

---

---

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



# **National Response Directorate 2016 Surface Operations Workshop**

---

---



# Welcome

This workshop has been developed as a review of policies and procedures, affecting Surface Operations, to better promote safety and efficiency for patrols

Although this is an optional workshop, it can be required at the local level

It is **not** a replacement for the required annual TCT Refresher for Auxiliarists qualified in Surface Operations





# Ground Rules

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





# Team Coordination Training TCT

## Speaking of Currency Maintenance

- Reminder the new TCT 4 hour program for initial qualification into the Operations program as well as for the required 5-Year currency maintenance is the preferred alternative to the 8 hours class
- Qualification as a TCT Facilitator for the 4 hour class has been streamlined. Requirements are:
  - You must be recommended by FC or Division Commander
  - Approved through the chain of leadership to the District Captain
  - Recommendation accepted by DIRAUX
  - A Certified Instructor
  - Current Coxswain or Non-Current Coxswain with a minimum of 250 hours as Coxswain in AUXDATA
  - [Specific Details are in ALAUX - TEAM COORDINATION TRAINING \(TCT\) -10/13 issued by CHDIRAUX on 08 Aug 13](#)





# Personal Protective Equipment (PPE)

---

Rescue and Survival Systems Manual (R&SS)  
COMDTINST M10470.10G, released 9 SEP 14

The R&SS Manual can be downloaded at:

[http://www.uscg.mil/directives/cim/10000-10999/CIM\\_10470\\_10G.pdf](http://www.uscg.mil/directives/cim/10000-10999/CIM_10470_10G.pdf)

Further clarification can be found in ALCOAST  
231/15 at:

[http://www.uscg.mil/announcements/ALCOAST/231-15\\_ALCOAST.txt](http://www.uscg.mil/announcements/ALCOAST/231-15_ALCOAST.txt)





# PPE (continued)

---

- Your DIRAUX / OTO will provide specific guidance for your area
- Operational members should always be alert for changes to PPE requirements
- PFDs are now issued/registered to each member and cannot be shared
- Formal inspection of PPE now required twice annually





# PPE (Continued)

- OIAs and DIRAUXEs shall ensure Auxiliarists are properly outfitted and trained to use required PPE
- OIAs shall designate at least one Auxiliarist in each flotilla recommended in writing by the FC as the Rescue and Survival Systems Officer to manage PPE issuance, training, and maintenance
- Effective immediately, the only automatic inflatable PFDs authorized for Auxiliary use are those that are specifically listed in the current R&SS Manual





# PPE (Continued)

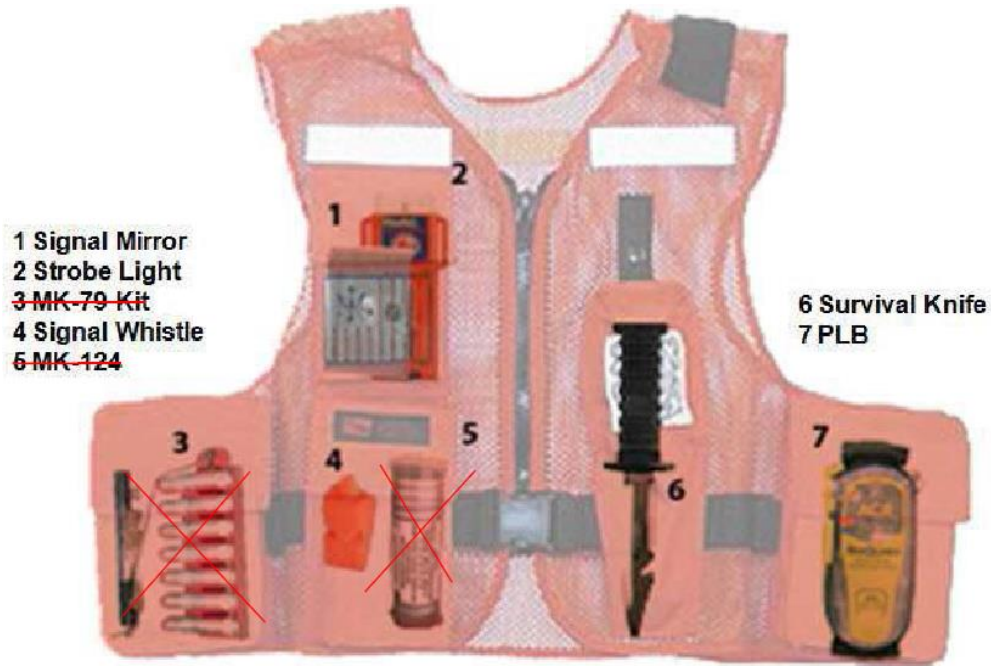
- PLBs must be checked once every 30 days
- ACR brand PLBs contain an internal timer programmed to coincide with a 5 year battery replacement
- This timer only allows for one test per month. Members **SHOULD NOT** test their PLB more than once in a 30 day period because this will require timer reset sooner than designed
- This can only be done by a special tool that CG units typically do not have due to the high cost in purchasing it, requiring the unit to be sent to ACR to be reset







