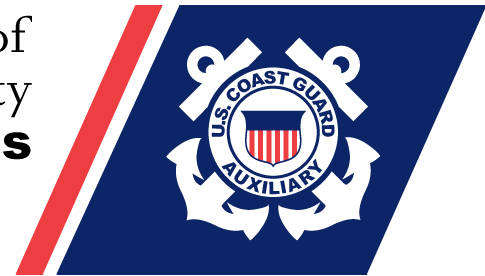

U.S. Department of
Homeland Security
**United States
Coast Guard
Auxiliary**



National Response Directorate 2019 Surface Operations Workshop

2019 Surface Operations Workshop
Response Directorate



Facilitator Guide/instructions

The 2019 Operations Workshop is a group activity that presents key policy changes or clarifications that must be thoroughly understood by crewmembers.

If facilitators have any questions about the slides or notes during their pre-presentation review of this document, they should contact the Response Directorate (names are at the end of the presentation) 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



Ground Rules

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





Risk Management

COMDTINST 3500.3A, Risk Management was published on 5 Mar 2018 and cancelled the following;

- 3500.3 Operational Risk Management
- 1541.1 Team Coordination Training
- 3500.2 Crew Endurance Management





Definition of Risk

A Coast Guard mishap is defined as any unplanned, unexpected or undesirable event that causes injury, occupational illness, death, material loss or damage.





What is Risk Management

A continuous, systematic process of identifying and controlling risk in all activities according to a set of pre-conceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risk, and implementing and monitoring risk controls to support effective, risk-based decision-making.





Risk Management

Risk Management is more than a form or a process.

It is a mindset and awareness of risk and reward that can be used not only in your Auxiliary life but in everything that we do.





Risk Management As A Way Of Life

We Continually Make Decisions Based on How
Much Risk We Are Willing To Accept

Personal

Auxiliary

By Increasing Our Understanding Of Risk
Management – We Will Increase Our
Performance and Safety





Risk Management As A Way Of Life

We Take Steps To Mitigate The Risks

Ask for Help

Modify Our Plans

Change Our Start Time

Change Our Route

Check Our Equipment





Risk Management

- Coast Guard (including Auxiliary) operations are inherently complex, dynamic, potentially dangerous, and, by nature, involve the acceptance of some level of risk
- Due to these issues the Coast Guard has revamped the Risk Management program, including what we know as TCT





Major Changes to RM

The Risk Management Instruction;

- Updates the RM process from 7 steps to the new 5 step process
- Reintroduces the PEACE and STAAR models
- Introduces the Risk Assessment Matrix (RAM)
- Mandates the use of GAR 2.0
- Standardizes RM training for all communities (surface, air, shore)





PEACE Model

- New GAR tool uses PEACE and scores the risk Low-Medium-High
 - Planning
 - Event
 - Assets - Crew
 - Assets - Boat/Resources
 - Communications/Supervision
 - Environment





STAAR Model

- Spread out – Disperse the risk by increasing time between events or using additional assets
- Transfer – If possible, locate a better suited asset to conduct the mission
- Avoid – Wait for risk to subside (daylight?)
- Accept – Benefit should outweigh Risk
- Reduce – Use PPE, additional training or rest, stress reduction





GAR MATRIX

| Risk vs. Gain | High Gain | Medium Gain | Low Gain |
|--------------------|--|--|---|
| Low Risk | <p>Accept the Mission. Monitor Risk Factors and re-evaluate if conditions or mission/activities change.</p> | <p>Accept the Mission. Monitor Risk Factors and re-evaluate if conditions or mission/activities change.</p> | <p>Accept the Mission. Monitor Risk Factors and re-evaluate if conditions or mission/activities change.</p> |
| Medium Risk | <p>Accept the Mission. Monitor Risk Factors and employ Controls when available. Re-evaluate if conditions or mission change.</p> | <p>Accept the Mission. Monitor Risk Factors and employ Controls when available. Re-evaluate if conditions or mission change.</p> | <p>Accept the Mission Only with Command Endorsement Communicate Risk vs. Gain to Chain of Command. Implement Controls and continuously evaluate conditions and mission for change.</p> |
| High Risk | <p>Accept the Mission Only with Command Endorsement. Communicate Risk vs. Gain to Chain of Command. Implement Controls and monitor Risk Factors. Continuously evaluate conditions and mission change.</p> | <p>Accept the Mission Only with Command Endorsement. Communicate Risk vs. Gain to Chain of Command. Implement Controls and monitor Risk Factors. Continuously evaluate conditions and mission change.</p> | <p><u>DO NOT</u> Accept the Mission. Communicate to Chain of Command. Wait until Risk Factors change or Controls are available to warrant Risk exposure.</p> |





What You Need to Do

All Coast Guard personnel (including Auxiliary) should receive RM training as follows;

- Complete the Introduction to Risk Management training course on AUXLMS, course 100202
 - This is a one-time training requirement to introduce the principals of RM and the critical human factors skills





What You Need to Do

1. Attend Team Coordination Training (TCT) annually
2. The training shall be delivered by certified TCT facilitators
3. The Response Directorate is currently working with the Chief Director and CG-113 to develop Auxiliary TCT facilitator qualifications





Mission Risk

Everyone on board should evaluate the risks

- Do we have the right facility for the mission?
- Is the weather within safety limits now and expected throughout the mission?
- Do we have the correct mix of crew/experience for the mission?
- Do we clearly understand our tasking?
- Am I ready/capable for this mission?





