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2020
Telecommunications Workshop

Auxiliary Telecommunications

Welcome

This workshop will:

- Present Risk Management
- Review existing policies and procedures
- Review current communications programs and missions
- Preview new programs, procedures, and missions
- Review watch standing recruitment

This is an optional workshop, but it may be "required" at the local level for all Telecommunications Operators (TCO)

Ground Rules

- This workshop should be interactive, NOT a Lecture
  - Ask Questions
  - Answer Questions
  - Share Experiences
  - Share Insights

Participate – Participate - Participate

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2020 Risk Management Discussion

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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.

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Note the word **CONTINIOUS** . Risk Management must be done throughout the mission not just at the beginning for a GAR score, and just for Surface or Air operations

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.

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Risk Management As A Way Of Life

- We continually make decisions based on how much risk we are willing to accept in personal life and also in the Auxiliary
- By increasing our understanding of **Risk and Risk Management,** we will increase our performance and safety

- Marijuana is not legal for use under federal law

Note to Instructor. On the "Marijuana is not legal for use under federal law" bullet there will be NO additional discussion or clarification

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

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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

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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)

What You Need to Do as a TCO

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

Annually complete TCT refresher class

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- **CONCEPT OF OPERATIONS – CONOPS** –
  - **http://rdept.cgaux.org/documents/Comms/AuxiliaryCommunications ProgramSOP.pdf** - was released on 21 March, 2016 for Auxiliary Communications and provides a foundation for the growth and development of current Auxiliary communications capabilities - while conveying to the US Coast Guard Auxiliary (CGAUX) and the US Coast Guard (CG), the role, assets, activities, operations and overall policies of the Auxiliary Communication System (ACS)
  - Communication officers at all levels, are responsible for maintaining an accurate radio communications resource availability list. (See: ICS Form 217A CG)

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Concept of Operations for Telecommunications - Overall goal is to Maximize our Telecommunications resources in support of CG activities.

Authorized Operation of Radio Facilities

Only Auxiliary staff or elected officers may activate Auxiliary radio facilities under one or more of the following conditions:

- For a mission ordered or scheduled by the Coast Guard
- When necessary to handle valid distress traffic
- While conducting technical tests to determine a facility's capability (e.g., facility inspection)
- When necessary to contact a Coast Guard unit to determine if Auxiliary help is required

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This slide talks to a narrow scope of ordered missions.

- When conducting net drills
- For assisting in time of disasters or national emergencies
- When necessary to conduct authorized Auxiliary activities as assigned by appropriate Coast Guard unit, Auxiliary Operational Commanders or Staff officers

Reference: Operations Policy Manual, Annex 4.C.4

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"Qualified Auxiliarists" must have completed AUXCOM prior to August 1, 2008 or be TCO (PQS) qualified

– Auxiliarists may offer their radios to be used as Auxiliary facilities. If accepted, a single <u>facility</u> identification for all radios at the facility (HF and VHF) used in the same service will be assigned by DIRAUX and the information entered in AUXDATA

• DIRAUX issues FACILITY ID NUMBERS and approves all VHF callsigns which may be assigned by District CM Staff.

• The DVC-RT issues all **HF** callsigns

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The facility ID is NOT the call sign of the radios at the station, the Call Signs are separately assigned according to the Ops Policy Manual and by District procedures (see bullet point).

Radio Basics

- 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 affiliation in radio transmissions

- This is a zero-tolerance policy and must be strictly adhered to

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Radio Basics (Cont.)

- 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, the public and other agencies "hear" you as the voice of the U.S. Coast Guard
- Practice and use proper radio procedures to achieve success, safety, and professionalism
  - (No "10" codes, no "Over and Out", etc.)

Radio Basics (Cont.)

REMEMBER:

- When you key the microphone on your radio "The Whole World is Listening!"

- Always listen before transmitting and be sure you are on the correct channel (frequency) and no one else is talkin

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VHF Communications

- 7 CG Auxiliary narrow band VHF frequencies are available for our use on narrow band radios with maximum allowed output power of 50 watts
- VHF repeaters are allowed an output power of 100 watts
- Maximum output power on channels in the Marine band is 25 watts
- No power amplifiers allowed on VHF radios

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These frequencies are in the 136-174 MHz frequency range., excluding the 2-Meter. Amateur band, 144-148 MHz.
Encrypted radios may be loaned on an as needed basis and returned following the activity.