# 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

- All coxswain, crew and PWO must wear an appropriate PFD with all the required PPE in a Survival Vest (aka SAR vest), in the pockets of the PFD or in an approved waist belt pocket
- All PPE must be secured by a 36" lanyard with a small bowline and overhand knot
- The new compliance date for Auxiliary members is 1 JUN 2016





# PPE Reminders

---

---

- Wearing of PPE (e.g. PFD) inscribed with "USCG Auxiliary" or any version thereof is NOT to be worn when not assigned to duty
- Wearing of PPE displaying U.S. Coast Guard, not including "Auxiliary", is prohibited at all times





# PPE Reminders

- Manual inflatable PFDs are NOT authorized for use by Auxiliarists
- The ONLY automatic inflatable PFD authorized for Auxiliary crews while under orders are those that are specifically listed in the Rescue and Survival Systems Manual
- Any PFD not listed in the Rescue & Survival Systems Manual shall be removed from service immediately





# NavRules

- Latest revision of the NavRules dated August 2014 and promulgated by the Coast Guard on 3 Oct 2014
- Required to be carried on-board surface facilities
- Hard copies are available from some commercial distributors (search internet)
- Can be an electronic version but must be accessible in two minutes or less





# NavRules (continued)

---

---

- Download at the Coast Guard Navigation Center at:
- [http://www.navcen.uscg.gov/pdf/navRules/Handbook/CG\\_NAV\\_RULES\\_20140910.pdf](http://www.navcen.uscg.gov/pdf/navRules/Handbook/CG_NAV_RULES_20140910.pdf)
- Check with your DIRAUX/OTO for specific requirements for your district/region





# Training and Safety

## The Means to Improved Surface Safety

- Mission success is important but, SAFETY is our primary concern
- Training, Procedures, TCT, and Crew Qualifications are all ways that we try to ensure safety
- Remember we need to train to “proficiency” not just enough to “qualify” or requalify
- Don’t just be a member of the “12 Hour Club” – Training and Practice Drives Proficiency





# Mishap Reporting

---

---

## The push to improve reporting of ALL incidents continues

- Remember, ALL mishaps must be reported to the Order Issuing Authority (OIA)
- For training and procedure revisions, consolidated mishap statistical info is critical
- Problems identified and reported will not be used for punitive action







# Mishap Reporting

## The Means to Improved Surface Safety

- No personal identifying information is collected or retained by National staff
- Auxiliary Operations Policy Manual (M16798.3E) requires “any individual or unit with 1st hand knowledge of a mishap” is to report these incidents, with or without injuries





# Mishap Reporting

---

---

## Reporting Mishaps Procedure

- Reports must be submitted to the OIA, DIRAUX and Auxiliary Chain of Leadership within 48 hours
- Injuries must be reported within 48 hours to the OIA and DIRAUX, and passed through to the Auxiliary Chain of Leadership





# 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**) damage & injury mishaps to:

James McCarty – Division Chief Surface

[james.mccarty@cgauxnet.us](mailto:james.mccarty@cgauxnet.us)

Surface Operations Division  
National Response Directorate





# Coxswain Responsibilities

---

---

- Coxswains shall obtain properly approved patrol orders by the OIA prior to getting underway for planned missions
- Coxswains/owners are responsible for ensuring the facility inspection will be current on the date of the mission





# Coxswain Responsibilities

---

- The Coxswain's responsibility exists from the time the Coxswain steps aboard the facility with the intention to get underway, until leaving it following completion of the mission. The Coxswain shall ensure all crewmembers understand their responsibilities as a crew and individually, prior to getting underway/requesting orders
- Coxswain/owners are responsible for the safe, orderly, efficient, and effective performance of the facility, crew, and any passengers during the entire mission





# Coxswain Responsibilities

---

- Coxswains shall assign lookouts prior to getting underway. While every crewmember on the boat is considered to be a lookout, with the responsibility to report notable circumstances to the Coxswain, the Coxswain shall designate a primary lookout





# Coxswain Responsibilities

---

---

- Coxswains are required to exercise direct supervision when a boat is being operated by a boat crewmember
- The Coxswain shall remain positioned next to the helm station of a boat when underway so they can exercise control over the safe navigation and movement of the boat