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?





Training and Safety

Keys to Achieving Safety

- Training / Crew Qualifications

Train for “proficiency” not just enough to
“qualify” or “re-qualify”

- Use your Risk Management Tools

PEACE, STAAR, GAR 2.0

- 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) immediately
 - With or without injuries
 - Even if there is no damage
- Mishap does not equal punishment
 - Accidents happen
 - Not reporting a mishap DOES lead to punitive action

A Coast Guard mishap is defined as any unplanned, unexpected or undesirable event that causes injury, occupational illness, death, material loss or damage.





Why Mishap Reporting

- Why should I report every mistake I make even if there is only a minor injury, or negligible damage?
 - Remember Mishap reporting is NOT for assigning blame or punishment
 - It is for education and an overall goal of process improvement
 - Analysis of all mishaps can lead the Auxiliary and Active duty to review training, policies, procedures to make improvements in the safety of all missions in the future
 - Stop the small mistakes and the big mistakes are less likely to happen





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 and Auxiliary Chain of Leadership





Mishap Reporting

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

David Larkin– Division Chief Surface

david.larkin@cgauxnet.us

Surface Operations Division

National Response Directorate





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

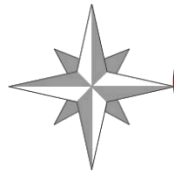




Coxswain Responsibilities

- 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)





Coxswain Responsibilities

- Ensure all crew members are capable of performing the mission
- Ensure crew follows fatigue standards in Aux Ops Policy Manual
- Ensure all crew are equipped with required PPE
- Ensure PPE maintained in accordance with Maintenance Procedure Cards





Crew Responsibilities

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





Important Reminders

- Mobile Devices
 - Use of Mobile Devices (phones, tablets) is PROHIBITED without permission from Coxswain (NEVER by the helmsman)
 - Ref: ALCOAST 382/10
 - Proper lookout must be maintained at all times
 - If necessary, come to dead stop to use mobile device





Important Reminders

- Radio Watch
 - Any vessel equipped with a VHF marine radiotelephone must maintain a watch on channel 16 whenever the radio is not being used to communicate (47 CFR 80.148)
 - Do not only monitor your ops channel (use dual watch or 2nd radio)





“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 Happen Upon Policy Reminder

- Notes:
 - Coxswain has ultimate decision on whether or not to assist vessel
 - Based on consultation with crew and GAR assessment
 - Inform your OIA 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
 - Perform required monthly test per MPC
- 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





AOM Reminders

- Mission Code 01D – Operational Standby, used for time when you are not underway but available such as
 - Prior to getting underway, crew prepping for mission
 - When moored for meals, breaks, logistics stops
 - Debriefing and cleaning up after a mission
- 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)

Mission code 23A – SAR Standby

- Use only when specifically assigned by OIA to assume dedicated SAR standby or actual SAR mission
- Qualified crew must be in immediate vicinity of facility and in prescribed uniform.
- Examples: prolonged searches where AD crews may exceed fatigue standards, AD assets not available, busy/holiday weekends





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
- 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

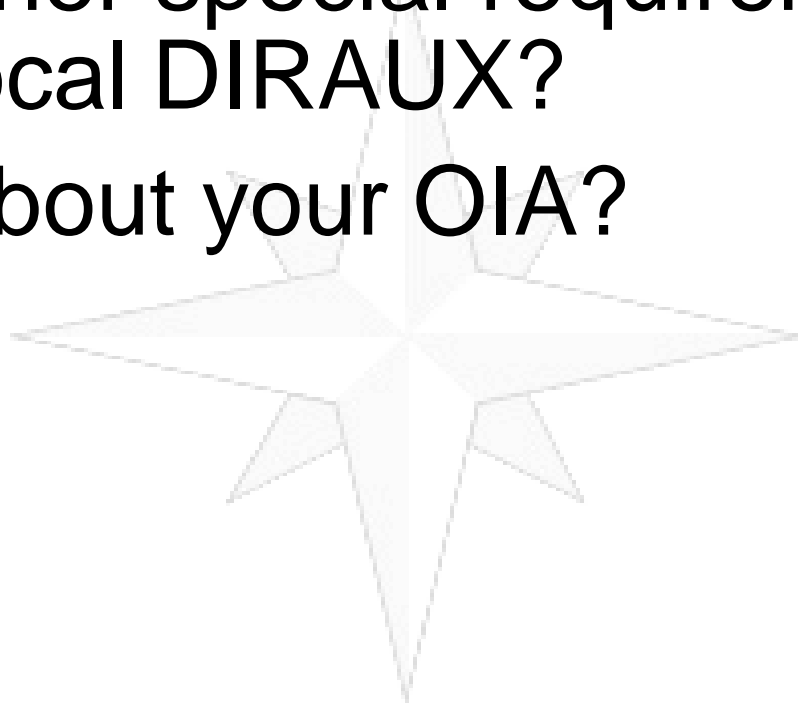
- Subsistence (meal) payments go to the Owner or Operator as selected on the order request
- The member receiving the subsistence payment is obligated to either
 - Turn the payment over to each crew member or
 - Provide a meal(s) to each crew member commensurate with at least the subsistence amount paid
- 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 2019 Surface Operations Workshop.

Please share your thoughts about this workshop with us.

Send your comments to:

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