VHF Communications (Cont.)

- RDF (Radio Direction Finding) stations are authorized

- VHF handheld marine radios *MAY* be accepted as mobile facilities in special cases

- APRS (Automatic Packet Reporting System) is not authorized

- MMSI (Maritime Mobile Service Identity) numbers are not authorized for Auxiliary aircraft

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VHF REPEATERS

There are 56 Auxiliary VHF repeaters currently throughout the United States, most of which share common input/output frequencies, with varied CTCSS tone access. Most are unit owned

- Repeater requests (CG Form 6086) must be reviewed by CG Office of Spectrum Management before construction or implementation
- Maximum output power of 100 watts
- Narrowband only
- 7 possible frequencies

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HF Communications

- HF serves as a platform for other missions:
  - **AUXMON** (Auxiliary *Monitoring* Mission) A quality control program for Coast Guard broadcasts

  - **AUGCOM** GMDSS *monitoring* for digital and SSB voice distress calls (replaces the old SSB voice distress calls)
  http://rdept.cgaux.org/documents/Comms/AUGCOM/AUGCOM%20Mission%20Final%20to%20BSX%202016_PDF.pdf

  - **SHARES** – A DHS administered radio program coordinating a voluntary network of government, industry, and disaster response agency HF radio stations used for emergency communications

AUGCOM is augmenting of Coast Guard Communication systems.

HF Communications (con't)

- Maximum power output 1000 watts on HF radios
- Usable for Auxiliary HF radio Nets
- 41 frequencies 2-23 MHz are available
- Radios must be able to transmit outside of Amateur bands
- Accommodates digital modes
- Supports CG contingencies and SHARES

• Radios must meet NTIA standards

Reference:
http://rdept.cgaux.org/documents/BeQualified/BecomingQualifiedAuxiliaryHighFrequencyProgram.pdf

Radios used for HF operations must meet NTIA (National Telecommunications and Information Agency) standards for stability, purity and capabilities of output.

CG Station Radio Watchstanding

- Auxiliary Watchstanders at a CG station must complete the same training as active duty CG watchstanders and stand a "board examination"
  - They must have received, or applied for, DO security clearance prior to being certified as a CG Watchstander
  - Watchstanders serve at the Station CO's discretion
- AUXCOM or TCO/PQS are helpful and <u>might</u> be required at the discretion of the station OIC

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Auxiliary Station Watchstander

- Watchstanders at an <u>Auxiliary</u> Communications unit (ACU) must be certified as TCO or completed AUXCOM prior to August 1, 2008
  - Must be TCO certified if the chief operator in a multiple-operator situation
  - Other requirements might be required, on a District to District basis
  - A radio watch requires that the station is actively manned and the operator is ready for intervention

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SHARES (Shared Resources)

- Administered by DHS

- This program provides the Federal emergency response community with a single interagency emergency message handling and frequency spectrum management system

- SHARES promotes interoperability between <u>HF</u> radio systems used by Federal departments and agencies and monitors applicable regulatory, procedural, and technical issues

SHARES (Cont.)

- To apply for SHARES membership only use the Auxiliary furnished application, Form 1, available only from DVC-RT
- Do not use SHARES furnished application
- Use Auxiliary HF call sign when logging into a SHARES net
- The DVC-RT acts as a facilitator of the application process
- See: **http://www.dhs.gov/shares**

AUXMON

- AUXMON stations monitor CG broadcasts to mariners on stations located on the East Coast, Gulf Coast and Pacific Coast

- The Coast Guard broadcasts are by voice, digital, and FAX, all on HF marine frequencies

- Members monitor and report any problems to the CG Communications Command (CommCom)

- HF radio equipment and special software is required to participate in the AUXMON program
- Additional AUXMON members are needed
- For application, please see:

  http://rdept.cgaux.org/documents/Comms/AUXMONApplicationrs.pdf

HF stations and AUXMON stations require special authorization from National

CG COMMCOM is the command responsible for CG HF operations worldwide, and for oversight of Auxiliary HF operations

CHANGE AGENTS

- Technology – voice to digital communications
- Wide band VHF shifts to narrowband NTIA compliant, except for Marine channels
- GMDSS replaces traditional SSB MF/HF distress messaging
- August 1, 2013 - Coast Guard halted monitoring of 2182 MHz SSB for distress calls and 2670 KHz VOBRA
- Rescue 21 implemented for Sea Area 1, VHF
- COMMCOM Email of July 2015
  http://wow.uscgaux.info/Uploads_wowII/R-DEPT/COMMCOM_MEMO_SMLL_SIZE.pdf
- Auxiliary TC Concept of Operations released in 2016