# Coxswain Responsibilities

---

---

- Coxswains shall ensure engine kill switches (if utilized) are operable and utilized at all times when underway on vessels so equipped
- Coxswains shall at all times ensure they are following fatigue standards listed in the Auxiliary Operations Policy Manual







# Crewman Responsibilities

---

---

- Safety of the boat and assigned crew is paramount. ALL members of the boat crew shall speak up and notify the Coxswain when they observe something they feel is unsafe. TCT principals must continuously be utilized
- All crewmembers are responsible for ensuring they have received adequate rest prior to an underway mission





# Important Reminders

---

---

- **Cell Phone Texting – Per ALCOAST 382/10**  
The use of cell phones/texting devices and phone applications aboard operational vessels is **PROHIBITED** without permission of the Coxswain  
**At no time will the operator (helmsman) of the vessel use a cell phone or texting device**  
**This has been policy since 2010 and applies to both Active Duty and Auxiliary. It has appeared in Surface Operations workshops every year since 2011**





# Important Reminders

---

- The Coxswain should take into consideration a variety of factors before allowing the use of a cell phone/texting device, including evaluating operational risk management
- This includes both texting and use of mobile apps on the device
- When a crewmember is allowed to use a phone/texting device, the Coxswain shall ensure there is a proper lookout posted and the rest of the crew is attentive to their duties





# Important Reminders

---

---

- If the boat crew consists of only two people and the Coxswain determines the use of a cell phone/texting device is necessary, the boat shall come to a complete stop before the use of the cell phone/tablet begins and remain stopped until after the task is completed
- This policy has been briefly mentioned in the ALCOAST referenced above and will be reflected in the next update to the Auxiliary Operations Policy Manual



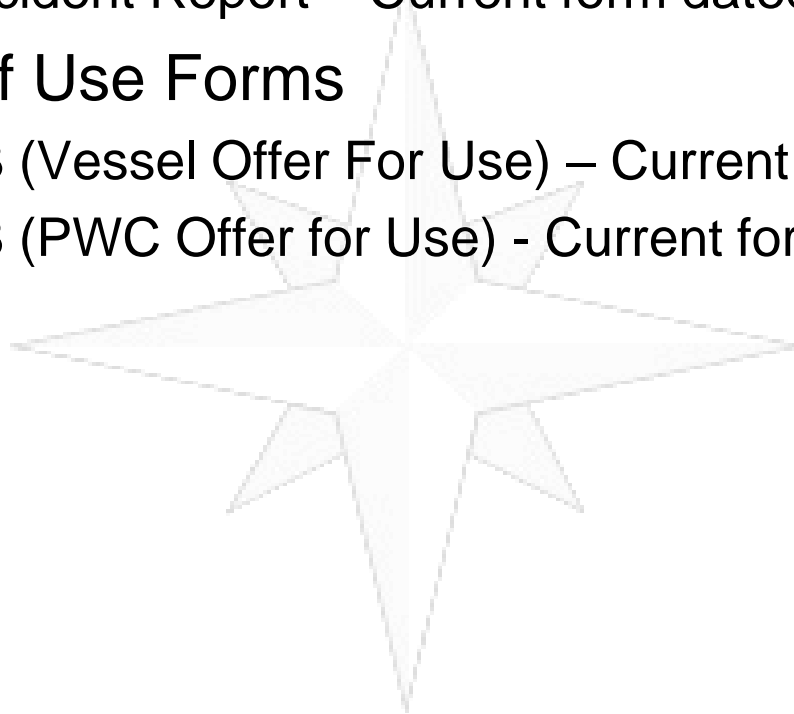


# Important Reminders

---

---

- Forms – Use the most current forms
  - SAR Incident Report – Current form dated 01 APR 10
  - Offer of 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  
- (we are the eyes and ears of the Coast Guard)
- Correct signage must be displayed on ALL facilities under orders – US Ensign, Auxiliary Patrol Ensign (white with the red stripe, NOT the Blue Auxiliary Ensign), Patrol Banners (stripes toward bow) and current operational facility decal with wreath





# “Happen Upon Policy” Reminder

From the National SAR Manual M16130.2F Paragraph 4.1.6.4  
([http://www.uscg.mil/directives/cim/16000-16999/CIM\\_16130\\_2F.pdf](http://www.uscg.mil/directives/cim/16000-16999/CIM_16130_2F.pdf))

- If you discover a vessel during routine patrol that requests assistance and that vessel has not been in contact with the Coast Guard:
  - 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 remove persons from the vessel until additional help can arrive on scene





