

Welcome



- Welcome to the 2022 online Surface Workshop – we will start on time
- Meanwhile, un-mute your microphone, turn your camera on and say hello to the rest of the group
- If you have any problems please call, text, or Email the course facilitator, (insert name) at 555.555.1212 or email@isp.com
- If you lose connectivity during the session, we suggest you restart your computer before re-entering the session



U.S. COAST GUARD AUXILIARY - UNCLASSIFIED

For online presentations, use this slide as the “waiting” screen as members “sign in.”

Enter your specific information (name, phone number and email) in the third bullet

If this is done in a classroom setting you can skip this slide.



2022 Surface Operations Workshop

*Surface Division
National Response Directorate*



U.S. COAST GUARD AUXILIARY - UNCLASSIFIED

Welcome



- What this workshop provides:
 - Policy Review
 - Safety Enhancements
 - This Workshop is NOT a replacement for TCT
 - **DO NOT REMOVE INFORMATION from this presentation – you can add local information as appropriate**



DSOs-OP may make District / AOR specific changes as appropriate. Please provide the DVC-RS with your revised slide deck for archival purposes.

Ground Rules



- This workshop should be interactive, not all lecture
 - Ask questions
 - Answer questions
 - Share experiences (keep between the buoys)
 - Share insights

Participate ~ Participate ~ Participate



Instructors are reminded to manage the presentation to ensure that all attendees remain engaged, and that the presentation keeps, as closely as possible to the advertised time frame.

Risk Management (TCT/RM)



- Complete the online “Introduction to Risk Management” training course 100202 (one time)
- Attend “Annual Risk Management TCT Refresher”, yearly
- Risk Management is more than filling out a form and more than just a process, it is a *mindset* which continually considers risks and rewards

**Risk Management
is a
CULTURE OF SAFETY!**



While training is identified as “annual” members may have 15 months to accomplish their refreshers

Risk Management (TCT/RM) – cont.



- Coast Guard Auxiliary operations are inherently complex, dynamic, potentially dangerous, and involve the acceptance of some level of risk
- Risk **MUST** be continuously evaluated throughout every phase of the mission, not just at the initial briefing, and reported to the Order Issuing Authority (OIA) when appropriate

All risk profile changes shall be reported to the OIA immediately, subject to the safe operation during the increased risk

Risk Management (TCT/RM) – cont.



- Using the PEACE and STAAR models, the entire crew needs to take steps to mitigate the risks by:
 - Asking for help
 - Modifying plans
 - Continually reassessing and modifying plans as appropriate
 - Verify the operational status of all equipment



You can never eliminate all risk, but you can always take steps to reduce risk

The PEACE model is used to identify risk

Planning

Event Complexity

Assets

Communication and Supervision

Environment

The STAAR model helps identify mitigation options

Spread out

Transfer

Avoid

Accept

Reduce

Discussion Point , probe for input. Some item could include
When you should reassess or modify your GAR

- Start of mission
- Change of conditions (weather, time)
- Change in physical condition of crew
- Change in mission
- Mechanical problems
- Communication issues

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 forecast throughout the mission?
 - Do we have the correct mix of crew/experience for the mission?
 - Does the entire crew clearly understand our tasking?
 - Am I ready and capable for this mission?
 - Is the rest of the crew ready and capable for the mission?

Discussion - Remind everyone that **anyone** may question the risk associated with a mission (or phase of) and opt-out if they are uncomfortable. If the person is a required crew member, then the mission must be cancelled. The crew should discuss the person's concerns and act accordingly. Ultimately the Coxswain has the responsibility for the safety and success of the mission and the final decision is his/hers – respecting the rights for crew to opt out. Everyone on board must continually assess their own physical condition and their fellow crew members.

Safety is ALWAYS 1st Priority



Remember:
safety of the crew,
the public, and the vessel are
more important than the mission



Please emphasize that safety is the top priority, and if the environment or other factors increase the risk. Reassess the risk, using GAR 2.0, to determine what should be done to reduce the risk to an appropriate level. This includes aborting the mission, if necessary.

Training for Safety and Proficiency



Keys to Achieving Safety and Proficiency

- Training/Crew Qualifications
 - Striving for excellence must be a part of our culture
 - Train for proficiency - because your entire crew wants to be better
 - Train for safety
 - Not just to “qualify” or “re-qualify”
 - Always strive to exceed the minimum

Consider every mission a training mission and learn from it. Instructors should STRONGLY encourage “Proficiency”

Training for Safety and Proficiency – cont.



