting of pre and post u/w activities are well reported and noted. We recognize that a long term solution is required and that solution is in the pipeline.

Until a separate code can be created in the AOM software to account for stand-by time, the local OIA will designate a temporary work around code for this purpose.

Orders may overlap calendar days, when the 24 hour period is calculated past midnight. One set for one mission.
AOM (continued)

- Training missions (22A) do **not** 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:
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