# Review of “Happen Upon Policy”

From the National SAR Manual M16130.2F Paragraph 4.1.6.4  
([http://www.uscg.mil/directives/cim/16000-16999/CIM\\_16130\\_2F.pdf](http://www.uscg.mil/directives/cim/16000-16999/CIM_16130_2F.pdf))

- Notes:

- You the Coxswain make the call on whether you can safely assist
- You 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

From the National SAR Manual M16130.2F Paragraph 4.1.5.8  
([http://www.uscg.mil/directives/cim/16000-16999/CIM\\_16130\\_2F.pdf](http://www.uscg.mil/directives/cim/16000-16999/CIM_16130_2F.pdf))

- 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) – Key piece of safety equipment (formerly known as PEPIRB)
  - 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 or **NO** patrol
- 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





# 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?

This is an excellent self-assessment tool





# 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







# 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, if equipped
- Follow all district or OIA special requirements





# NIGHT OPS

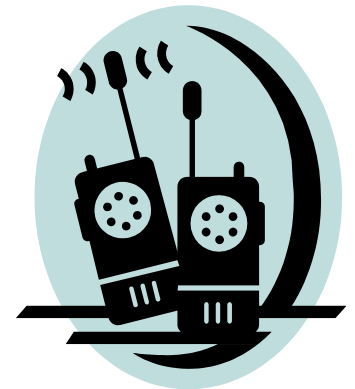
- Nav lights on
- Radar required by OIA for night ops
- Crew properly trained on radar use
- Increased lookout responsibilities
- Reduce speed
- Ops/Position reporting requirements (different from daylight ops)
- Night Vision (check local OIA for any specific requirements)





# 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 you 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 vessels 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
- 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 Permission Changes

- All OIA functions and approval of orders are restricted to E-6/GS-7 or above, to include:
  - Create DIRAUX or OIA
  - Create users/owners
  - Request open orders
  - Deny patrol requests crew overrides
  - Submit orders to FINCEN
  - View district/location reports
  - Add/update district accounting codes
  - Add active duty users
  - Manage user permissions
  - Approve patrol requests
  - Reactivate orders
  - Approve Submit without SAMA
  - Manage patrol areas
  - Allocate district funds





# AOM Reminders

- All patrols should start and end with some standby time (23A) for pre and post u/w activities (GAR, briefing, debriefing, etc.)
- 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 **not** require a QE to be on-board
- If on a QE check ride mission, 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 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 not 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 and octane enhancer
- 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
- 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



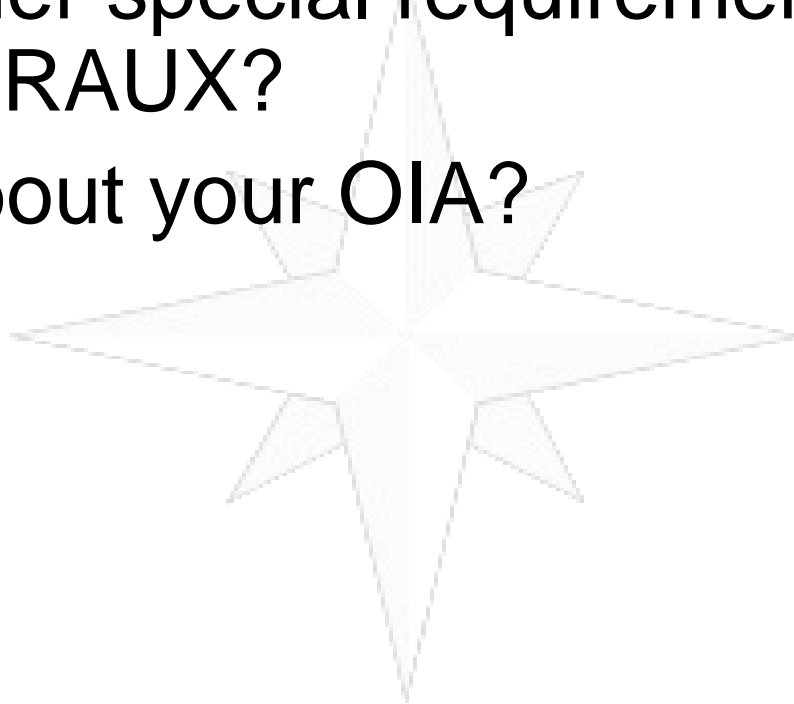


# Additional Reminders

---

---

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







# Bravo Zulu!

## Great Job!



Thank you for your participation in the 2016 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](mailto:Bruce.Pugh@cgauxnet.us)

David Kellogg BC-REI

Bruce Pugh, DVC-RE

James McCarty, DVC-RS

John J Slattery, DIR-Rd

COMO Gary A Taylor, DIR-R