- All patrols should include a training component based on the needs of the crew
 - Utilize the Active-Duty "Drill Sheets" posted on the response website:

<http://www.uscgaux.info/content.php?unit=R-DEPT&category=training-guides>

Towing

Search Patterns (Precision)

Search Patterns (Drifting)

Restricted Visibility Navigation

Manual Plotting

Man Overboard (MOB) Recovery

Automated Plotting

Coxswain Plus 1 Crew



- Even though there are only 2 members on board, they must still perform the full workload
- Coxswains should evaluate risk based on the additional workload of covering all required task with limited crew members. Including emergency situations.

Discussion: Coxswains must be prepared for any eventuality during a patrol. When planning a patrol and selecting crew, Coxswains should consider whether minimum crew is sufficient crew to perform mandatory functions, (Forward Watch, Aft Watch, Radio Watch, and Helmsman, and ...?) and whether the crew is sufficiently experienced and trained to react professionally and safely to unforeseen circumstances (MOB, crew illness, towing evolutions, SAR events, etc.).

Coxswain Plus 1 Crew - Discussion



- On a two person OPFAC team (one crew member with a Coxswain)
 - Which person will act as lookout, helmsman, radio watch?
 - Who is monitoring the navigation picture?
 - Is the single crew member experienced enough to multitask?
 - Is the Coxswain?
 - Are you fully organized for the underway mission?

In addition to the items mentioned on the slide or previously discussed. How will assignments change in the event the OPFAC has to conduct a tow? Is the single crew member able to handle all four lines during a tow? How can the Coxswain help with this? How will lookout duties be impacted while attaching a vessel for an alongside tow? Who is watching the navigation picture? Planning for these contingencies **MUST BE A PART OF THE PRE-UNDERWAY SAFETY BRIEF.**

"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-the-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?
Note: Marijuana is not legal for use under federal law
- F** Fatigue - Am I tired and not adequately rested?
- E** Eating - Am I adequately nourished and hydrated?



Everyone on the mission should go through this I'm Safe list and answer these questions **HONESTLY**.

According to the OPS Policy Manual the Coxswain should evaluate himself/herself and each member of the crew. ALL crew member should be evaluating themselves AND their crewmates

Federal Law is very clear. Coast Guard members are **prohibited** from using products, made or derived, from hemp, including cannabinoids (ALCOAST 308/20). The Federal prohibition is not impacted by any state or local laws allowing for the use of medicinal or recreational cannabinoids.

DISCUSS SYMPTOMS THAT MIGHT BE OBSERVED; DRUGS TAKEN AND ANY WEATHER/SUN CONSIDERATIONS/SENSITIVITIES; DRUGS INCLUDES CANNABINOIDS.

Safety - Proficiency - Professionalism



- **Discussion – 1 ~ Safety**
 - Have you ever seen crew members who you knew had physical issues
 - Issues boarding the facility
 - Can not stand for periods of time
 - Does not have to be a permanent injury
 - What did you do
 - What should be done to eliminate (or reduce) these risks

When was your last physical?

If you were thrown overboard and injured – would your crew mates be able to rescue you?

Without injuring themselves or others?

Is the success of the mission being put in jeopardy?

Safety - Proficiency - Professionalism



- **Discussion – 2 ~ Proficiency**
 - Have you ever seen crew members executing unsafe maneuvers
 - What did you do
 - What should be done to eliminate (or reduce) these risks
 - Do you train as a normal part of patrols

Due to COVID it has been a long time since many of us have been out on the water, so we may be a bit rusty. We should do some training during our first few times back on the water.

You could chart a course and have the helmsman execute it.
How close to the end point did the helmsman come?
How close to the estimated time did the helmsman come?

Safety - Proficiency - Professionalism



- **Discussion – 3 ~ Professionalism**
 - Have you ever seen the coxswain or crew members not concentrating on the mission
 - Holding non-mission related conversation
 - Not paying attention to their duties
 - The coxswain not managing the crew and the mission
 - What did you do?
 - What should be done to eliminate (or reduce) these risks?

Safety - Proficiency - Professionalism



- **Discussion – 3 ~ Professionalism – *continued***
 - Have you ever noticed the coxswain or crew members wearing an incorrect uniform or wearing the uniform incorrectly?
 - What did you do?