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AUXILIARY COMMUNICATIONS SYSTEM - 2016 & Beyond

VHF Communications	MF/HF Communications	Station Watch Standing
AUXMON	SHARES	AUGCOM

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- Specifics of AUGCOM mission released Mar. 31, 2016 See //rdept.cgaux.org/documents/Comms/AuxiliaryCommunicationsProgramSOP.pdf
- Directly supports the CG COMMCOM, Sectors and other CG Commands
- Aids response to GMDSS HF maritime services for sea area A-2
- Participants are a select group of qualified Auxiliary HF facilities and designated as AUGCOMSTA

http://rdept.cgaux.org/documents/Comms/AUGCOM/AUGCOM%20Recruiting%20Statement%20rev926.pdf

WHAT IS A FACILITY?

- The Coast Guard counts assets: vessels, aircraft, and radios

- DIRAUX assigns each asset a facility identification number, i.e. OPFAC # for a vessel, or Facility ID for a radio, i.e. NF81AA

- The identification number is for record keeping only. You must insert this facility identification number in the box in Section III of the Mission Hour, Form 7030, where it calls for a facility registration number

WHAT IS A FACILITY? (Cont.)

- DIRAUX approves VHF radio **callsigns,** which may be assigned by DIRAUX or the District CM Staff

  - E.g. **"Auxiliary Boston Radio"**, where Boston signifies the location. DIRAUX does not issue Auxiliary HF callsigns

- HF facility owners must forward a copy of their DIRAUX accepted Offer for Use Form 7004 to DVC-RT and BC-RTI for issuance of their **HF callsign**

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FIXED LAND FACILITIES

- Fixed land facilities are permanently located in an Auxiliary Communications Unit (ACU) either owned by the Auxiliary or in the residence, or similar building, owned by the radio facility owner

- The location is FIXED and DIRAUX must authorize relocation of the radio facility via Form 7004

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MOBILE RADIO FACILITIES

- Mobile radio facilities are usually mounted in vehicles and can be used while the vehicle is in motion

- Handheld radios are considered to be mobile

- Movement at the direction of the CG requires orders via the AOM process

- They are not to be confused with TRANSPORTABLE radio facilities

WHAT IS A TRANSPORTABLE FACILITY?

A station which is transferred to various fixed locations but is <u>not intended to be used while in motion</u>

Examples:
- Go-kit
- Trailer
- Boxed radio with accessories

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TRANSPORTABLE (Cont.)

- A transportable station is normally configured to permit it to be easily transported and set up for operation in various temporary locations

- A transportable station should be ready for emergency deployment at all times, but is not used on a regular basis and is not used at a permanent location

- Movement at the direction of the CG requires orders via the AOM process

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TRANSPORTABLE FACILITY

An example of a
transportable radio
facility is shown on the
tailgate of the truck

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Mishap Reporting

- ALL mishaps must be reported to the Order Issuing Authority (OIA) immediately

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

  Additionally the Auxiliary wants any incident which causes a disruption or alteration of the mission reported.

  This allows the mishap to become an education opportunity to be shared across the entire organization.

- Mishap reporting <u>does not</u> equal punishment

  - However this does not apply for reckless or foolhardy actions.
  - Incidents occur
  - Not reporting a mishap may 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. "

Need to define MISHAP.   Anything causing an unplanned stop besides a comfort stop is potentially reportable. Certainly any mechanical or maintenance issue, but people should use common sense in what they report. Anything that you expect to be reimbursed for should definitely be reported. That being said, it is better to over report than under report. Nobody will be criticized for reporting too much. When in doubt report it.

Operations Policy Manual requires those with firsthand

knowledge of a mishap to report it. Let's talk about that.

If you are confident that the principle parties are reporting to the organization, redundant reporting is not needed unless requested.

Why are they requesting that all mishaps; with or without injuries and even if there is no damage be reported?

Whenever a mishap occurs, even with no real damage or injury, is reported this information can be used to aid other members of potential risks and how this risk can be avoided.

This information you provided can be used as a learning or teaching event that can help all of us to become safer.

AOM Considerations

- When a **Mobile Radio Facility** is directed to move, AOM orders are required. The Coast Guard OIA (order issuing authority) approves AOM orders.