Coxswain Down



**As part of your pre-mission briefing,
discuss what if the Coxswain becomes
disabled**



Ask the members if the remaining crew can deal with the Coxswain's problem and get the facility back to base safely. This is especially important during Coxswain plus 1 crew.

Providing First Aid - CPR



From AUXILIARY OPERATIONS POLICY MANUAL COMDTINST M16798.3E:

E.10. Emergency Medical Response

First aid training (beyond a basic awareness of emergency situations) is not a part of the Auxiliary boat or air crew qualification process. Auxiliarists, while on orders (verbal or written) or while assigned to duty, can give first aid. In cases of boating emergencies, Auxiliarists shall advise the unit commander of any emergency medical situation. If unable to contact the unit commander, then seek guidance from competent medical authority.

NOTE

GA

The Auxiliarist may only provide first aid that they are trained to give [sic] and which is within the scope of their assigned duties. For example, an Auxiliarist on an authorized patrol who is not CPR, qualified must not perform CPR but an Auxiliarist who is CPR qualified may.. [sic]



Have the class read the regulation.

If we read this, we see **“First aid training (beyond a basic awareness of emergency situations) is not a part of the Auxiliary boat or air crew qualification process”** and we **“may only provide first aid they are trained to give”**.

Mishap Notification



A memorandum from the National Commodore, dated 19 JUL 2021, provides guidance for **notification** of any aviation incident or mishap. The Commodore's memorandum describes the type of mishaps and incidents that require **notification** to Senior Auxiliary Leadership, and the notification procedure.

In addition to the procedure specified, please copy the Division Chief for Surface (DVC-RS). These procedures **are in addition** to those in place for reporting mishaps to the OIA occurring while members are under operational orders

Mishap Reporting



ALL mishaps must be reported to the OIA & CoLM 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 requires any incident which causes a disruption or alteration of the mission reported
- This allows the mishap to become an **educational opportunity** to be shared across the entire organization
- The concept of "Just Culture" will be applied
 - We are looking to improve our safety and performance
 - We are not looking to punish
 - This is not a "free pass" for careless or reckless actions



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." Any event that has the potential to embarrass the Organization.

A mishap, while underway, is **anything causing an unplanned stop is potentially reportable. Any medical, mechanical, or maintenance issues should be reported. Anything you expect to be reimbursed for should be reported. 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.

If you are confident the principal parties are reporting to the Organization, you are not required to report the incident, redundant reporting is needed only if requested.

Mishaps



Three predominant causes of mishaps for both the Auxiliary and Active Duty are:

- Complacency
- "Track Line" deviation (Off Course)
- Speed

Source is CG-1131 Office of Safety and Environmental Health

COVID-19 Mitigation



Crews must develop a mitigation strategy for missions

Research COVID infection status for any location linked to the mission. Coxswains need to include the requirement to know and understand the Covid-19 status and recommendations or laws concerning traveling in and out of each state or locale.

Crews exposed to the infection must quarantine for 14 days. Individual Districts may have additional restrictions.



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COVID-19 Mitigation – cont.



The Personal Protective Equipment (PPE) list now includes:

- Mask
- Gloves
- Disinfectant wipes
- Cleaner

Our standard procedures for post mission now includes disinfecting any surface areas normally handled on the facility, including communication equipment.



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Radio Basics



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

Radio Basics - Cont.



- It is often not what you say, but how you say it that demonstrates your professionalism
- Brevity and accuracy support 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”, no “Roger WILCO”, no “five by five”, etc.)

Radio Basics - Cont.



REMEMBER:

- Always listen before transmitting and be sure you are on the correct channel (frequency) and no one else is talking
- Professional presentation – Voice of the Coast Guard
- Speak slowly, clearly and calmly– Must be understood the first time
- Use proper PROWORDS, avoid slang and jargon

Marine Channel 16



- Channel 16 is the international emergency/distress and calling channel
- **Monitor channel 16 whenever able (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

Coxswain Responsibilities



- Responsible for **ENTIRE** crew
 - From pre-mission brief to debrief
 - Arrange the OPFAC familiarization, check PPE (maintenance cards and member proficiency) and PLBs, remove watches, rings, etc.
 - Determine any physical limitations (IMSAFE & actual observations) ensuring compliance with AUX Ops Policy Manual
 - Ensuring each member knows their role AND can fulfill the role

Each assigned member should be clearly identified to the other members of the crew.