- When a **Transportable Radio Facility** is directed to move, AOM orders and DIRAUX approval are required
  - In those situations where an operator (TCO), under orders, travels from home to arrive at a Fixed Land ACU, they are not eligible for AOM travel reimbursement. Depending on their ACU duty hours, relative to meal time, they may request reimbursement for meals through the AOM process

MARINE CHANNEL 16

- Channel **16** is the international emergency/distress and calling channel
- **Always monitor channel 16 (at least in scan mode) even if there is a specific reason to monitor another channel (regatta, SAR case, guard channel, etc.)**
- Encourage all boaters to monitor channel 16 when underway

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Coast Guard Watch Standing

The US Coast Guard has asked for Auxiliary members to become Coast Guard Communications Watchstanders (CWS).
What does a CG CWS do?

Common activities include:

- Monitor and answer the radios and phones
- Stand Guard for underway unit assets
- Keep radio logs and document SAR cases
- Give unit "Pipes"
- Assist and keep informed the unit command structure
- And more…

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Watchstanders can be at Auxiliary radio stations or at Active Duty Station/Sector Communications stations. Base requirements are the same. For duty at a Coast Guard Station additional training is required.

Coast Guard Auxiliary members may train to be a watchstander at a Coast Guard station when authorized by the CO/OINC at the station. The training requirements for Auxiliarists are the same as the requirements for regular Coast Guard. They must complete the Coast Guard Watchstander PQS, stand watch with a mentor, stand a Board, have current TCT training and successfully complete all other station requirements and have DO security clearance.
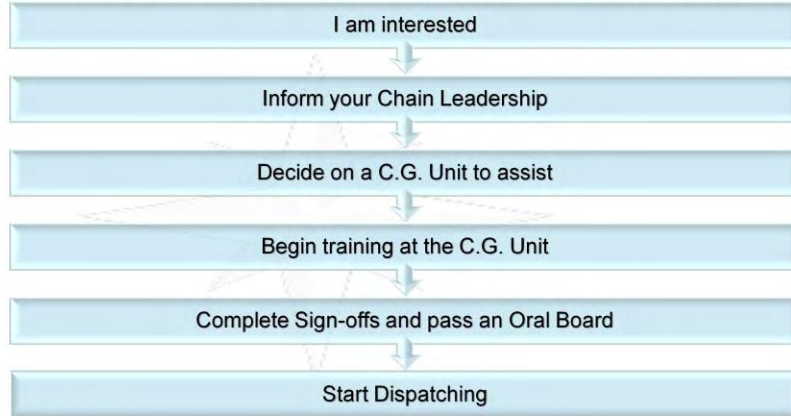
The training required to complete the Coast Guard Watchstander PQS, COMDTINST M16120.7A, along with other CG station watchstander requirements covers all relevant items specific to active duty operations.

TCO certification might be required by the station CO/OINC.

Watch Standing Recruitment

You are interested in becoming a CWS and helping a CG Unit. What do you do?

I am interested

⬇

Inform your Chain Leadership

⬇

Decide on a C.G. Unit to assist

⬇

Begin training at the C.G. Unit

⬇

Complete Sign-offs and pass an Oral Board

⬇

Start Dispatching

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Watch Standing Requirements

Requirements:
- BQ qualified
- Passed AUXCOM (prior to 8/1/2009) or TCO
- Current with AUXMT
- Taken ICS 100, 200, 700, 800
- DO Security clearance for CG Watchstander position

Next steps:
- Request approval through FSO-CM to your FC
  - CM/FC requests approval through Auxiliary Coordinator

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Members that completed AUXCOM prior to August 1, 2008 are authorized the same watchstander privileges and authority as TCO qualified members

AUXCOM/TCO may not be required by the Coast Guard CO/OINC but is still highly recommended and will make passing the PQS for Coast Guard easier.

The Auxiliary and the Sea Scouts identified significantly beneficial prospects of enhancing their partnership including improved Sea Scout training opportunities, enriched Coast Guard and Auxiliary recruiting, and better overall promotion of recreational boating safety among our Nation's boating public.

There are specific requirements when working with Sea Scouts that need to be followed,

> Consent Forms
> Required training specified training as defined in the SOP
> Limitations in participation in SAR activities
> Qualifications open to sea scouts

Refer to the SOP published 1 November 2019 for requirements and details

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