Coxswain Responsibilities – cont.



- Designate primary lookout(s) and explain duties
- Exercise DIRECT supervision of the helmsman and OVERSIGHT supervision of the rest of the crew
- Designate a radio watchstander and explain duties
 - Radio channels may be District, Sector, and AOR specific

Ensure lookouts understand their responsibilities to report to the helmsman. Maintaining a proper lookout is not only required for safe operations it is the law per the Navigation Rule 5. Do not just ASSUME everyone will pay attention and lookout for dangers.

Common sense should be utilized when the Coxswain is considering a change of position (e.g., head calls).

Watchstander to monitor channel 16 and Operational Channels (AOR specific); Conduct OPS/POS reports to guarding station as required.

Coxswain must monitor crew fatigue, as it is critical to the GAR score and may shorten or cancel the patrol entirely.

Coxswain Responsibilities – cont.



- Monitor crew physical condition throughout the patrol ensuring performance of their duties
- Ensure cutoff switch (if installed) is used
- Reassess RISK as the situation evolves

Ensure lookouts understand their responsibilities to report to the helmsman. Maintaining a proper lookout is not only required for safe operations it is the law per the Navigation Rule 5. Do not just ASSUME everyone will pay attention and lookout for dangers.

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Watchstander to monitor channel 16 and Operational Channels (AOR specific); Conduct OPS/POS reports to guarding station as required.

Coxswain must monitor crew fatigue, as it is critical to the GAR score and shorten or cancel the patrol entirely.

Crew Responsibilities



Safety is paramount

- **If you see something, say something**
 - If you ignore something you are condoning it
- Risk Management is a practice, not an event.
- Consider IMSAFE when preparing for and during the mission

Operational Risk Management (ORM) is all about a continuous review of changing conditions that may influence the “Risk” of a mission.

Important Reminders



- Mobile Devices
 - Use of Mobile Devices (phones, tablets) is **PROHIBITED** without permission from Coxswain.
 - “The helmsman is prohibited from using a mobile device.”
- Proper lookouts must always be maintained

If a crew member is using a mobile device, the coxswain shall ensure there is a proper lookout posted.

Important - cell phones can **never** be used by the person at the helm even if at dead stop because they need to be able to immediately react. It is suggested that the coxswain not use a mobile device while the vessel is moving to be able to maintain full situational awareness.

Important Reminders – cont.



•Radio Watch

- All vessels equipped with a VHF marine radiotelephone must maintain a watch on channel 16 whenever the radio is not being used to communicate. See CG Addendum to the National SAR Supplement (COMDTINST M16130.2F) chapter 2 / SAR Communications, Paragraph 2.5.6 Channel 16 Monitoring Requirements (page 2-29)
- Do not simply monitor your ops channel (use dual watch, scan, or 2nd radio)

NAVRULES require all vessels to maintain a listening watch on VHF 16 (unless under positive VTS control) whenever they are not using (meaning “transmitting”) the radio. AOR specifics must be considered when deciding listening watch channels. We recommend all facilities have two VHF radios, typically one installed and one hand-held), with one on VHF 16 always and the other used for operational control. If you only have one, then use Dual-Watch or scan when not actively talking on it.

Important Reminders – cont.



- Personal Locator Beacon (PLB)
 - Coxswain and crew members must wear it on your person when underway
 - Check the battery expiration date and perform required monthly test per Maintenance Procedure Card (MPC)
 - Keep it registered with NOAA (registrations must be renewed every 2 years per MPC)
 - [HTTPS://beaconregistration.NOAA.gov](https://beaconregistration.NOAA.gov)

PLBs are required for coxswain and crew. All other persons aboard the vessel, such as non-crew AVs, non-crew photographers, etc., are only required to wear proper PPE.

Provide SAR Response



- Perform only what you and your facility/crew can perform
 - **Safety of the Crew Always Comes First**
- Operate at safe speed for the sea conditions and local environment
- Observe all NO WAKE zones – set the example for all other boaters

Patrol Orders



- AUXDATA II
- O1D Reporting and use
- Timely patrol order claims submission
- Claiming "Other" Reimbursable Expenses

AUXDATA II – Patrol Orders



- Prior to using AUXDATA II for the first time to request/complete a patrol order, please familiarize yourself with the AUXDATA II User Guide - Patrol Orders. This is located under the Files tab – then select Libraries -USCG Auxiliary Guides in AUXDATA II.
- Reach out to an experienced user for training as well.

Mission Reporting - Code 22B NOT for Underway Hours



There have been many ANSC-7030s (Activity Report - Mission) incorrectly submitted using Mission Code 22B in conjunction with underway patrol activities. Mission Code 22B is NOT an underway Mission Code. Please check with your IS officer for the correct code to be using for your specific activity.

Incorrect use of Mission Code 22B is causing difficulties and could possibly result in late entry or loss of credit for underway patrol hours.

Mission Reporting – Code 01D



- Mission Code 01D – Operational Standby, used for time when you are not underway but available such as:
 - Prior to getting underway, crew briefing and Risk Management Assessment for the mission
 - When moored for meals, breaks, logistics stops
 - Debriefing and cleaning up after the mission
- All missions must include 01D time to acknowledge safety briefing and debriefing
- Accounts for fatigue time per CG Policy



Refs: ALAUX 017-18/ALAUX 020-18/Operations Policy Manual, Chapter 4.E

Instructors should discuss fatigue time and how the different mission codes/durations contribute to the fatigue time calculation.

(01D, 01B, 23A = 50% of accumulated activity duration toward crew fatigue time limits, all other patrol order mission codes = 100% towards fatigue time calculation)

Since April 1st, there have 29 patrols where the crews exceeded fatigue time. Facility operators must request a fatigue waiver from the OIA with an updated RM assessment if the patrol will exceed the established fatigue time.

Provide an example to highlight the fatigue time calculation.

Mission Reporting – Accurate and Timely



- Accurate and timely reporting and closing out missions within 30 days provides:
 - Credit for operations and training hours to be received and reviewed for accuracy by all crew members.
 - Timely reimbursements and allowances to be paid
 - Reduces additional work for OTOs and BSX



Impress on the members timely and accurate reporting is extremely critical.

This needs to be the new mantra: The patrol is not completed until the patrol order is accurately filled out, signed, marked Completed for the OIA.

Also, the CG is moving to a new Financial Management System in late 2021 and there will be tighter controls on the timeliness of patrol order completion. Operators MUST ensure patrol orders are completed as soon as possible after the mission ends. There were many instances in 2020 where facility operators failed to complete timely patrol order claim submissions. This required an inordinate amount of extra work by the OTOs and BSX to ensure FY2020 patrol orders were closed out. As of January 2021, there were still outstanding patrol orders from September 2020 that still haven't been routed to the OIA for submission to FINCEN.

“Other” Reimbursable Expenses



- On a patrol order, “Other” Reimbursable Expenses **may include:**
 - Tolls (if trailering)
 - Temporary moorings required for an event
 - Launch ramp fees
 - Park entrance fees

“Other” Reimbursable Expenses – cont.



• Expenses that may NOT be claimed as “Other”:

- Food/Meals/Water
- Fuel or Fuel Additives (2 cycle oil) (there are specified fields for these)
- Lodging & Per Diem*
- Splitting your annual mooring fee into a per-day expense and claiming on the patrol order

* Lodging and per diem are rarely required for ordered patrol missions. In cases where the OIA needs Aux resources for a multi-day event, lodging and per diem may be authorized by the OIA via a standard travel order.



Meals are claimed on the Crew section of the patrol order. Meals may only be claimed if the patrol activities occur during one or more of the standard mealtimes. Only claim meals if the crew member was present during that portion of the patrol.

The current reimbursement rates are:

Breakfast (0600-0759)	\$2.55
Lunch (1100-1259)	\$4.65
Dinner (1600-1759)	\$4.65
Mid-Rations (2300-2359)	\$2.55

Responder Articles



- The Response Directorate is always looking for articles for The Responder
- Past Responder editions are maintained on the Response Directorate website -
<http://wow.uscgaux.info/content.php?unit=R-DEPT&category=the-responder>
- Submit articles To DVC-RS (Michelle.Thornton@cgauxnet.us)

Operations Workshop Debrief



- What went right with today's workshop?
- What went wrong with today's workshop?
- What could be done better next time?

Thank You For Your Participation!



Any additional feedback on the content of this presentation may be sent to:

Division Chief – Education **Bruce Pugh - DVC-RE**



Roy Savoca
Sue Thurlow
Michelle Thornton

DIR-R
DIR-Rd
DVC-RS

